

**MINUTES OF THE REGULAR MEETING
OF THE GOLETA WEST SANITARY DISTRICT
UCSB CAMPUS, PARKING LOT 32, SANTA BARBARA, CALIFORNIA
July 7, 2015**

POSTING OF THE AGENDA

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

1. CALL TO ORDER

President Lewis called the meeting to order at 6:30 PM.

2. ROLL CALL: BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

None

STAFF PRESENT

Mr. Mark Nation, General Manager/Superintendent

OTHERS PRESENT

Jerry Smith, Goleta Sanitary District

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

(15-07-35)

Upon a motion by Director Meyer, seconded by Director Geyer, the Board unanimously approved the minutes of the Regular Board Meeting of June 2, 2015 as written.

6. SCHEDULE PUBLIC HEARING FOR PLACING SEWER SERVICE CHARGES ON THE COUNTY TAX ROLL FOR FY 2015-2016

(15-07-36)

Upon a motion by Director Geyer, seconded by Director Turenchalk, the Board unanimously approved to direct staff to post the required notices and schedule the Public Hearing for August 4, 2015.

7. **RESOLUTION NO. 15-752: ESTABLISHING THE APPROPRIATION LIMIT FOR FY 2015-2016**

(15-07-37)

Upon a motion by Director Geyer, seconded by Director Meyer, the Board unanimously adopted Ordinance No. 15-752: Establishing the Appropriation Limit for FY 2015-2016 by the following roll call vote:

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

8. **ANNUAL REPORT TO THE BOARD REGARDING DISTRICT INVESTMENT POLICY**

(15-07-38)

Upon a motion by Director Geyer, seconded by Director Meyer, the Board unanimously approved to accept the annual report stating that no modifications are required to the District's Investment Policy at this time.

9. **CONSIDERATION OF CHANGE ORDER NO. 9 FOR THE MESA ROAD TRUNK SEWER PROJECT**

(15-07-39)

Upon a motion by Director Meyer, seconded by Director Geyer, the Board unanimously approved Change Order No. 9 in the amount of \$5,517.58.

10. **CSDA BOARD OF DIRECTORS ELECTION – SEAT A**

(15-07-40)

Upon a motion by Director Geyer, seconded by Director Turenchalk, the Board unanimously approved to vote for Elaine Magner for the CSDA Board of Directors – Seat A.

11. **COMMUNICATIONS**

The communications were noted as received.

12. **REPORTS**

Operations Report

The General Manager provided a report.

Engineering Committee Meeting

President Lewis provided a report on the June 30, 2015 meeting.

Finance Committee Meetings

President Lewis provided a report on the June 11 and July 2, 2015 meetings.

Public Relations Committee Meeting

Director Turenchalk provided a report on the June 29, 2015 meeting.

Goleta Water District Meeting

Director Turenchalk provided a report on the June 9, 2015 Board meeting.

Goleta Sanitary District Board Meetings

Director Meyer provided a report on the June 15 and July 6, 2015 Board meetings.

Isla Vista Recreation and Park District Board Meeting

President Lewis provided a report on the June 18, 2015 Board meeting.

City of Goleta Council Meeting

No report

SBCSDA Board Meeting

Director Geyer provided a report on the June 3, 2015 Board meeting.

SBCSDA Chapter Meeting

Director Geyer provided a report on the June 22, 2015 meeting.

Other Director Reports

Director Bearman reported that he attended the memorial service for Ken Hendrickson and it was lovely.

13. **FUTURE ITEMS**

None

14. **ADJOURNMENT**

There being no further business, President Lewis adjourned the meeting at 7:00 PM.


Mark Nation, Board Secretary

APPROVED


Dr. David C. Lewis, President

GOLETA WEST SANITARY DISTRICT

Operating Report for May 27, 2015 – June 30, 2015

I. Administration

Completed routine administrative duties.

Completed Financial Report for May 31, 2015.

Completed 2015-2016 Budget excel spreadsheet to download into Great Plains accounting program.

Submitted first annual connection fee payment request to UCSB as per the July 2, 2013 Collection System Coordination Agreement.

