

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE GOLETA WEST SANITARY DISTRICT  
UCSB CAMPUS, PARKING LOT 32, SANTA BARBARA, CALIFORNIA  
JANUARY 16, 2024**

**In-person**

**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 this regular meeting.

**1. CALL TO ORDER**

Director Bearman called the meeting to order at 5:34 PM

**2. ROLL CALL: BOARD MEMBERS PRESENT**

David Bearman M.D.

David Lewis

Craig Geyer

Robert Thomas

Eva Turenchalk

**BOARD MEMBERS ABSENT**

None

**STAFF PRESENT**

Brian McCarthy – General Manager/Board Clerk-Secretary

Jena Acos – District Counsel - attended remotely, then joined in-person at 5:38

Austin Catlin – Environmental Compliance Specialist

**OTHERS PRESENT**

Edwardo Galindo, architect (EGA) - attended remotely

Simon Bentley, IT consultant – attended remotely

Sharon Rose – Director, GSD

**3. REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449**

None

**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 REGULAR BOARD MEETING OF  
DECEMBER 5, 2023**

(24-01-01)

Upon a motion by Director Lewis, seconded by Director Thomas, the Board approved the minutes of the December 5, 2023 Regular Board Meeting as presented by unanimous vote.

7. **GENERAL MANAGER UPDATES**

The General Manager provided a report.

8. **LEGAL COUNSEL UPDATES**

District Counsel provided a report.

9. **CONSIDER ISSUING A NOTICE OF AWARD FOR PROJECT #13-02 HEADQUARTERS BUILDING IMPROVEMENTS PROJECT PHASE 2 – NEW ADMINISTRATION BUILDING**

(24-01-02)

The General Manager provided a report on the GWSD Headquarter Building Improvements Project #13-02 Phase 2. The Engineering Committee met with EGA and staff to discuss the two bids received. The Committee is recommending that the District issue a Notice of Award to Newton Construction as the apparent lowest responsible bidder for Phase 2. Upon a motion by Director Geyer, seconded by Director Turenchalk, the Board authorized the General Manager to issue a Notice of Award to Newton Construction for Project #13-02 Headquarters Building Improvements Project Phase 2 – New Administration Building as presented by the following roll call vote:

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

10. **CONSIDER CHANGE ORDER NO. 33 FOR THE GWSD HEADQUARTER BUILDING IMPROVEMENTS PROJECT #12-03**

(24-01-03)

The General Manager provided a report. Mr. Ed Galindo of EGA, LLC provided additional information and answered questions from the Board. Upon a motion by Director Geyer, seconded by Director Turenchalk, the Board approved of Change Order No. 33 for the GWSD Headquarter Building Improvements Project #12-03 as presented by the following roll call vote:

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

11. **AGREEMENT WITH TRUSTED LEGAL FOR REVISION OF THE PERSONNEL POLICY / EMPLOYEE HANDBOOK AND EMPLOYMENT LAW ADVICE**

(24-01-04)

The General Manager and District Counsel provided a report. Upon a motion by Director Turenchalk, seconded by Director Lewis, the Board authorized the General Manager to enter into agreement with Trusted Legal for purposes of revising the Personnel Policy / Employee Handbook, and providing legal advice on an updated salary schedule and other employment matters as needed, not to exceed the amount of \$6,000.00 (excluding meetings with the Board and District committees) by the following roll call vote:

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

**12. CONSIDER PURCHASING ACCESS TO THE LIEBERT LIBRARY AND PARTICIPATING IN THE VENTURA / SANTA BARBARA EMPLOYMENT RELATIONS CONSORTIUM**

(24-01-05)

The General Manager and District Counsel provided a report and answered questions from the Board. Upon a motion by Director Thomas, seconded by Director Geyer, the Board authorized the General Manager to purchase the Premium Membership to the Liebert Library and join the Ventura/Santa Barbara Liebert Cassidy Whitmore Consortium relating to general employment law as presented by the following roll call vote:

