

GOLETA WEST SANITARY DISTRICT

Regular Board Meeting

AGENDA

Date: August 3, 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.

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 July 20, 2021.

DISCUSSION-ACTION AGENDA

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

6. SUMMARY OVERVIEW OF SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION MUNICIPAL SERVICE REVIEW PROCESS

- a. District Counsel will provide a report on the aforementioned subject.**

7. **SOURCEWELL COOPERATIVE PURCHASING AGREEMENT CONTRACT NO. 122017-FSC, PROPOSAL FOR A NEW 2022 VACTOR RAMJET JET RODDER**
 - a. **The Board will consider acceptance of the proposal for a new jet rodder.**
8. **ADOPTION OF RESOLUTION NO. 21-800 AMENDING APPENDIX ‘A’ OF THE PERSONNEL POLICY HANDBOOK – ESTABLISHING A MATCHING CONTRIBUTION PLAN FOR DISTRICT EMPLOYEES 457(b) DEFERRED COMPENSATION PLAN**
 - a. **The Board will consider adoption of Resolution No. 21-800.**
9. **COMMUNICATIONS**

None.
10. **REPORTS**
 - A. **Operations Report from General Manager**
 - B. **Engineering Committee**
 - C. **Goleta Sanitary District**
 - D. **Santa Barbara Airport Commission**
 - E. **City of Goleta**
 - F **Other Director Reports**
11. **CLOSED SESSION: Public Employee Performance Evaluation (Gov’t Code Section 54957)**

Employee: General Manager/Superintendent
Quarterly Update Report (2nd Quarter 2021)
12. **FUTURE AGENDA ITEMS:**
13. **ADJOURNMENT:**

Written materials relating to an item on this agenda that are distributed to the Goleta West Sanitary District within 72 hours before the meeting during which 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. 801

NEXT ORDINANCE 94

August 2021

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

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

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

September 2021

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

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

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

**MINUTES OF THE REGULAR MEETING
OF THE GOLETA WEST SANITARY DISTRICT
UCSB CAMPUS, PARKING LOT 32, SANTA BARBARA, CALIFORNIA
July 20, 2021**

POSTING OF THE AGENDA

The agenda notice for this meeting was posted 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 C. Lewis – attended remotely

David Bearman M.D. – attended remotely – arrived at 5:47PM

BOARD MEMBERS ABSENT

None.

STAFF PRESENT

Mark Nation – General Manager/Superintendent

Brian McCarthy – Chief Inspector

Jena Acos – 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 JULY 6, 2021.

(21-07-37)

Upon a motion by Director Lewis, seconded by Director Geyer, the Board approved the minutes of the Regular Board Meeting of July 6, 2021 as presented by the following roll call vote:

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

6. CONSIDERATION OF ADOPTION OF DISTRICT RESOLUTION NO. 21-798: A RESOLUTION OF THE GOLETA WEST SANITARY DISTRICT ADOPTING THE SEWER SERVICE CHARGE REPORT, DETERMINING EACH CHARGE DESCRIBED IN THE SAID REPORT AND DIRECTING THE DELIVERY THEREOF TO THE COUNTY AUDITOR OF THE COUNTY OF SANTA BARBARA

President Geyer opened the public hearing at 5:32PM. Having no public in attendance
President Geyer closed the public hearing at 5:33PM.

(21-07-38)

Upon a motion by Director Meyer, seconded by Director Lewis, the Board adopted Resolution No. 21-798 by the following roll call vote:

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

7. RESOLUTION NO. 21-799: A RESOLUTION OF THE GOLETA WEST SANITARY DISTRICT ESTABLISHING THE APPROPRIATION LIMIT FOR FISCAL YEAR 2021-22

(21-07-39)

Upon a motion by Director Meyer, seconded by Director Lewis, the Board adopted Resolution No. 21-799: A Resolution of the Goleta West Sanitary District Establishing the Appropriation Limit for Fiscal Year 2021-22 by the following roll call vote:

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

8. CONSIDERATION OF IMPLEMENTING A 457(b) DEFERRED COMPENSATION MATCHING CONTRIBUTION PROGRAM

(21-07-40)

Upon a motion by Director Turenchalk, seconded by Director Meyer, the Board directed Staff to return with an amended Appendix 'A' of the Personnel Policy Handbook reflecting the addition of a 457(b) Deferred Compensation Matching Contribution Program with the program being available to all regular employees and the matching contribution being 50 cents on the dollar up to the employees contribution of up to 6% of their salary for Board approval by the following roll call vote:

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

9. REPORT FROM DISTRICT COUNSEL REGARDING THE LATEST RULES FOR PUBLIC MEETINGS

Jena Acos provided a verbal report and answered questions from the Board.

10. COMMUNICATIONS

Noted as received.

11. REPORTS

Operations Report

The General Manager provided a report.

Goleta Sanitary District

Director Meyer provided a report.

Goleta Water District

Director Turenchalk provided a report.

Isla Vista Recreation and Park District

Director Lewis provided a report.

SBCCSDA Executive Board Meeting

Director Meyer provided a report.

City of Goleta

No report.

Other Director Reports

None.

12. FUTURE AGENDA ITEMS

None.

13. ADJOURNMENT

There being no further business, President Geyer adjourned the meeting at 6:34PM.

Mark Nation, Clerk - Secretary

APPROVED

Craig Geyer, Board President

July 1, 2021 – July 14, 2021

Administration

Newton Construction continues work on the perimeter floodwall portion of the buildings project. Construction progress meetings are attended by staff and Ed Galindo.

Staff continues working with Bruce Corwin on the Master Plan Update. The Final Draft is complete and will go to the Engineering Committee soon, followed by the Board.

The annual check of the emergency contact numbers list was completed and the list was updated as needed.

The No-Spill Certification for the month of June 2021 was completed and sent to the State CIWQS system as required.

Staff signed the agreement with Total Compensation for the Actuarial Study “full valuation” that is required this year for OPEB.

Collection System

The crew completed hydro cleaning hotspots and root cutting scheduled for July 2021. The crew is currently hydro cleaning the 60-2 Offtract area. A sewer operations cleaning summary is included with the report.

The crew repaired the concrete around a manhole on Hollister near Ellwood School.

The crew continues maintenance on several easement areas to maintain the District’s access.

The crew continues performing manhole inspections at various locations throughout the District.

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

Staff issued a sewer availability letter for 1 ERU for a proposed storage yard at 35 Ellwood Station Road, the site of a former cement plant.

Staff corresponded with engineer from Stantec regarding two proposed housing projects on the old Ocean Meadows Golf Course property.

Industrial Waste

Staff completed the Semiannual Pretreatment report and delivered it to GSD.

Staff conducted an Industrial Wastewater Discharge Permit compliance inspection at Transphorm, Inc.

Staff received and reviewed response from Apeel Sciences LLC to NOV issued for exceedance of the Local Limit for BOD for samples collected on May 4, 2021. Apeel conducted an investigation which led to changes to some of their standard operating procedures. Staff resampled Apeel's wastewater discharge for BOD and is awaiting results.

Staff conducted wastewater discharge and best management practices inspections at the following breweries: Captain Fatty's, Draughtsman Aleworks, Hollister Brewing, and M Special. The Industrial Waste Control Officer from GSD accompanied staff on these inspections.

Staff continues annual FOG inspections at restaurants throughout the District.

Street Sweeping

Graffiti: Reported to City of Goleta - Timbers easement area, across the street from 7596 Calle Real, behind the houses on Rochester Place.

Abandoned vehicles: Reported to code enforcement - End of cul de sac on Georgetown Road, between 7298 and 7295, Dark blue Volkswagen license # 6TK951, and a Honda Accord license plate # 777YAD.

Hrs. – 34

Miles – 366.1

Loads – 8

Marborg: none to report.

Maintenance:

- Replaced left side head light on the Crosswind
- Haaker Equipment completed replacing the defective hydraulic tank on the RegenX

Table of Treatment Capacity in GSD Plant

GWSD Average Daily Flow	May 2021	MGD 1.974; 45.7986%
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Sewer Operations Cleaning Summary from July 1, 2021 to July 14, 2021

Your environmental partner since 1954

Descripton	Quantity
Feet Cleaned	
Hydroclean	4,880 ft.
Root Cutting	1,154 ft.
Hot Spot	307 ft.
	<hr/>
	6,341 ft.
Lines Cleaned	
Hydroclean	19 lines
Root Cutting	4 lines
Hot Spot	1 line
	<hr/>
	24 lines
Other Work Orders	
FOG Inspection	8 Work Orders
	<hr/>
	8 Work Orders

Goleta West Sanitary District
Allowance of Claims
July 01, 2021 - July 14, 2021

Vendor ID	Vendor Name	Transaction Description	Posted Date	Document Amount
ADP01	ADP Inc	Payroll Service	7/14/2021	564.78
ADT01	ADT Security Service Inc	Building Security	7/14/2021	268.74
ALL01	Alliant Insurance Services	Insur AMVP Renewal	7/9/2021	5,838.00
BAR01	Bartlett Pringle & Wolf LLC	GANN Calculation	7/9/2021	141.00
BAR02	Barricade Pest Control	Pest Control	7/9/2021	100.00
BLU01	Blueisle Bookkeeping	Bookkeeping Svc	7/9/2021	85.00
CAL12	CalPERS Public Employee's Retirement System	CalPERS Pension & Unfunded Liability	7/9/2021	83,465.08
CITIG06	Channel Islands Technology Integrators' Group	Computer Support	7/9/2021	2,049.05
COA01	Coastal Copy	Copier Contract	7/9/2021	185.96
CSR02	CSRMA c/o Alliant Insurance Services, Inc.	Insurance - Property & Workers Comp Deposit	7/9/2021	29,244.26
CWE07	CWEA	CWEA Certifications & Membership	7/14/2021	485.00
DAT01	Datco Service Corp	DOTMonitoring	7/9/2021	175.50
FIR02	FirstNet	Wireless Service	7/14/2021	333.65
FRO01	Frontier Communications	Phone Svc	7/9/2021	799.09
GOL04	Goleta Water District	Facility Water	7/14/2021	95.72
HOM01	Home Depot Credit Svcs	Operations Supplies	7/9/2021	16.45
LAR01	Larry's Auto Parts	Vehicle Maintenance	7/9/2021	21.55
LIN01	Lincoln National Life Ins	Deferred Compensation	7/7/2021	1,800.00
MAR01	Marborg Industries	Waste Removal & Rolloff	7/14/2021	345.80
MCC02	McCormix Corporation	Diesel Fuel	7/9/2021	5,131.98
MIS01	Mission Linen Supply	Uniforms & Towels	7/9/2021	764.96
MSW01	Mountain Spring Water	Drinking Water	7/9/2021	57.60
NTN01	Newton Construction	District Bldg - Progress Payment	7/9/2021	76,570.00
RNC01	Rincon Consultants	District Bldg - Environmental Compliance	7/9/2021	48,204.24
SIL01	Silvia's Cleaning Company, Inc.	Janitorial Svc	7/9/2021	480.00
SOU02	Southern California Edison Co	Electricity	7/9/2021	587.09
SPE03	Special District Risk Management Authority	Insurance Life & Dental	7/9/2021	954.30
STA04	Stantec Consulting Services Inc.	Design Standards	7/9/2021	4,195.50
THE02	The Gas Company	Natural Gas	7/9/2021	62.92
THE08	The Regents of the University of California	Internet Svc	7/14/2021	103.25
TOT02	Total Compensation Systems, Inc.	Valuation Svcs GASB	7/14/2021	1,395.00
UND01	Underground Service Alert	Dig Alerts	7/9/2021	103.11
WIN01	Winema Industrial & Safety Supply	Safety Supplies	7/9/2021	210.96
Total Services & Supplies				\$264,835.54
Payroll - (1) pay date Wk27 2021				\$35,469.04
Total				\$300,304.58

