

**MINUTES OF THE REGULAR MEETING
OF THE GOLETA WEST SANITARY DISTRICT
UCSB CAMPUS, PARKING LOT 32, SANTA BARBARA, CALIFORNIA
MAY 5, 2020**

POSTING OF THE AGENDA

The agenda notice for this meeting was posted in the display case outside the administrative office of the Goleta West Sanitary District and on the District's website at least 48 hours in advance of the meeting.

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

1. CALL TO ORDER

President Lewis called the meeting to order at 5:32 PM.

2. ROLL CALL: BOARD MEMBERS PRESENT

Dr. David C. Lewis – present at the GWSD Board Room

David Bearman M.D. – attended remotely

Craig Geyer – attended remotely

Eva Turenchalk – attended remotely

Larry Meyer – attended remotely – arrived at 5:35

BOARD MEMBERS ABSENT

None.

STAFF PRESENT

Mark Nation – General Manager/Superintendent

Steven A. Amerikaner – 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 SPECIAL BOARD MEETING OF APRIL 10, 2020**

(20-05-24)

Upon a motion by Director Geyer, seconded by Director Bearman, the Board approved the minutes of the Special Board Meeting of April 10, 2020 as presented by the following roll call vote:

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

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

(20-05-25)

Upon a motion by Director Geyer, seconded by Director Turenchalk, the Board approved providing a COLA in the amount of 4% to District employees and directed staff to prepare a Resolution amending Appendix "A" of the Personnel Policy Handbook for adoption at the next regular Board meeting by the following roll call vote:

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

7. **THIRD QUARTER FY 2019-2020 FINANCIAL REPORT**

(20-05-26)

Upon a motion by Director Meyer, seconded by Director Bearman, the Board accepted the Third Quarter FY 2019-2020 Financial Report by the following roll call vote:

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

8. **COMMUNICATIONS**

The communications were noted as received.

9. **REPORTS**

Operations Report

The General Manager provided a report.

Goleta Sanitary District

No report.

Goleta Water District

Director Turenchalk provided a report.

Isla Vista Recreation & Park District

No report.

Santa Barbara Airport Commission

No report.

City of Goleta

No report.

Other Director Reports

It was discussed that President Lewis and Director Bearman's terms are expiring this year and will be up for election November 3, 2020.

10. FUTURE AGENDA ITEMS

Director Bearman asked that a recent Stanford study on the Coronavirus be discussed at the next meeting.

11. ADJOURNMENT

There being no further business, President Lewis adjourned the meeting at 5:54PM.



Mark Nation, Clerk - Secretary

APPROVED



Dr. David C. Lewis, Board President

April 7, 2020 – April 28, 2020

Administration

Staff continues working on the annual commercial billing process and determining the charges based on water usage.

Staff prepared and submitted the required Government Compensation Report to the State Controller's Office.

Staff completed the annual CASA Salary and Benefits Survey.

Staff prepared the 3rd Quarter FY 2019-2020 Financial Report.

Staff attended Personnel and Finance Committee Meetings.

Staff continues work on the FY 2020-2021 Budget Document.

Staff attended the City of Santa Barbara Planning Commission Hearing regarding the renewal of the Coastal Development Permit. A couple of days prior to the hearing Staff and Patsy Price from BHFS met with the Commission at the GWSD headquarters for a site visit. That went well and the Commission approved the CDP renewal on April 16th.

Staff prepared and sent out the Annual Recycled Water Report for calendar year 2019. This report must be provided annually to the Regional Water Quality Control Board due to the District being permitted to use recycled water for street sweeping.

Collection System

The Phelps Road Project continues. Both the Storke /Phelps and Los Carneros/Mesa intersections are now paved and striped. Construction continues moving west on Phelps Road. No issues at this time.

The crew continues with the routine sewer line cleaning schedule. Cleaning is currently being worked on in the Evergreen area. The crew also completed hotspots and root cutting throughout the District for the month of April & May 2020. A sewer operations summary is enclosed with this operations report.

