

**MINUTES OF THE REGULAR MEETING  
OF THE GOLETA WEST SANITARY DISTRICT  
UCSB CAMPUS, PARKING LOT 32, SANTA BARBARA, CALIFORNIA  
January 7, 2014**

**POSTING OF THE AGENDA**

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

**CALL TO ORDER**

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

**ROLL CALL: BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

None

**STAFF PRESENT**

Mr. Mark Nation, General Manager/Superintendent  
Mr. Steven A. Amerikaner, General Counsel  
Mr. Dylan Johnson, Brownstein, Hyatt, Farber, Schreck

**OTHERS PRESENT**

Jerry D. Smith – Director, Goleta Sanitary District

**APPROVE THE ORDER OF THE AGENDA**

The General Counsel Report was moved from the reports section of the meeting to prior to the Discussion-Action Items

**PUBLIC COMMENT**

None

**MINUTES**

(14-01-01)

Upon a motion by Director Geyer, seconded by Director Turenchalk, the Board unanimously approved the minutes of the Regular Board Meeting of December 3, 2013 as written.

**General Counsel Report**

Mr. Dylan Johnson provided a report on changes to California's open meeting laws.

## **DISCUSSION-ACTION ITEMS**

### **1) LAFCO Selection Committee – GWSD Appointee**

The Board reviewed and discussed the materials presented with the agenda item.

(14-01-02)

Upon a motion by Director Geyer, seconded by President Bearman, the Board unanimously approved to appoint Director Meyer to attend the Santa Barbara County Independent Special District Selection Committee Meeting and vote in the place of the District's presiding officer (President Bearman) if the presiding officer is unable to attend the meeting and said vote from the District shall be for Jeff Moorhouse.

### **2) Actuarial Study of Retiree Health Liabilities as of June 30, 2013 Prepared by Total Compensation Systems, Inc.**

The General Manager discussed the highlights of the report.

(14-01-03)

Upon a motion by Director Geyer, seconded by Director Lewis, the Board unanimously accepted the Actuarial Study of Retiree Health Liabilities as of June 30, 2013 as written.

### **3) Third Quarter 2013 Review of Portfolio Prepared by PFM Asset Management, LLC**

The General Manager provided an overview of the materials presented to the Board.

(14-01-04)

Upon a motion by Director Lewis, seconded by Director Geyer, the Board unanimously accepted the Third Quarter 2013 Review of Portfolio prepared by PFM Asset Management, LLC as written.

### **4) Annual Fund Transfers**

The General Manager discussed with the Board the memorandum included in the agenda packet and the Finance Committee's recommendation.

(14-01-05)

Upon a motion by Director Geyer, seconded by Director Lewis, the Board unanimously approved the annual fund transfers as recommended by the Finance Committee.

### **5) Board Policy Handbook – Section 3 & 5 Revisions**

The Management Committee members described the proposed changes to the Board Policy Handbook.

(14-01-06)

Upon a motion by Director Geyer, seconded by Director Turenchalk, the Board unanimously approved the revisions to Section 3 and Section 5 of the Board Policy Handbook as written.

**6) Easement Agreement with Goleta Hollister, LLC**

The General Manager discussed the easement agreement and the process to this point.

(14-01-07)

Upon a motion by Director Meyer, seconded by Director Turenchalk, the Board approved and ratified the signature of the General Manager on the Easement Agreement between Goleta West Sanitary District and Goleta Hollister, LLC and a certificate of acceptance for the easements by a vote of 4 to 1, with Director Geyer voting against the motion.

**7) Acceptance of the First Quarter 2013-2014 Adopt-A-Block Report and Letter of Appreciation to Adam Porte**

The General Manager discussed the memorandum included in the agenda packet and the Finance Committee's recommendation with the Board.

(14-01-08)

Upon a motion by Director Geyer, seconded by Director Lewis, the Board unanimously approved to accept the First Quarter FY 2013-2014 Adopt-a-Block Report and direct staff to send the letter of appreciation to Adam Porte as written.

**8) Consideration of Letter to the Honorable Hannah Beth Jackson**

(14-01-09)

Upon a motion by Director Geyer, seconded by Director Turenchalk, the Board unanimously approved to send the letter supporting SB 727 to the Honorable Hannah Beth Jackson as written.

