

AGENDA

A G E N D A
REGULAR MEETING OF THE GOVERNING BOARD
OF THE GOLETA SANITARY DISTRICT
A PUBLIC AGENCY

One William Moffett Place
Goleta, California 93117

November 2, 2020

CALL TO ORDER: 6:30 p.m.

ROLL CALL OF MEMBERS

BOARD MEMBERS: Sharon Rose
Robert O. Wageneck
Jerry D. Smith
Steven T. Majoewsky
George W. Emerson

CONSIDERATION OF THE MINUTES OF THE BOARD MEETING

The Board will consider approval of the Minutes of the Regular Meeting of October 19, 2020.

PUBLIC COMMENTS - Members of the public may address the Board on items within the jurisdiction of the Board.

POSTING OF AGENDA – The agenda notice for this meeting was posted at the main gate of the Goleta Sanitary District and on the District’s web site 72 hours in advance of the meeting.

BUSINESS:

1. STATUS REPORT ON THE DISTRICT’S COMPETENCY BASED TRAINING PROGRAMS
2. REVIEW AND CONSIDERATION OF FISCAL YEAR 2020-2021 FIRST QUARTER BUDGET REPORT
3. PRESENTATION OF STREAMLINE EMPLOYEE ENGAGEMENT PORTAL (Board may take action on this item.)
4. GENERAL MANAGER’S REPORT
5. LEGAL COUNSEL'S REPORT

6. COMMITTEE/DIRECTOR'S REPORTS AND APPROVAL/RATIFICATION OF DIRECTOR'S ACTIVITIES
7. PRESIDENT'S REPORT
8. ITEMS FOR FUTURE MEETINGS
9. CORRESPONDENCE
(The Board will consider correspondence received by and sent by the District since the last Board Meeting.)
10. APPROVAL OF BOARD COMPENSATION AND EXPENSES AND RATIFICATION OF CLAIMS PAID BY THE DISTRICT
(The Board will be asked to ratify claims.)

ADJOURNMENT

Any public records which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at the District's office located at One William Moffett Place, Goleta, California 93117.

Persons with a disability who require any disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the meeting are asked to contact the District's Finance & H.R. Manager at least (3) days prior to the meeting by telephone at (805) 967-4519 or by email at info@goletasanitary.org.

MINUTES

MINUTES
REGULAR MEETING OF THE GOVERNING BOARD
GOLETA SANITARY DISTRICT
A PUBLIC AGENCY
DISTRICT OFFICE CONFERENCE ROOM
ONE WILLIAM MOFFETT PLACE
GOLETA, CALIFORNIA 93117

October 19, 2020

- CALL TO ORDER:** President Rose called the meeting to order at 6:30 p.m.
- BOARD MEMBERS PRESENT:** Sharon Rose, Robert O. Wageneck, Jerry D. Smith, Steven T. Majoewsky, George W. Emerson
- BOARD MEMBERS ABSENT:** None
- STAFF MEMBERS PRESENT:** Steve Wagner, General Manager/District Engineer, Rob Mangus, Finance and Human Resources Manager/Board Secretary and Richard Battles, Legal Counsel from Howell Moore & Gough LLP.
- OTHERS PRESENT:** Tom Evans, Director, Goleta Water District
- APPROVAL OF MINUTES:** Director Smith made a motion, seconded by Director Wageneck, to approve the minutes of the Regular Board meeting of 10/05/20. The motion carried by the following vote:
- (20/10/2135)
- | | | |
|----------|---|---|
| AYES: | 5 | Rose, Wageneck, Smith, Majoewsky
Emerson |
| NOES: | | None |
| ABSENT: | | None |
| ABSTAIN: | | None |
- POSTING OF AGENDA:** The agenda notice for this meeting was posted at the main gate of the Goleta Sanitary District and on the District's website 72 hours in advance of the meeting.
- PUBLIC COMMENTS:** None
- BUSINESS:**
1. CONSIDERATION OF APPROVAL OF RESOLUTION NO. 20-657 ADOPTING FINDINGS, APPROVING PRELIMINARY ENVIRONMENTAL REVIEW FORM AND AUTHORIZING PREPARATION AND FILING OF NOTICE OF EXEMPTION UNDER CEQA FOR THE 2020 CCTV PROJECT
Mr. Wagner gave the staff report.

Director Majoewsky made a motion, seconded by Director Emerson to approve and adopt Resolution No. 20-657, adopting findings, approving Preliminary Environmental Review Form and authorizing preparation and filing of Notice of Exemption under CEQA for the 2020 CCTVI Project.

The motion carried by the following vote:

(20/10/2136)

AYES:	5	Rose, Wageneck, Smith, Majoewsky, Emerson
NOES:		None
ABSENT:		None
ABSTAIN:		None

2. AUTHORIZATION FOR SOLICITATION OF PUBLIC BIDS FOR THE GSD 2020 CCTVI PROJECT

Mr. Wagner gave the staff report.

Director Smith made a motion, seconded by Director Wageneck to approve the plans and specifications, as edited, for the 2020 CCTVI Project and direct staff to put the project out to bid.

The motion carried by the following vote:

(20/10/2137)

AYES:	5	Rose, Wageneck, Smith, Majoewsky, Emerson
NOES:		None
ABSENT:		None
ABSTAIN:		None

3. GENERAL MANAGER'S REPORT

Mr. Wagner gave the report.

4. LEGAL COUNSEL'S REPORT

Mr. Battles reported on a recent change to Section 18703 Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations.

5. COMMITTEE/DIRECTORS' REPORTS AND APPROVAL/RATIFICATION OF DIRECTORS' ACTIVITIES

Director Majoewsky – Reported on the Outreach and Public Education Committee meeting he attended.

Director Emerson – Distributed handouts to the Board and staff.

Director Smith – Reported on the Engineering Committee meeting he attended.

Director Wageneck – No report.

6. PRESIDENT'S REPORT
President Rose – Reported on the CSDA Professional Development Committee meeting she attended.
7. ITEMS FOR FUTURE MEETINGS
No Board action was taken to return with an item.
8. CORRESPONDENCE
The Board reviewed and discussed the list of correspondence to and from the District in the agenda.
9. APPROVAL OF BOARD COMPENSATION AND EXPENSES AND RATIFICATION OF CLAIMS PAID BY THE DISTRICT

Director Majoewsky made a motion, seconded by Director Emerson, to ratify and approve the claims, for the period 10/06/20 to 10/19/20 as follows:

Running Expense Fund #4640	\$ 211,484.28
Depreciation Replacement Reserve Fund #4655	\$ 109,490.48

The motion carried by the following vote:

(20/10/2138)

AYES:	5	Rose, Wageneck, Smith, Majoewsky, Emerson
NOES:		None
ABSENT:		None
ABSTAIN:		None

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:42 p.m.

Sharon Rose
Governing Board President

Robert O. Mangus, Jr.
Governing Board Secretary

Robert O. Wageneck

Jerry D. Smith

Steven T. Majoewsky

George W. Emerson

AGENDA ITEM #1

AGENDA ITEM: 1

MEETING DATE: November 2, 2020

I. NATURE OF ITEM

Status Report on the District's Competency Based Training Programs

II. BACKGROUND INFORMATION

The District is mandated through a series of laws, regulations and permits to implement and maintain a program of job training policies and standard operating procedures (SOPs). In 2019 the District requested a proposal from DKF Solutions (DKF) to develop Competency Based Training (CBT) programs. This item was presented and subsequently approved by the Board in November 2019. Completion of these programs will place GSD on the leading edge of training technology, and better equip its employees to operate processes more efficiently, consistently and safely.

