

**MINUTES OF THE REGULAR MEETING  
OF THE GOLETA WEST SANITARY DISTRICT  
UCSB CAMPUS, PARKING LOT 32, SANTA BARBARA, CALIFORNIA  
September 3, 2013**

**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 Turenchalk called the meeting to order at 6:30 PM.

**ROLL CALL: BOARD MEMBERS PRESENT**

Eva Turenchalk  
David Bearman, M.D.  
Craig Geyer  
Dr. David C. Lewis  
Larry D. Meyer (arrived at 6:31 PM)

**BOARD MEMBERS ABSENT**

None

**STAFF PRESENT**

Mr. Mark Nation, General Manager/Superintendent; Mr. Steve Amerikaner, General Counsel

**OTHERS PRESENT**

Naomi Dewey – BFAS  
Jerry Smith – Goleta Sanitary District

**APPROVE THE ORDER OF THE AGENDA**

There was no change to the order of the agenda.

**PUBLIC COMMENT**

None

**MINUTES**

(13-09-51)

Upon a motion by Director Geyer, seconded by Director Lewis, the Board unanimously approved the minutes of the Regular Board Meeting of August 6, 2013 as written.

**DISCUSSION-ACTION ITEMS**

**1) Consider Updates to District Personnel Policy Handbook**

Naomi Dewey from Buynak, Fauver, Archibald, Spray provided an overview of the key updates to the document. The District Personnel Policy had not been reviewed in its entirety for approximately ten years. Ms. Dewey stated that since that time several laws and regulations have changed. Key changes to the policy included public employee pension reform act

provisions, leave policies, veteran's policies, grievance policy and conflict of interest issues. Ms. Dewey added that the policy should be reviewed annually.

President Turenchalk state that the Personnel Committee was pleased with the work done by Ms. Dewey and thanked her. Director Geyer added that he agreed with the Committee and appreciated the effort by BFAS. Director Meyer pointed out a typographical error and General Counsel suggested that the General Manager title be consistent throughout the document.

(13-09-52)

Upon a motion by Director Geyer, seconded by Director Lewis, the Board unanimously approved the updated Personnel Policy Handbook with two minor amendments as discussed.

**2) Board Member Compensation – Public Disclosure – Amending Section 3 of the Board Policy Handbook**

General Counsel Steve Amerikaner provided a report on the FPPC regulations and the Management Committee's recommendations.

(13-09-53)

Upon a motion by Director Geyer, seconded by Director Bearman, the Board unanimously approved to adopt the revisions to Section 3 of the Board Policy Handbook and other changes as outlined in the staff report.

**3) Board Meeting Minutes – Amending Section 14 of the Board Policy Handbook**

General Counsel Steve Amerikaner provided an overview of this item. He explained it was primarily an effort to simplify and clear up the handbook section.

(13-09-54)

Upon a motion by Director Bearman, seconded by Director Lewis, the Board unanimously approved the amendments to Section 14 of the Board Policy Handbook as written.

**4) Resolution No. 13-742: A Resolution of the Goleta West Sanitary District Stating that the District will Adhere to the Ralph M. Brown Act to Advance Open and Transparent Government**

Director Bearman wanted to include in the record that the District currently does follow all the requirements of the Brown Act. He was concerned that the way the item was presented on the agenda gave the appearance that this was something new the District was doing. Staff confirmed that the District complies with the Brown Act and this resolution is being adopted to formalize that compliance as required for application for the Special District Transparency Certification.

(13-09-55)

Upon a motion by Director Meyer, seconded by Director Geyer, the Board adopted Resolution No. 13-742 by the following roll call vote.

**AYES:** Turenchalk, Bearman, Geyer, Lewis, Meyer

**NOES:** None  
**ABSTAINED:** None  
**ABSENT:** None

**COMMUNICATIONS**

The communications were noted as received.

**REPORTS**

**Operating Report:**

Mr. Nation discussed highlights of the operating report and answered questions from the Board.

**Public Relations Committee Meeting:**

President Turenchalk provided a report.

**Personnel Committee Meeting:**

Director Bearman provided a report.

**Goleta Sanitary District Board Meeting:**

Director Meyer provided a report on the August 19, 2013 meeting.

**Goleta Water District Board Meeting:**

Director Geyer provided a report.

**IVR&PD Board Meeting:**

Director Lewis provided a report on both the August 8 and 22, 2013 meetings.