**9) Appoint Committee Members and District Representatives**

President Bearman appointed the other Directors as Committee Members and Representatives in the same positions as the prior year with the exception of Director Lewis being appointed to the alternate position for the Santa Barbara County Special District LAFCO Selection Committee.

President Bearman recused himself from the meeting and Vice-President Lewis chaired the meeting at this time.

(14-01-10)

Upon a motion by Director Geyer, seconded by Director Meyer, the Board unanimously approved to appoint President Bearman to the same Committee and Representative positions that he held in the prior year with the exception of an additional appointment as the GWSD Representative to the Santa Barbara County Special District LAFCO Selection Committee.

President Bearman returned to the meeting and assumed his place as chairman.

### **COMMUNICATIONS**

The communications were noted as received.

### **REPORTS**

#### **Operations Report**

The General Manager/Superintendent provided a report

#### **Engineering Committee Meeting**

Director Lewis provided a report on the December 10, 2013 meeting.

#### **Finance Committee Meeting**

Director Lewis provided a report on the December 12, 2013 meeting.

#### **Management Committee Meeting**

Director Geyer provided a report on the December 16, 2013 meeting.

#### **Goleta Sanitary District Board Meetings**

Director Meyer provided a report on the December 16, 2013 and January 6, 2014 Goleta Sanitary District Board meetings. Director Meyer also reported on two GSD Committee meetings.

#### **Goleta Water District Board Meeting**

Director Turenchalk provided a report on the December 10, 2013 meeting.

#### **IVR&PD Board Meeting**

Director Lewis provided a report on the December 12, 2013 meeting.

#### **City of Goleta Council Meeting**

Director Geyer provided a report on the December 17, 2013 City Council meeting.

#### **SBCSDA Executive Board Meeting**

Director Meyer provided a report on the November 6, 2013 meeting.

#### **SBCSDA Chapter Meeting**

Director Geyer provided a report on the December 4, 2013 meeting.

#### **Other Director Reports**

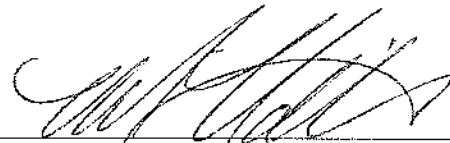
No other reports

#### **Future Agenda Items**

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### **ADJOURNMENT**

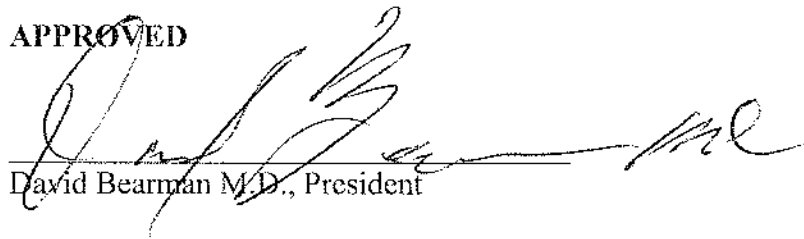
There being no further business, President Bearman adjourned the meeting at 7:45 PM.



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Mark Nation, Board Secretary

**APPROVED**



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David Bearman M.D., President

# **GOLETA WEST SANITARY DISTRICT**

## **Operating Report for November 27 – December 31, 2013**

### **I. Administration**

Completed routine administrative duties.

Prepared Board Agenda packet for January 7, 2014 Regular Board Meeting.

Completed November 2013 Financial Report.

Completed Secretary of State Statement of Facts Roster of Public Agencies Filing for 2014.

Updated District website with new Pretreatment Ordinance, 2012-2013 Financial Statements and new District officers.

UCSB paid all fees required for the Sierra Madre Housing Project and the District issued Connection Permits.

Posted California State and Federal Employment Notice Poster for 2014 in District break area.

Completed Uniform Allowance year end statement for all field employees.

Attended Finance, Management and Engineering Committee meetings.

Staff sent a copy of the new Pretreatment Ordinance and Enforcement Response Plan to the RWQCB for their review.

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

Staff completed review of the revised Actuarial Study of Retiree Health Liabilities.

Crew from Campbell-Geo was on-site for several days and completed the well demolition as part of the closeout for the groundwater remediation project.

Staff is working with Counsel on several items including an updated resolution regarding District Treasurer and Board Policy Handbook updates.