The initial phase of the CBT effort included creation of SOPs for common tasks in the Operations department. These SOPs would then be used to create the training program and assessment tools. Similarly, the initial phase of development for the Collections department included updating several written programs, creation of SOPs or guides, then creating the training programs. Both groups have made significant progress.

A brief status report on the District's CBT programs including examples of completed elements are presented herein for Board consideration.

III. COMMENTS

DKF presented an aggressive schedule to complete the CBT programs for both the Collections and Operations divisions. However, soon after starting work it became apparent that the development and review process would be more time consuming than intended and the COVID-19 related facility restrictions have also impacted the timeline. The Operations department is working with DKF on elements of the program while concurrently independently developing SOPs for other processes. Collections has completed a challenging comprehensive process which includes an update of the Overflow Emergency Response Plan, which contains many independent elements. They are applying lessons learned during the initial process to the subsequent program elements.

The approved FY 2020-21 budget included funding for the initial phase of work for both the Operations and Collections CBT programs. Phase I will likely be the only phase of work for the Collections department as a majority of the CBT SOPs and training tools have been completed. The Operations department will have a second phase of work covering an additional six processes. This work is scheduled to start

in the Spring of 2021. Staff will return with another status report on the CBT program for Board consideration at that time.

This report is for informational purposes only. As such, no Board action is required.

IV. REFERENCE MATERIALS

CBT Presentation via Smart SOP

AGENDA ITEM #2

AGENDA ITEM: 2

MEETING DATE: November 2, 2020

I. NATURE OF ITEM

Review and Consideration of Fiscal Year 2020-2021 First Quarter Budget Report

II. BACKGROUND INFORMATION

On June 15, 2020 the Governing Board adopted the District's FY 2020-2021 budget. In order to ensure the adopted budget is followed, staff monitors expenditures on a monthly basis. This monthly review provides the opportunity to correct any journal entries that may have been posted in error. A quarterly review of expenditures is typically completed every 3 months of the fiscal year. With the passage of the first quarter of this fiscal year, a quarterly expenditure report has been prepared and is presented herein for the Board's consideration.

III. COMMENTS AND RECOMMENDATIONS

A review of first quarter expenditures can provide a quick check to determine if the actual expenses are tracking with the approved budget. However, since many types of expenses are neither frequent nor uniform, certain line item accounts can be ahead of, or behind budget at the end of the first quarter.

The attached expenditure report includes a roll up summary of line item expenses across all departments along with breakdown of expenses for the individual departments. The column on the left side of the report shows the percentage of budget remaining for the various line items. Since there are nine months remaining in the fiscal year the target percentage remaining for the first quarter report is 75% (9/12).

Overall, the total amount of expenditures at the end of the first quarter, \$2,868,964 is tracking close to budget with 68% remaining. However, this includes \$1,562,502 in encumbrances for expenses not yet paid. When you deduct the additional amount encumbered for future payments the actual remaining budget is 79%. While the remaining budget varies from -26% to 100% on individual line items, total expenditures are in line with the approved budget and no budget adjustments are recommended at this time.

This report is for information purposes only. As such, no formal Board action is required at this time.

IV. REFERENCE MATERIALS

FY 2020-2021 First Quarter Budget Expenditure Report

**GOLETA SANITARY DISTRICT
FY20-21 QUARTER 1, BUDGET TO ACTUAL**

	Budget	Period	YTD	Encumbered	Available	Percent
Personnel Costs:	\$ 5,518,737	\$ 1,158,947	\$ 1,158,947	\$ -	\$ 4,359,791	79%
4140 Public Education	\$ 75,000	\$ 3,537	\$ 3,537	\$ -	\$ 71,463	95%
4150 Janitorial	\$ 45,900	\$ 11,175	\$ 11,175	\$ -	\$ 34,725	76%
4160 Uniforms	\$ 17,175	\$ 2,725	\$ 2,725	\$ -	\$ 14,450	84%
4170 Licenses & Permits	\$ 105,417	\$ 8,258	\$ 8,258	\$ 2,664	\$ 94,495	90%
4180 Postage	\$ 3,115	\$ 400	\$ 400	\$ -	\$ 2,715	87%
4190 Subscriptions	\$ 7,700	\$ 3,349	\$ 3,349	\$ 3,150	\$ 1,201	16%
4200 Vehicle Repairs & Maintenance	\$ 64,990	\$ 9,403	\$ 9,403	\$ 11,663	\$ 43,925	68%
4210 Liability & Property Insurance	\$ 201,677	\$ 46,112	\$ 46,112	\$ -	\$ 155,565	77%
4220 Dues & Memberships	\$ 45,386	\$ 6,712	\$ 6,712	\$ -	\$ 38,674	85%
4230 Office Supplies	\$ 16,870	\$ 1,923	\$ 1,923	\$ -	\$ 14,947	89%
4235 Analysis & Monitoring	\$ 155,100	\$ (1,140)	\$ (1,140)	\$ 27,833	\$ 128,407	83%
4240 Operating Supplies	\$ 823,707	\$ 158,890	\$ 158,890	\$ 745,290	\$ (80,473)	-10%
4250 Attorney Fees	\$ 119,814	\$ 8,524	\$ 8,524	\$ -	\$ 111,290	93%
4260 Printing & Publications	\$ 8,058	\$ 250	\$ 250	\$ -	\$ 7,808	97%
4270 Repairs & Maintenance	\$ 478,892	\$ 149,310	\$ 149,310	\$ 62,126	\$ 267,456	56%
4280 Travel	\$ 65,850	\$ 913	\$ 913	\$ -	\$ 64,937	99%
4290 Seminar & Conference Registrat	\$ 56,590	\$ 2,375	\$ 2,375	\$ -	\$ 54,215	96%
4300 Utilities	\$ 661,505	\$ 131,550	\$ 131,550	\$ 620	\$ 529,335	80%
4310 Election Expense	\$ 12,000	\$ -	\$ -	\$ -	\$ 12,000	100%
4320 Depreciation	\$ 3,555,771	\$ 887,152	\$ 887,152	\$ -	\$ 2,668,619	75%
4330 Computer Service & Maintenance	\$ 168,706	\$ 14,200	\$ 14,200	\$ 4,238	\$ 150,268	89%
4340 Lease/Rentals	\$ 191,263	\$ 93,073	\$ 93,073	\$ 77,224	\$ 20,966	11%
4350 Consulting Services	\$ -	\$ -	\$ -	\$ -	\$ -	0%
4360 Biosolids Hauling	\$ 750,000	\$ 102,505	\$ 102,505	\$ 350,033	\$ 297,462	40%
4370 Other Professional Services	\$ 642,455	\$ 62,906	\$ 62,906	\$ 217,914	\$ 361,635	56%
4380 Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0%
4390 Other Expense	\$ 22,750	\$ 5,915	\$ 5,915	\$ 22,786	\$ (5,951)	-26%
4400 Budgeted Machinery & Equip	\$ 233,000	\$ -	\$ -	\$ 18,480	\$ 214,520	92%
TOTAL:	\$ 14,047,428	\$ 2,868,964	\$ 2,868,964	\$ 1,544,022	\$ 9,634,443	69%
	Budget	Period	Year to Date	Encumbered	Available	Percent
Personnel	\$ 5,518,737	\$ 1,158,947	\$ 1,158,947	\$ -	\$ 4,359,791	79%
Operating Expenses	\$ 4,972,920	\$ 822,865	\$ 822,865	\$ 1,544,022	\$ 2,606,033	52%
Depreciation	\$ 3,555,771	\$ 887,152	\$ 887,152	\$ -	\$ 2,668,619	75%
Machinery & Equipment	\$ 233,000	\$ -	\$ -	\$ 18,480	\$ 214,520	92%
	\$ 14,280,428	\$ 2,868,964	\$ 2,868,964	\$ 1,562,502	\$ 9,848,962	69%
4315 OPEB Expense	\$ 333,000	\$ 30,038	\$ 30,038	\$ -	\$ 302,962	91%
Reconciled to Dept. Detail:	\$ 13,947,428	\$ 2,838,926	\$ 2,838,926	\$ 1,562,502	\$ 9,546,000	68%
Unencumbered:						80%