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

**13. CONSIDER PURCHASING SIX REPLACEMENT IPADS**

(24-01-06)

The General Manager provided a brief report. Mr. Simon Bentley of CITIG, the District IT consultant, discussed specifics with the Board. Upon a motion by Director Lewis, seconded by Director Geyer, the Board authorized the General Manager to direct the District IT consultant to purchase and configure six replacement iPads Pros to facilitate District business as presented by the following roll call vote:

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

**14. CONSIDER FILIPPIN ENGINEERING PROPOSAL TO PROVIDE CONSTRUCTION MANAGEMENT FOR THE DISTRICT HEADQUARTER BUILDINGS UPGRADE PROJECT NO. 13-02 – NEW ADMINISTRATION BUILDING**

(24-01-07)

The General Manager provided a report. The Engineering Committee reviewed the proposal and is recommending that the Board approve of the proposal. Upon a motion by Director Turenchalk, seconded by Director Thomas, the Board authorized the General Manager to execute an agreement with Filippin Engineering to provide construction management services for the District Headquarter Buildings Improvement Project #13-02 New Administration Building as presented by the following roll call vote:

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

**15. CONSIDER DIRECTOR COMPENSATION**

(24-01-08)

The General Manager provided a brief report. The Board discussed Director compensation and upcoming elections. Upon a motion by Director Turenchalk, seconded by Director Thomas, the Board authorized the Counsel and staff to prepare an Ordinance increasing Director compensation by \$35 from \$245 to \$280 per day of service, publish required Public Notice, and schedule a Public Hearing as presented by the following roll call vote:

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

**16. CONSIDER SPONSORSHIP OF A SBCCSDA LOCAL MEETING**

(24-01-09)

Upon a motion by Director Geyer, seconded by Director Thomas, the Board approved of sponsoring a local chapter meeting of the Santa Barbara County California Special Districts Association (SBCCSDA) at a cost not to exceed \$3,500 as presented by the following roll call vote:

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

**17. APPOINTMENT OF COMMITTEE MEMBERS AND DISTRICT REPRESENTATIVES**

(24-01-10)

The Board discussed the appointment of a District representative to the Embarcadero Municipal Improvement District (EMID) and authorizing them to attend EMID Board meetings. President Bearman appointed Director Thomas as the District representative to EMID and Director Geyer as the alternate. President Bearman proposed not making any changes to current Committees or District Representatives. President Bearman recused himself at 6:48 PM, then upon a motion by Director Geyer, seconded by Director Lewis, the Board approved of President Bearman remaining on Committees and as a District Representative as assigned in January of 2023 as presented by the following roll call vote:

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

President Bearman rejoined the meeting at 6:49 PM.

**18. COMMUNICATIONS**

Noted as received.

**19. REPORTS**

Director Geyer reported that he is no longer a Trustee representing the City of Goleta on the Mosquito and Vector Management District of Santa Barbara County. The Goleta City Council appointed Danica Taber as the new Trustee.

**A. Operations Report – November 28, 2023 – January 10, 2024**

The General Manager provided a report.

**B. SBCCSDA Executive Board Meeting – December 6, 2023 & January 3, 2024**

No report.

**C. Goleta Water District – December 12, 2023 & January 9, 2024**

Director Turenchalk provided a report.

**D. Personnel Committee – December 13, 2023 & January 10, 2024**

Discussed previously.

**E. IVRPD – December 14, 2023**

Director Lewis provided a report.

**F. Goleta Sanitary District – December 18, 2023 & January 4, 2024**

Director Geyer provided a report.

**G. Engineering Committee – December 19, 2023 & January 10, 2024**

Discussed previously.

**H. City of Goleta – December 19, 2023 & January 2, 2024**

No report.

**I. Santa Barbara Airport Commission – December 20, 2023**

No report.

**J. Finance Committee – January 10, 2024**

Discussed previously.

**K. LAFCO – January 11, 2024**

No report.