Staff is currently updating equipment information in the database.

### **II. Collection System Maintenance**

Staff continues to work on revisions to the District's Sewer System Management Plan as required by new regulations from the State Water Resources Control Board.

Staff received safety training on ergonomics and the District's Emergency Action Plan 2013 and participated in a Tsunami Strike training drill.

Plan check was performed for the following:

- Sewer improvements at Westar development.
- Tenant improvements for Blaze Pizza on Pardall Rd.
- Proposed demo of existing and construction of 5 new units near El Embarcadero and Del Playa in Isla Vista.
- Shave It (ice cream and shaved ice) tenant improvements at the ICON Gardens.
- Jimmy John's Restaurant at 909 Embarcadero Del Mar.
- IV Parks & Rec for a bathroom remodel at Anisq-Oyo' Park in Isla Vista.

Staff continues to inspect as needed at the Bluffs, Haskell's Landing and Willow Springs II developments.

Duthie Power Services performed the annual service to the main facility emergency generator including the annual load bank test. Everything tested out fine.

The crew completed the year-end maintenance that is performed on all the District's vehicles and equipment. The crew also completed monthly exercise of valves and equipment as scheduled.

The crew had the radiator repaired on the Emily emergency generator. A leak had developed in one of the tanks.

Staff corresponded with Holdren's Restaurant regarding grease interceptor maintenance and odor issues.

Staff issued a grease removal device installation permit to the IV Deli moving into the old IV Bookstore location. Staff has been corresponding with the contractor regarding District construction specifications and FOG program requirements.

Staff responded to a private sewer lateral spill at 249 Placer Drive. The home owner was advised to contact a plumber and the matter was referred to Santa Barbara County Environmental Health.

Staff signed off on County building permit for Firehouse Subs located at the ICON Gardens at 6530 Seville Road.

### **III. Industrial Waste**

Staff issued new Industrial Wastewater Discharge Permits consistent with Ordinance 13-84 to all of the permitted Industrial Wastewater Dischargers within the District.

Staff collected Non-Industrial Source Control (NISC) samples from three designated locations within the District.

Staff issued a Notice of Violation (NOV) to Costco Photo Center for a violation of their Industrial Wastewater Discharge Permit limit for silver. Costco reported the violation to the District as required as soon as they became aware of the violation. Staff is following up with the regional photo manager and department manager.

Staff received and reviewed Fourth Quarter Self-Monitoring Reports submitted by the District's Class 4 Industrial Users.

Staff received November discharge estimates from Raytheon for well water used in their industrial processes and discharged to the sewer.

#### IV. Street Sweeping

Graffiti – none to report at this time

Abandon vehicle – none to report at this time

Hours – 94

Miles – 731

Loads – 45

11-08-13 = 8.44 Tons; 11/16/13 = 10.19 Tons

#### STREET SWEEPER MAINTENANCE

- John Deere in Oxnard replaced exhaust valve on aux engine (warranty)
- Haaker equipment diagnosed aux pump noise, gutter broom air pressure regulator, wandering hose on/off connection and vacuum enhance, and r/s gutter broom error codes
- Adjusted power belt for blower
- Adjusted pressure slot gap on pickup head
- Inspected water spray nozzles
- Changed oil and filters on main and aux engines
- Serviced air filters

#### **Table of Treatment Capacity in GSD Plant**

Goleta West Average Daily Flow	November 2013	MGD 1.6697; 53.69%
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## Sewer Operations Cleaning Summary from November 26, 2013 to December 30, 2013

See also attached report for 12/31/13

PERMITS	
<b>Feet Cleaned</b>	
Hydroclean	14,504 ft.
Hydroflush	5,660 ft.
Root Cutting	594 ft.
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	<b>20,758 ft.</b>
<b>Lines Cleaned</b>	
Hydroclean	67 lines
Hydroflush	16 lines
Root Cutting	2 lines
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	<b>85 lines</b>
<b>Other Work Orders</b>	
Parcel Permit	3 Work Orders
Service Call	2 Work Orders
	<hr/>
	<b>5 Work Orders</b>