The crew completed CCTV inspections in the EMID area. This completes regularly scheduled CCTV work included in the 2020 preventative maintenance program.

The crew completed the scheduled monthly maintenance and equipment exercising for April 2020.

Staff continues to inspect and document Toro Enterprises constructing private sewer improvements for four new commercial buildings at Cabrillo Business Park (CBP).

Staff is corresponding with the project engineer to finalize revisions to record drawings for the public portion of the Village at Los Carneros sewer system.

Staff completed a Sewer Service Permit for a garage conversion to an ADU at 6876 Sabado Tarde.

Staff issued Sewer Service Permits for trenchless sewer lateral replacements at 228 Daytona Drive, and 7363 Freeman Place.

Staff took delivery of a new CCTV push camera and received operation and maintenance training from the vendor.

Staff corresponded with CSRMA and their consultants regarding required safety training topics and utilization of instructional resources available through CSRMA.

Staff received safety training on the following topics: 2020 1st Quarter Safety Inspection findings and discussion; and the Gorman Rupp portable trash pump operation, maintenance, and safety.

Industrial Waste

Staff correspondence continues with the GSD consultant working on Pretreatment Program updates and a Technically Based Local Limits study. Staff is providing laboratory results data and other industrial user information.

Street Sweeping

Graffiti – none to report at this time.

Abandoned vehicles – none to report at this time.

- Extra sweeping was performed on Phelps Road for the pipeline project currently under construction.

Hrs. – 60.8

Miles- 842

Loads-24

Marborg: 3/25/20 = 11.14 TN, 4/03/20 = 10.54 TN

- Extra sweeping for Tierra on Phelps Road for pipeline project

- Took the Eagle to Haaker Equipment to diagnose a hydraulic malfunction
- Replaced the left side gutter broom bushings and turnbuckles on the Crosswind

Table of Treatment Capacity in GSD Plant

GWSD Average Daily Flow	February 2020	MGD 2.235; 45.6224%
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Sewer Operations Cleaning Summary from April 7, 2020 to April 28, 2020

Your environmental partner since 1954

Description	Quantity
Feet Cleaned	
Hydroclean	5,043 ft.
Hot Spot	2,654 ft.
Root Cutting	2,225 ft.
	<hr/>
	9,922 ft.
Lines Cleaned	
Hydroclean	19 lines
Hot Spot	9 lines
Root Cutting	6 lines
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	34 lines
Other Work Orders	
CCTV Work Order	7 Work Orders
Parcel Permit	1 Work Order
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	8 Work Orders

