

**MINUTES OF THE REGULAR MEETING
OF THE GOLETA WEST SANITARY DISTRICT
UCSB CAMPUS, PARKING LOT 32, SANTA BARBARA, CALIFORNIA
May 7, 2013**

CALL TO ORDER

President Turenchalk called the meeting to order at 6:30 P.M.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Dave Bearman, M.D.

STAFF PRESENT

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

OTHERS PRESENT

Jerry Smith, Goleta Sanitary District
Danna McGrew, Bartlett, Pringle & Wolf

APPROVE THE ORDER OF THE AGENDA

There was no change to the order of the agenda.

PUBLIC INPUT

There was no public input presented at this time.

MINUTES

(13-05-24)

Upon a motion by Director Geyer, seconded by Director Lewis the Board unanimously approved the minutes of the Special Board meeting of April 30, 2013 as written.

ACTION ITEMS

- 1) **Consider Setting a Date for a Public Hearing Regarding Proposed Sewer Charge Increases and to Approve the Form of Notice to be Given.**

The Board discussed several revisions to the language in the draft Notice of Public Hearing. The Board also discussed the schedule and timing of meetings going forward on this issue.

(13-05-25)

Upon a motion by Director Geyer, seconded by Director Lewis the Board unanimously approved the Notice of Public Hearing on July 16, 2013 as amended and approved the sewer fee increase schedule as presented.

- 2) **Adopt-a-Block Budget for FY 2013-2014.**

Director Geyer provided the history of the recent Finance Committee meetings regarding this issue. The Finance Committee has determined that the IVR&PD needs to secure other financial

partners for the Adopt-A-Block Program. The Committee also believes that the Adopt-A-Block Supervisor seems to be doing a good job with the program.

(13-05-26)

Upon a motion by Director Geyer, seconded by Director Lewis the Board unanimously approved to fund the FY 2013-14 Adopt-A-Block budget as presented in the amount of \$88,379 (less any surplus funds from prior FY) and that GWSD institute a funding cap for future years at the level approved for FY 2012-13 (\$79,021) to further encourage the IVR&PD to find other sources of funding in addition to GWSD.

3) Consider Accepting Proposal from Bartlett Pringle & Wolf, LLP for Auditing Services.

Director Meyer asked staff how long BPW has been performing audits for GWSD. Danna McGrew replied that it has been nine consecutive years and she explained their internal auditing system. Ms. McGrew answered other questions from the Board.

(13-05-27)

Upon a motion by Director Geyer, seconded by President Turenchalk the Board unanimously approved to accept the proposal from BPW for auditing services for the next three consecutive fiscal years.

4) Review and respond to Proposed FY 2013-14 LAFCO Budget.

Director Geyer provided a report on the LAFCO Budget. His belief is that the LAFCO fees should be based on recovering costs. Director Geyer recommended that the Board send a comment letter stating this to the LAFCO Commission.

(13-05-28)

Upon a motion by Director Geyer, seconded by Director Lewis the Board unanimously approved to direct Counsel to draft a letter to the LAFCO Commission suggesting that the Commission increase all its fees in an amount equal to the CPI and that the portion of the fee schedule addressing refunds be rewritten. The letter is to be signed by the Board President.

COMMUNICATIONS

The communications were noted as received.

REPORTS

Operations Report:

The General Manager/Superintendent provided a report.

Public Relations Committee Meeting:

President Turenchalk provided a report on the April 4, 10 & 26, 2013 Public Relations Committee meetings.

Finance Committee Meeting:

Director Lewis provided a report on the April 15 and 23, 2013 Finance Committee Meetings.

Management Committee Meeting:

Director Geyer provided a report on the April 8, 2013 Management Committee Meeting.

Goleta Sanitary District Board Meeting:

Director Meyer provided a report on the April 15 and May 6, 2013 Goleta Sanitary District Board Meetings.

IVR&PD Board Meeting:

Director Lewis provided a report on the April 3 and 25, 2013 IVR&PD Board Meetings.

SBCSDA Executive Meeting:

Director Meyer provided a report on the April 3, 2013 SBCSDA Board Meeting.

SBCSDA Chapter Meeting:

Director Meyer provided a report on the April 22, 2013 SBCSDA Chapter Meeting.

Other Director Reports:

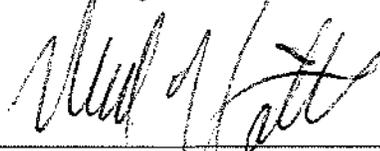
President Turenchalk provided a report on the April 9, 2013 Goleta Water District meeting.
Director Geyer provided a report on the UCLA Extension class regarding assessments.

FUTURE AGENDA ITEMS

None

ADJOURNMENT

There being no further business, President Turenchalk adjourned the meeting at 7:25 P.M.