**GOLETA WEST SANITARY DISTRICT**  
**ALLOWANCE OF CLAIMS**  
November 27 - December 31, 2013

<b>SERVICES &amp; SUPPLIES</b>	<b>Wastewater O &amp; M</b>	<b>Other Services</b>	<b>Capital Outlay</b>	<b>Total</b>
Acorn Landscape - Monthly maintenance fees	\$ 333.41			\$ 333.41
Acorn Landscape - Monthly maintenance fees	\$ 333.41			\$ 333.41
ADP, Inc. - Payroll processing for period ending 11/13/13	\$ 217.44	\$ 24.16		\$ 241.60
ADP, Inc. - Payroll processing for period ending 11/27/13	\$ 202.54	\$ 22.51		\$ 225.05
ADP, Inc. - Payroll processing for period ending 12/11/13	\$ 217.44	\$ 24.16		\$ 241.60
Arrowhead Direct - Monthly cooler rental & drinking water	\$ 57.61			\$ 57.61
AT&T - Monthly long distance service	\$ 140.37	\$ 8.96		\$ 149.33
AT&T Mobility - Monthly cell phone service	\$ 271.26			\$ 271.26
Barricade Pest Control, Inc. - Monthly rodent service	\$ 100.00			\$ 100.00
Bartlett, Pringle & Wolf, LLP - Accounting services	\$ 411.30	\$ 45.70		\$ 457.00
Blucisle - October bank reconciliations	\$ 79.00			\$ 79.00
Brownstein, Hyatt, Farber, Schreck - Legal services	\$ 3,603.50		\$ 440.00	\$ 4,043.50
Brownstein, Hyatt, Farber, Schreck - Legal services	\$ 4,190.00		\$ 758.00	\$ 4,948.00
C. Philip Brittain - Electrical services for pump station	\$ 6,314.64			\$ 6,314.64
California Chamber of Commerce - 2014 Employee Poster	\$ 47.76			\$ 47.76
CalPERS - Pension contributions; 11/28/13 - 12/11/13	\$ 3,326.03	\$ 190.65		\$ 3,516.68
CalPERS - Pension contributions; 12/12/13 - 12/25/13	\$ 3,326.03	\$ 190.65		\$ 3,516.68
CalPERS - January 2014 health insurance premiums	\$ 8,785.62	\$ 638.22		\$ 9,423.84
Campbell-Geo, Inc. - UST site closure process		\$ 2,347.70		\$ 2,347.70
Cardmember Service - APC battery; mtg exp.; postage; conf. reg.	\$ 1,787.41			\$ 1,787.41
Chavez, Ruben - Safety boots reimbursement		\$ 150.00		\$ 150.00
Dal Pozzo Tire Corp - Two tires for street sweeper		\$ 859.59		\$ 859.59
Freedom Signs - Vehicle ID numbers	\$ 74.25			\$ 74.25
Geyer, Craig - SBCSDA Chapter meeting reimbursements	\$ 80.68			\$ 80.68
Geyer, Craig - SBCSDA Board Meeting reimbursements	\$ 58.58			\$ 58.58
Goleta Sanitary District - Nov. treatment & fixed assets	\$ 124,454.40		\$ 24,708.39	\$ 149,162.79
Goleta Sanitary District - Plant Upgrade Project			\$ 15,468.51	\$ 15,468.51
Goleta Valley Chamber of Commerce - Annual membership dues	\$ 299.00			\$ 299.00
Goleta Water District - Monthly service/Emily	\$ 68.02			\$ 68.02
Goleta Water District - Monthly service/Emily	\$ 68.02			\$ 68.02
Graham Chevrolet - Batteries for 2007 Chevy Truck	\$ 302.40			\$ 302.40
Haaker Equipment Co. - Hydraulic filter & hose for Vactor	\$ 2,440.29			\$ 2,440.29
Haaker Equipment Co. - Radial nozzle for Vactor	\$ 534.37			\$ 534.37
Home Depot Credit Services - Pipe fittings for Vactor	\$ 10.42			\$ 10.42
Impulse Advanced Communications - Virtual host service	\$ 55.00			\$ 55.00
Impulse Advanced Communications - Virtual host service	\$ 55.00			\$ 55.00
Interstate Billing Service, Inc. - Crank position sensor for sweeper		\$ 67.32		\$ 67.32
Larrys Auto Parts - V-belt for shop air compressor	\$ 26.97			\$ 26.97
Larrys Auto Parts - Wiper blade for sweeper		\$ 17.80		\$ 17.80
Larrys Auto Parts - Filter & belts	\$ 275.38			\$ 275.38
Larrys Auto Parts - Oil filters for Sullair compressor	\$ 17.67			\$ 17.67
Larrys Auto Parts - Oil filters for Prius	\$ 19.18			\$ 19.18
Larry Walker Associates - Pretreatment Program Documents Update		\$ 135.65		\$ 135.65