General Ledger

Expense vs Budget

Printed: 10/26/2020 - 2:45 PM

Period: 01 to 03, 2021

Fiscal Year: 2021



GOLETA SANITARY

Water Resource Recovery District
One William Moffett Place, Goleta, CA 93117
Phone: (805) 967-4519 Fax: (805) 964-3583

Dept	Description	Budgeted	Period	YTD	YTD Var	Encumbere	Available	%
41	COLLECTION SYSTEM							
	Manager Salary	47,610.84	9,798.18	9,798.18	37,812.66	0.00	37,812.66	79.42
	Operator Salary	558,783.41	121,697.19	121,697.19	437,086.22	0.00	437,086.22	78.22
	Overtime	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
	Admin Salary	0.00	4,418.45	4,418.45	-4,418.45	0.00	-4,418.45	0.00
	Temp Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PERS	118,316.39	28,392.04	28,392.04	89,924.35	0.00	89,924.35	76.00
	Health Reimb Arrangement Exp.	124,024.82	32,260.57	32,260.57	91,764.25	0.00	91,764.25	73.99
	Health/Life Insurance	27,424.63	10,645.56	10,645.56	16,779.07	0.00	16,779.07	61.18
	W/C Insurance	14,687.52	3,070.62	3,070.62	11,616.90	0.00	11,616.90	79.09
	FICA/Medicare	45,297.77	9,844.98	9,844.98	35,452.79	0.00	35,452.79	78.27
	SUI/ETT	1,023.02	0.00	0.00	1,023.02	0.00	1,023.02	100.00
	Public Education	12,000.00	565.91	565.91	11,434.09	0.00	11,434.09	95.28
	Janitorial	13,300.00	3,083.39	3,083.39	10,216.61	0.00	10,216.61	76.82
	Uniforms	3,675.00	672.40	672.40	3,002.60	0.00	3,002.60	81.70
	Licenses & Permits	4,100.00	735.00	735.00	3,365.00	0.00	3,365.00	82.07
	Postage	600.00	76.00	76.00	524.00	0.00	524.00	87.33
	Subscriptions	1,100.00	695.05	695.05	404.95	760.35	-355.40	-32.31
	Vehicle Repairs & Maintenance	45,000.00	9,131.48	9,131.48	35,868.52	8,662.83	27,205.69	60.46
	Liability & Property Insurance	42,000.00	10,347.51	10,347.51	31,652.49	0.00	31,652.49	75.36
	Dues & Memberships	2,616.00	288.00	288.00	2,328.00	0.00	2,328.00	88.99
	Office Supplies	2,700.00	819.09	819.09	1,880.91	0.00	1,880.91	69.66
	Analysis & Monitoring	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
	Operating Supplies	8,000.00	1,833.23	1,833.23	6,166.77	513.09	5,653.68	70.67
	Attorney Fees	10,412.00	182.49	182.49	10,229.51	0.00	10,229.51	98.25
	Printing & Publications	800.00	0.00	0.00	800.00	0.00	800.00	100.00
	Repairs & Maintenance	85,000.00	15,202.11	15,202.11	69,797.89	5,000.00	64,797.89	76.23
	Travel	8,900.00	161.51	161.51	8,738.49	0.00	8,738.49	98.19
	Seminar & Conference Registrat	11,790.00	0.00	0.00	11,790.00	0.00	11,790.00	100.00
	Utilities	16,100.00	3,432.89	3,432.89	12,667.11	0.00	12,667.11	78.68
	Depreciation	638,600.00	154,553.58	154,553.58	484,046.42	0.00	484,046.42	75.80
	Computer Service & Maintenance	41,850.00	4,584.33	4,584.33	37,265.67	58.13	37,207.54	88.91
	Lease/Rentals	1,500.00	262.91	262.91	1,237.09	0.00	1,237.09	82.47
	Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Other Professional Services	141,450.00	27,663.07	27,663.07	113,786.93	82,728.35	31,058.58	21.96
	Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Other Expense	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
	Budgeted Machinery & Equip	0.00	0.00	0.00	0.00	6,060.94	-6,060.94	0.00
41	COLLECTION SYSTEM	2,032,661.40	454,417.54	454,417.54	1,578,243.86	103,783.69	1,474,460.17	72.54

General Ledger

Expense vs Budget

Printed: 10/26/2020 - 2:45 PM

Period: 01 to 03, 2021

Fiscal Year: 2021



GOLETA SANITARY

Water Resource Recovery District
One William Moffett Place, Goleta, CA 93117
Phone: (805) 967-4519 Fax: (805) 964-3583