**20. FUTURE AGENDA ITEMS**

The General Manager was directed to send a copy of the agreement between EMID and GWSD (IVSD) to all the Directors for review.

**21. ADJOURNMENT**

There being no further business, President Bearman adjourned the meeting at 7:01 PM.

**APPROVED**

  
\_\_\_\_\_  
David Bearman, M.D., Board President

  
\_\_\_\_\_  
Brian McCarthy, Board Clerk-Secretary

# Operations Report

November 29 – January 10, 2023

## **Administration**

The District received two bids for the Headquarter Building Improvements Project Phase 2 – Administrations Building on the December 20, 2023 closing date. Newton Construction is the Apparent Low Bidder.

Staff attended weekly Owner, Architect, Contractor (OAC) meetings for the Headquarter Building Improvements Project. Efforts continue to obtain sign-off and occupancy of the Shop, Operations Building and Flood Wall. The scheduled finish date is February 29, 2024.

Funds in the District US Bank account from property tax proceeds were successfully transferred to Montecito Bank & Trust. Next week, staff will arrange for most of those funds to be transferred to the District CAMP account.

Staff sent Substitute W9 & Vendor Information Form to the County of Santa Barbara Auditor-Controllers Office to have property tax disbursements deposited directly to the District Montecito Bank & Trust account instead of the US Bank account. The US Bank account will be closed once confirmation is received from the County that the new path has been successfully established.

CITIG, the District IT consultant, completed replacement of the network server.

Staff met with the General Manager and Senior Project Engineer of GSG for the first quarter CIP schedule per the BESP Phase 1 Agreement between our two agencies.

Staff consulted with the District engineering consultant to run the sewer system hydraulic model and verified that there is capacity for proposed multi-unit developments in Isla Vista. Staff discussed the proposed developments with the Engineering Committee, then issued Sewer Availability Letters for the following:

- A 24-unit apartment complex on vacant interior parcel near the intersection of Picasso Road and Camino Pescadero, APN 075-020-007.
- A 16- unit apartment complex at 6737 Sueno Road that will replace a SFR and miscellaneous existing structures.

Staff issued a preliminary approval letter for the proposed lot split located at 110, 130, and 150 Castilian Drive. The Developer is proposing to be split the parcel into three separate lots with a building on each. New sewer laterals will be installed so that each

building/parcel is connected separately to the public sewer system per District Ordinance.

Staff met with Filippin Engineering to discuss proposed collection system for Ocean Meadows Housing Development on the Eastern side of the West Campus Open Space. Staff then met with representatives of Ocean Meadows to discuss concerns and suggested changes for them to consider before submitting plans for District approval.

Correspondence continues with representatives of Heritage Ridge Housing Development, the final phase of the Willow Springs Development off Los Carneros.

Staff completed the December 2023 no spill certification electronically on CIWQS as required.

Work continues with Cannon Engineering to make improvements to the District SCADA system. Efforts continue with RedZone Robotics to improve the District CMMS system (ICOM).

Staff received safety training on the following topics:

- Hand on Escape Air emergency use, flow testing, and routine maintenance and inspection.
- Hands on fire extinguisher use training and fire safety.

An all-staff meeting was held to review and discuss the 2023 4th Quarter safety inspection findings.

### **Collection System**

Staff completed all scheduled end of year maintenance.

Staff completed all hot spots and root cutting for December. Traffic control was set up and staff completed CCTV inspection of Los Carneros and Creoma sewer system pipes.

Staff is working with MNS Engineers to provide Pump Station 1 pump efficiency data for the Force Mains Assessment Project.

Taft Electric is working to re-power and repair of the electrical conduit and controls to the gate valve for wastewater influent entering Pump Station 1. During construction the electrical conduit serving the vault structure was found to be corroded to due age and is being replaced with new conduit and wiring.



Staff is inspecting UCSB's North Campus Faculty Housing project improvements. Modifications to the existing sewer main lines to accommodate lot line adjustments continue.

