

**MINUTES OF THE REGULAR MEETING  
OF THE GOLETA WEST SANITARY DISTRICT  
UCSB CAMPUS, PARKING LOT 32, SANTA BARBARA, CALIFORNIA  
March 19, 2013**

**CALL TO ORDER**

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

**BOARD MEMBERS PRESENT**

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

**STAFF PRESENT**

Diane P. Powers, Secretary; Mr. Steven A. Amerikaner, General Counsel

**OTHERS PRESENT**

Mr. Jerry Smith, Director, Goleta Sanitary District

**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**

(13-03-16)

Upon a motion by Director Meyer, seconded by Director Geyer the Board unanimously approved the minutes of the regular meeting of March 5, 2013 as written.

**ACTION ITEMS**

**1) Consider proposals for updating the District's Personnel Policy/Employee Handbook**

President Turenchalk provided an overview of the reasoning behind the acquisition of the three (3) proposals. She explained that Buynak, Fauver, Archbald, Spray offered a 50% reduction as a means of establishing a long term relationship with the District. President Turenchalk went on to say that the proposal from HRxpress was too low to offer a comprehensive analysis of the District's Personnel Policy/Employee Handbook and that the Personnel Committee recommends accepting the proposal from Buynak, Fauver, Archbald, Spray. Director Geyer queried as to why the District is in need of a comprehensive analysis of its personnel policy at this time. President Turenchalk replied that over the years the District had focused on very specific changes, however; we don't know if there are other areas that need to be addressed since there have been a number of laws passed on how agencies should act – for example PEPRA. She believes it wise to have the personnel policy thoroughly examined by attorneys.

(13-03-17)

Upon a motion by Director Lewis, seconded by Director Geyer the Board unanimously approved to accept the proposal from Buynak, Fauver, Archbald, Spray at a cost not-to-exceed \$5,000.

**2) Report on the permitting timeframe for the Pump Station #2 Remodel**

Mr. Amerikaner presented an overview of the permitting process as prepared by Patsy Stadelman, AICP. He explained that the process is not a simple one and will require a Coastal Development Permit in conjunction with other required permits prior to securing the building permits. Mr. Amerikaner remarked that hopefully the project will move through the process quickly since it is a small project (only 200 ft.), however; there are no promises. He did mention that the Santa Barbara Airport appears to be fine with said project. Mr. Amerikaner will provided regular updates as events progress.

**3) Review draft letter to CSDA regarding AB741**

The Board agreed that the letter should be sent only to CSDA at this time and not to the legislators.

**4) Discussion regarding Fair Political Practices Commission regulations regarding Committee appointments**

Mr. Amerikaner provided a brief explanation surrounding the reporting of compensation for Directors appointed to Committees and as District representatives. Following a brief discussion and due to the complexity of the FPPC regulations it was concluded that Counsel return to the Board with an update at the next regular Board meeting.

**COMMUNICATIONS**

The communications were noted as received.

**REPORTS**

**Operating Report:**

There were no questions regarding the operating report.

**Public Relations Committee Meeting:**

President Turenchalk provided a report on the March 13, 2013 Public Relations Committee Meeting.

**Finance Committee Meeting:**

Director Lewis provided a report on the March 13, 2013 Finance Committee Meeting.

**Goleta Sanitary District Board Meeting:**

Director Meyer provided a report on the March 18, 2013 Goleta Sanitary District Board Meeting

**Goleta Water District Board Meeting**

President Turenchalk provided a report on the March 12, 2013 Goleta Water District Board Meeting.

**IVR&PD Board Meeting:**

Director Lewis provided a report on the March 14, 2013 IVR&PD Board Meeting.

**SBCSDA Executive Meeting:**

Director Meyer and Director Geyer provided reports on the March 6, 2013 SBCSDA Executive Meeting.

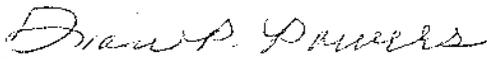
**Other Director Reports:**

No additional reports were provided by the Board.

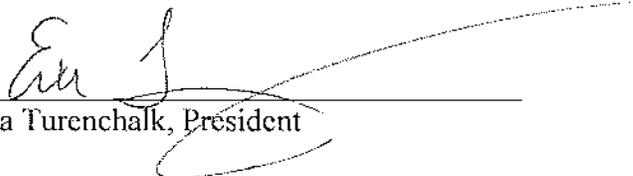
**FUTURE AGENDA ITEMS**

**ADJOURNMENT**

There being no further business, President Turenchalk adjourned the meeting at 7:11 P.M.