Completed ADP webinar on new Workforce Now Payroll Program.

Continued data entry for 2014 Annual State Compensation Report.

Completed FY 2014-2015 Employer Summary of OPEB Contributions for GASB 45/43 Reporting.

Attended Finance and Public Relations Committee meetings.

Change Order review and discussions continue with the contractor on the Mesa Road Project.

Attended annual plant contractual users meeting to discuss FY 2015-2016 budget.

Attended SAMA meeting.

Staff has been working with PR Consultants regarding updates to the District website following PR Committee meeting reviews.

Ken Hendrickson passed away on June 14, 2015. Staff sent flowers and a card from the GWSD Staff and Board of Directors.

Following a PR Committee meeting Staff notified the Chamber of Commerce contact that the District would again participate in sponsorship of the Lemon Festival at the same level as past years.

Staff worked with PFM and BPW regarding the annual Investment Policy Review.

II. Collection System Maintenance

Sewer maintenance operations are summarized on the attached sheet.

The crew continues to inspect with CCTV in the Ocean Meadows Golf Course area.

Staff continues to inspect the main sewer installation for the Westar/Hollister Mixed Use Development as needed.

Staff attended pre-construction meeting for the Hollister Village project. The sewer portion of that project is expected to start soon.

Staff attended pre-construction meeting for the Hilton Garden Inn Project.

The crew performed routine maintenance including exercising valves, test runs on the main facility emergency generator and Emily emergency generator, test ran the Roiline emergency pump and routine lubing of pump bearings.

Staff completed plan check and prepared a fee estimate for tenant improvements for The French Press coffee shop at 250 Storke Road.

Staff completed a plan check and issued a letter that no fees or permits are required for minor tenant improvements to a restaurant space at Camino Real Marketplace for the proposed Brophy's OTA Restaurant.

Staff responded to a sewer lateral problem reported at 224 King Daniel Lane. All District lines were flowing normally and the property owner was directed to call a plumber.

Staff signed off on connection permits for two new Single Family Residents built at 6851 and 6855 Del Playa Drive.

Staff removed debris that was unable to pass through the suction valve of Pump #2 that had been causing poor pump performance for several weeks. Staff scheduled the work for early in the morning during the UCSB school break so that flows would be lower than normal.

Carroll Plumbing replaced the two backflow prevention devices with a single device and installed isolation valves on each of the supply lines to the office, yard and pump stations. The water supply and backflow prevention devices had been leaking and were no longer serviceable.

Staff met with the Account Manager from Southern California Edison to discuss programs and incentives available from SCE that GWSD may be able to utilize. He is going to have SCE engineers conduct an energy efficiency analysis of the pump station and reach out to Ed Galindo regarding our proposed facility upgrades.

Staff participated in safety training for the following topics:

- Heat illness
- Respirator fit testing.

III. Industrial Waste

Staff conducted Industrial Wastewater Discharge Permit compliance inspections at the

following permitted industries: BEI Encoders, Transphorm, the Bacara Resort & Spa, Cree SB Technology Center, Karl Storz Imaging, and the US Postal Service Storke Road facility.

Staff collected Industrial Wastewater Discharge Permit compliance samples from the following permitted industries: the Bacara Resort & Spa, Calient Technology, Costco, Cree SB Technology Center, Karl Storz Imaging, Medtronic, Inc.

Staff received and reviewed May meter readings from Raytheon for well water utilized in their industrial processes and discharged to the sewer.

Staff completed plan check and issued a permit for installation of a grease interceptor to serve Lucky Dragon Restaurant at 6831 B Hollister Ave in the Kmart shopping Center.

Staff completed plan check and issued a permit for installation of a grease interceptor to serve an unnamed restaurant proposed for the strip mall at 7398 Calle Real behind 7-Eleven.

Staff completed the required annual inspection of the diesel Above-Ground Storage Tank (AST).