Staff reviewed plans, issued permits, and/or conducted final inspection and permit sign-off for the following projects:

- Permit sign off for commercial tenant improvement for Boba Tea House at 6580 Pardall Rd
- Issued permit for attached ADU at 478 Pacific Oaks Road
- Lateral replacement at 675 La Patera

Staff is currently hydro cleaning lines in the Del Norte and Placer areas.

### **Industrial Waste & Environmental Compliance**

Staff processed and paid the invoice for the CA Air Resources Board Portable Equipment Registration Program Permit renewal for the Gorman Rupp portable trash pump.

Staff submitted the 2023 CA Air Resources Board Annual Report for Emergency Standby Diesel Engines (ENF-92). This report applies to the Detroit Diesel stationary emergency generator.

Staff initiated the application for the new California Heavy-Duty Inspection and Maintenance (HD I/M) program. This program applies to all diesel vehicles over 14,000 GVWR and will require periodic compliance testing.

Staff is completing the 2023 end-of-year compliance reporting for the Onan portable generator and Case tractor.

Staff conducted Industrial Wastewater Discharge Permittee facility inspections at the following facilities: Redhead Spirits, SerImmune, Aptitude Medical Systems, Baba Small Batch, Lockheed Martin SB Focalplane, Costco Wholesale, USPS, Google GQ3, Teledyne FLIR, Apeel Sciences, and Transphorm.

Annual maintenance and testing of the stationary and portable diesel generators, and the automated transfer switch (ATS) were completed by Duthie Power Services.

Staff received and processed the 2024 Industrial Wastewater Discharge Permit renewal applications and invoices for all Industrial Wastewater Discharge Permittees.

Staff has issued invoices for the 2023 3rd quarter Class IV – Categorical Industrial Wastewater Discharge Permittee compliance sampling and continues to receive payment.

Staff received Raytheon discharge estimates for well water utilized in their industrial processes and discharged to sewer for the months of November and December 2023.

### **Street Sweeping**

The street sweeper provided service to residential areas that were missed due to the holidays per the Street Sweeping Service Interruption Policy. Makeup days are posted on the Street Sweeping page on the District website. Additional street sweeping was provided in Isla Vista during the school holiday break.

Graffiti: None reported.

Abandoned Vehicles: None reported.

Hours: 127.5

Miles: 1,079.1

Loads: 46

Maintenance: Performed routine inspections and maintenance. Replaced pickup head on hydraulic cylinders on the Crosswind. Transmission serviced was serviced by Alphonso's Transmission.

Marborg: 10/26/23 = 8.32 tons

11/07/23 = 8.49 tons

11/17/23 = 6.42 tons

11/30/23 = 7.55 tons

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

GWSD Average Daily Flow	November 2023	2.0787 MGD; 47.8640 %
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## Sewer Operations Cleaning Summary from November 29, 2023 to January 10, 2024

Descripton	Quantity
<b>Feet Cleaned</b>	
Hydroclean	17,399 ft.
Hot Spot	4,234 ft.
Root Cutting	2,980 ft.
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	<b>24,613 ft.</b>
<b>Lines Cleaned</b>	
Hydroclean	77 lines
Hot Spot	16 lines
Root Cutting	10 lines
	<hr/>
	<b>103 lines</b>
<b>Other Work Orders</b>	
CCTV Work Order	4 Work Orders
Parcel Permit	2 Work Orders
	<hr/>
	<b>6 Work Orders</b>