Dept	Description	Budgeted	Period	YTD	YTD Var	Encumbere	Available	%
42	TREATMENT FACILITIES							
	Manager Salary	116,646.56	26,701.27	26,701.27	89,945.29	0.00	89,945.29	77.11
	Operator Salary	1,396,592.86	258,735.66	258,735.66	1,137,857.20	0.00	1,137,857.20	81.47
	Overtime	9,000.00	733.14	733.14	8,266.86	0.00	8,266.86	91.85
	Admin Salary	0.00	18,690.77	18,690.77	-18,690.77	0.00	-18,690.77	0.00
	Temp Salary	0.00	3,983.28	3,983.28	-3,983.28	0.00	-3,983.28	0.00
	PERS	348,973.20	85,112.80	85,112.80	263,860.40	0.00	263,860.40	75.61
	Health Reimb Arrangement Exp.	313,842.97	60,859.04	60,859.04	252,983.93	0.00	252,983.93	80.61
	Health/Life Insurance	64,094.78	20,452.19	20,452.19	43,642.59	0.00	43,642.59	68.09
	W/C Insurance	36,652.29	7,662.57	7,662.57	28,989.72	0.00	28,989.72	79.09
	FICA/Medicare	113,402.55	22,314.56	22,314.56	91,087.99	0.00	91,087.99	80.32
	SUI/ETT	2,552.91	8.45	8.45	2,544.46	0.00	2,544.46	99.67
	Public Education	29,000.00	1,344.02	1,344.02	27,655.98	0.00	27,655.98	95.37
	Janitorial	20,640.00	5,093.19	5,093.19	15,546.81	0.00	15,546.81	75.32
	Uniforms	11,180.00	1,571.72	1,571.72	9,608.28	0.00	9,608.28	85.94
	Licenses & Permits	88,682.00	1,367.00	1,367.00	87,315.00	2,664.00	84,651.00	95.45
	Postage	1,100.00	144.00	144.00	956.00	0.00	956.00	86.91
	Subscriptions	4,600.00	2,167.03	2,167.03	2,432.97	1,900.86	532.11	11.57
	Vehicle Repairs & Maintenance	13,750.00	206.12	206.12	13,543.88	3,000.00	10,543.88	76.68
	Liability & Property Insurance	115,727.00	25,829.39	25,829.39	89,897.61	0.00	89,897.61	77.68
	Dues & Memberships	6,900.00	758.00	758.00	6,142.00	0.00	6,142.00	89.01
	Office Supplies	5,900.00	334.91	334.91	5,565.09	0.00	5,565.09	94.32
	Analysis & Monitoring	86,000.00	0.00	0.00	86,000.00	13,009.25	72,990.75	84.87
	Operating Supplies	721,782.06	143,565.76	143,565.76	578,216.30	713,064.95	-134,848.65	-18.68
	Attorney Fees	20,720.00	461.56	461.56	20,258.44	0.00	20,258.44	97.77
	Printing & Publications	3,500.00	150.00	150.00	3,350.00	0.00	3,350.00	95.71
	Repairs & Maintenance	300,000.00	115,443.18	115,443.18	184,556.82	56,441.52	128,115.30	42.71
	Travel	13,000.00	389.66	389.66	12,610.34	0.00	12,610.34	97.00
	Seminar & Conference Registrat	21,100.00	0.00	0.00	21,100.00	0.00	21,100.00	100.00
	Utilities	460,000.00	94,320.76	94,320.76	365,679.24	620.10	365,059.14	79.36
	Depreciation	2,262,925.00	565,047.12	565,047.12	1,697,877.88	0.00	1,697,877.88	75.03
	Computer Service & Maintenance	87,347.00	3,278.72	3,278.72	84,068.28	0.00	84,068.28	96.25
	Lease/Rentals	187,000.00	92,371.22	92,371.22	94,628.78	77,223.99	17,404.79	9.31
	Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Biosolids Hauling	750,000.00	102,504.58	102,504.58	647,495.42	350,033.22	297,462.20	39.66
	Other Professional Services	228,300.00	34,116.50	34,116.50	194,183.50	53,861.49	140,322.01	61.46
	Other Expense	400.00	0.00	0.00	400.00	0.00	400.00	100.00
	Budgeted Machinery & Equip	0.00	0.00	0.00	0.00	82.68	-82.68	0.00
42	TREATMENT FACILITIES	7,841,311.18	1,695,718.17	1,695,718.17	6,145,593.01	1,271,902.06	4,873,690.95	62.15

General Ledger

Expense vs Budget

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GOLETA SANITARY

Water Resource Recovery District
One William Moffett Place, Goleta, CA 93117
Phone:(805) 967-4519 Fax: (805) 964-3583

Dept	Description	Budgeted	Period	YTD	YTD Var	Encumbere	Available	%
43	PUMP STATION							
	Manager Salary	7,141.63	1,504.82	1,504.82	5,636.81	0.00	5,636.81	78.93
	Operator Salary	67,319.46	8,917.99	8,917.99	58,401.47	0.00	58,401.47	86.75
	Overtime	300.00	31.95	31.95	268.05	0.00	268.05	89.35
	Admin Salary	0.00	387.05	387.05	-387.05	0.00	-387.05	0.00
	Temp Salary	0.00	27.35	27.35	-27.35	0.00	-27.35	0.00
	PERS	15,708.60	1,769.86	1,769.86	13,938.74	0.00	13,938.74	88.73
	Health Reimb Arrangement Exp.	15,521.77	3,082.88	3,082.88	12,438.89	0.00	12,438.89	80.14
	Health/Life Insurance	3,075.19	1,050.17	1,050.17	2,025.02	0.00	2,025.02	65.85
	W/C Insurance	1,803.53	377.04	377.04	1,426.49	0.00	1,426.49	79.09
	FICA/Medicare	5,532.56	787.79	787.79	4,744.77	0.00	4,744.77	85.76
	SUI/ETT	125.62	0.00	0.00	125.62	0.00	125.62	100.00
	Public Education	750.00	35.37	35.37	714.63	0.00	714.63	95.28
	Janitorial	100.00	18.00	18.00	82.00	0.00	82.00	82.00
	Postage	100.00	12.00	12.00	88.00	0.00	88.00	88.00
	Vehicle Repairs & Maintenance	200.00	0.00	0.00	200.00	0.00	200.00	100.00
	Liability & Property Insurance	5,000.00	1,100.13	1,100.13	3,899.87	0.00	3,899.87	78.00
	Dues & Memberships	100.00	0.00	0.00	100.00	0.00	100.00	100.00
	Office Supplies	200.00	4.84	4.84	195.16	0.00	195.16	97.58
	Operating Supplies	250.00	0.00	0.00	250.00	0.00	250.00	100.00
	Attorney Fees	518.00	9.08	9.08	508.92	0.00	508.92	98.25
	Printing & Publications	50.00	0.00	0.00	50.00	0.00	50.00	100.00
	Repairs & Maintenance	20,000.00	0.00	0.00	20,000.00	684.22	19,315.78	96.58
	Travel	100.00	0.00	0.00	100.00	0.00	100.00	100.00
	Utilities	65,000.00	13,871.03	13,871.03	51,128.97	0.00	51,128.97	78.66
	Computer Service & Maintenance	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
	Lease/Rentals	250.00	38.41	38.41	211.59	0.00	211.59	84.64
	Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Other Professional Services	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
	Other Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Budgeted Machinery & Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43	PUMP STATION	214,146.36	33,025.76	33,025.76	181,120.60	684.22	180,436.38	84.26

General Ledger

Expense vs Budget

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GOLETA SANITARY

Water Resource Recovery District
One William Moffett Place, Goleta, CA 93117
Phone:(805) 967-4519 Fax: (805) 964-3583

Dept	Description	Budgeted	Period	YTD	YTD Var	Encumbere	Available	%
44	OUTFALL							
	Manager Salary	2,380.54	454.84	454.84	1,925.70	0.00	1,925.70	80.89
	Operator Salary	7,910.05	267.37	267.37	7,642.68	0.00	7,642.68	96.62
	Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Admin Salary	0.00	387.05	387.05	-387.05	0.00	-387.05	0.00
	PERS	1,274.92	138.10	138.10	1,136.82	0.00	1,136.82	89.17
	Health Reimb Arrangement Exp.	2,163.09	184.40	184.40	1,978.69	0.00	1,978.69	91.48
	Health/Life Insurance	407.02	71.43	71.43	335.59	0.00	335.59	82.45
	W/C Insurance	249.25	52.11	52.11	197.14	0.00	197.14	79.09
	FICA/Medicare	725.01	60.03	60.03	664.98	0.00	664.98	91.72
	SUI/ETT	17.36	0.00	0.00	17.36	0.00	17.36	100.00
	Public Education	1,125.00	70.75	70.75	1,054.25	0.00	1,054.25	93.71
	Janitorial	60.00	12.00	12.00	48.00	0.00	48.00	80.00
	Licenses & Permits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Postage	50.00	8.00	8.00	42.00	0.00	42.00	84.00
	Vehicle Repairs & Maintenance	100.00	0.00	0.00	100.00	0.00	100.00	100.00
	Liability & Property Insurance	2,000.00	440.04	440.04	1,559.96	0.00	1,559.96	78.00
	Dues & Memberships	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Office Supplies	100.00	4.84	4.84	95.16	0.00	95.16	95.16
	Analysis & Monitoring	8,000.00	0.00	0.00	8,000.00	0.00	8,000.00	100.00
	Operating Supplies	75.00	0.00	0.00	75.00	0.00	75.00	100.00
	Attorney Fees	1,554.00	27.24	27.24	1,526.76	0.00	1,526.76	98.25
	Printing & Publications	48.00	0.00	0.00	48.00	0.00	48.00	100.00
	Repairs & Maintenance	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
	Travel	150.00	0.00	0.00	150.00	0.00	150.00	100.00
	Utilities	600.00	29.04	29.04	570.96	0.00	570.96	95.16
	Depreciation	106,200.00	26,535.21	26,535.21	79,664.79	0.00	79,664.79	75.01
	Computer Service & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Lease/Rentals	200.00	23.72	23.72	176.28	0.00	176.28	88.14
	Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Other Professional Services	75,000.00	0.00	0.00	75,000.00	18,474.38	56,525.62	75.37
	Other Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Budgeted Machinery & Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00
44	OUTFALL	212,389.24	28,766.17	28,766.17	183,623.07	18,474.38	165,148.69	77.76