IV. Street Sweeping

Graffiti – none to report at this time

Abandon vehicle -- none to report at this time

Performed extra summer sweeping in Isla Vista

*No street sweeping has been done in the Winchester Commons neighborhood due to road work

Hours- 90

Miles- 649

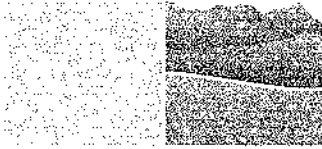
Loads- 37

5/02/15 = 05.30 tons, 5/19/15 = 10.95 tons, 5/29/15 = 12.49 tons

- Changed oil and filters on main and auxiliary engines
- Serviced air filters
- Serviced water spray nozzles

Table of Treatment Capacity in GSD Plant

Goleta West Average Daily Flow	May 2015	MGD 1.3727; 44.14%
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Sewer Operations Cleaning Summary from May 27, 2015 to June 29, 2015

Your environmental partner since 1954

Description	Quantity
Feet Cleaned	
Hydroclean	18,973 ft.
Hot Spot	2,682 ft.
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	21,655 ft.
Lines Cleaned	
Hydroclean	81 lines
Hot Spot	9 lines
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	90 lines
Other Work Orders	
CCTV Work Order	24 Work Orders
Parcel Permit	9 Work Orders
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	33 Work Orders

**GOLETA WEST SANITARY DISTRICT
ALLOWANCE OF CLAIMS
May 27 - June 30, 2015**

SERVICES & SUPPLIES	Wastewater O & M	Other Services	Capital Outlay	Total
Acorn Landscape - Monthly maintenance fees	\$ 333.41			\$ 333.41
ADP, LLC - Processing charges for period ending 05/13/15	\$ 228.07	\$ 25.34		\$ 253.41
ADP, LLC - Processing charges for period ending 05/27/15	\$ 212.41	\$ 23.60		\$ 236.01
ADP, LLC - Processing charges for period ending 06/10/15	\$ 228.07	\$ 25.34		\$ 253.41
Alliant Insurance Services, Inc. - Physical Damage insurance renewal	\$ 4,081.50	\$ 453.50		\$ 4,535.00
Arrowhead Direct - Monthly cooler rental & drinking water	\$ 84.84			\$ 84.84
AT&T - Monthly long distance service	\$ 279.80	\$ 17.86		\$ 297.66
AT&T Mobility - Monthly cell phone service	\$ 260.42			\$ 260.42
Barricade Pest Control, Inc. - Monthly rodent service	\$ 100.00			\$ 100.00
Bartlett, Pringle & Wolf, L.L.P - Microsoft Dynamics Annual Service	\$ 7,839.20			\$ 7,839.20
Bartlett, Pringle & Wolf, LLP - Accounting services	\$ 167.40	\$ 18.60		\$ 186.00
Blueisle Bookkeeping - Bank reconciliations	\$ 197.50			\$ 197.50
CalPERS - Pension contributions; 05/28/15 - 06/10/15	\$ 3,393.61	\$ 192.53		\$ 3,586.14
CalPERS - Pension contributions; 06/11/15 - 06/24/15	\$ 3,393.61	\$ 192.53		\$ 3,586.14
CalPERS - Order GASB 68 Reports	\$ 1,700.00			\$ 1,700.00
CalPERS - July health insurance premiums	\$ 9,186.82	\$ 657.32		\$ 9,844.14
Cintas Corporation - First aid supplies	\$ 51.33			\$ 51.33
CITIG - Computer support services	\$ 668.35			\$ 668.35
CM Industrial & Safety Supply - Respirator Fit-Testing	\$ 585.00			\$ 585.00
CM Industrial & Safety Supply - 1 case of latex gloves	\$ 168.13			\$ 168.13
C. Philip Brittain - Electrical repairs	\$ 1,947.30			\$ 1,947.30
First Bankcard - Mtg exp;office supplies;battery; News-Press subscrip	\$ 1,008.68	\$ 399.02		\$ 1,407.70
Galindo, Eduardo - New Admin Bldg; Garage Expansion: PS#2			\$ 30,317.09	\$ 30,317.09
Geyer, Craig - SBCSDA Board Meeting reimbursements	\$ 51.83			\$ 51.83
Geyer, Craig - SBCSDA Chapter Meeting dinner reimbursement	\$ 40.00			\$ 40.00
Giffin Sales & Rental - Maintenance parts for sweeper		\$ 23.72		\$ 23.72
Goleta Sanitary District - April Treatment & Disposal	\$ 121,937.06			\$ 121,937.06
Goleta Water District - Monthly service/Emily	\$ 70.42			\$ 70.42
Home Depot Credit Services - Light bulbs; gloves; Muriatic Acid	\$ 72.08			\$ 72.08
Lincoln National Life Insurance Co. - Deferred Compensation	\$ 575.00			\$ 575.00
Lincoln National Life Insurance Co. - Deferred Compensation	\$ 575.00			\$ 575.00
MarBorg Industries - 25YD roll-off rental	\$ 24.74	\$ 98.95		\$ 123.69
MarBorg Industries - 25YD roll-off & recycles fees	\$ 113.14	\$ 452.54		\$ 565.68
MarBorg Industries - 25YD roll-off & recycles fees	\$ 201.28	\$ 805.10		\$ 1,006.38
MarBorg Industries - 25YD roll-off & recycles fees	\$ 225.30	\$ 901.20		\$ 1,126.50
McCormix Corp. - Off-road diesel fuel	\$ 2,630.04			\$ 2,630.04
McCormix Corp. - Fuel for street sweeper		\$ 56.86		\$ 56.86
Mission Linen Supply - Monthly uniform service	\$ 764.10	\$ 134.84		\$ 898.94
MNS Engineers, Inc. - Topographic mapping; New Admin. Bldg.			\$ 3,156.00	\$ 3,156.00
PFM Asset Management LLC - May investment advisory services	\$ 875.07			\$ 875.07
Rachel Tierney Consulting - Biological Assessment; New Admin. Bldg.			\$ 13,215.00	\$ 13,215.00
Red Wing Shoe Store - Safety boots; K. Spencer	\$ 150.00			\$ 150.00
Reliance Standard Life Insurance Co. - July LTD insurance	\$ 723.28	\$ 54.05		\$ 777.33