GOLETA WEST SANITARY DISTRICT

DATE: August 3, 2021

AGENDA ITEM: #6

**AGENDA TITLE: SUMMARY OVERVIEW OF SANTA BARBARA LOCAL AGENCY
FORMATION COMMISSION MUNICIPAL SERVICE REVIEW
PROCESS**

SUMMARY DESCRIPTION:

The Santa Barbara Local Agency Formation Commission (“SBLAFCO”) has commenced county-wide municipal service review (“MSR” or “Service Review”) for all agencies within its jurisdiction. Currently, SBLAFCO is examining agencies within the Fire/Police/Emergency/Safety categories. Goleta West Sanitary District (“District”), along with other Water/Wastewater/Stormwater entities, will undergo review in the first half of 2022. In anticipation of the upcoming review, the purpose of this agenda item is to familiarize or reacquaint the Board with the purpose and process of SBLAFCO’s MSR. District Counsel will present the report.

SUPPLEMENTAL MATERIAL:

July 28, 2021 Memorandum to the Board

2012 Municipal Service Review and Sphere of Influence Update

SBLAFCO Map: Goleta West Sanitary District

GOLETA WEST SANITARY DISTRICT MEMORANDUM

Date: July 27, 2021

To: Board of Directors

From: Jena S. Acos
District Counsel

Subject: Summary Overview of Santa Barbara Local Agency Formation Commission
Municipal Service Review Process

Background:

The purpose of this memorandum is to provide the Board with an overview of the municipal service review (“MSR” or “Service Review”) process that the Santa Barbara County Local Agency Formation Commission (“SBLAFCO”) will undertake for Goleta West Sanitary District (“District”) in the early part of next year. Service Reviews inform SBLAFCO whether or not an agency’s sphere of influence should be updated.

The MSR process generally looks at an agency’s ongoing operations, current financial performance, existing governance structure, ability to provide services, and its importance within its jurisdictional area. A comprehensive Service Review analyzing multiple agencies that provide the same service is intended to provide a better understanding of how agencies are financed, governed, and structured. According to SBLAFCO, identifying best practices, regional issues and joint opportunities are key take aways from Service Reviews.

Discussion:

I. Municipal Service Review

Local Agency Formation Commissions (“LAFCO”) are the state’s planning agencies and are established in each of California’s 58 counties. One of the key responsibilities of LAFCOs around the state is to review and update spheres of influence (“SOI”) for each city and special district (collectively, “Local Agencies”) within its respective jurisdiction on a regular basis. A SOI is defined as “a plan for the probable physical boundaries and service area of a [L]ocal [A]gency, as determined by [LAFCO].” (Gov. Code § 56076.)

The Cortese-Knox-Hertzberg Act requires the review and update of a Local Agency's SOI to occur every five years or as needed. (Gov. Code § 56425(g).) In order to prepare for an update to a Local Agency's SOI, –each LAFCO must conduct a review of the municipal services (e.g. water, sewer, police, fire, library, etc.) provided by Local Agencies within its jurisdiction. This MSR is intended to allow LAFCO and public to evaluate Local Agency capacity to serve existing residents and future development within each Local Agency's respective SOI. LAFCOs also have an eye toward coordinating logical and timely changes in Local Agency boundaries, and reviewing ways to simplify and streamline governmental structure, so that municipal services are provided to the public efficiently and economically.

A MSR is an informational-driven activity. Locally, SBLAFCO gathers its data by sending agencies a questionnaire, and by soliciting public input via an online community survey to gauge public satisfaction with existing levels of service.¹ A copy of SBLAFCO's 2012 MSR and SOI Update for Goleta West Sanitary District is attached to this memorandum. (in 2016 SBLAFCO affirmed the current SOI for GWSD) SBLAFCO is then required to prepare a written statement of its determinations with respect to each of the following:

- (1) Growth and population projections for the affected area.
- (2) The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the SOI.
- (3) Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the SOI.
- (4) Financial ability of agencies to provide services.
- (5) Status of, and opportunities for, shared facilities.
- (6) Accountability for community service needs, including governmental structure and operational efficiencies.
- (7) Any other matter related to effective or efficient service delivery, as required by commission policy.

(Gov. Code § 56430.) SBLAFCO has previously referred to the State Office of Planning and Research's MSR Guidelines (2003) in developing information, performing analysis, and organizing a MSR study. The decision to approve or disapprove any determinations or policies in a MSR rests entirely with the local LAFCO, and may be reconsidered or revised as directed by SBLAFCO staff or by SBLAFCO during its deliberations. If no change is recommended to a SOI, the staff recommendation to SBLAFCO will be to affirm the current SOI.

A MSR does not require SBLAFCO to initiate changes based on Service Review findings, or to make determinations regarding the provision of public services. However, SBLAFCO, Local Agencies and the public may subsequently use the determinations to analyze prospective changes of organization or reorganization, or to establish or amend a Local Agency's SOI. For this to occur, a separate application, along with a fee, must be made to SBLAFCO for a change action, which may include consolidation of special districts, merging a special district with a city, dissolving a special district, establishing a subsidiary district, or any combination of these

¹ The online community survey is available at www.sblafco.org.

changes (“reorganization”).² (Gov. Code § 56430.) A goal would be to improve efficiency and affordability of infrastructure and service delivery within, and contiguous to, a SOI.

SBLAFCO is currently conducting a Service Review in the key areas of Fire, Law Enforcement, Crime & Safety, and emergency medical services (“EMS”). The deadline for the public to provide input on these issues, via SBLAFCO’s online survey platform, is September 3, 2021. The MSR for the District is anticipated to take place in 2022, at which time SBLAFCO staff may offer meetings with the board to discuss the MSR program. District staff, together with District Counsel, will plan to provide another update the Board of Directors once the District receives notice of its MSR process.

A LAFCO map of the boundaries for the District is attached to this memorandum.

II. Santa Barbara Local Agency Formation Commission

SBLAFCO is composed of the following members:

- Two City Council Members (selected by the cities in the County),
- Two County Supervisors (selected by the Board of Supervisors),
- Two Special District Members (selected by the independent special districts in the County), and
- One public member (selected by the other six Commissioners).

Alternate members—one in each category—are appointed to vote whenever a regular member in that category is absent or disqualified from participating. All members are appointed to serve four-year terms. The current members of SBLAFCO are as follows:³

City Members

Roger Aceves (3/1/24)
Holly Sierra, Alternate (3/1/24)
Etta Waterfield, Vice-Chair (3/1/23)

County Members

Joan Harmann (3/1/23)
Steve Lavagnino (3/1/22)
Das Williams (3/1/22)

Special District Members

Cynthia Allen, Alternate (3/1/24)
Jay Freeman (3/1/22)
Craig Geyer, Chair (3/1/24)

Public Members

Shane Stark, Alternate (3/1/21)
Roger Welt (3/1/21)

SBLAFCO staff includes Jacquelyne Alexander (Clerk), William Dillon (Legal Counsel), and Mike Prater (Executive Officer). Prater is a relatively recent addition to SBLAFCO, having been hired in November 2020. Similar to his predecessor Paul Hood, Prater came from the San Luis Obispo County LAFCO, where he previously served as that LAFCO’s Executive Officer.

The jurisdictions within SBLAFCO include the following:

² If a Local Agency wishes to implement a change of organization, reorganization, or change to its SOI, either SBLAFCO or the Local Agency that submits the proposal may be lead agency for compliance with the California Environmental Quality Act (“CEQA”) and conduct an appropriate environmental review.

³ Please note that this information may be outdated. The above membership list, however, is what is currently reflected on SBLAFCO’s website.

CITIES

City of Buellton
City of Carpinteria
City of Goleta
City of Guadalupe
City of Lompoc

City of Santa Barbara
City of Santa Maria
City of Solvang

AIRPORT DISTRICTS

Santa Maria Public Airport District

CEMETERY DISTRICTS

Carpinteria Cemetery District
Goleta Cemetery District
Guadalupe Cemetery District
Lompoc Cemetery District
Los Alamos Cemetery District
Oak Hill Cemetery District
Santa Maria Cemetery District

COMMUNITY SERVICES DISTRICTS

Casmalia Community Services District
Cuyama Community Services District
Isla Vista Community Services District
Los Alamos Community Services District
Los Olivos Community Services District
Mission Hills Community Services District
Santa Rita Hills Community Services District
Santa Ynez Community Services District
Vandenberg Village Community Services District

RECREATION AND PARK DISTRICTS

Cuyama Valley Recreation and Park District
Isla Vista Recreation and Park District

COUNTY SERVICE AREAS

Law Enforcement Service Areas
CSA 32 (Unincorporated police services)
Lighting Service Areas
CSA 11 (Carpinteria Valley)

Multi-Purpose Service Areas

CSA 3 (Goleta Valley)
CSA 31 (Isla Vista)

Parks and Open Space Service Areas

CSA 4 (North Lompoc)
CSA 5 (Orcutt)

Road Maintenance Service Areas

CSA 41 (Rancho Santa Rita)

Sanitation Service Areas

CSA 12 (Mission Canyon)

FIRE PROTECTION DISTRICTS

Carpinteria/Summerland Fire Protection District
Montecito Fire Protection District
Santa Barbara County Fire Protection District

HEALTH CARE DISTRICTS

Lompoc Valley Medical Center

LIGHTING DISTRICTS

Guadalupe Lighting District
Mission Canyon Lighting District
North County Lighting District

MUNICIPAL IMPROVEMENT DISTRICTS

Embarcadero Municipal Improvement District

TRANSIT DISTRICTS

Santa Barbara Metropolitan Transit District

RESOURCE CONSERVATION DISTRICTS

Cachuma Resource Conservation District

SANITATION DISTRICTS

County Sanitation Districts
Laguna County Sanitation District
Sanitary Districts
Carpinteria Sanitary District
Goleta Sanitary District

Goleta West Sanitary District
Montecito Sanitary District
Summerland Sanitary District

VECTOR CONTROL DISTRICTS
Mosquito and Vector Control District of
Santa Barbara County

WATER DISTRICTS

Countywide Districts and Agencies

Santa Barbara County Flood Control and
Water Conservation District
Santa Barbara County Water Agency

County Water Districts

Carpinteria Valley Water District
Goleta Water District
Montecito Water District

Water Conservation Districts

Santa Maria Valley Water Conservation
District
Santa Ynez River Water Conservation
District
Santa Ynez River Water Conservation
District, Improvement District No. 1

GOLETA WEST SANITARY DISTRICT

MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE UPDATE

Report to the
**Santa Barbara Local Agency
Formation Commission**

March 2012

1. INTRODUCTION

This report regarding the Goleta West Sanitary District was prepared by the Santa Barbara Local Agency Formation Commission ("LAFCO") in accordance with Section 56430 of the California Government Code. It responds to the requirement that LAFCO conduct a Municipal Service Review (MSR) to study the delivery of municipal services and update spheres of influence.