**Goleta West Sanitary District
Allowance of Claims
Apr 07, 2020 - Apr 29, 2020**

Vendor ID	Vendor Name	Transaction Description	Posted Date	Document Amount
ADP01	ADP Inc	Payroll Service	4/9/2020	556.95
ADT01	ADT Security Service Inc	Alarm System	4/16/2020	293.74
AIR01	Airflow Filter Service Inc	Sweeper Filters & Parts	4/16/2020	1,239.63
AQU01	Aqua-Flo Supply	Maintenance Parts	4/9/2020	12.54
ATG01	Automotive Technicians Group Inc	Vehicle Maintenance	4/9/2020	497.91
BLU01	Blueisle Bookkeeping	Bookkeeping Service	4/9/2020	127.50
BRO01	Brownstein, Hyatt, Farber, Schreck	Legal Services	4/14/2020	14,176.42
BUN01	Bunnin	Vehicle Parts	4/16/2020	170.00
CAL03	Public Employees HEALTH	CalPERS Health Insur	4/21/2020	15,541.27
CAL12	CalPERS Public Employee's Retirement System	CalPERS Pension	4/15/2020	9,133.14
CITIG06	Channel Islands Technology Integrators' Group	Computer Support	4/9/2020	1,635.35
COA01	Coastal Copy	Copier Contract	4/9/2020	168.12
COA02	Coastline Equipment	Sweeper Maintenance & Parts	4/9/2020	1,564.14
CWE07	CWEA	CWEA Membership & Certifications	4/29/2020	370.00
DAT01	Datco Service Corp	Commercial Driver Monitoring	4/9/2020	175.50
DEV01	Devereaux Capital Group LLC	Phelps Rd Project	4/16/2020	2,250.00
FIR01	First Bankcard	Operations Supplies	4/29/2020	450.93
FRO01	Frontier Communications	Phone Service	4/29/2020	760.69
GOL01	Goleta Building Materials	Maintenance Materials	4/16/2020	99.20
GOL02	Goleta Sanitary District	Treatment	4/16/2020	241,470.71
GOL04	Goleta Water District	Facility Water	4/16/2020	84.74
GRA03	Grainger	Safety Parts	4/9/2020	341.33
HAA01	Haaker Equipment Company	Sweeper Repair Parts	4/29/2020	113.44
IBS	IBS of Sierra Madre	Vehicle Battery	4/29/2020	107.52
JAI01	Jaimes Landscape	Landscape Maintenance	4/16/2020	450.00
LAR01	Larry's Auto Parts	Vehicle Maint Supplies	4/16/2020	155.06
LIN01	Lincoln National Life Ins	Deferred Compensation	4/15/2020	700.00
MAR01	Marborg Industries	Waste Removal & Rolloff	4/29/2020	3,991.62
MCC02	McCormix Corporation	Sweeper Fuel	4/9/2020	288.46
MCC03	McClellan's Equipment	Pump Truck Rental	4/9/2020	750.00
MIS01	Mission Linen Supply	Uniforms & Towels	4/29/2020	957.09
MNS01	MNS Engineers Inc	GIS Svcs & Map Updates	4/22/2020	1,795.00
NAF01	National Auto Fleet	2020 Chevrolet Truck	4/9/2020	55,745.33
NMG01	Nielsen Merksamer	Legal Consultation	4/9/2020	10,395.00
OFF01	Office Depot	Office Supplies	4/29/2020	329.51
PFM01	PFM Asset Management LLC	Financial Consulting	4/29/2020	1,351.62
PLU01	Plumbers Depot, Inc.	Operations Supplies	4/29/2020	525.64
RAF01	RFC Raftelis Financial Consulting, Inc.	Financial Consulting	4/29/2020	2,202.50
REA01	ReadyRefresh by Nestle	Drinking Water	4/9/2020	27.23
REL01	Reliance Standard Life Insurance	Insurance LTD	4/22/2020	787.17
SAN03	Sansum-SBMFC Occupational Medicine Center	DMV Physical Exam	4/29/2020	135.00
SIL01	Silvia's Cleaning Company, Inc.	Janitorial Service	4/9/2020	562.50
SOU02	Southern California Edison Co	Electricity	4/29/2020	3,350.89
SPE03	Special District Risk Management Authority	Insurance Life & Dental	4/16/2020	914.53
STA04	Stantec Consulting Services Inc.	Phelps Rd Project	4/16/2020	60,684.94
THE02	The Gas Company	Natural Gas	4/9/2020	103.66
THE06	The Regents of the University of California	Internet Service	4/16/2020	102.92
THE07	The Corwin Group, Inc.	Phelps Rd Project	4/16/2020	1,460.00
TIE01	Tierra Contracting Inc	Phelps Rd Project	4/9/2020	149,359.00
UND01	Underground Service Alert	Dig Alerts	4/9/2020	67.75
VEL01	Velocity Truck Center Ventura County	Sweeper Maintenance Parts	4/16/2020	397.51
WEX01	WEX Bank	Vehicle Fuel	4/8/2020	1,187.08
WOO01	Bob Woolever's Tire Shoppe	Tire Pressure Sensor	4/9/2020	121.54
Total Services & Supplies				\$590,239.32
Payroll - (2) pay dates Wk16 Wk18 2020				\$66,142.19
Total				\$656,381.51