**City of Goleta Council Meeting:**

Director Geyer provided a report on the August 20, 2013 Council meeting.

**SBCSDA Executive Meeting:**

Director Meyer provided a report.

**SBCSDA Chapter Meeting:**

Director Geyer provided a report.

**Other Director Reports:**

None

**Closed Session: Public Employee Performance Evaluation  
(Gov't Code Section 54957)**

**Employee: General Manager/Superintendent**

The Board went into Closed Session at 7:31 P.M.

The Board returned to open session at 7:41 P.M.

No action was taken.

**Future Agenda Items:**

None

**ADJOURNMENT**

There being no further business, President Turenchalk adjourned the meeting at 7:43 PM.



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Mark Nation, Board Secretary

**APPROVED**



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Eva Turenchalk, President

# GOLETA WEST SANITARY DISTRICT

## Operating Report for July 31 – August 27, 2013

### I. Administration

Completed routine administrative duties.

Prepared Board Agenda packet for September 3, 2013 Regular Board Meeting.

Attended UCSB Work-Study Program webinar.

Attended CalPERS 2014 Health Plan & Benefit webinar.

District auditors began on site work for the FY 2012-2013 audit.

Completed the July 2013 Financial Report.

Completed Property Insurance Program (PIP) Insurance renewal questionnaire.

Staff worked with the employment attorneys to finalize the draft updated Personnel Policy Handbook.

Attended Public Relations, Personnel and Management Committee meetings.

Attended monthly SAMA meeting.

Met with engineers from Penfield & Smith regarding sewer plans and specifications for the Village at Los Carneros.

Staff has been working with Terrain Consulting on website updates and a mission statement for the District.

### II. Collection System Maintenance

The crew completed cleaning hotspots throughout the District. Sewer operations cleaning are summarized on a following page.

The crew performed CCTV inspections on 9 line segments primarily in EMID. This completes all regularly scheduled CCTV inspection for calendar year 2013.

The crew replaced two concrete collars around the frame and covers for manholes located on Royal Linda St. The existing collars were cracking.

Staff received safety training on Body Harness Inspection and Flagging & Traffic Control.

The crew completed painting inside the Emily Lift Station.

The crew serviced the dewatering well for PS#1.

On Tuesday August 20<sup>th</sup> (afternoon) District staff responded to a possible SSO near the footbridge at the UCSB married student housing Storke Apartments. The crew confirmed that it was a spill from UCSB sewer lines and not a GWSD problem. UCSB was notified, GWSD personnel remained on site till UCSB arrived and confirmed it was their SSO.

On Sunday August 25<sup>th</sup> the District stand-by person received a call regarding a possible SSO at the intersection of Evergreen and Hillview. District staff responded. There was evidence of a spill, however; it was dry when staff arrived at the scene. The resident explained that it spilled for approximately 10-15 minutes then stopped. The investigation determined that the cause of the spill was a grease blockage. This line segment will be flagged for increased maintenance interval. The required reports and notifications were made and the spill was estimated to be 90 gallons.

On August 6<sup>th</sup> Goleta Water District had a water main break on Del Playa Dr. A section of sewer lateral from one building had to be removed for a short time during the construction. District staff inspected as needed.

Staff inspected the 7-Eleven connection at the ICON in IV.

Staff inspected the residential portion (30 units) of the ICON Gardens development on Seville Road in IV.

Staff attended a Utility Coordination Meeting at the County Roads Division.

Staff attended CAER meeting at the County Office of Emergency Services (OES).

An all-staff meeting was held to discuss the findings of the 2<sup>nd</sup> Quarter Facility Safety Inspection.

### **III. Industrial Waste**

Staff received and reviewed a required Semi-annual Report from Hargis + Associates for the groundwater remediation system located at the old Delco Electronics site. They are in the process of seeking site closure approval from the RWQCB.

Staff received and reviewed July well water discharge estimates provided by Raytheon for groundwater that they utilize in their industrial processes and discharge to the sewer system.

Staff continues to work on the Restaurant FOG (Fats, Oils, & Grease) Program inspecting District restaurants and corresponding with developers and operators regarding grease removal devices at food service establishment.

### **IV. Street Sweeping**

Graffiti – none to report at this time.

Abandon vehicle – none to report at this time.