Allowance of Claims

November 27 - December 31

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Lenz Pest Control - Quarterly service for ants	\$ 120.00			\$ 120.00
Lincoln National Life Insurance Co. - Deferred Compensation	\$ 700.00			\$ 700.00
Lincoln National Life Insurance Co. - Deferred Compensation	\$ 700.00			\$ 700.00
MAPS - GIS mapping; provide updated GIS data files to RedZone	\$ 1,125.00			\$ 1,125.00
MarBorg Industries - 25YD roll-off & recycle fees	\$ 165.17	\$ 660.66		\$ 825.83
MarBorg Industries - 25YD roll-off & recycle fees	\$ 192.47	\$ 769.86		\$ 962.33
MarBorg Industries - 25YD roll-off rental fee	\$ 26.33	\$ 105.34		\$ 131.67
McCormix Corp. - Oil for District vehicles	\$ 792.55			\$ 792.55
McCormix Corp. - Fuel for street sweeper		\$ 109.34		\$ 109.34
McCormix Corp. - Fuel for street sweeper		\$ 272.82		\$ 272.82
McCormix Corp. - Oil for Vactor	\$ 199.22			\$ 199.22
Meyer, Larry D. - SBCSDA travel & meal reimbursements	\$ 130.94			\$ 130.94
Mission Linen Supply - Monthly uniform service	\$ 834.24	\$ 147.22		\$ 981.46
MNS Engineers, Inc. - New Administration Building Project			\$ 216.83	\$ 216.83
PFM Asset Management LLC - Oct. investment services	\$ 1,768.51			\$ 1,768.51
PFM Asset Management LLC - Nov. investment services	\$ 1,713.68			\$ 1,713.68
Postmaster - P.O. Box 4 annual rental fee	\$ 78.00			\$ 78.00
Reliance Standard Life Insurance Co. - Dec. LTD ins. premiums	\$ 599.18	\$ 37.49		\$ 636.67
Reliance Standard Life Insurance Co. - Jan. LTD ins. premiums	\$ 599.18	\$ 37.49		\$ 636.67
Santa Barbara County CAER - 2014 membership dues	\$ 50.00			\$ 50.00
SDRMA - January 2014 Dental/Life Insurance premiums	\$ 795.21	\$ 97.00		\$ 892.21
Silvia's Cleaning Service, LLC - Monthly cleaning service	\$ 310.00			\$ 310.00
Southern California Edison - Monthly service/Emily	\$ 321.26			\$ 321.26
Southern California Edison - Monthly service/main facility	\$ 3,871.98			\$ 3,871.98
State Water Resources Control Board - Annual Permit Fee	\$ 1,940.00			\$ 1,940.00
TelePacific Communications - Monthly internet service	\$ 204.00			\$ 204.00
The Gas Company - Monthly service/main facility	\$ 53.97			\$ 53.97
3T Equipment Co., Inc. - CCTV camera hubs and wheels	\$ 1,128.05			\$ 1,128.05
Underground Service Alert - November "Dig Alerts"	\$ 36.00			\$ 36.00
Van Buren Consulting, LLC - Computer support services	\$ 272.50			\$ 272.50
Verizon California - Monthly service/main facility	\$ 211.63	\$ 13.51		\$ 225.14
Verizon California - Monthly service/SCADA	\$ 239.71			\$ 239.71
Verizon California - Monthly service/Emily	\$ 155.81			\$ 155.81
WEX Bank - Fuel for District vehicles	\$ 557.31	\$ 502.14		\$ 1,059.45
				\$ -
<b>TOTAL SERVICES &amp; SUPPLIES</b>	\$ 182,476.30	\$ 7,475.94	\$ 41,591.73	\$ 231,543.97

Payroll - Pay Period Ending: November 27 & December 11, 2013

\$ 52,714.11

**GRAND TOTAL - Fund 4900**

**\$ 284,258.08**