

**MINUTES OF THE REGULAR BOARD MEETING
OF THE GOLETA WEST SANITARY DISTRICT
UCSB CAMPUS, PARKING LOT 32, SANTA BARBARA, CALIFORNIA
May 2, 2023**

In-person and virtual

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 24 hours in advance of this special meeting.

1. CALL TO ORDER

Director Bearman called the meeting to 5:35 PM

2. ROLL CALL: BOARD MEMBERS PRESENT

David Bearman M.D.

David Lewis

Craig Geyer

Robert Thomas – attended remotely

Eva Turenchalk – arrived at 5:39 PM

BOARD MEMBERS ABSENT

None

STAFF PRESENT

Brian McCarthy – General Manager/Board Clerk-Secretary

Jennifer Lee – District Counsel

Austin Catlin – Environmental Compliance Specialist

OTHERS PRESENT

Sharon Rose – GSD Director

3. REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449

Director Thomas requested to participate remotely under provisions provided for by AB 2449. He announced that there were two other occupants at his location over the age of 18: his wife and his brother. There were no objections by other members of the Board to Director Thomas attending remotely.

4. APPROVE THE ORDER OF THE AGENDA

No changes were made to the order of the agenda.

5. PUBLIC COMMENT

None.

6. **APPROVAL OF THE MINUTES FOR THE SPECIAL BOARD MEETING OF APRIL 12, 2023**

(23-05-29)

Upon a motion by Director Lewis, seconded by Director Geyer, the Board approved the minutes of the Special Board Meeting of April 12, 2023 as presented by a 4-1 vote with Director Turenchalk being absent.

7. **GENERAL MANAGER UPDATES**

The General Manager provided a report.

8. **LEGAL COUNSEL UPDATES**

District Counsel provided a report.

9. **CONSIDERATION OF AUTHORIZING THE FINANCE COMMITTEE AND GENERAL MANAGER TO OPEN AN INVESTMENT ACCOUNT WITH CAMP**

The General Manager provided a brief report. The Board discussed different aspects of investing with CAMP and our current position with PFMAM and US Bank. The Board President directed the General Manager to prepare the CAMP Authorization and bring it back to the Board for consideration at the May 16, 2023 meeting and for the Finance Committee to meet again to research questions raised by the Board.

No Board action was taken on this item.

10. **CONSIDERATION OF THE UCSB CAPITAL FUND CHARGE**

(23-05-30)

The General Manager provided a brief report and answered questions regarding the UCSB Capital Fund Charge (CFC) and provided information on the CA Construction Cost Index. Members of the Finance Committee provided additional information and explained that the agreements with UCSB allow for the District to increase the CFC by a maximum of 5% per year. Upon a motion by Director Geyer, seconded by Director Lewis, the Board authorized a 10% increase to the UCSB CFC effective July 1, 2023 and directed the General Manager to send a letter to UCSB informing them of this change by the following roll call vote:

AYES: Thomas, Bearman, Turenchalk, Lewis, Geyer

NOES: None

ABSTAIN: None

ABSENT: None

11. **CONSIDERATION OF ANNUAL COST-OF-LIVING ADJUSTMENT (COLA) FOR DISTRICT EMPLOYEES**

(23-05-31)

The General Manager provided a report, explained the data taken from the U.S. Bureau of Labor Statistics and Consumer Price Index, and discussed the procedure and methodology that the District uses for evaluating cost-of-living adjustments. Upon a motion by Director

Geyer, seconded by Director Lewis, the Board authorized a 4% COLA for eligible employees effective July 1, 2023 and directed the General Manager to draft a Resolution and revised Appendix A of the Personnel Policy for Board adoption at the next meeting by the following roll call vote:

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

12. **CONSIDERATION OF CHANGES TO THE DISTRICT SAFETY SHOE REIMBURSEMENT POLICY**

(23-05-32)

The General Manager presented the changes to the current safety shoe reimbursement policy being requested by staff. Board discussion followed. Upon a motion by Director Geyer, seconded by Director Bearman, the Board authorized increasing the safety shoe reimbursement amount to \$300 per year and directed the General Manager to draft a Resolution and revised Appendix A of the Personnel Policy for Board adoption at the next meeting by the following roll call vote:

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

13. **COMMUNICATIONS**

Noted as received.

14. **REPORTS**

Operations Report

The General Manager provided a report.

Isla Vista Recreation and Park District

Director Lewis provided a report.

Goleta Sanitary District

Director Geyer Provided a report.

Santa Barbara Airport Commission

Director Lewis provided a report.

Personnel Committee

Director Turenchalk provided a report.

Finance Committee

Director Geyer provided a report.

Other Reports


Director Thomas provided a report on the City of Goleta and City of Santa Barbara meetings he attended.

15. FUTURE AGENDA ITEMS

None.

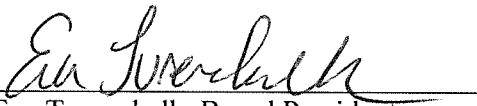
16. ADJOURNMENT

There being no further business, President Turenchalk adjourned the meeting at 6:53 PM.