General Ledger

Expense vs Budget

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GOLETA SANITARY

Water Resource Recovery District
One William Moffett Place, Goleta, CA 93117
Phone:(805) 967-4519 Fax: (805) 964-3583

Dept	Description	Budgeted	Period	YTD	YTD Var	Encumbere	Available	%
45	ADMINISTRATION							
	Manager Salary	33,327.59	8,523.70	8,523.70	24,803.89	0.00	24,803.89	74.42
	Operator Salary	0.00	45.51	45.51	-45.51	0.00	-45.51	0.00
	Overtime	100.00	0.00	0.00	100.00	0.00	100.00	100.00
	Admin Salary	444,132.98	97,600.54	97,600.54	346,532.44	0.00	346,532.44	78.02
	Director's Fees	81,000.00	7,917.84	7,917.84	73,082.16	0.00	73,082.16	90.22
	PERS	102,322.76	24,781.84	24,781.84	77,540.92	0.00	77,540.92	75.78
	Health Reimb Arrangement Exp.	101,360.15	18,469.43	18,469.43	82,890.72	0.00	82,890.72	81.78
	Employee Recognition Prog. Exp	7,500.00	402.30	402.30	7,097.70	0.00	7,097.70	94.64
	Health/Life Insurance	19,760.74	6,300.58	6,300.58	13,460.16	0.00	13,460.16	68.12
	W/C Insurance	11,746.27	2,455.71	2,455.71	9,290.56	0.00	9,290.56	79.09
	FICA/Medicare	34,409.68	8,455.95	8,455.95	25,953.73	0.00	25,953.73	75.43
	SUI/ETT	818.15	0.00	0.00	818.15	0.00	818.15	100.00
	Public Education	13,875.00	672.02	672.02	13,202.98	0.00	13,202.98	95.16
	Janitorial	5,800.00	1,473.31	1,473.31	4,326.69	0.00	4,326.69	74.60
	Uniforms	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Licenses & Permits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Postage	400.00	52.00	52.00	348.00	0.00	348.00	87.00
	Subscriptions	900.00	0.00	0.00	900.00	0.00	900.00	100.00
	Vehicle Repairs & Maintenance	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
	Liability & Property Insurance	11,000.00	2,685.38	2,685.38	8,314.62	0.00	8,314.62	75.59
	Dues & Memberships	32,000.00	4,191.00	4,191.00	27,809.00	0.00	27,809.00	86.90
	Office Supplies	6,000.00	680.32	680.32	5,319.68	0.00	5,319.68	88.66
	Operating Supplies	400.00	172.72	172.72	227.28	1,424.35	-1,197.07	-299.27
	Attorney Fees	77,700.00	6,042.86	6,042.86	71,657.14	0.00	71,657.14	92.22
	Printing & Publications	2,500.00	99.84	99.84	2,400.16	0.00	2,400.16	96.01
	Repairs & Maintenance	7,000.00	0.00	0.00	7,000.00	0.00	7,000.00	100.00
	Travel	38,000.00	250.90	250.90	37,749.10	0.00	37,749.10	99.34
	Seminar & Conference Registrat	20,000.00	2,375.00	2,375.00	17,625.00	0.00	17,625.00	88.13
	Utilities	15,520.00	3,933.67	3,933.67	11,586.33	0.00	11,586.33	74.65
	Election Expense	12,000.00	0.00	0.00	12,000.00	0.00	12,000.00	100.00
	Depreciation	61,500.00	14,690.55	14,690.55	46,809.45	0.00	46,809.45	76.11
	Computer Service & Maintenance	30,000.00	6,337.00	6,337.00	23,663.00	4,180.00	19,483.00	64.94
	Lease/Rentals	1,000.00	140.85	140.85	859.15	0.00	859.15	85.92
	Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Other Professional Services	125,000.00	1,069.00	1,069.00	123,931.00	33,050.00	90,881.00	72.70
	Other Expense	20,000.00	5,915.00	5,915.00	14,085.00	22,786.29	-8,701.29	-43.51
	Budgeted Machinery & Equip	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.00
45	ADMINISTRATION	1,321,073.32	225,734.82	225,734.82	1,095,338.50	64,940.64	1,030,397.86	78.00

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GOLETA SANITARY

Water Resource Recovery District
One William Moffett Place, Goleta, CA 93117
Phone:(805) 967-4519 Fax: (805) 964-3583

Dept	Description	Budgeted	Period	YTD	YTD Var	Encumbere	Available	%
46	LABORATORY							
	Manager Salary	9,522.17	1,819.31	1,819.31	7,702.86	0.00	7,702.86	80.89
	Operator Salary	233,411.91	56,152.73	56,152.73	177,259.18	0.00	177,259.18	75.94
	Overtime	3,000.00	273.75	273.75	2,726.25	0.00	2,726.25	90.88
	Admin Salary	0.00	1,822.61	1,822.61	-1,822.61	0.00	-1,822.61	0.00
	Temp Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Director's Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PERS	70,534.52	20,887.58	20,887.58	49,646.94	0.00	49,646.94	70.39
	Health Reimb Arrangement Exp.	49,501.86	16,431.96	16,431.96	33,069.90	0.00	33,069.90	66.81
	Health/Life Insurance	11,171.92	5,048.13	5,048.13	6,123.79	0.00	6,123.79	54.81
	W/C Insurance	5,884.12	1,230.15	1,230.15	4,653.97	0.00	4,653.97	79.09
	FICA/Medicare	18,565.08	4,497.44	4,497.44	14,067.64	0.00	14,067.64	75.77
	SUI/ETT	409.84	0.00	0.00	409.84	0.00	409.84	100.00
	Public Education	4,000.00	176.85	176.85	3,823.15	0.00	3,823.15	95.58
	Janitorial	3,500.00	863.80	863.80	2,636.20	0.00	2,636.20	75.32
	Uniforms	1,820.00	360.99	360.99	1,459.01	0.00	1,459.01	80.17
	Licenses & Permits	10,635.00	6,156.00	6,156.00	4,479.00	0.00	4,479.00	42.12
	Postage	600.00	76.00	76.00	524.00	0.00	524.00	87.33
	Subscriptions	650.00	410.48	410.48	239.52	325.85	-86.33	-13.28
	Vehicle Repairs & Maintenance	240.00	0.00	0.00	240.00	0.00	240.00	100.00
	Liability & Property Insurance	10,000.00	2,200.26	2,200.26	7,799.74	0.00	7,799.74	78.00
	Dues & Memberships	3,070.00	1,475.00	1,475.00	1,595.00	0.00	1,595.00	51.95
	Office Supplies	770.00	38.25	38.25	731.75	0.00	731.75	95.03
	Analysis & Monitoring	50,000.00	1,445.00	1,445.00	48,555.00	14,421.50	34,133.50	68.27
	Operating Supplies	48,200.00	9,132.85	9,132.85	39,067.15	3,428.49	35,638.66	73.94
	Attorney Fees	2,901.00	50.85	50.85	2,850.15	0.00	2,850.15	98.25
	Printing & Publications	490.00	0.00	0.00	490.00	0.00	490.00	100.00
	Repairs & Maintenance	6,622.00	0.00	0.00	6,622.00	0.00	6,622.00	100.00
	Travel	4,000.00	91.43	91.43	3,908.57	0.00	3,908.57	97.71
	Seminar & Conference Registrat	2,200.00	0.00	0.00	2,200.00	0.00	2,200.00	100.00
	Utilities	6,960.00	1,930.93	1,930.93	5,029.07	0.00	5,029.07	72.26
	Computer Service & Maintenance	2,964.00	0.00	0.00	2,964.00	0.00	2,964.00	100.00
	Lease/Rentals	700.00	102.44	102.44	597.56	0.00	597.56	85.37
	Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Other Professional Services	10,705.00	34.00	34.00	10,671.00	0.00	10,671.00	99.68
	Other Expense	200.00	0.00	0.00	200.00	0.00	200.00	100.00
	Budgeted Machinery & Equip	0.00	0.00	0.00	0.00	8,836.58	-8,836.58	0.00
46	LABORATORY	573,228.42	132,708.79	132,708.79	440,519.63	27,012.42	413,507.21	72.14