The MSR evaluates services provided by the District and issues regarding its sphere of influence. This report describes service delivery and related issues for LAFCO to consider and presents determinations as required by law. The decision to approve or disapprove any determinations or policies rests entirely with the Commission.

Written determinations regarding the MSR and sphere of influence update are provided for the Commission's consideration. This report is an informational document and does not substitute for discretionary decisions that can only be made by the Commission.

This Report is subject to reconsideration and revision as directed by the LAFCO staff or by the Commission during the course of its deliberations.

2. MUNICIPAL SERVICE REVIEW

Description of District

The District was formed November 8, 1954 and operates pursuant to the Sanitary District Act of 1923 (Health & Safety Code §6400 et seq.).

It is located in southern Santa Barbara County, specifically in the western Goleta Valley on both sides of Highway 101 and includes much of the City of Goleta and unincorporated Isla Vista.

A five-member board of directors, elected at-large, governs the District. A General Manager is responsible for administrative functions. A District organizational chart is included as part of this report.

The District's exterior boundaries and sphere of influence are coterminous. A map of the District and its sphere is included.

District Services

The District provides wastewater collection. The District collects its fees through the property tax rolls and annually bills approximately 5,475 parcels. It serves a population of in excess of 33,000 and maintains about 62 miles of mainline sewers.

The District accepts wastewater from the Embarcadero Municipal Improvement District (EMID) that is largely outside the District, and by agreement with that District, performs maintenance for the EMID collection system.

Sewage is treated at the Goleta Sanitary District's treatment plant through a joint use agreement for treatment and disposal. The District has capacity rights for over 40% of the treatment plant.

The District also provides street sweeping that is funded by property taxes.

Other Governmental Agencies within the District

Local agencies that overlap the District are the City of Goleta, Embarcadero Municipal Improvement District, Goleta Water District, County Service Area 31 (Isla Vista), County Service Area 32 (Law Enforcement), Mosquito and Vector Management District of Santa Barbara County, Santa Barbara County Fire Protection District and Santa Barbara Metropolitan Transit District.

3. MSR DETERMINATIONS

This report addresses the MSR factors specified in LAFCO's governing statute.

Infrastructure Needs and Deficiencies

The District's Wastewater Master Plan (2007) evaluates current facilities and projects capital needs to serve projected growth in service demand. Several major capital improvement plans are scheduled to be completed in the coming years.

From the information provided in its adopted plans, the District has substantial remaining capacity for future service demands.

Growth and Population Projections

The District serves the majority of the City of Goleta and unincorporated areas, namely Isla Vista and the Embarcadero development. It has sufficient capacity to serve projected land uses within its sphere of influence.

Financing Constraints and Opportunities

Major District revenues are sewer user fees and ad valorem property taxes. The fees are established, as required by State funding guidelines, to recover sewer system operations, maintenance and replacement costs. Property taxes received by the District exceed \$1 million this year.

Cost-Avoidance Opportunities

The Commission previously endorsed consolidating sewer services in the Goleta Valley in order to reduce administrative costs and inefficiency for these programs and promote economy in the use of personnel and equipment.

The District participates in a Joint Powers Authority with other public utilities to obtain pooled property, automotive, liability and workers compensation insurance savings. The District also avoids costs through a contractual agreement with three other south coast sanitary districts to share the employment of a safety officer.

Opportunities for Rate Restructuring

The District's rates are established to recover costs. The opportunity for restructuring rates occurs during annual budget processes and the adoption of each rate ordinance.

Opportunities for Shared Facilities

The District is currently sharing a treatment facility with the Goleta Sanitary District, City of Santa Barbara, County of Santa Barbara and UCSB.

Government Structure Options

One option is consolidation with the Goleta Sanitary District. Both agencies were formed and operate under the same principal act, provide similar services and share a single wastewater treatment plant. The Commission previously endorsed this option.

The "Request for Information for Municipal Service Reviews" asked,

"Are there structural reorganizations such as consolidations or reorganizations that your agency thinks should be evaluated in the next few years to benefit recipients of your agency's services or improve the provision of services generally?"

The District has responded that merger of the two districts was evaluated in 2005. The Goleta West Board of Directors adopted a motion on December 6, 2005 to "not further study (consolidation with GSD) unless new, conclusive information is brought forth."

Management Efficiencies

The District exhibits the characteristics of an agency serving its residents and customers effectively. More efficient use of personnel and equipment might be possible via the consolidation or unification with the adjacent Goleta Sanitary District.

Local Accountability and Governance

The District is a relatively compact government, which enhances the ability of the public to participate in its activities. The Board of Directors is elected by and accountable to the voters who reside in the District. District Newsletters can be accessed on its website.

4. SPHERE OF INFLUENCE REVIEW

Description of Current Sphere of Influence

The District's exterior boundaries and sphere of influence are coterminous. A map of the District and its sphere are included.

No Proposed Boundary Changes

In response to the MSR Request for Information, the District responded as follows:

Do you feel that your agency's boundary is correct at this time?	Yes
Are there areas your agency desires or plans to serve that are not now within its boundaries or its sphere of influence?	No
Are there areas your agency currently serves that might be served more efficiently by another agency?	No

Sphere of Influence Determinations

Inasmuch as no changes in the sphere of influence are proposed at this time it is not necessary for the Commission to adopt or approve any determinations.

5. ACKNOWLEDGEMENTS & REFERENCES

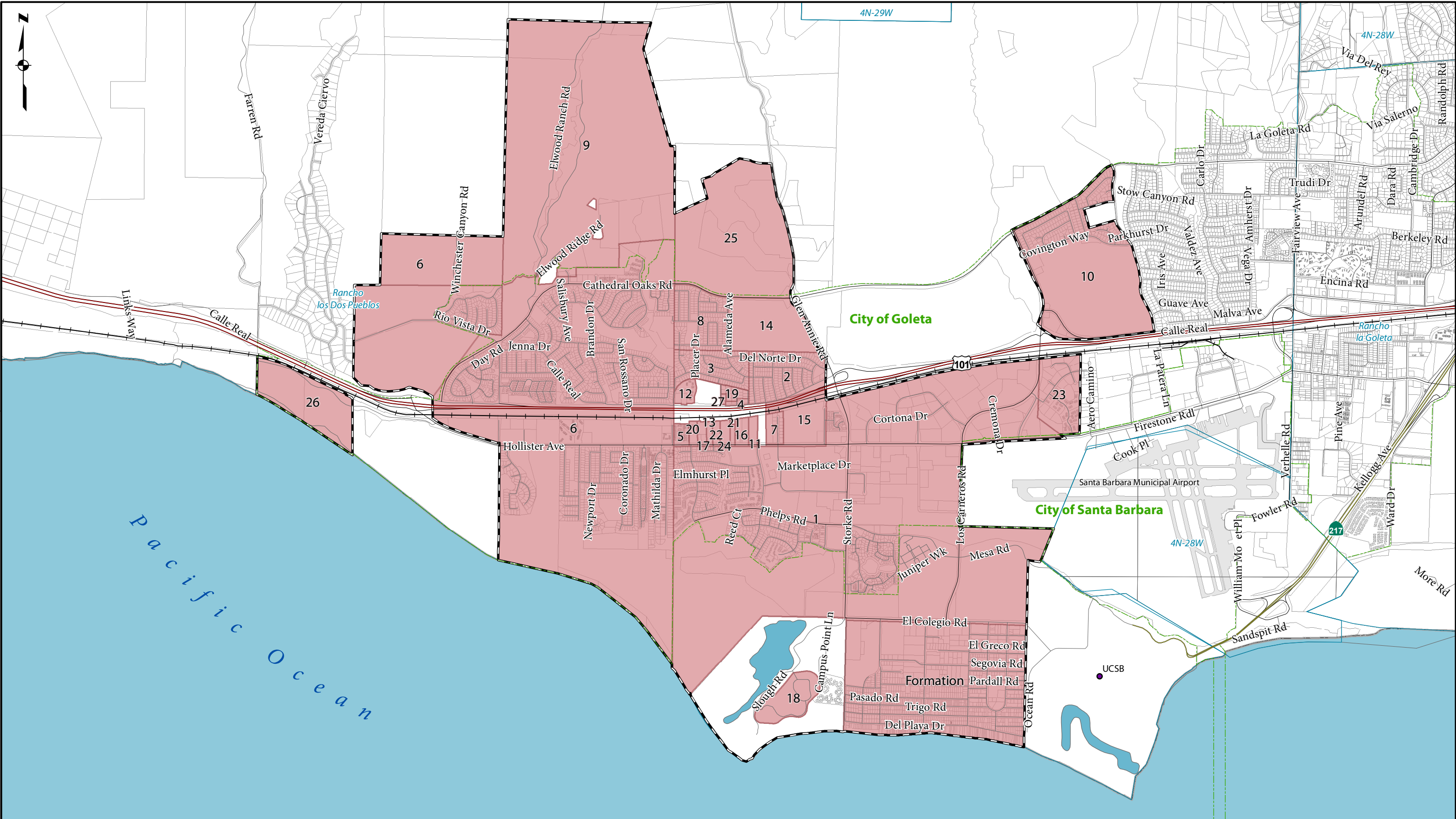
The Santa Barbara LAFCO staff prepared this Municipal Service Review. Responsibility for any errors or omissions rests with those who prepared the report.

The Goleta West Sanitary District provided the basic information and documents upon which the evaluation is based. District staff, notably General Manager/Superintendent Mark Nation, was instrumental in providing data.

Mapping services were provided by County Surveyor.

6. RECOMMENDATIONS

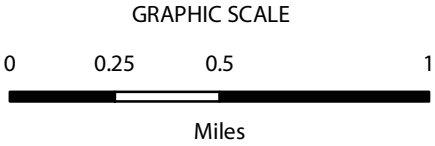
It is recommended the Commission affirm the current Sphere of Influence.



Goleta West Sanitary District

Compiled by the Office of the County Surveyor in February of 2012. Formed 11/8/1954 by Board of Supervisors Resolution 13910. Shpere: 9/1/2005. Last Action: 27, Refiled Robinson Annex., LAFCO 01-19, 4/19/2002. See boundary activity table at <http://www.countyofsb.org/pwd/pwsurveyor.aspx?id=23260>

NOTICE OF DISCLAIMER: This data is for reference only. Although every effort has been made to ensure the accuracy of information, errors and conditions originating from physical sources used to develop the database may be reflected in this data. Santa Barbara County shall not be liable for any errors, omissions, or damages that result from inappropriate use of this document. No level of accuracy is claimed for the boundary lines shown hereon and lines should not be used to obtain coordinate values, bearings or distances.