  
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Diane P. Powers, Secretary

**APPROVED**

  
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Eva Turenchalk, President

# **GOLETA WEST SANITARY DISTRICT**

## **Operating Report for February 27 – March 12, 2013**

### **I. Administration**

Completed routine administrative duties.

Prepared Board Agenda packet for March 19, 2013 Regular Board Meeting.

Prepared Water Usage Field Inspection Report for field crew to begin business inventory for the 2013-2014 tax roll data entry.

Sent water consumption report request to Goleta Water District. This report is used to calculate the billing data for the District's commercial properties.

Attended Personnel Committee meetings.

Staff continues to work to provide necessary information to Raftelis Financial Consultants regarding the Cost of Service Study.

Staff is working with Terrain Consulting on copy for the spring newsletter.

Issued sewer availability letter for 1 ERU at 6563 Del Playa Dr. They are demolishing an existing SFR and replacing in kind.

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

The crew is currently cleaning lines in the Lake Los Carneros area. Field work is summarized on a following page.

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.

The crew performed routine maintenance that included: exercising valves throughout the District, servicing all batteries, changing seal oil to Pump #1 & #2 in pump station 1 and test running the Roiline emergency pump.

The crew cleared and mowed the San Miguel off-tract easement.

The crew is repairing a broken hydraulic pump on the tractor.

Phil Brittain Electric assisted the crew in getting a couple of the vehicle 2-way radios working more efficiently.

Staff performed the 1<sup>st</sup> quarter 2013 safety inspection.

Staff completed plan check for 7-Eleven Store proposed for the first floor of the Icon at UCSB building at 6545 Trigo Road.

Staff received Safety Training on Fire Safety 2013: Procedure and Extinguisher Use.

An All-Staff Safety Meeting was held to discuss the findings of the 4<sup>th</sup> Quarter Facility Safety Inspection.

### **III. Industrial Waste**

Staff completed the Industrial Wastewater Discharge Permit renewal process. Cree SB Technology Center had requested a time extension to submit their renewal fees. The fees were submitted on February 15<sup>th</sup> as agreed and the Permit renewal was mailed to the industry.

Staff conducted Industrial Wastewater Discharge Permit compliance inspections and collected compliance samples at Lockheed Martin SB Focalplane and Transphorm.

Staff corresponded with Cree SB Technology Center regarding a request that the District reduce frequency of compliance sampling. The Class 2 Industrial Wastewater Discharge Permit issued to this facility states that they will be sampled and inspected a minimum of one time per year. This is a R&D facility that staff routinely inspects once and samples twice per year. Staff explained that the District will sample and inspect as often as necessary to ensure Permit compliance.

Staff corresponded with Lockheed Martin SB Focalplane regarding proposed changes to one of their wet processes that could impact their discharge compliance. They will follow up with documentation to support the process change without exceeding their permit discharge limits.

Staff corresponded with FLIR regarding sample location requirements for the facility they are planning to open on Hollister Ave. at the old Delco Electronics site. This facility will be a Class 4 industry subject to Federal Categorical Pretreatment Standards.

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

Staff attended the CWEA Annual P3S (Pretreatment, Pollution Prevention, & Stormwater) Conference in Napa, CA.

### **IV. Street Sweeping**

Haaker Equipment notified the District that the new sweeper has arrived at their facility and should be delivered within a couple of weeks following the installation of certain equipment at their location.

Graffiti – none to report at this time

Abandon vehicles – none to report at this time

Hours -- 43.9  
Miles -- 299.3  
Loads -- 20

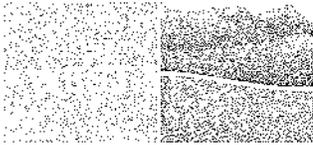
2/26/13 - 10.61 tons

**STREET SWEEPER MAINTENANCE**

- Air filters
- Inspect conveyer belt
- Inspect water nozzles

**Table of Treatment Capacity in GSD Plant**

Goleta West Average Daily Flow	January 2013	MGD 1.7639; 56.71%
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## Sewer Operations Cleaning Summary from February 26, 2013 to March 12, 2013

3/12/2013 10:00 AM



### Feet Cleaned

Hydroclean

6,274 ft.