SDRMA - June Dental/Life insurance premiums	\$ 760.61	\$ 92.61		\$ 853.22
Silvia's Cleaning Service - Monthly cleaning service	\$ 310.00			\$ 310.00
Southern California Edison - Monthly service/Emily	\$ 211.51			\$ 211.51
Southern California Edison - Monthly service/Main facility	\$ 4,429.64			\$ 4,429.64
Stantec Consulting Services - Mesa Rd. Construction Management			\$ 52,230.55	\$ 52,230.55
TelePacific - Monthly internet service	\$ 207.07			\$ 207.07
Terrain Consulting - Website issues/updates; Spring Newsletter		\$ 10,720.22		\$ 10,720.22
Tierra Contracting, Inc. - Emergency MH repair; Calle Real/Mendocino	\$ 1,807.47			\$ 1,807.47
Tierra Contracting, Inc. - Emergency MH repair; Calle Real/Mendocino	\$ 384.43			\$ 384.43
The Gas Company - Monthly service/main facility	\$ 90.40			\$ 90.40
The Gas Company - 2 month service/main facility	\$ 197.97			\$ 197.97
Turenchalk, Eva - SBCSDA Chapter Meeting reimbursement	\$ 40.00			\$ 40.00
Underground Service Alert - May "Dig Alerts"	\$ 49.50			\$ 49.50
Velocity Truck Center Ventura County - Gasket kit for sweeper		\$ 38.08		\$ 38.08
Verizon California - Monthly service/main facility	\$ 224.12	\$ 14.31		\$ 238.43
Verizon California - Monthly service/SCADA	\$ 244.03			\$ 244.03
WEX Bank - Fuel for District vehicles	\$ 705.57	\$ 508.39		\$ 1,213.96
				\$ -
TOTAL SERVICES & SUPPLIES	\$ 174,806.11	\$ 15,906.51	\$ 98,918.64	\$ 289,631.26

Payroll - Pay Period Ending: May 27 & June 10, 2015 \$ 56,533.95

GRAND TOTAL - Fund 4900 **\$ 346,165.21**