Legend

- Freeways
- Highways
- Roads
- Railroads
- Parcels
- Sections
- Ranchos and Townships
- City Boundaries
- County Boundary
- Sphere of Influence
- Formation
- Annexation
- Detachment



Goleta West Sanitary District Boundary Activity

See map at <http://www.countyofsb.org/pwd/pwsurveyor.aspx?id=23260>

InternalNo	Title	Type	Effective	County_Res	County_DT	LAFCO_No	LAFCO_Res	Instrument	Recorded
0	Goleta West Sanitary District Formation	Formation	11/8/1954	13910	11/8/1954				
1	Annexation No. 1	Annexation	1/3/1956	15126	1/3/1956				
2	Annexation No. 2	Annexation	10/28/1957	17383	10/28/1957				
3	Annexation No 3	Annexation	2/2/1959	18699	2/2/1959				
4	Annexation No. 4	Annexation	2/2/1959	18699	2/2/1959				
5	Annexation No. 5	Annexation	10/13/1959	19556	10/13/1959				
6	1960-2 Gene DeArmond	Annexation	8/22/1960	20673	8/22/1960				
7	Annex No. 61-1, Richard Robertson, et al	Annexation	11/13/1961	21749	11/13/1961				
8	Pyramid Certified Projects	Annexation	4/1/1963	23046	4/1/1963				
9	Special Zone Annex No. 63-2	Annexation	7/22/1963	23323	7/22/1963				
10	Annex 64-1, Caroldale Inc., Tract 10347	Annexation	5/11/1964	24000	5/11/1964				
11	Annex No 65-1, Retail Clerks Union Local 899	Annexation	4/27/1965	24666	4/27/1965				
12	Annexation No. 66-2, Romer	Annexation	12/9/1966	66-618	12/9/1966				
13	Annex 66-3, Joseph C Davis	Annexation	12/15/1966	66-620	12/15/1966				
14	Annex no 66-1, Glen Annie Area School	Annexation	12/29/1966	28276		66-06	11	2176/0725-0734	12/29/1966
15	Annexation 66-3, Teledyne Industries Inc	Annexation	12/30/1996			66-13	27	2170/1183-1190	12/30/1996
16	Dixon-Price	Annexation	1/3/1969			68-01		2257/0920-0925	1/3/1969
17	Dixon No. 2	Annexation	12/27/1968			68-02	292		
18	Devereaux School	Annexation	7/10/1969			69-15	167	2001-0017903	3/14/2001
19	Harlan, et al	Annexation	9/15/1970				207	1970-0036071	9/15/1970
20	Patricia Bragg	Annexation	3/13/1978			77-25	77-484	1978-0011264	3/13/1978
21	Mercury Van & Storage Company	Annexation	8/15/1978			77-26	78-485	1978-0039244	8/15/1978
22	7288 Hollister Limited, Howard Shannon	Annexation	1/5/1982			81-16	81-603	1982-0011781	1/5/1982
23	Los Carneros Community	Annexation	4/14/1986			85-02	85-698	1986-0020811	4/14/1986
24	Goleta Footlocker	Annexation	9/23/1987					1987-0071891	9/23/1987
25	Refiled Dos Pueblos Golf Course	Annexation	8/5/1996			95-17		1996-0047057	8/5/1996
26	Resort Reorganization	Annexation	10/31/1997			97-08		1997-0065854	10/31/1997
27	Refiled Robinson	Annexation	4/19/2002			01-19		2002-0038355	4/19/2002
	Goleta West Sanitary District SOI	SOI	9/1/2005						

GOLETA WEST SANITARY DISTRICT

DATE: AUGUST 3, 2021

AGENDA ITEM #7

**AGENDA TITLE: SOURCEWELL COOPERATIVE PURCHASING AGREEMENT
CONTRACT NO. 122017-FSC, PROPOSAL FOR A NEW 2022
VACTOR RAMJET JET RODDER**

SUMMARY DESCRIPTION:

GWSD purchasing policy allows for purchasing supplies or equipment through Sourcewell (formerly NJPA). This satisfies all public bidding requirements. The purchase of a new jet rodder to replace the old water truck was included in the FY 2021-2022 budget.

The Engineering Committee met and recommends that the Board accept the July 7, 2021 Sourcewell Contract No. 122017-FSC proposal as presented at a cost not-to-exceed \$292,697.36.

SUPPLEMENTARY MATERIAL:

July 7, 2021 Sourcewell Proposal from Haaker Equipment Company.
CAD drawing and photos

HAAKER

EQUIPMENT COMPANY

2070 North White Avenue, La Verne, California 91750
(909) 598-2706 ~ FAX (909) 598-1427 - Haaker.com



PROPOSAL

July 7, 2021

TO: GOLETA WEST
PO Box 4 / 1 Adams Road
Goleta, CA 93116

ATTN: Mr. Mark Nation
805-968-2617
Email: mnation@goletawest.com

In accordance with your request, we are pleased to submit the following proposal for your consideration and approval based on the *Sourcewell Cooperative Purchasing Agreement - Contract #122017-FSC.*

ONE (1) VACTOR FRONT REEL RAMJET JET RODDER

1500 Gallon Capacity, 80 GPM @ 2500 PSI Vactor Water Pump, Mounted on a 2022 Freightliner 108 4x2 Chassis, 270 hp with Allison Automatic Transmission. Unit is equipped with the following standard and optional equipment:

Standard Equipment Included

- 2-1/2" x 25' Fill Hose w/ Connections Street Side and Curb Side
- 304 Stainless Steel Tank w/Baffle w/10 Yr Warranty
- Intuitouch Electronic Package
- (3) Nozzles w/ Carbide Inserts
- Hydrant Wrench
- Handgun Assembly w/ 35' x 3/8" Hose w/ Quick Disconnects
- Un-Shrouded
- Color Coded Sealed Electrical System
- Aluminum Rear Fenders w/ Mud Flaps and Anti-Sail Brackets
- Hydraulic Oil Sight Gauge
- Electric Back-Up Alarm
- 10'-6" Low Profile (Based on Vactor Stock Chassis Spec)
- Multi-Flow Water System
- Hydraulic Manifold Hose Reel Controls
- Low Water Alarm with Water Pump Flow Indicator
- 3" Y-Strainer Filter in Water Tank Fill w/ Cleanable Filter Accessable at Ground Level
- Flexible Hose Guide
- 3" Y-Strainer Filter in Jet Rodder Pump Suction w/ Cleanable Filter Accessable at Ground Level
- 80 GPM @ 2500 PSI (Certified)
- Rodder System Accumulator - Jack Hammer on/off Control w/ manual valve
- 1" Water Relief Valve
- Side Mounted JetRodder Pump W/ Two Yr. Warranty
- Road Side Hazard Kit
- Fire Extinguisher 5 Lbs.
- Digital Hose Footage Counter
- Hydraulic Tank Suction Shutoff Valves
- Hydraulic Oil Temp Alarm w/Indicator and Shutdown
- Tachometer / Chassis Engine w/ Hour Meter / Oil Pressure / Coolant Temperature / Hour Meter
- Circuit Breakers
- LED Lights, Clearance, Backup, Stop, Tail, & Turn

- Tow Hooks, Rear
- Tow Hooks, Front
- Standard P/S Toolbox
- Camera System, Rear Only
- Hydraulic Extending 15", Rotating Hose Reel, 1" x 800' Capacity

- Rear Basket
- 80 GPM @ 2500 PSI Water System
- Module Paint, Dupont Imron Elite - Wet on Wet
- 1" x 10' Leader Hose w/1" Nozzle Pipe
- Vactor Manual, Partial Manual and USB Version - 1

Optional Equipment Included

- Hose Wind Guide (Dual Roller), Auto, Indexing w/ Pinch Roller
- High Pressure Hose Reel
- Digital Water Level Indicator
- 1" x 800' Piranha Sewer Hose, 2500 PSI
- Long Handle Tool Storage
- Pole Storage- 74w x 6" diameter
- Behind Cab Toolbox - 22W x 30H x 72D
- Max Storage D/S Tool Tray
- Toolbox, Front Bumper Mounted, 16 x 12 x 18 w/(2) LED Side Markers
- Handgun Couplers, Front and Rear
- Rodder Pump Drain Valves
- Worklight, Operators Station
- Worklight, Hose Reel Manhole
- Side Work Lights
- Worklights (2), Rear
- Hose Reel Wrapped for Delivery
- Safety Cone Storage Rack
- Additional Safety Cone Storage Rack
- Door Stripe Material, Reflective Tape
- Handheld Wireless 12V/110V Rechargeable LED Spotlight w/Storage Basket
- Whelen Light Package to include: LED Light Bar, Strobes and Large Arrow Style Traffic Advisor
- Two Separate Water Air Gaps, Y-Strainers and water fills – one for potable water and one for reclaimed water.
- Paint reclaim Water Fill Y Strainer Purple

Sourcewell Unit Price:\$ 274,354.00
 Sourcewell Discount:(\$ 5,207.00)
 Subtotal:\$ 269,147.00
 Sales Tax (8.75%).....\$ 23,550.36

TOTAL UNIT PRICE, FOB: GOLETA, CA:.....\$ 292,697.36

THE PROPERTY HEREIN IS GUARANTEED BY MANUFACTURER'S WARRANTY ONLY AND SELLER MAKES NO WARRANTY EXPRESSED OR IMPLIED, OF MERCHANTABILITY OR OTHERWISE, OR OF FITNESS FOR ANY PARTICULAR PURPOSE, THAT EXTENDS BEYOND THE ABOVE DESCRIPTION OF THE EQUIPMENT.

NOTE: Price is good until 60 Days. Cost increases due to the addition of Government mandated safety or environmental devices incurred after the date of this proposal, will be charged to you at our cost. Proof of such costs, if any, will be documented.

TAXES: SALES TAX applicable at time of delivery will be shown on our invoice. FEDERAL EXCISE TAXES, if applicable, will require payment unless a properly executed Exemption Certificate is submitted.