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GOLETA SANITARY

Water Resource Recovery District
One William Moffett Place, Goleta, CA 93117
Phone:(805) 967-4519 Fax: (805) 964-3583

Dept	Description	Budgeted	Period	YTD	YTD Var	Encumbere	Available	%
47	RECLAMATION							
	Manager Salary	9,522.17	1,959.62	1,959.62	7,562.55	0.00	7,562.55	79.42
	Operator Salary	149,839.06	34,475.78	34,475.78	115,363.28	0.00	115,363.28	76.99
	Overtime	2,100.00	409.11	409.11	1,690.89	0.00	1,690.89	80.52
	Admin Salary	0.00	614.29	614.29	-614.29	0.00	-614.29	0.00
	Temp Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PERS	36,320.60	6,442.37	6,442.37	29,878.23	0.00	29,878.23	82.26
	Health Reimb Arrangement Exp.	33,478.11	6,086.52	6,086.52	27,391.59	0.00	27,391.59	81.82
	Health/Life Insurance	6,323.01	2,238.03	2,238.03	4,084.98	0.00	4,084.98	64.60
	W/C Insurance	3,859.90	806.97	806.97	3,052.93	0.00	3,052.93	79.09
	FICA/Medicare	12,102.91	2,798.65	2,798.65	9,304.26	0.00	9,304.26	76.88
	SUI/ETT	268.85	0.00	0.00	268.85	0.00	268.85	100.00
	Public Education	6,000.00	282.96	282.96	5,717.04	0.00	5,717.04	95.28
	Janitorial	1,400.00	378.75	378.75	1,021.25	0.00	1,021.25	72.95
	Licenses & Permits	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
	Postage	150.00	20.00	20.00	130.00	0.00	130.00	86.67
	Vehicle Repairs & Maintenance	100.00	0.00	0.00	100.00	0.00	100.00	100.00
	Liability & Property Insurance	8,900.00	1,958.22	1,958.22	6,941.78	0.00	6,941.78	78.00
	Dues & Memberships	100.00	0.00	0.00	100.00	0.00	100.00	100.00
	Office Supplies	100.00	4.84	4.84	95.16	0.00	95.16	95.16
	Analysis & Monitoring	1,000.00	0.00	0.00	1,000.00	402.50	597.50	59.75
	Operating Supplies	43,000.00	4,117.97	4,117.97	38,882.03	26,749.05	12,132.98	28.22
	Attorney Fees	1,554.00	27.24	27.24	1,526.76	0.00	1,526.76	98.25
	Printing & Publications	150.00	0.00	0.00	150.00	0.00	150.00	100.00
	Repairs & Maintenance	35,269.82	15,322.11	15,322.11	19,947.71	0.00	19,947.71	56.56
	Travel	200.00	0.00	0.00	200.00	0.00	200.00	100.00
	Seminar & Conference Registrat	100.00	0.00	0.00	100.00	0.00	100.00	100.00
	Utilities	92,000.00	13,006.36	13,006.36	78,993.64	0.00	78,993.64	85.86
	Depreciation	402,000.00	105,188.91	105,188.91	296,811.09	0.00	296,811.09	73.83
	Computer Service & Maintenance	1,545.36	0.00	0.00	1,545.36	0.00	1,545.36	100.00
	Lease/Rentals	213.00	25.62	25.62	187.38	0.00	187.38	87.97
	Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Other Professional Services	41,000.00	0.00	0.00	41,000.00	29,800.00	11,200.00	27.32
	Other Expense	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
	Budgeted Machinery & Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00
47	RECLAMATION	891,096.79	196,164.32	196,164.32	694,932.47	56,951.55	637,980.92	71.60

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GOLETA SANITARY

Water Resource Recovery District
One William Moffett Place, Goleta, CA 93117
Phone:(805) 967-4519 Fax: (805) 964-3583

Dept	Description	Budgeted	Period	YTD	YTD Var	Encumbere	Available	%
48	IWC							
	Manager Salary	7,141.63	1,439.90	1,439.90	5,701.73	0.00	5,701.73	79.84
	Operator Salary	102,952.82	20,100.69	20,100.69	82,852.13	0.00	82,852.13	80.48
	Overtime	200.00	0.00	0.00	200.00	0.00	200.00	100.00
	Admin Salary	0.00	1,798.59	1,798.59	-1,798.59	0.00	-1,798.59	0.00
	Temp Salary	7,000.00	0.00	0.00	7,000.00	0.00	7,000.00	100.00
	PERS	30,408.10	7,222.14	7,222.14	23,185.96	0.00	23,185.96	76.25
	Health Reimb Arrangement Exp.	22,900.30	4,407.04	4,407.04	18,493.26	0.00	18,493.26	80.76
	Health/Life Insurance	4,596.24	1,857.70	1,857.70	2,738.54	0.00	2,738.54	59.58
	W/C Insurance	2,666.60	557.49	557.49	2,109.11	0.00	2,109.11	79.09
	FICA/Medicare	8,786.37	1,631.87	1,631.87	7,154.50	0.00	7,154.50	81.43
	SUI/ETT	332.73	0.00	0.00	332.73	0.00	332.73	100.00
	Public Education	7,500.00	353.71	353.71	7,146.29	0.00	7,146.29	95.28
	Janitorial	1,100.00	253.00	253.00	847.00	0.00	847.00	77.00
	Uniforms	500.00	119.79	119.79	380.21	0.00	380.21	76.04
	Postage	100.00	12.00	12.00	88.00	0.00	88.00	88.00
	Subscriptions	450.00	76.44	76.44	373.56	162.94	210.62	46.80
	Vehicle Repairs & Maintenance	1,000.00	65.02	65.02	934.98	0.00	934.98	93.50
	Liability & Property Insurance	3,150.00	693.09	693.09	2,456.91	0.00	2,456.91	78.00
	Dues & Memberships	600.00	0.00	0.00	600.00	0.00	600.00	100.00
	Office Supplies	1,100.00	36.22	36.22	1,063.78	0.00	1,063.78	96.71
	Analysis & Monitoring	9,000.00	-2,585.00	-2,585.00	11,585.00	0.00	11,585.00	128.72
	Operating Supplies	1,000.00	67.22	67.22	932.78	109.95	822.83	82.28
	Attorney Fees	4,144.00	1,717.63	1,717.63	2,426.37	0.00	2,426.37	58.55
	Printing & Publications	500.00	0.00	0.00	500.00	0.00	500.00	100.00
	Repairs & Maintenance	3,000.00	842.77	842.77	2,157.23	0.00	2,157.23	71.91
	Travel	1,500.00	19.92	19.92	1,480.08	0.00	1,480.08	98.67
	Seminar & Conference Registrat	1,400.00	0.00	0.00	1,400.00	0.00	1,400.00	100.00
	Utilities	1,125.00	83.12	83.12	1,041.88	0.00	1,041.88	92.61
	Computer Service & Maintenance	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
	Lease/Rentals	300.00	95.53	95.53	204.47	0.00	204.47	68.16
	Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Other Professional Services	20,000.00	23.00	23.00	19,977.00	0.00	19,977.00	99.89
	Other Expense	150.00	0.00	0.00	150.00	0.00	150.00	100.00
	Budgeted Machinery & Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48	IWC	245,603.79	40,888.88	40,888.88	204,714.91	272.89	204,442.02	83.24