Mark Nation, General Manager/Superintendent

APPROVED



Eva Turenchalk, President

GOLETA WEST SANITARY DISTRICT

Operating Report for March 27 – April 30, 2013

I. Administration

Completed routine administrative duties.

Prepared Board Agenda packet for April 30 Special Board Meeting and May 7, 2013 Regular Board Meeting.

Completed the third quarter Financial Report for 2013.

Completed manual billings for elementary schools and Dos Pueblos High School.

Began entering data for the FY 2013-2014 tax roll.

Attended multiple Public Relations, Management and Finance Committee meetings.

Staff completed work with Terrain Consulting on the spring 2013 newsletter.

Staff continues preparation of the FY 2013-14 Budget.

Per the District's "Quick Action Procedure" staff sent a letter of support regarding pending legislation (SB727).

Staff issued the Board approved funding to the Trust for Public Land. The Board specified that this payment was to be made following close of escrow. Staff received documentation confirming the close of escrow. Additionally, the two easements on the property that the Board approved to accept were recorded following close of escrow.

Staff has spent significant time working with all involved on the rate increase planning process.

II. Collection System Maintenance

On Saturday April 6th the District stand-by duty personnel were called in for a possible sewer spill. It did turn out to be a small spill from a manhole off Hollister near Las Armas Rd. The spill was caused by general debris. The total spill volume was estimated at 18 gallons with 15 of those gallons recovered with the Vactor. Staff has increased the cleaning frequency of this line segment and marked it for a future lining project. The spill was reported to the State CIWQS program as required.

District Staff came in consecutive evenings and shut down PS #1 for a GSD plant shutdown required by the upgrade construction project.

The crew completed cleaning lines in the Lake Los Carneros area. They also finished cleaning hotspots and root cutting throughout the District. Hydro-flushing was completed throughout the District as well. Field work is summarized on a following page.

The District received a service call from a resident on Caroldale regarding a small spill on their property from a blockage in their private lateral. The resident called a plumber who cleaned the private building sewer.

The entire main sewer is installed for the Willow Springs II development. Some testing still remains to be done on the system. District Staff is inspecting.

District Staff continues to inspect the new sewer system being installed by the developer of the Haskell's Landing project located toward the west end of Hollister Avenue.

District Staff continues to inspect as needed at the Bluffs development as construction has restarted at that site.

Mark Nation and Joey Hilliard attended the CWEA Annual Conference in Palm Springs earning required continuing education units for CWEA certifications.

Staff replaced packing in 30" knife valve in the diversion structure. The limitorque valve actuator in the diversion structure is also in need of repair. The District is working with the manufacture to determine the best way to address the problem.

Staff received Safety Training on the following topics: Hazardous Energy Control / Lock Out Tag Out (LOTO), Bloodborne Pathogens.

III. Industrial Waste

Staff sent friendly reminders to all Class 4 Industrial Users to prompt them to conduct required self-monitoring of their process wastewater by June 15th and submit a self-monitoring report by June 30, 2013.

Staff corresponded with project manager and project engineer for a proposed Groundwater Remediation System at the corner of Storke Road and Hollister Avenue that will discharge treated groundwater to the sewer system. Staff is in the process of reviewing the application and issuing an Industrial Wastewater Discharge Permit.

Staff received and reviewed March well water discharge estimates for groundwater used by Raytheon in their industrial processes and discharged to the sewer system.

Staff corresponded with a contractor regarding grease removal device requirements for a proposed restaurant in the Kmart shopping center.

IV. Street Sweeping

Graffiti -- none to report at this time

Abandon vehicles -- none to report at this time

Hours -- 88.5

Miles -- 656.6

Loads – 44

3-26-13 = 10.85 tons

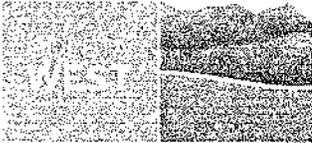
4-9-13 = 10.12 tons

STREET SWEEPER MAINTENANCE

- Changed oil and filter on auxiliary engine
- Serviced air filters
- Replaced brooms and associated parts as needed

Table of Treatment Capacity in GSD Plant

Goleta West Average Daily Flow	March 2013	MGD 1.7639; 57.7%
--------------------------------	------------	-------------------



Sewer Operations Cleaning Summary from March 27, 2013 to April 30, 2013

Report generated on May 1, 2013

Summary of Work

Feet Cleaned

Hydroclean	10,725 ft.
Hydroflush	5,660 ft.
Hot Spot	1,208 ft.
Root Cutting	1,019 ft.
	<hr/>
	18,612 ft.