DELIVERY: 240-330 Days

TERMS: Net 30

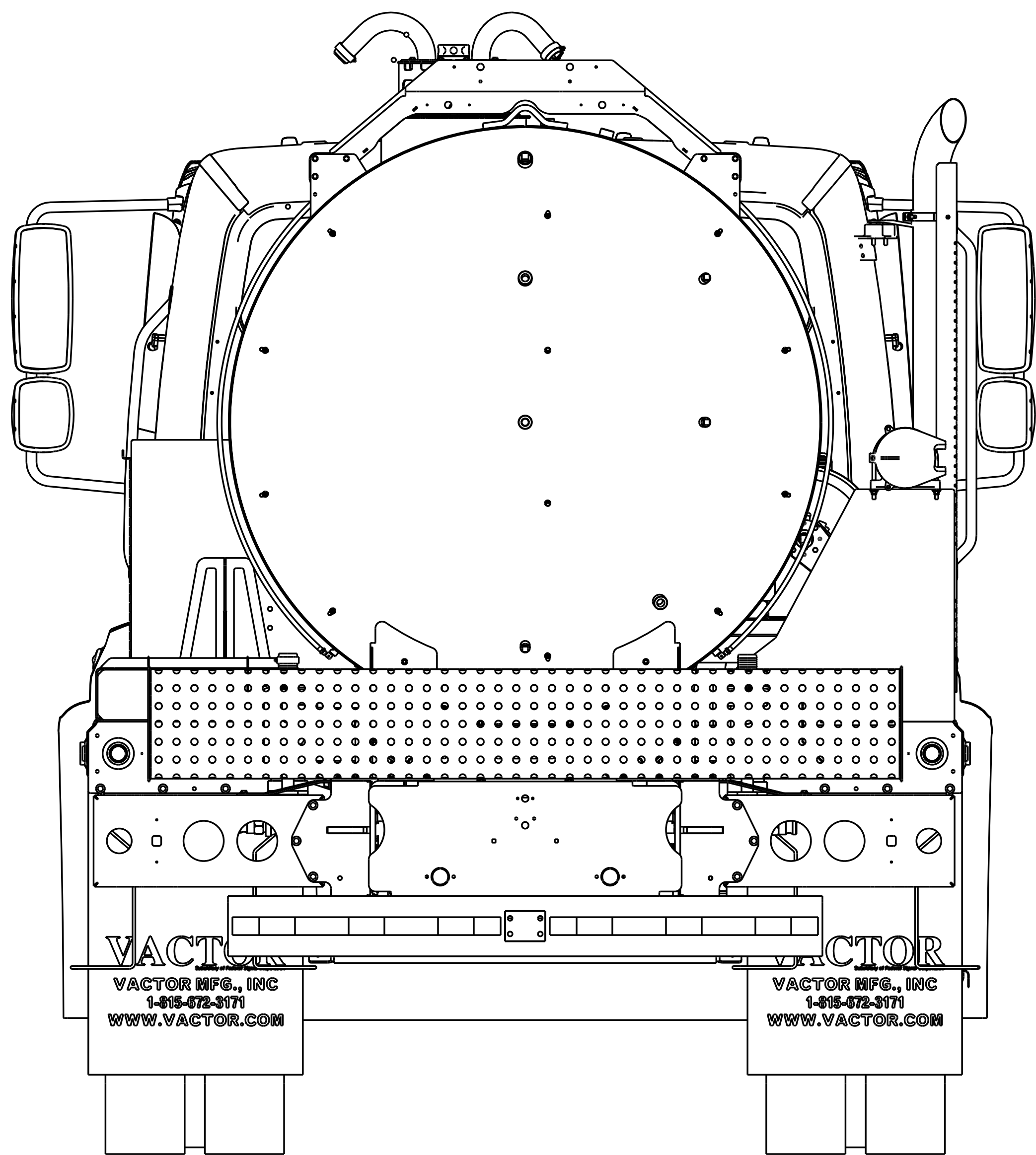
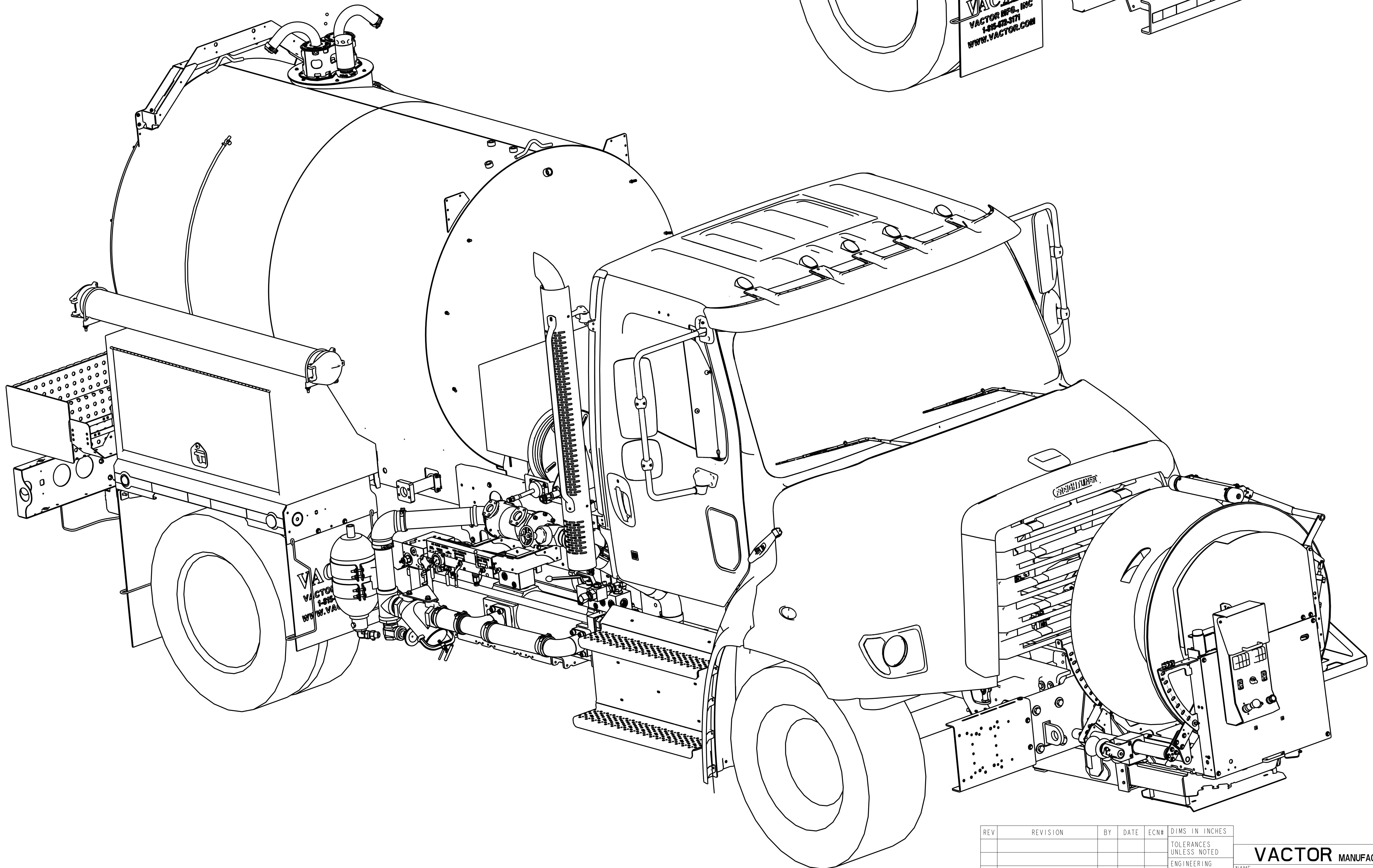
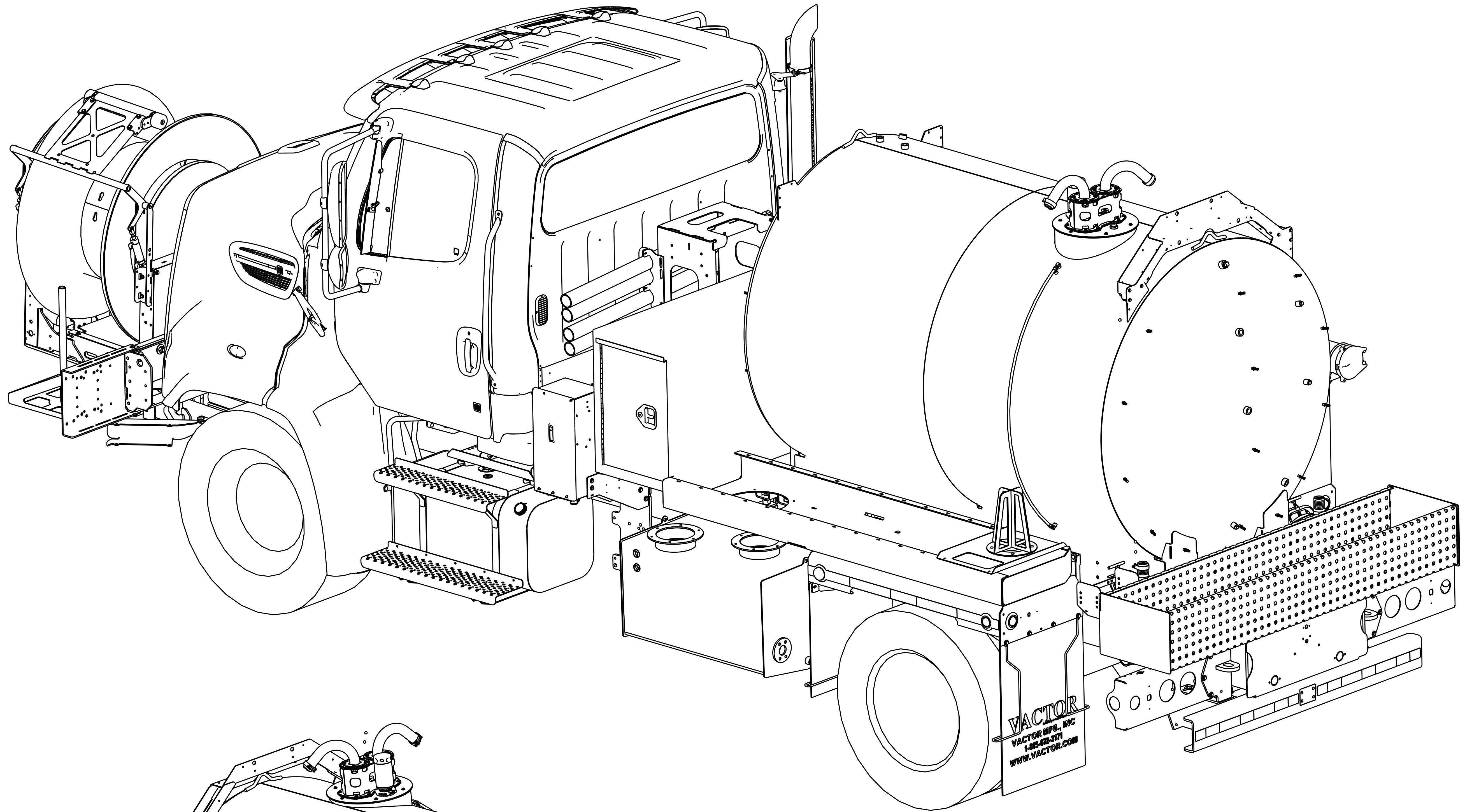
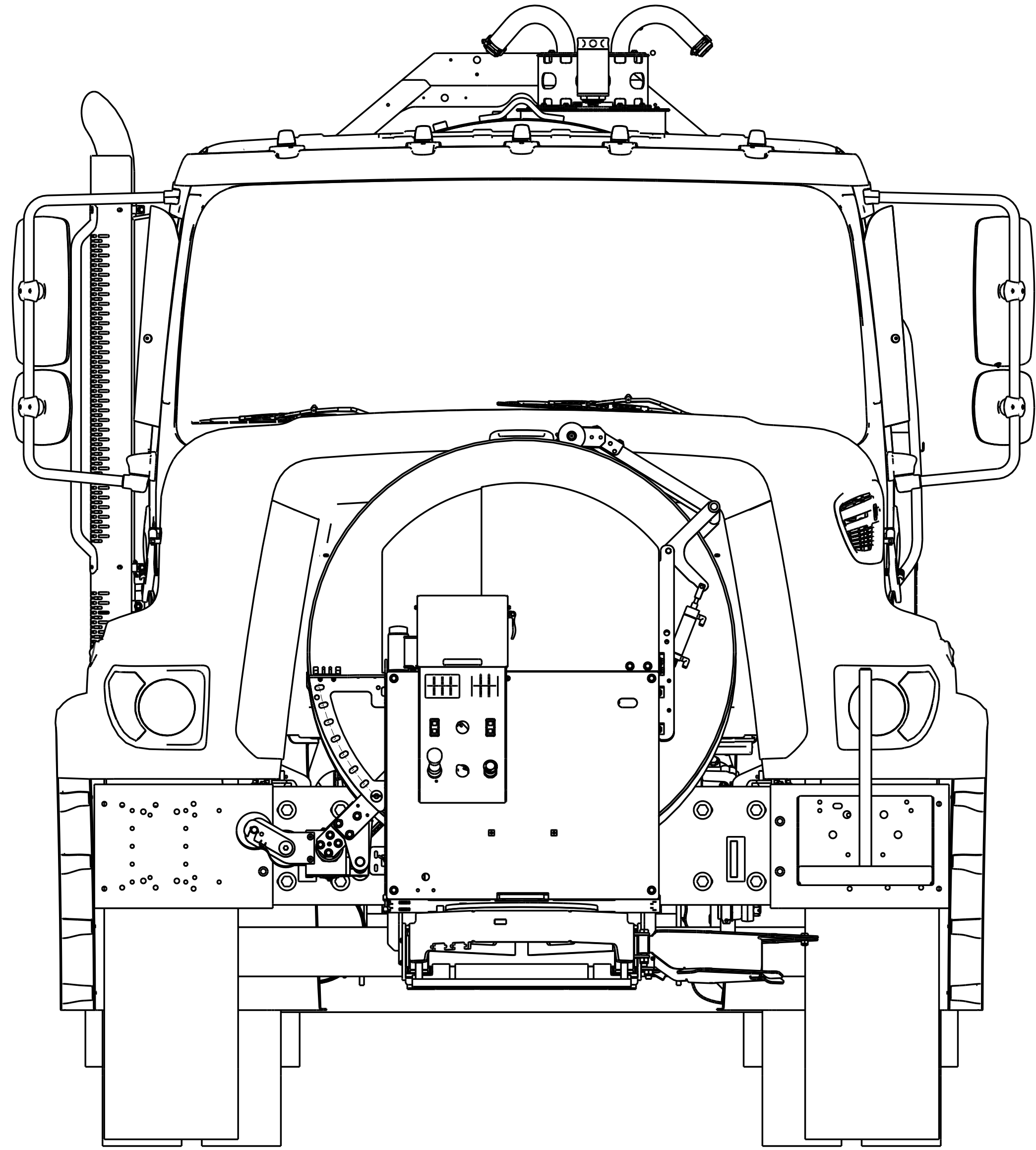
We appreciate the opportunity to present this proposal and look forward to being of further and continued service.