**Goleta West Sanitary District**

**Allowance of Claims**

**Nov 29 - Jan 10, 2023 - 2024**

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Vendor ID	Vendor Name	Transaction Description	Posted Date	Document Amount
BAR01	Bartlett Pringle & Wolf LLC	Audit & Acctng Svcs	12/26/2023	\$ 1,508.00
BRO01	Brownstein, Hyatt, Farber, Schreck	Legal Services	12/12/2023	42,560.50
CAL03	Public Employees HEALTH	CalPERS Health Insur	12/20/2023	19,339.28
CAL08	Cal Coast Locksmiths	Facil Lock maint	12/26/2023	83.78
CAL12	CalPERS Public Employee's Retirement System	CalPERS Retirement	1/3/2024	17,342.49
CAN01	Cannon Corp	SCADA Maint	12/26/2023	655.10
CIN01	Cintas Corporation	Safety First Aid Supplies	12/26/2023	74.76
CITIG06	Channel Islands Technology Integrators' Group	Computer Support	12/1/2023	25,798.24
COA01	Coastal Copy	Copier Services	12/26/2023	493.17
CSR02	CSRMA c/o Alliant Insurance Services, Inc.	Insur Annual PIP CSRMA 2024	12/26/2023	70,382.33
DAL01	Dal Pozzo Tire Corp	Sweeper Maint	12/26/2023	150.00
DUT01	Duthie Power Services	Facil Equip Electrical	12/26/2023	6,414.13
FIL01	Filippin Engr	District Bldg Proj	12/26/2023	2,665.00
FIR01	First Bankcard	Operations Supplies	12/21/2023	250.94
FIR02	FirstNet	Wireless Svc	12/26/2023	367.13
FRO01	Frontier Communications	Phone Svc	12/26/2023	373.02
GOL02	Goleta Sanitary District	Treatment	12/26/2023	753,175.36
GOL04	Goleta Water District	Facility Water	12/26/2023	253.86
HAA01	Haaker Equipment Company	Vehicle Maint	12/26/2023	4,541.94
HOM01	Home Depot Credit Svcs	Operations Supplies	12/26/2023	268.01
KIM01	Kimball Midwest Corp	Operations Supplies	12/26/2023	395.36
LAR01	Larry's Auto Parts	Vehicle Maint & Supplies	12/26/2023	2,299.91
LAU01	Laughlin Auto Video Elc	Vehicle Maint	12/26/2023	619.00
LIN01	Lincoln National Life Ins	Deferred Comp	1/4/2024	3,709.64
MAR01	Marborg Industries	Waster Removal & Rolloff	12/26/2023	5,217.80
MCC02	McCormix Corporation	Sweeper Fuel	12/26/2023	301.87
MIS01	Mission Linen Supply	Uniforms & Towels	12/26/2023	1,412.41
MNS01	MNS Engineers Inc	Infrastructure Eval	12/28/2023	1,807.50
MSW01	Mountain Spring Water	Drinking Water	12/26/2023	125.95
NTN01	Newton Construction	District Bldg Proj	12/26/2023	105,039.60
PFM01	PFM Asset Management LLC	Investment Mgmt	11/30/2023	805.77
REL01	Reliance Standard Life Insurance	Insurance LTD	1/2/2024	2,116.38
SOU02	Southern California Edison Co	SCE Electricity	12/21/2023	14,139.07
SPE03	Special District Risk Management Authority	Insurance Life & Dental	1/8/2024	2,005.26
STA01	State Water Resources Control Board	Recyc Water SWRCB	12/26/2023	3,746.00
THE02	The Gas Company	Natural Gas	12/26/2023	52.33
TOT02	Total Compensation Systems, Inc.	Financial Valuation	12/26/2023	1,530.00
TRU01	Truist Governmental Finance	Financing Expense	12/21/2023	487,445.00
UND01	Underground Service Alert	Dig Alerts	12/26/2023	74.75
USP	US Postal Service, Bulk Mail Entry Unit	Postal Fee	12/26/2023	194.00
VEN02	Venco Controls, Inc.	Facility Electrical Maint	12/26/2023	4,300.00
WEX01	WEX Bank	Vehicle Fuel	1/8/2024	5,569.50
				1,589,604.14
<b>Total Services &amp; Supplies</b>				\$ 1,589,604.14
Payroll - (3) pay dates				\$ 116,736.16
<b>Total</b>				<b>\$ 1,706,340.30</b>