Hours – 54

Miles – 494

Loads – 38

7/19/13 = 9.94 tons, 7/06/13 = 8.46 tons 7/26/13 = 11.23 tons

STREET SWEEPER MAINTENANCE

- Routine maintenance

**Table of Treatment Capacity in GSD Plant**

Goleta West Average Daily Flow	June 2013	MGD 1.6330; 52.51%
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GOLETA  
WEST  
SANITARY DISTRICT

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## Sewer Operations Cleaning Summary from August 1, 2013 to August 26, 2013

Description	Quantity
<b>Feet Cleaned</b>	
Hot Spot	2,876 ft.
	<hr/>
	<b>2,876 ft.</b>
<b>Lines Cleaned</b>	
Hot Spot	8 lines
	<hr/>
	<b>8 lines</b>
<b>Other Work Orders</b>	
FOG Inspection	10 Work Orders
Parcel Permit	2 Work Orders
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	<b>12 Work Orders</b>



**GOLETA WEST SANITARY DISTRICT**

**ALLOWANCE OF CLAIMS**

July 31 - August 27, 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
ADP, Inc. - Processing charges for period ending 07/24/13	\$ 220.37	\$ 24.48		\$ 244.85
ADP, Inc. - Processing charges for period ending 08/07/13	\$ 217.44	\$ 24.16		\$ 241.60
Airflow Filter Service - Air & oil filters		\$ 966.17		\$ 966.17
Anacapa Testing & Repair Backflow - Backflow assembly test	\$ 22.00			\$ 22.00
Arrowhead Direct - Monthly cooler rental & drinking water	\$ 65.27			\$ 65.27
AT&T - Monthly long distance service/main facility	\$ 139.47	\$ 8.90		\$ 148.37
AT&T Mobility - Monthly cell phone service	\$ 256.27			\$ 256.27
Barricade Pest Control, Inc. - Monthly rodent service	\$ 100.00			\$ 100.00
Bartlett, Pringle & Wolf, LLP - Accounting services	\$ 1,212.30	\$ 134.70		\$ 1,347.00
Blueisle - July bank reconciliations	\$ 79.00			\$ 79.00
CalPERS - Pension contributions; 07/25/13 - 08/07/13	\$ 3,265.29	\$ 190.65		\$ 3,455.94
CalPERS - August health insurance premiums	\$ 9,887.67	\$ 992.61		\$ 10,880.28
CalPERS - Sept. health insurance premiums	\$ 9,887.67	\$ 992.61		\$ 10,880.28
CalPERS - Pension contributions; 08/08/13 - 08/21/13	\$ 3,265.29	\$ 190.65		\$ 3,455.94
Campbell-Geo, Inc. - Progress billing; Soil & Soil Gas Evaluation		\$ 6,852.14		\$ 6,852.14
Carpinteria Sanitary District - District share of joint Safety Officer	\$ 13,766.00			\$ 13,766.00
Channel City Lumber - Epoxy kit w/caulking	\$ 18.06			\$ 18.06
City of Santa Barbara - Permitting for PS#2 remodel project			\$ 6,140.00	\$ 6,140.00
Coastal Copy - Quarterly contract services	\$ 578.36			\$ 578.36
Dell Financial Services - New laptops & computer		\$ 6,292.01		\$ 6,292.01
Geyer, Craig - SBCSDA meal & travel reimbursements	\$ 60.31			\$ 60.31
Goleta Building Materials, Inc. - Cement	\$ 43.77			\$ 43.77
Goleta Building Materials, Inc. - Concrete Redi-Mix	\$ 113.40			\$ 113.40
Goleta Sanitary District - June treatment	\$ 130,660.77			\$ 130,660.77
Goleta Valley Paint - Paint and painting supplies for Emily	\$ 298.93			\$ 298.93
Goleta Valley Paint - Paint and painting supplies for Emily	\$ 41.66			\$ 41.66
Grainger - Footage counter for Vactor	\$ 111.46			\$ 111.46
Haaker Equipment Co. - Parts for street sweeper		\$ 134.26		\$ 134.26
Haaker Equipment Co. - Weatherstrip for street sweeper		\$ 80.92		\$ 80.92
Haaker Equipment Co. - Maintenance parts for street sweeper		\$ 15.94		\$ 15.94
Haaker Equipment Co. - Maintenance parts for street sweeper		\$ 10.41		\$ 10.41
Home Depot Credit Services - Maintenance supplies	\$ 193.61			\$ 193.61
Impulse Advanced Communications - Monthly virtual host service	\$ 55.00			\$ 55.00
Interstate Billing Service, Inc. - Battery for street sweeper		\$ 108.17		\$ 108.17
Larrys Auto Parts - Spill containment litter & maintenance supplies	\$ 153.80	\$ 65.23		\$ 219.03
Larrys Auto Parts - Wiper blades	\$ 23.20			\$ 23.20
Larrys Auto Parts - Oil for Ford Fusion	\$ 56.59			\$ 56.59
Lincoln National Life Insurance Co. - Deferred Compensation	\$ 675.00			\$ 675.00
Lincoln National Life Insurance Co. - Deferred Compensation	\$ 675.00			\$ 675.00
MAPS, Inc. - Preparation of 2013-2014 tax roll report	\$ 1,100.00			\$ 1,100.00
MarBorg Industries - 25YD roll-off & recycle fees	\$ 161.68	\$ 646.70		\$ 808.38
MarBorg Industries - 25YD roll-off & recycle fees	\$ 188.57	\$ 754.26		\$ 942.83