Brian McCarthy, Board Clerk-Secretary

APPROVED



Eva Turenchalk, Board President

Operations Report

March 30 – April 26, 2023

Administration

Notifications of the June 1, 2023 Public Hearing on the District's intent to increase sewer rates were printed and mailed to all District property owners and residents in compliance with Proposition 218 as directed by the Board at the April 12, 2023 Special Board meeting.

The General Manager and GM of GSD met for a second quarter update and discussion per the Project Notification Policy and for a preliminary discussion of the FY 2023-24 O&M budget for treatment plant costs, GSD CIP and BESP projects.

Weekly Headquarter Buildings Upgrades OAC (Owner, Architect, Contractor) meetings continue. The Operations Building and Shop are in the finishing stages. EGA is working with the City of SB to expedite the west parking area work. And District Counsel and EGA continue to work on finalizing bid documents for Phase 2.

Staff completed and submitted the March electronic No Spill Certification to CIWQS.

Staff completed the Notice of Applicability of the General Order (required by June 4, 2023) and Continuation of Existing Regulatory Coverage Certification on CIWQS.

Staff revisions to the District Sewer System Management Plan (SSMP) continue. New Waste Discharge Requirements issued by the State Water Board will become effective in June of this year. The revisions will ensure the District maintains compliance with these regulations.

The District has received updated Assessor's Parcel maps from the County of Santa Barbara to update the GIS system. Staff has completed updates to the GIS layers for all parcels within the District. District staff is working with ICOM staff to update the asset layers within the ICOM software.

Staff has been corresponding with Bartlett, Pringle, & Wolf, LLC regarding finalizing the FY 2021-22 audit for review by the Finance Committee and Board.

Work continues the annual County Tax Roll billing cycle, beginning with the Business Inventory portion.

Staff reviewed and approved of plans for a bathroom addition for the residence located at 7174 Tuolumne Drive, and a second story ADU addition located on 3 Baker Lane.

Staff issued sewer service permits for four separate ADU construction projects located at 7164 Del Norte, 948 Camino Del Sur, 37 Colusa Avenue, and 999 Camino Corto.

Staff continues to work with Cannon Corp regarding the SCADA system upgrades and revisions.

Staff completed updates to the GIS layers for all parcels within the District. District staff is working with ICOM technicians to update the asset layers within the ICOM software. Weekly meetings with ICOM continue.

Staff rolled out a proactive recycling program for the District by posting recycling guidelines at all recycling bins and has heightened efforts to separate recyclable materials for proper disposal.

An APCD inspector conducted a routine inspection of the District Detroit diesel stationary emergency generator. They reviewed operation and maintenance logs and no issues were found.

Collection System

The field crew completed all hydrocleaning and hotspots for April and is completing hydrocleaning the Evergreen neighborhood.

Staff inspected and signed off on a trenchless lateral replacement at 6552 Camino Venturoso.

Staff completed ADU final inspections and signoffs at 217 Calle Serrento and 7526 Astoria.

The UCSB's North Campus Faculty Housing project construction continues along Phelps Road on the West Campus Open Space. Modifications to the existing sewer main lines to accommodate lot line adjustments is ongoing and being inspected for compliance with District specification by staff.

Staff continues to write new Standard Operating Procedures (SOPs) and edit/update existing SOPs for all District operations and procedures.

Staff attended Pump Station Emergency Response Plan webinar. Following the webinar, staff completed a hands-on training for operating the portable emergency generator and emergency procedures at the Emily lift station.

Staff participated in a CalOSHA Supervisor Safety Webinar.

An all-staff safety meeting was held to review and discuss the findings of the 2023 First Quarter Safety Inspection.

Industrial Waste & Environmental Compliance

Staff and the Industrial Waste Control Officer from GSD conducted an Industrial Wastewater Discharge Permit classification determination inspection at Aeluma, Inc. Aeluma performs a non-categorical process that is specific to semiconductor manufacturing. A Class 2 Industrial Wastewater Discharge Permit was issued to this facility.

Staff received, reviewed, and processed the 1st quarter end-of-process and end-of-pipe sample results for the Class 4 Categorical Industrial Wastewater Discharge Permittees.

Staff sent out friendly reminders to all Class 4 Categorical Industrial Wastewater Discharge Permit holders to complete the required 2023 2nd quarter self-monitoring sampling and reporting.

Street Sweeping

Graffiti: USPS mail box at Pacific Oaks Road. Reported to City of Goleta.

Abandoned Vehicles: Reported blue/grey BMW at 7540 Cathedral Oaks Road.
Reported silver Honda Odyssey at 194 Salisbury Way.

Hours: 92.4

Miles: 928.7

Loads: 29

Maintenance: Performed routine inspections, maintenance, and repairs.