HAAKER EQUIPMENT COMPANY

ACCEPTED BY: _____

BY: Bryan Fox
BRYAN FOX
 Sales Representative

DATE: _____



REV	REVISION	BY	DATE	ECNB	DIMS IN INCHES
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VACTOR MANUFACTURING INC. STREATOR, IL

NAME RAMJET-F 1500GAL, SANTA BARBARA

MATERIAL LISTED

DRAWN J.L.H. DATE 2/12/21 SCALE 3/32 SIZE 1/8 PART NO SD1260 REV 0

GOLETA WEST SANITARY DISTRICT

DATE: AUGUST 3, 2021

AGENDA ITEM #8

**AGENDA TITLE: ADOPTION OF RESOLUTION NO. 21-800 AMENDING
APPENDIX “A” OF THE PERSONNEL POLICY HANDBOOK –
ESTABLISHING A MATCHING CONTRIBUTION PLAN FOR
DISTRICT EMPLOYEES 457(b) DEFERRED COMPENSATION
PLAN**

SUMMARY DESCRIPTION:

At the July 20, 2021 Regular Board Meeting the Board directed Staff to return with an amended Appendix “A” of the Personnel Policy Handbook reflecting the addition of a 457(b) Deferred Compensation Matching Contribution Plan available to all Regular Employees as discussed at that meeting.

To confirm this action Appendix “A” in the Personnel Policy Handbook must be revised by adopting Resolution No. 21-800.

SUPPLEMENTARY MATERIAL

Redline version of revised Appendix “A”
Resolution No. 21-800

APPENDIX "A" ~~JULY-SEPTEMBER~~ 1, 2021

CLASSIFICATION PLAN/COMPENSATION PLAN

SALARY RANGES - APPROVED AS OF JULY 1, 2021

Title	#	A	B	C	D	E
Clerk I/Laborer	152.5	\$3,947	\$4,144	\$4,351	\$4,569	\$4,797
Utility Worker I	170.5	\$4,721	\$4,957	\$5,205	\$5,465	\$5,738
Clerk II	172.5	\$4,816	\$5,057	\$5,309	\$5,575	\$5,854
Utility Worker II	180.5	\$5,215	\$5,475	\$5,749	\$6,037	\$6,339
Utility Worker III	190.5	\$5,760	\$6,048	\$6,351	\$6,668	\$7,002
Utility Worker IV	204.5	\$6,621	\$6,952	\$7,300	\$7,665	\$8,048
Office Manager	210.5	\$7,029	\$7,380	\$7,749	\$8,137	\$8,543
Chief Inspector	224.5	\$8,079	\$8,483	\$8,907	\$9,353	\$9,820

Monthly pay rounded to nearest whole dollar. Actual pay rate table is in Dollars per hour. (Hourly Pay table below).

HOURLY PAY TABLE:

Title	#	A	B	C	D	E
Clerk I/Laborer	152.5	\$22.768	\$23.907	\$25.102	\$26.357	\$27.675
Utility Worker I	170.5	\$27.236	\$28.597	\$30.027	\$31.529	\$33.105
Clerk II	172.5	\$27.783	\$29.172	\$30.631	\$32.162	\$33.771
Utility Worker II	180.5	\$30.085	\$31.589	\$33.169	\$34.827	\$36.569
Utility Worker III	190.5	\$33.233	\$34.894	\$36.639	\$38.471	\$40.395
Utility Worker IV	204.5	\$38.200	\$40.110	\$42.116	\$44.221	\$46.433
Office Manager	210.5	\$40.550	\$42.578	\$44.707	\$46.942	\$49.289
Chief Inspector	224.5	\$46.611	\$48.942	\$51.389	\$53.959	\$56.657

Job Descriptions

Job descriptions are included in Appendix B, Classification Plan of this Handbook.

Pay Day

Payday shall be bi-weekly on Wednesday of alternate weeks. If the payday falls on a holiday, employees shall be paid on the day following the holiday. The pay period will close at midnight on the Wednesday of the week proceeding each payday. All time, including overtime, worked after the close of the pay period shall be included on the time sheet for the next pay period.

Cost of Living Increases

The Board of Directors shall consider cost-of-living pay adjustments on an annual basis, generally in May of each year. The award of any pay adjustment is at the discretion of the Board, taking into account such pertinent factors as the District's financial status and the rise in the Consumer Price Index, All Urban Consumers, Los Angeles-Long Beach-Anaheim (March to March). Temporary, part-time and provisional employees are not eligible for such increases.

GOLETA WEST SANITARY DISTRICT
PERSONNEL POLICIES/EMPLOYEE HANDBOOK

July 1, 2021

Stand-By Pay

Employees on stand-by duty will be paid an additional amount equal to 2 hours of the amount shown on the District hourly pay table for the Utility Worker III (Step E) for each day assigned stand-by duty. Employees assigned alternate stand-by duty will be paid this same amount for each day assigned such duty.

Emergency Callout Compensation

If an employee is called out in an emergency, he/she shall receive compensation for a minimum of two (2) hours. This is compensated at a time and one-half rate.

Travel Reimbursement Policy

REGISTRATION

Registration fees charged for any authorized conference, seminar, workshop or meetings are reimbursable. Whenever possible registration fees will be paid directly in advance by the District. Extra registration fees for spouses or guests will not be paid by the District.

TRANSPORTATION / MILEAGE

Transportation costs for authorized District travel shall be an expense of the District. The District will attempt to be billed in advance for public transportation fares. An employee shall be reimbursed at the then current IRS rate for approved employment related travel in his/her personal vehicle. Evidence of appropriate vehicle insurance shall be presented to the Supervisor prior to District-related travel. Whenever possible, use of a District vehicle is preferred. Compensation for private vehicle mileage shall not exceed the cost of "coach class" fare, plus airport transportation, airport parking and transportation costs at the destination. Exceptions may be made when air service is not available or reasonably convenient. Special travel requirements such as rental car, taxi, or shuttle service will be reimbursed upon submission of adequate receipts and records provided by the employee. Receipts and records shall be provided within ten (10) days. GWSD Mileage Report Form must be completed by the employee prior to reimbursement for private vehicle mileage. Travel costs for spouses or guests will not be paid by the District.

LODGING

Lodging costs for authorized District travel shall be an expense of the District. When employees are authorized to travel on behalf of the District and an overnight stay is required an attempt shall be made to have the District billed in advance for lodging expenses. If prior arrangements are not possible, the employee may pay directly for lodging expenses. Reimbursement will be made upon submission of adequate receipts and records provided by the employee for normal lodging including single occupancy rate plus tax for each overnight stay required for reasonable travel and attendance. Receipts and records shall be provided within ten (10) days. No reimbursement will be made for extra services or entertainment requested by the employee that is not approved in advance by the General Manager/Superintendent.

MEALS

Staff shall be entitled to reimbursement of expenses for meals while traveling on behalf of the District. Reimbursement of expenses covers meals and incidental expenses, including tips, gratuities and snacks. Receipts are required to claim reimbursement of expenses. Per day caps on reimbursement will be periodically established by the Board of Directors and listed in the District's Personnel Policies Employee Handbook "Appendix A".

Reimbursement for breakfast shall only be paid when travel begins before and is completed after 7:00 AM. The lunch reimbursement shall only be paid when travel begins before and is completed after 12:00 noon.

GOLETA WEST SANITARY DISTRICT
PERSONNEL POLICIES/EMPLOYEE HANDBOOK

July 1, 2021

The dinner reimbursement shall only be paid when travel begins before and is completed after 6:00 PM. The costs of meals offered as part of the conference format shall be fully reimbursed, unless the cost of such meals is covered in the conference registration fee. However, staff shall not be entitled to reimbursement for any meal which has already been paid for by the District as part of a conference registration fee.