Allowance of Claims

July 31 - August 27, 2013

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MarBorg Industries - 25YD roll-off rental fee	\$ 27.21	\$ 108.85		\$ 136.06
MarBorg Industries - 25YD roll-off & recycle fees	\$ 210.09	\$ 840.38		\$ 1,050.47
McCormix Corp. - Fuel for street sweeper		\$ 320.44		\$ 320.44
Meyer, Larry D. - SBCSDA meal & travel reimbursements	\$ 131.55			\$ 131.55
Mission Linen Supply - Monthly uniform service	\$ 670.61	\$ 118.34		\$ 788.95
Nation, Mark - SBCSDA Chapter Meeting meal reimbursement	\$ 40.00			\$ 40.00
New Pig - Spill containment pallet	\$ 298.89			\$ 298.89
Office Depot - Office supplies	\$ 98.57			\$ 98.57
PFM Asset Management LLC - July investment services	\$ 1,761.76			\$ 1,761.76
Raftelis Financial Consultants - Cost of Service Study		\$ 2,493.76		\$ 2,493.76
RedZone Robotics, Inc. - Annual PicAx & ICOM3 support		\$ 28,330.00		\$ 28,330.00
Reliance Standard Life Insurance Co. - Sept. LTD ins. premiums	\$ 599.18	\$ 37.49		\$ 636.67
Sansum Clinic - DOT drug screens; J. Hilliard & M. McCarthy	\$ 70.00			\$ 70.00
Sansum Clinic - DOT Exam/DMV; J. Hilliard	\$ 86.00			\$ 86.00
S.B. News-Press - Publish Ord. 13-83 & Notice of Public Hearing	\$ 187.44			\$ 187.44
SDRMA - Aug. Dental/Life Insurance premiums	\$ 885.99	\$ 106.98		\$ 992.97
SDRMA - Sept. Dental/Life Insurance premiums	\$ 885.99	\$ 106.98		\$ 992.97
Silvia's Cleaning Service - Monthly cleaning service	\$ 387.50			\$ 387.50
Southern California Edison - Monthly service/Emily	\$ 575.45			\$ 575.45
Southern California Edison - Monthly service/Emily	\$ 437.42			\$ 437.42
Southern California Edison - Monthly service/main facility	\$ 4,822.56			\$ 4,822.56
TelePacific Communications - Monthly internet service	\$ 204.00			\$ 204.00
The Gas Company - Monthly service/main facility	\$ 50.72			\$ 50.72
Underground Service Alert - July "Dig Alerts"	\$ 55.50			\$ 55.50
US Bank - Quarterly administrative & transaction fees	\$ 1,146.00			\$ 1,146.00
Van Buren Consulting - Computer support services	\$ 835.00			\$ 835.00
Verizon California - Monthly service/main facility	\$ 211.91	\$ 13.53		\$ 225.44
Verizon California - Monthly service/SCADA	\$ 213.33			\$ 213.33
Verizon California - Monthly service/Emily	\$ 157.02			\$ 157.02
WEX Bank - Fuel for District vehicles	\$ 832.63	\$ 486.24		\$ 1,318.87
Western Welding - Metal plate		\$ 12.87		\$ 12.87
				\$ -
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 193,808.94</b>	<b>\$ 51,460.83</b>	<b>\$ 6,140.00</b>	<b>\$ 251,409.77</b>

Payroll - Pay Period Ending: August 7 & 21, 2013 \$ 53,123.99

**GRAND TOTAL - Fund 4900 \$ 304,533.76**