Marborg: 02/09/2023 - 14.73 tons
02/17/2023 – 13.06 tons
03/01/2023 – 7.72 tons

Table of Treatment Capacity in GSD Plant

GWSD Average Daily Flow	February 2023	2.3556 MGD; 47.6960 %
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Sewer Operations Cleaning Summary from March 30, 2023 to April 26, 2023

Your environmental partner since 1954

Descripton	Quantity
Feet Cleaned	
Hydroclean	24,156 ft.
Hot Spot	7,273 ft.
Root Cutting	158 ft.
	<hr/>
	31,588 ft.
Lines Cleaned	
Hydroclean	98 lines
Hot Spot	26 lines
Root Cutting	1 line
	<hr/>
	125 lines
Other Work Orders	
CCTV Work Order	3 Work Orders
Parcel Permit	2 Work Orders
Service Call	1 Work Order
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	6 Work Orders

Goleta West Sanitary District

Allowance of Claims

Mar 30 - Apr 26, 2023

Rev_n

Vendor ID	Vendor Name	Transaction Description	Posted Date	Document Amount
ADP01	ADP Inc	Payroll Processing	4/3/2023	\$ 1,297.96
AQU01	Aqua-Flo Supply	Facility Maint_Emily	4/5/2023	280.39
BAR01	Bartlett Pringle & Wolf LLC	Accounting Sftwre License	4/5/2023	29,759.40
BLU01	Blueisle Bookkeeping	Bookkeeping Svcs	4/5/2023	89.00
BRO01	Brownstein, Hyatt, Farber, Schreck	Legal Svcs_District Elections	4/25/2023	11,159.50
CAL03	Public Employees HEALTH	CalPERS Health Coverage	4/20/2023	16,780.47
CAL12	CalPERS Public Employee's Retirement System	CalPERS Pension	4/11/2023	10,637.34
CAN01	Cannon Corp	SCADA Support	4/5/2023	1,371.78
CHW	Colantuono Highsmith & Whatley	Financial Consulting	4/5/2023	6,093.25
CITIG06	Channel Islands Technology Integrators' Group	billable svcs	4/12/2023	10,020.82
DAL01	Dal Pozzo Tire Corp	Sweeper Maint	4/5/2023	130.00
EDU01	Eduardo Galindo Architect	District Bldg Proj_Perim addnl	4/3/2023	8,488.16
FIR01	First Bankcard	Conference	4/13/2023	1,355.13
FRO01	Frontier Communications	Phone Svc	4/5/2023	391.31
GOL04	Goleta Water District	Facility Water	4/5/2023	233.33
GRA03	Grainger	Facility Maint_Emily	4/5/2023	12.56
HAA01	Haaker Equipment Company	Sweeper Maint	4/5/2023	3,274.93
JHA01	J.Hayes Truck Repair	Swee[er Maint	4/5/2023	600.00
LIN01	Lincoln National Life Ins	Deferred Comp	4/14/2023	2,519.16
MAR01	Marborg Industries	Waste Removal & Rolloff	4/5/2023	7,346.58
MCC02	McCormix Corporation	Sweeper Fuel	4/5/2023	147.14
MIN01	Miner's Ace Hdwre 1751	Facility Maint_Emily	4/5/2023	35.17
MIS01	Mission Linen Supply	Uniforms & Towels	4/5/2023	1,744.60
MNS01	MNS Engineers Inc	Facility Maint	4/5/2023	4,250.00
PFM01	PFM Asset Management LLC	PFM Financial Consulting	4/10/2023	2,074.37
PML01	Pacific Materials Laboratory	District Bldg Proj	4/5/2023	340.00
REL01	Reliance Standard Life Insurance	Insurance LTD	3/31/2023	356.66
SAN07	Santa Barbara County Water Agency	SB Cnty IRWM Water	4/5/2023	622.33
SOU02	Southern California Edison Co	Electricity	4/5/2023	11,957.83
SPE03	Special District Risk Management Authority	sdrma covg month May'23 ACH	4/11/2023	936.89
SST01	Secretary of State	Notary exam fee	4/5/2023	40.00
STA01	State Water Resources Control Board	Permit SB Cnty Dischg Fee	4/5/2023	365.00
THE02	The Gas Company	Natural Gas	4/5/2023	217.06
THE05	The Trust for Public Land	Tree Maint_Land Trust	4/5/2023	1,300.00
TOT02	Total Compensation Systems, Inc.	Financial Consulting	4/5/2023	697.50
TRN01	Transamerican Direct Inc	Direct Mailing	4/10/2023	7,189.36
UCSB9	The Regents of UC	Internet Svc	4/5/2023	103.25
UNDO1	Underground Service Alert	Dig Alerts	4/5/2023	156.88
WES01	Westaire Heating & Air	Facility HVAC	4/5/2023	185.00
WEX01	WEX Bank	Vehicle Fuel	4/3/2023	2,196.78
				146,756.33
Total Services & Supplies				\$ 146,756.89
Payroll - (1) pay date				\$ 72,704.37
Total				\$ 219,461.26