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**6,274 ft.**

### Lines Cleaned

Hydroclean

25 lines

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**25 lines**

### Other Work Orders

Parcel Permit

1 Work Order

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**1 Work Order**

**GOLETA WEST SANITARY DISTRICT**  
**ALLOWANCE OF CLAIMS**  
**February 27 - March 12, 2013**

<b>SERVICES &amp; SUPPLIES</b>	<b>Wastewater O &amp; M</b>	<b>Other Services</b>	<b>Capital Outlay</b>	<b>Total</b>
ADP, Inc. - Payroll processing for period ending 01/03/13	\$ 184.45	\$ 20.50		\$ 204.95
ADP, Inc. - Payroll processing for period ending 02/20/13	\$ 193.78	\$ 21.53		\$ 215.31
Alliant Insurance Services, Inc. - Master Crime renewal policy	\$ 324.00	\$ 36.00		\$ 360.00
Arrowhead Direct - Drinking water & cooler rental	\$ 53.48			\$ 53.48
AT&T - Monthly long distance service	\$ 115.96	\$ 7.40		\$ 123.36
AT&T - Monthly cell phone service	\$ 108.88			\$ 108.88
Bartlett, Pringle & Wolf, LLP - Monthly accounting services	\$ 457.20	\$ 50.80		\$ 508.00
Blueisle Bookkeeping - Jan. bank reconciliations & 1099 filing	\$ 158.00			\$ 158.00
CalPERS - Pension; 02/21/13 - 03/06/13	\$ 2,695.03	\$ 188.77		\$ 2,883.80
Campbell-Geo, Inc. - UST remediation system progress billing		\$ 2,906.91		\$ 2,906.91
Cardmember Service - Mtg. & conference exp.; postage envelopes	\$ 3,097.80			\$ 3,097.80
Federal Licensing, Inc. - FCC Rules & Regulations	\$ 119.00			\$ 119.00
Geyer, Craig - SBCSDA Chapter meeting meal reimbursement	\$ 40.00			\$ 40.00
Home Depot Credit Services - Maint. parts for PS#1 bathroom	\$ 20.88			\$ 20.88
Larrys Auto Parts - Mini fuse lamp	\$ 5.08			\$ 5.08
Larrys Auto Parts - Motor oil & water dump hose	\$ 70.56			\$ 70.56
Larrys Auto Parts - License plate lamps		\$ 17.43		\$ 17.43
Larrys Auto Parts - Reverse bulbs for Unit #2	\$ 3.41			\$ 3.41
Lincoln National Life Insurance Co. - Deferred Compensation	\$ 675.00			\$ 675.00
Mac Tools Distributor - Cordless drill set	\$ 189.00			\$ 189.00
MarBorg Industries - 25YD roll-off & recycle fee	\$ 188.85	\$ 755.40		\$ 944.25
MarBorg Industries - 25YD roll-off rental	\$ 18.48	\$ 73.92		\$ 92.40
Mission Linen Supply - Monthly uniform service	\$ 585.00	\$ 103.24		\$ 688.24
PFM Asset Management, LLC - Jan. investment services	\$ 1,737.38			\$ 1,737.38
Postmaster - P.O. Box 10 annual service fee	\$ 224.00			\$ 224.00
Raftelis Financial Consultants, Inc. - Cost of Service Study		\$ 8,442.50		\$ 8,442.50
SDRMA - March Dental/Life insurance premiums	\$ 885.99	\$ 106.98		\$ 992.97
Silvia's Cleaning Service - Monthly cleaning service	\$ 280.00			\$ 280.00
Smitty's Towing - Tow tractor	\$ 125.00			\$ 125.00
Southern California Edison - Monthly service/Emily	\$ 533.92			\$ 533.92
TelePacific Communications - Monthly internet service	\$ 185.00			\$ 185.00
The Gas Company - Monthly service/main facility	\$ 96.55			\$ 96.55
The Gas Company - Monthly service/main facility	\$ 21.14			\$ 21.14
3T Equipment Company, Inc. - Balloon tire for TV camera	\$ 266.59			\$ 266.59
UC Regents - District share of Work-Study wage	\$ 137.17			\$ 137.17
Underground Service Alert - February "Dig Alerts"	\$ 48.00			\$ 48.00
Van Buren Consulting, LLC - Computer support services	\$ 210.00			\$ 210.00
Verizon California - Monthly service/main facility	\$ 200.77	\$ 12.81		\$ 213.58
Verizon - Monthly service/SCADA	\$ 217.62			\$ 217.62
Verizon California - Monthly service/Emily	\$ 143.96			\$ 143.96
WEX Bank - Fuel for District vehicles	\$ 697.34	\$ 222.81		\$ 920.15
				\$ -
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 15,314.27</b>	<b>\$ 12,967.00</b>	<b>\$ -</b>	<b>\$ 28,281.27</b>

Allowance of Claims

February 27 - March 12, 2013

Page Two

Payroll - Pay Period Ending: February 20 & March 6, 2013

\$ 52,034.38

**GRAND TOTAL - Fund 4900**

**\$ 80,315.65**