General Ledger

Expense vs Budget

Printed: 10/26/2020 - 2:45 PM

Period: 01 to 03, 2021

Fiscal Year: 2021



GOLETA SANITARY

Water Resource Recovery District
 One William Moffett Place, Goleta, CA 93117
 Phone:(805) 967-4519 Fax: (805) 964-3583

Dept	Description	Budgeted	Period	YTD	YTD Var	Encumbere	Available	%
49	FIRESTONE LIFT STATION							
	Manager Salary	4,761.08	909.66	909.66	3,851.42	0.00	3,851.42	80.89
	Operator Salary	17,472.62	2,642.71	2,642.71	14,829.91	0.00	14,829.91	84.88
	Overtime	100.00	0.00	0.00	100.00	0.00	100.00	100.00
	Admin Salary	0.00	187.73	187.73	-187.73	0.00	-187.73	0.00
	PERS	3,829.32	497.65	497.65	3,331.67	0.00	3,331.67	87.00
	Health Reimb Arrangement Exp.	4,615.89	1,074.46	1,074.46	3,541.43	0.00	3,541.43	76.72
	Health/Life Insurance	937.07	349.57	349.57	587.50	0.00	587.50	62.70
	W/C Insurance	538.52	112.59	112.59	425.93	0.00	425.93	79.09
	FICA/Medicare	1,584.09	237.15	237.15	1,346.94	0.00	1,346.94	85.03
	SUI/ETT	37.51	0.00	0.00	37.51	0.00	37.51	100.00
	Public Education	750.00	35.37	35.37	714.63	0.00	714.63	95.28
	Licenses & Permits	500.00	0.00	0.00	500.00	0.00	500.00	100.00
	Postage	15.00	0.00	0.00	15.00	0.00	15.00	100.00
	Vehicle Repairs & Maintenance	600.00	0.00	0.00	600.00	0.00	600.00	100.00
	Liability & Property Insurance	3,900.00	858.09	858.09	3,041.91	0.00	3,041.91	78.00
	Dues & Memberships	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Analysis & Monitoring	100.00	0.00	0.00	100.00	0.00	100.00	100.00
	Operating Supplies	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
	Attorney Fees	311.00	5.45	5.45	305.55	0.00	305.55	98.25
	Printing & Publications	20.00	0.00	0.00	20.00	0.00	20.00	100.00
	Repairs & Maintenance	20,000.00	2,500.00	2,500.00	17,500.00	0.00	17,500.00	87.50
	Utilities	4,199.63	942.04	942.04	3,257.59	0.00	3,257.59	77.57
	Depreciation	84,546.00	21,136.38	21,136.38	63,409.62	0.00	63,409.62	75.00
	Computer Service & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Lease/Rentals	100.00	12.79	12.79	87.21	0.00	87.21	87.21
	Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Budgeted Machinery & Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00
49	FIRESTONE LIFT STATION	149,917.73	31,501.64	31,501.64	118,416.09	0.00	118,416.09	78.99
Report Totals:		13,481,428.23	2,838,926.09	2,838,926.09	10,642,502.14	1,544,021.85	9,098,480.29	67.49

AGENDA ITEM #3

AGENDA ITEM: 3

MEETING DATE: November 2, 2020

I. NATURE OF ITEM

Presentation of Streamline Employee Engagement Portal

II. BACKGROUND INFORMATION

The District's employees are its most valuable asset and are critical to delivering excellent service. Communication with employees is an essential aspect to maintain a positive relationship between management and employees. On October 5, 2020 the Board approved an Employee Wellness Program, including an Employee Assistance Program, adding to the excellent benefits package offered to existing and potential employees. At the time of the approval of the Wellness Program the Board was shown a temporary intranet portal containing information on various wellness-related activities and information. The wellness portal was developed in-house by Safety and Regulatory Compliance Manager Richard Rosenbaum. The temporary portal, while a positive move in the right direction, is not easily accessible to all employees.

Shortly before the Wellness Program was considered staff learned of a new product by the company Streamline, which creates communication and collaboration cloud-based tools (including websites) exclusively for special districts. Their new offering is an employee engagement portal (EEP) which was beta tested by 44 special districts already under contract with Streamline. The new tool was designed to allow employees to communicate and collaborate remotely over a private intranet, accessing items such as internal documents, news and information, like the new wellness program, and training and onboarding programs for staff and Board members.

The EEP tool is fully customizable and can be accessed by any employee or Board member with an internet connection. Staff worked with Streamline to create a demonstration EEP for the District to show some of the many ways the tool can be used for employee engagement and communication. The tool is also being offered with a free email program (called Engage) enabling users to send documents and information from Portal to a selected list of recipients without having to leave the site.

Staff met with Streamline representatives who developed an EEP demonstration site for the District to highlight the program's many capabilities and potential uses.

III. COMMENTS

Clear communication and easy access to information is usually a trademark of a high functioning organization and remains an ongoing challenge for most.

Employees are often expected to have access to large amounts of information related to the organization, as well as their individual roles and responsibilities. Add to that the plethora of policies and procedures they need to understand and they can quickly get information overload. Unfortunately, much of this information is quickly forgotten and/or stored in some binder that can't be found when needed. When the information is finally found it is usually out of date.

An EEP can help resolve these challenges by providing a single place for all this information that every employee can easily access and share. Since the information is in one place it is much easier to ensure the most up to date information is being provided

For GSD there is quite a bit of information that can be uploaded to the EEP including but not limited to the following:

1. Onboarding information for employees and Board Members
2. Human Resources Policy and Procedure Manual
3. Administrative Code
4. Wellness Information
5. Employee request forms (time off, reimbursement, etc.)
6. Calendar of events
7. Employee surveys

The Streamline EEP is provided on a subscription basis with unlimited technical support. The cost is \$320 a month and can be cancelled at any time with 30 days' notice. The "Engage" tool will remain free throughout the time of the Portal contract. Funding for this subscription is included in the approved FY 2020-21 budget.