For all travel addressed in this policy, the District will not pay for or reimburse any expenses for consumption of alcoholic beverages.

ADMINISTRATION

District credit cards are available to employees for use when traveling on District business. Credit cards shall be used in accordance with current District Credit Card Usage Agreement. Each employee has a signed Credit Card Usage Agreement on file in their personnel file.

All requests for reimbursement shall be made in writing and signed by the employee requesting the reimbursement. GWSD forms are to be used whenever applicable.

Expense reimbursements shall be approved by the District's General Manager/Superintendent in accordance with the provisions of this policy. In the event an employee fails to include receipts or other documentation as required, the employee shall be promptly contacted with a description of the deficiencies. In the event said deficiencies are not corrected, or in the event any question or disagreement arises with respect to the administration of this policy the decision rendered by the General Manager/Superintendent shall be final.

PER DAY MEAL REIMBURSEMENT CAP

The per day meal reimbursement cap rate of \$60 was approved by Resolution No.678 Adopted by the Governing Board at the regular meeting of July 20, 2004.

Holidays

The District observes the following twelve (12) holidays:

New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve Day

Service Award Salary Increase

An employee shall receive a 5% service award increase upon reaching fifteen (15) years of continual service and again at twenty (20) and twenty-five (25) years respectively.

Safety Incentive Program

The District is committed to providing and maintaining a healthy and safe work environment for all employees. However, a safety program can only be successful if everyone cooperates. The District

GOLETA WEST SANITARY DISTRICT
PERSONNEL POLICIES/EMPLOYEE HANDBOOK

July 1, 2021

expects employees to assist in eliminating hazards and unsafe conditions, and to follow safe and healthy work practices at all times. The District is also committed to encouraging and recognizing the efforts of District employees to practice safety awareness. Beginning July 1, 2003 and each fiscal year thereafter, all District probationary and regular employees (excluding part-time employees, but including the General Manager) are eligible to receive an additional nine (9) hours of compensatory time off by going through an entire fiscal year without a loss time injury which causes a probationary or regular employee to be off work for a full work day. The fiscal year is July 1 to and including June 30. If no probationary or regular employee has a full day loss time injury during the fiscal year, nine (9) hours of compensatory time off will be added to each probationary and regular employee's compensatory time balance. The use of this compensatory time off is subject to the provisions of Sections 4.6.4 and 4.6.5 of this Handbook, except that an employee's accrued compensation time balance may exceed 40 hours as a result of receiving these nine (9) additional hours of compensatory time off.

Health Insurance Benefits

The District provides eligible probationary and regular employees and part time employees health insurance benefits in accordance with the terms of the Public Employees' Retirement System (PERS) for health benefits. Each employee can choose from a selection of insurance carriers that have contracted with PERS for health benefits. Additional information is available in the District office. Health insurance benefits commence the first month following the eligible employee's date of hire. The District reserves the right to modify or eliminate any of its health insurance benefits at any time.

The District pays up to \$2,442/month of the health insurance benefits premium for the employee and dependents. The employee shall pay any premium above the \$2,442 through payroll deduction. (Effective January 2021).

Social Security Administration

All District pay is subject to Federal and State mandated programs, including Social Security and Medicare taxes. The PERS retirement and health benefits program may supplement benefits under Social Security.

Benefits under Social Security may be supplemented by the PERS retirement and health benefits program.

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The District participates in the California Public Employees' Retirement System (CalPERS) for retirement benefits. All regular, full time District employees are enrolled in CalPERS upon their hire date. Contributions to the system are made by both the employee (through payroll deduction) and by the District. The District's contract with PERS allows for benefits calculated at 2% @ 55 for Vested Employees and 2% @ 62 for New Employees defined below.

Retirement: New Employees

Under California law, retirement contributions are calculated differently for employees who begin work with the District on or after January 1, 2013, have no prior membership in any other California public retirement system or are not entitled to reciprocity with any other California public retirement system, or have been employed by a different CalPERS employer prior to January 1, 2013, with a break in service of more than six months.

New Employees are required by law to pay at least 50% of the retirement contribution. The District contributes the remaining 50%.

For New Employees, "pensionable compensation" does not include bonuses, overtime, pay for additional services outside normal working hours, cash payouts for unused leave or severance pay.

GOLETA WEST SANITARY DISTRICT
PERSONNEL POLICIES/EMPLOYEE HANDBOOK

July 1, 2021

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For the first five (5) years of employment, the employee contributes 3½% of his/her salary to CalPERS, with the District paying the balance of the employee contribution. At the completion of five (5) years of service with the District, the District will pay the full 7% percent of the employee contribution to CalPERS.

For the purpose of CalPERS retirement benefits and contributions, a Vested Employee is an employee who began work with the District before January 1, 2013.

For the current fiscal year, District has elected to continue contributing 100% of the contribution amount for Vested Employees with more than five years of service.

For Vested Employees, "pensionable compensation" may, depending on the policies and procedures adopted by CalPERS, include bonuses, overtime, pay for additional services outside normal working hours, cash payouts for unused leave and severance pay.

District policy for retirement benefits is intended to be in line with the policies and procedures of CalPERS; where a conflict arises, CalPERS guidelines will control.

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The District provides Dental/insurance coverage for probationary and regular employees and dental insurance coverage for their dependents at no charge to the employee. Dental insurance coverage commences the first of the month following the eligible employee's date of hire. The District reserves the right to modify or eliminate any of its Dental insurance benefits at any time. Insurance forms and information are available in the District office.

Life

The District provides life insurance coverage for probationary and regular employees in the amount of \$100,000. Life insurance coverage commences the first of the month following the eligible employee's date of hire. The District reserves the right to modify or eliminate any of its Life insurance benefits at any time. Insurance forms and information are available in the District office.

Long Term Disability

The District provides Long Term Disability insurance coverage for regular employees at no charge to the employee. Long Term Disability insurance coverage commences the first month following the completion of the probationary period by the employee. The District reserves the right to modify or eliminate Long Term Disability insurance benefits at any time.

Vacation

During the first year of employment, employees are not eligible to take vacation. At the completion of 12 months of full time employment, 10 days of vacation are credited to the employee's vacation accrual. Vacation days may be accrued up to 2½ times the annual vacation allowance.

Depending on the length of service with the District, vacation is accrued as follows:

<u>LENGTH OF SERVICE IN MONTHS</u>	<u>Hours Accrued Bi-weekly</u>
0 – 60	3.077
61 – 120	4.616
121 – and over	6.154

GOLETA WEST SANITARY DISTRICT
PERSONNEL POLICIES/EMPLOYEE HANDBOOK

July 1, 2021

Sick Leave

Sick leave is accrued at 3.69 hours bi-weekly, effective the first full month of employment. Sick leave is not accrued during any pay period when the employee is not in a paid status for the full pay period. The maximum amount of unused sick leave time which an employee may have accrued as of December 31 of each year is equal to 1040 hours (6 months). An employee who has in excess of his/her maximum sick leave accrued as of December 31 of any given year shall receive compensation at his/her current salary rate for all unused sick leave in excess of the maximum accrual amount. Such payment shall be made to the employee by January 31.

Payment of Sick Leave at Separation

Should the employee retire under the District's retirement program, or leave the District for any other reason having completed 15 or more years of service, the employee will receive full payment at the employee's current rate of pay at time of separation for any unused portion of sick leave allowance. If the employee leaves the District for any reason with more than 1 year of continuous service, but less than 15 complete years of service, the employee will receive ½ pay for any unused portion of sick leave allowance. Employees who leave the District with 1 year or less of continuous service receive no payment for any unused portion of sick leave allowance. Regardless of the above, employees who are discharged from employment with the District for cause will not be entitled to any payment for their unused portion of sick leave allowance.

State Disability Insurance (SDI)

Employees are covered under the State Disability Insurance program, with the cost of such coverage paid by each employee as a deduction from his/her paycheck.

Safety Boot Allowance/Uniforms and Protective Clothing

Field personnel shall be entitled to reimbursement for the cost of steel-toe safety boots to a maximum amount of \$150 every twelve (12) months. The cost of uniforms and/or protective clothing that employees are required to wear shall be borne by the District.

Deferred Compensation Plan

The District participates in a Deferred Compensation Plan which permits employees to enter into agreements with the District which will provide for deferral of payment of a portion of current compensation until death, disability, retirement, termination of employment or other emergency as provided in the formal written plan. Participation in this plan is optional with the employee. All Regular Employees as defined in Section 2.9.2 of the District's Personnel Policy Employee Handbook are eligible for matching contributions from the District. The District will match \$.50 on every dollar an employee contributes up to 6% of their compensation. An employee can contribute above the 6% of their compensation subject to the annual 457(b) limits provided by the IRS. However, the District will match the employee only on the first 6% of their compensation. The District match will count towards the annual 457(b) limits provided by the IRS.

Credit Union

Keypoint Credit Union is located at 7065 Marketplace Drive, Goleta, CA 93117. The phone number is (805) 570-6325.

United Way

Payroll deduction is available for those employees wishing to contribute to the United Way.

RESOLUTION NO. 21-800

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GOLETA WEST
SANITARY DISTRICT AMENDING APPENDIX “A” OF THE DISTRICT’S
PERSONNEL POLICY/EMPLOYEE HANDBOOK**

WHEREAS, the Board of Directors of the Goleta West Sanitary District has given general and specific consideration to the various matters contained in the District’s “Personnel Policy/Employee Handbook” (“Handbook”) and

WHEREAS, it was determined by the Board of Directors that various amendments to the Handbook should be made, and

WHEREAS, the Board of Directors of the Goleta West Sanitary District finds that it is in the best interest of the said District to establish a 457(b) Matching Contribution Plan for District employees effective September 1, 2021, and

WHEREAS, the Board of Directors finds that it is in the best interests of the District to adopt an amended Appendix “A” of the Handbook in the form presented to the Board of Directors at this meeting.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The document attached to the Resolution and marked “Appendix A” shall be and the same is hereby adopted as Appendix “A” of the “Personnel Policy/Employee Handbook” of the District.
2. This Resolution shall be effective upon adoption.

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Board of Directors of the Goleta West Sanitary District at a meeting thereof held on the 3rd day of August 2021, by the following vote of the members thereof:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mark Nation, Clerk - Secretary
(SEAL)

APPROVED

Craig Geyer, President

APPENDIX “A” SEPTEMBER 1, 2021

CLASSIFICATION PLAN/COMPENSATION PLAN

SALARY RANGES - APPROVED AS OF JULY 1, 2021

Title	#	A	B	C	D	E
Clerk I/Laborer	152.5	\$3,947	\$4,144	\$4,351	\$4,569	\$4,797
Utility Worker I	170.5	\$4,721	\$4,957	\$5,205	\$5,465	\$5,738
Clerk II	172.5	\$4,816	\$5,057	\$5,309	\$5,575	\$5,854
Utility Worker II	180.5	\$5,215	\$5,475	\$5,749	\$6,037	\$6,339
Utility Worker III	190.5	\$5,760	\$6,048	\$6,351	\$6,668	\$7,002
Utility Worker IV	204.5	\$6,621	\$6,952	\$7,300	\$7,665	\$8,048
Office Manager	210.5	\$7,029	\$7,380	\$7,749	\$8,137	\$8,543
Chief Inspector	224.5	\$8,079	\$8,483	\$8,907	\$9,353	\$9,820

Monthly pay rounded to nearest whole dollar. Actual pay rate table is in Dollars per hour. (Hourly Pay table below).