Lines Cleaned

Hydroclean	79 lines
Hydroflush	16 lines
Hot Spot	4 lines
Root Cutting	3 lines
	<hr/>
	102 lines

Other Work Orders

Service Call	1 Work Order
	<hr/>
	1 Work Order

**GOLETA WEST SANITARY DISTRICT
ALLOWANCE OF CLAIMS
March 27 - April 30, 2013**

SERVICES & SUPPLIES	Wastewater O & M	Other Services	Capital Outlay	Total
Acorn Landscape - Monthly maintenance fees	\$ 333.41			\$ 333.41
ADP, Inc - Payroll processing for period ending 03/20/13	\$ 193.78	\$ 21.53		\$ 215.31
ADP, Inc.- Payroll processing for period ending 04/03/13	\$ 207.91	\$ 23.10		\$ 231.01
ADP, Inc.- Management reports for period ending 04/12/13	\$ 97.56	\$ 10.84		\$ 108.40
ADT Security Services - Quarterly alarm service/main facility	\$ 249.96			\$ 249.96
Alternative Digital Printing - Overtime/Mileage Report forms	\$ 81.45			\$ 81.45
Aqua-Flo Supply - Cam lock for Vactor hose	\$ 44.39			\$ 44.39
Aqua-Flo Supply - Maintenance parts for Vactor	\$ 126.61			\$ 126.61
Aqua-Flo Supply - Parts for Vactor	\$ 54.55			\$ 54.55
Arrowhead Direct - Monthly cooler rental and drinking water	\$ 50.79			\$ 50.79
AT&T - Monthly long distance service	\$ 442.17	\$ 28.22		\$ 470.39
AT&T - Monthly cell phone service	\$ 108.75			\$ 108.75
Barricade Pest Control, Inc. - Monthly rodent service	\$ 100.00			\$ 100.00
Brownstein, Hyatt, Farber, Schreck - Legal services		\$ 6,244.10		\$ 6,244.10
CalPERS - Pension contributions; 03/21/13 - 04/03/13	\$ 2,707.54	\$ 188.77		\$ 2,896.31
CalPERS - Pension contributions; 04/04/13 - 04/17/13	\$ 2,707.54	\$ 188.77		\$ 2,896.31
CalPERS - May health insurance premiums	\$ 9,878.99	\$ 992.61		\$ 10,871.60
CalPERS - Pension contributions; 04/18/13 - 05/01/13	\$ 2,707.54	\$ 188.77		\$ 2,896.31
Campbell-Geo, Inc. - UST progress billing; Soil & Soil Gas Evaluation		\$ 6,855.96		\$ 6,855.96
Cardmember Service - Mtg & Conference expenses; postage	\$ 1,095.49			\$ 1,095.49
Cardmember Service - Mtg & Conference expenses; battery	\$ 613.07			\$ 613.07
CDM Smith - Pump Station #2 Upgrade Project			\$ 23,442.13	\$ 23,442.13
CDM Smith - Mesa Road Project			\$ 6,813.77	\$ 6,813.77
CDM Smith - Pump Station #2 Upgrade Project			\$ 17,942.39	\$ 17,942.39
Cintas First Aid & Safety - First aid supplies	\$ 383.28			\$ 383.28
Diamond A. Equipment, LLC - Retrofit hydraulic valve for tractor		\$ 120.28		\$ 120.28
Dateo - Quarterly service: April - June 2013	\$ 136.50			\$ 136.50
Famecon Pipe and Supply, Inc. - 5 manhole lids	\$ 1,512.00			\$ 1,512.00
FGL Environmental - NISC Sampling; stations 2, 4 & 5	\$ 1,359.00			\$ 1,359.00
Geyer, Craig - SBCSDA Chapter Meeting reimbursements	\$ 80.68			\$ 80.68
Geyer, Craig - SBCSDA Board Meeting reimbursements	\$ 59.83			\$ 59.83
Goleta Sanitary District - March treatment & fixed asset	\$ 112,359.65		\$ 1,944.92	\$ 114,304.57
Goleta Sanitary District - Plant upgrade progress billing #24			\$ 128,666.11	\$ 128,666.11
Goleta Water District - Monthly service/Emily	\$ 63.86			\$ 63.86
Grainger - Motor & blower for Diversion Structure	\$ 493.02			\$ 493.02
Haaker Equipment Company - Brooms & maintenance parts		\$ 1,829.24		\$ 1,829.24
Haaker Equipment Company - Part for street sweeper		\$ 742.59		\$ 742.59
Home Depot Credit Services - Maintenance supplies	\$ 111.82			\$ 111.82
Impulse Advanced Communications - Monthly virtual host service	\$ 55.00			\$ 55.00
Larrys Auto Parts - Parts for tractor	\$ 17.58			\$ 17.58
Larry Walker Associates - Pretreatment Program Documents Project		\$ 922.50		\$ 922.50
Lincoln National Life Insurance Co. - Deferred Compensation	\$ 675.00			\$ 675.00
Lincoln National Life Insurance Co. - Deferred Compensation	\$ 675.00			\$ 675.00