HOURLY PAY TABLE:

Title	#	A	B	C	D	E
Clerk I/Laborer	152.5	\$22.768	\$23.907	\$25.102	\$26.357	\$27.675
Utility Worker I	170.5	\$27.236	\$28.597	\$30.027	\$31.529	\$33.105
Clerk II	172.5	\$27.783	\$29.172	\$30.631	\$32.162	\$33.771
Utility Worker II	180.5	\$30.085	\$31.589	\$33.169	\$34.827	\$36.569
Utility Worker III	190.5	\$33.233	\$34.894	\$36.639	\$38.471	\$40.395
Utility Worker IV	204.5	\$38.200	\$40.110	\$42.116	\$44.221	\$46.433
Office Manager	210.5	\$40.550	\$42.578	\$44.707	\$46.942	\$49.289
Chief Inspector	224.5	\$46.611	\$48.942	\$51.389	\$53.959	\$56.657

Job Descriptions

Job descriptions are included in Appendix B, Classification Plan of this Handbook.

Pay Day

Payday shall be bi-weekly on Wednesday of alternate weeks. If the payday falls on a holiday, employees shall be paid on the day following the holiday. The pay period will close at midnight on the Wednesday of the week proceeding each payday. All time, including overtime, worked after the close of the pay period shall be included on the time sheet for the next pay period.

Cost of Living Increases

The Board of Directors shall consider cost-of-living pay adjustments on an annual basis, generally in May of each year. The award of any pay adjustment is at the discretion of the Board, taking into account such pertinent factors as the District's financial status and the rise in the Consumer Price Index, All Urban Consumers, Los Angeles-Long Beach-Anaheim (March to March). Temporary, part-time and provisional employees are not eligible for such increases.

GOLETA WEST SANITARY DISTRICT
PERSONNEL POLICIES/EMPLOYEE HANDBOOK

July 1, 2021

Stand-By Pay

Employees on stand-by duty will be paid an additional amount equal to 2 hours of the amount shown on the District hourly pay table for the Utility Worker III (Step E) for each day assigned stand-by duty. Employees assigned alternate stand-by duty will be paid this same amount for each day assigned such duty.

Emergency Callout Compensation

If an employee is called out in an emergency, he/she shall receive compensation for a minimum of two (2) hours. This is compensated at a time and one-half rate.

Travel Reimbursement Policy

REGISTRATION

Registration fees charged for any authorized conference, seminar, workshop or meetings are reimbursable. Whenever possible registration fees will be paid directly in advance by the District. Extra registration fees for spouses or guests will not be paid by the District.

TRANSPORTATION / MILEAGE

Transportation costs for authorized District travel shall be an expense of the District. The District will attempt to be billed in advance for public transportation fares. An employee shall be reimbursed at the then current IRS rate for approved employment related travel in his/her personal vehicle. Evidence of appropriate vehicle insurance shall be presented to the Supervisor prior to District-related travel. Whenever possible, use of a District vehicle is preferred. Compensation for private vehicle mileage shall not exceed the cost of "coach class" fare, plus airport transportation, airport parking and transportation costs at the destination. Exceptions may be made when air service is not available or reasonably convenient. Special travel requirements such as rental car, taxi, or shuttle service will be reimbursed upon submission of adequate receipts and records provided by the employee. Receipts and records shall be provided within ten (10) days. GWSD Mileage Report Form must be completed by the employee prior to reimbursement for private vehicle mileage. Travel costs for spouses or guests will not be paid by the District.

LODGING

Lodging costs for authorized District travel shall be an expense of the District. When employees are authorized to travel on behalf of the District and an overnight stay is required an attempt shall be made to have the District billed in advance for lodging expenses. If prior arrangements are not possible, the employee may pay directly for lodging expenses. Reimbursement will be made upon submission of adequate receipts and records provided by the employee for normal lodging including single occupancy rate plus tax for each overnight stay required for reasonable travel and attendance. Receipts and records shall be provided within ten (10) days. No reimbursement will be made for extra services or entertainment requested by the employee that is not approved in advance by the General Manager/Superintendent.

MEALS

Staff shall be entitled to reimbursement of expenses for meals while traveling on behalf of the District. Reimbursement of expenses covers meals and incidental expenses, including tips, gratuities and snacks. Receipts are required to claim reimbursement of expenses. Per day caps on reimbursement will be periodically established by the Board of Directors and listed in the District's Personnel Policies Employee Handbook "Appendix A".

Reimbursement for breakfast shall only be paid when travel begins before and is completed after 7:00 AM. The lunch reimbursement shall only be paid when travel begins before and is completed after 12:00 noon.

GOLETA WEST SANITARY DISTRICT
PERSONNEL POLICIES/EMPLOYEE HANDBOOK

July 1, 2021

The dinner reimbursement shall only be paid when travel begins before and is completed after 6:00 PM. The costs of meals offered as part of the conference format shall be fully reimbursed, unless the cost of such meals is covered in the conference registration fee. However, staff shall not be entitled to reimbursement for any meal which has already been paid for by the District as part of a conference registration fee.

For all travel addressed in this policy, the District will not pay for or reimburse any expenses for consumption of alcoholic beverages.

ADMINISTRATION

District credit cards are available to employees for use when traveling on District business. Credit cards shall be used in accordance with current District Credit Card Usage Agreement. Each employee has a signed Credit Card Usage Agreement on file in their personnel file.

All requests for reimbursement shall be made in writing and signed by the employee requesting the reimbursement. GWSD forms are to be used whenever applicable.

Expense reimbursements shall be approved by the District's General Manager/Superintendent in accordance with the provisions of this policy. In the event an employee fails to include receipts or other documentation as required, the employee shall be promptly contacted with a description of the deficiencies. In the event said deficiencies are not corrected, or in the event any question or disagreement arises with respect to the administration of this policy the decision rendered by the General Manager/Superintendent shall be final.

PER DAY MEAL REIMBURSEMENT CAP

The per day meal reimbursement cap rate of \$60 was approved by Resolution No.678 Adopted by the Governing Board at the regular meeting of July 20, 2004.

Holidays

The District observes the following twelve (12) holidays:

New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve Day

Service Award Salary Increase

An employee shall receive a 5% service award increase upon reaching fifteen (15) years of continual service and again at twenty (20) and twenty-five (25) years respectively.

Safety Incentive Program

The District is committed to providing and maintaining a healthy and safe work environment for all employees. However, a safety program can only be successful if everyone cooperates. The District

GOLETA WEST SANITARY DISTRICT
PERSONNEL POLICIES/EMPLOYEE HANDBOOK

July 1, 2021

expects employees to assist in eliminating hazards and unsafe conditions, and to follow safe and healthy work practices at all times. The District is also committed to encouraging and recognizing the efforts of District employees to practice safety awareness. Beginning July 1, 2003 and each fiscal year thereafter, all District probationary and regular employees (excluding part-time employees, but including the General Manager) are eligible to receive an additional nine (9) hours of compensatory time off by going through an entire fiscal year without a loss time injury which causes a probationary or regular employee to be off work for a full work day. The fiscal year is July 1 to and including June 30. If no probationary or regular employee has a full day loss time injury during the fiscal year, nine (9) hours of compensatory time off will be added to each probationary and regular employee's compensatory time balance. The use of this compensatory time off is subject to the provisions of Sections 4.6.4 and 4.6.5 of this Handbook, except that an employee's accrued compensation time balance may exceed 40 hours as a result of receiving these nine (9) additional hours of compensatory time off.

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PERSONNEL POLICIES/EMPLOYEE HANDBOOK

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PERSONNEL POLICIES/EMPLOYEE HANDBOOK

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Credit Union

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United Way

Payroll deduction is available for those employees wishing to contribute to the United Way.

July 15, 2021 – July 27, 2021

Administration

Newton Construction continues work on the perimeter floodwall portion of the buildings project. Construction progress meetings are attended by staff and Ed Galindo.

Staff has been corresponding with a representative of Stantec Consulting regarding a proposed 6-unit affordable housing project on the old Ocean Meadows Golf Course.

Staff has been discussing GWSD requirements with representatives of the owner for a proposed three-way commercial lot split project at 7414, 7416, & 7418 Hollister Avenue.

Staff worked with the vendor on the specification for a new jet rodder.

Collection System

The crew continues hydro cleaning the 60-2 Offtract area. A sewer operations cleaning summary is included with the report.

The crew repaired a broken manhole frame and cover on the Timbers Offtract Area.

The crew is in process of completing all the required test runs and checks on equipment throughout the District.

The crew continues maintenance on several easement areas to maintain the District's access.

The crew continues performing manhole inspections at various locations throughout the District.

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

Staff revised the District Covid-19 Prevention Plan to incorporate the most recent CA Public Health Department and CalOSHA requirements.

Staff attended a Vector Solutions Safety Webinar regarding administering a safety program. Vector Solutions is available to the district for online training through CSRMA.

One of the District's two Industrial Scientific gas detectors was sent to the manufacturer for recommended preventative maintenance. The other detector was recently replaced per the manufacturer's recommendations.

Dal Pozzo fixed a flat on the Case tractor.

Industrial Waste

Staff conducted an Industrial Wastewater Discharge Permit compliance inspection at Karl Storz Imaging.

Staff discussed Industrial Wastewater Discharge Permit requirements with representatives from Google. They need to submit an Accidental Spill Prevention Plan to the District. Staff will also conduct a site visit to review proposed DI water system disinfection and flushing.

Staff continues annual FOG inspections at restaurants throughout the District.

Street Sweeping

Graffiti: Reported to City of Goleta - Cinder block wall on Bollay Drive, City sign end at the end of Georgetown Road.

Abandoned vehicles: Reported to code enforcement - 7645 Carmel Beach Circle, White Honda van license plate # 5DRB621. Aviano Place, Blue BMW license plate # XPR TSSB. Mendocino Drive, Black Honda license plate # 4UUP033.

Hrs. – 37.1

Miles – 393.4

Loads –11

Marborg: none to report.

Maintenance:

- Dal Pozzo fixed a flat on the RegenX
- Readjusted springs on the RegenX pickup head

Table of Treatment Capacity in GSD Plant

GWSD Average Daily Flow	May 2021	MGD 1.974; 45.7986%
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Your environmental partner since 1954

Sewer Operations Cleaning Summary from July 14, 2021 to July 27, 2021

Descripton	Quantity
Feet Cleaned	
Hydroclean	1,421 ft.
	1,421 ft.
Lines Cleaned	
Hydroclean	5 lines
	5 lines
Other Work Orders	
FOG Inspection	3 Work Orders
Parcel Permit	1 Work Order
	4 Work Orders