Allowance of Claims

March 27 - April 30, 2013

Page Two

Lincoln National Life Insurance Co. - Deferred Compensation	\$ 675.00			\$ 675.00
Lindsay Engineering - Vibration service on Roiline pump	\$ 495.00			\$ 495.00
Lindsey Engineering - Laser alignment on drive shaft	\$ 495.00			\$ 495.00
MarBorg Industries - 25YD roll-off & recycle fees	\$ 192.45	\$ 769.80		\$ 962.25
MarBorg Industries - 25YD roll-off rental	\$ 20.46	\$ 81.84		\$ 102.30
MarBorg Industries - 25YD roll-off & recycle fees	\$ 181.50	\$ 726.00		\$ 907.50
McCarthy, Brian - Safety boots reimbursement	\$ 122.00			\$ 122.00
McCarthy, Brian - reimbursement; duty & stand-by phone cases	\$ 193.32			\$ 193.32
McCormix Corp. - Diesel fuel	\$ 3,004.09			\$ 3,004.09
McCormix Corp. - Fuel for street sweeper		\$ 221.94		\$ 221.94
McCormix Corp. - Oil & hydraulic fluid	\$ 307.08			\$ 307.08
McCormix Corp. - Fuel for street sweeper		\$ 249.86		\$ 249.86
Meyer, Larry D. - SBCSDA meal & travel reimbursements	\$ 170.94			\$ 170.94
Mission Linen Supply - Monthly uniform service	\$ 901.24	\$ 159.04		\$ 1,060.28
PFM Asset Management LLC - March investment advisory services	\$ 1,703.43			\$ 1,703.43
Reliance Standard Life Insurance Co. - May LTD insurance premium	\$ 599.18	\$ 37.49		\$ 636.67
RFC, Inc. - Cost of Service Study		\$ 11,532.50		\$ 11,532.50
Schneider Electric - SCADA annual service & support	\$ 1,584.00			\$ 1,584.00
SDRMA - Dental/Life insurance premiums	\$ 885.99	\$ 106.98		\$ 992.97
Silvia's Cleaning Service, LLC - Monthly cleaning service	\$ 280.00			\$ 280.00
Smith & Loveless, Inc. - Filter parts for Emily Pump Station	\$ 316.33			\$ 316.33
Southern California Edison - Monthly service/Emily	\$ 405.33			\$ 405.33
Southern California Edison - Monthly service/main facility	\$ 3,620.61			\$ 3,620.61
Specialty Tool & Bolt - Maintenance parts for valve vault	\$ 6.05			\$ 6.05
Specialty Tool & Bolt - Parts for Diversion Structure	\$ 63.01			\$ 63.01
TelePacific Communications - Monthly internet service	\$ 214.42			\$ 214.42
The Gas Company - Monthly service/main facility	\$ 74.20			\$ 74.20
The Home Depot - Wall clocks & ball valve	\$ 27.17			\$ 27.17
The Trust for Public Land - Ocean Meadows/Devereux Slough Project		\$ 25,000.00		\$ 25,000.00
Titan Industrial & Safety Supply, Inc. - Disposable gloves	\$ 217.40			\$ 217.40
UC Regents - District share of Work-Study wage	\$ 38.58			\$ 38.58
UC Regents - District share of Work-Study wage	\$ 235.76			\$ 235.76
Underground Service Alert - March "Dig Alerts"	\$ 43.50			\$ 43.50
Van Buren Consulting - Monthly computer support services	\$ 245.00			\$ 245.00
Verizon California - Monthly service/main facility	\$ 205.59	\$ 13.12		\$ 218.71
Verizon California - Monthly service/SCADA	\$ 230.07			\$ 230.07
Verizon California - Monthly service/Emily	\$ 154.30			\$ 154.30
Verizon California - Monthly service/main facility	\$ 207.68	\$ 13.26		\$ 220.94
Verizon Wireless - Monthly broadband service	\$ 120.34			\$ 120.34
WEX Bank - Fuel for District vehicles	\$ 957.54	\$ 250.15		\$ 1,207.69
				\$ -
TOTAL SERVICES & SUPPLIES	\$ 158,977.28	\$ 57,519.26	\$ 178,809.32	\$ 395,305.86

Payroll - Pay Period Ending: April 3 & 17, 2013

\$ 53,550.99

GRAND TOTAL - Fund 4900

\$ 448,856.85