A demonstration of the preliminary Streamline EEP will be presented at the meeting for Board consideration.

V. REFERENCE MATERIALS

Streamline Web Subscription Agreement



Streamline Web - Subscription Agreement

CUSTOMER: **Goleta Sanitary District**

ORDER DATE: **Oct 16, 2020**

This Software as a Service Agreement (“Agreement”) is entered into on the start date listed below, between Streamline (DBA of Digital Deployment, Inc.) with a place of business at 2321 P St, Sacramento, CA 95816 (“Company”), and the Customer listed above (“Customer”). This Agreement incorporates the [Streamline Terms of Service](#) and reflects current [Streamline Pricing](#) based on Annual Operating Revenue and partner discount applied, if applicable. All invoices will come from our parent company, Digital Deployment. [W9 is available online](#). **Most customers prefer annual billing for convenience, but all subscriptions are cancellable anytime with a written 30-day notice.**

DESCRIPTION OF SERVICES: See Page 2 for an overview of what Streamline Web includes, and for more information please review our [subscription-based website toolkit for local government](#) .

SUBSCRIPTION ORDER (Monthly Recurring Price):

Name	Price
Streamline Portal w/Engage Member (2020 launch promotion) 10m-20m	\$320.00

One-Time Migration Costs:	\$0	Order #:	3172775835
Invoice Frequency:	Monthly	Original Order?	Original
Additional Billing Details:	CSDA Member		Nov 30, 2020
		Billing Start Date:	

Billing Person:	Rob Mangus	Phone:	805-967-4519
Billing Address:	1 William Moffett Pl.	Email:	accounts@goletasanitary.org
City, State, Zip:	Goleta, CA 93117	Payment Type:	Check

Thank you for partnering with Streamline!

Streamline:

Name:

Title:

Date:

Signature:

Customer:

Name: Laura Romano

Title: Management Analyst

Date: 10 / 16 / 2020

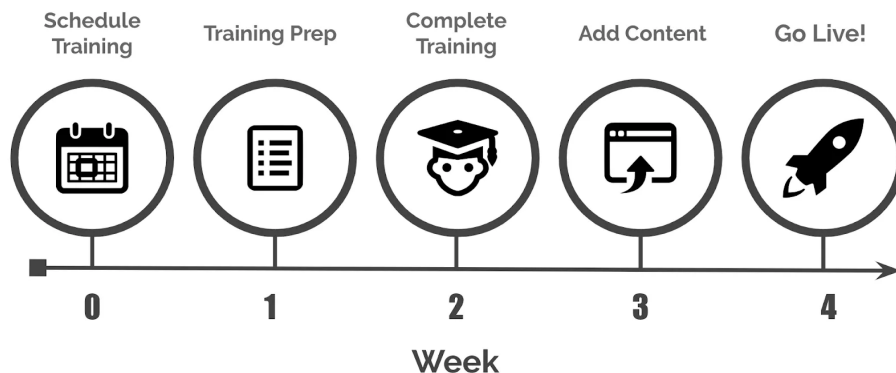
Signature:



WHAT YOUR STREAMLINE SUBSCRIPTION INCLUDES:

Technology	Setup and Training	Ongoing Support
Easy-to-use website tool allows you to control your content - no more waiting on a vendor or IT.	Initial website setup is free, and done before we meet - including information architecture (menu) best practices.	Unlimited support is included for anyone on your staff responsible for updating the website.
Built-in ADA compliance (the platform is fully accessible out of the "box").	Introduction to your state requirements so you know what needs to be posted.	Support system is built into your website - get help with the click of a button.
State-specific transparency dashboard with checkpoints for all posting requirements.	Training for your anyone on your staff via remote meeting to help you learn the system.	Unlimited hosting of content and files so you never have to "upgrade" your account.
Meeting dashboard with agenda reminders, one-click agenda and minute upload that takes seconds.	Free domain included (acmemud.specialdistrict.org) or connect your own custom domain / web address.	Extensive knowledge base of how-to articles and getting started guides are available 24/7.
Ongoing improvements to existing features included at no cost - your software will never be out of date.	Free SSL security certificate so that your site is served over https and visitors are protected.	Can't figure out how to send your question? That's ok, you'll have our technical support number, too.
<i>And if (when) your state passes additional website mandates, Streamline Web will be updated to help you comply as effortlessly as possible.</i>		

TYPICAL ONBOARDING TIMELINE:



GENERAL MANAGER'S REPORT

GOLETA SANITARY DISTRICT GENERAL MANAGER'S REPORT

The following summary report describes the District's activities from October 20, 2020 through November 2, 2020. It provides updated information on significant activities under three major categories: Collection System, Treatment/Reclamation and Disposal Facilities, and General and Administration Items.

1. COLLECTION SYSTEM REPORT

LINES CLEANING

Staff is conducting routine lines cleaning in the area of N. Patterson Avenue and N. San Marcos Road.

CCTV INSPECTION

Staff continues routine Closed-Circuit Television (CCTV) inspections in the easement areas of Ward Drive, South Kellogg Avenue and Atascadero Creek.

2020 CCTVI PROJECT

The proposal forms and specifications for the 2020 CCTVI Project Request for Proposals have been sent out to various CCTV and lines-cleaning companies which routinely work for public agencies. The deadline to return proposals is November 10, 2020. Staff will review proposals and present a recommendation for the project award at the November 16, 2020 Governing Board meeting.

REPAIR AND MAINTENANCE

Staff continues to work with Santa Barbara County Road Department on the replacement of manhole covers and frames in conjunction with the annual Santa Barbara County paving project. Staff repaired a manhole concrete collar on Hollister Avenue near Puente Drive.

GREASE AND OIL INSPECTIONS

Staff continues work on the grease and oil inspections program. Routine inspections are almost complete for the year. Staff will continue follow-up inspections on those Food Service Establishments (FSE) which had high grease and oil concentrations in previous inspections.

COMPETENCY-BASED TRAINING (CBT)

Staff continues work on the CBT project with DKF Solutions staff.

PROFESSIONAL DEVELOPMENT

Collection System Maintenance Technician (CSMT) I, Tim Siciliano obtained his NASSCO PACP (North American Sewer Service Companies, Pipeline Assessment Certification Program) certification for the inspection of sewer pipes. This will ensure that all CCTV inspections are conducted in PACP format for ease of information exchange with consultants and contractors. CSMT I Sam Madera successfully passed his commercial driver's license driving test. This is required for the operation of the Vactor and Vaccon trucks.

2. TREATMENT, RECLAMATION AND DISPOSAL FACILITIES REPORT

Plant flows are up slightly to about 4.5 million gallons per day (MGD) with the further reopening of businesses and services within the district. Reclamation demand has decreased to 0.7 MGD with the cooler temperatures and shorter days.

The Lystek digester refeed pilot project to quantify increased solids destruction and gas production has moved into the second phase with an approximate 30% refeed. The treatment and digester processes are working well and are healthy at this phase.

Centrifuge operations continue as planned. Dredging operations have made it across about 60% of the lagoon. Maintenance made a minor repair to the dredge replacing a wire rope that controls the depth of the suction head.

Maintenance staff replaced a fuel valve on boiler #2, the biogas water heating boiler. This unit is back in service.

Maintenance staff has completed the replacement of the sludge feed valve for digester 3. This completes the replacement of all sludge feed valves.

Staff met with SBMA representatives to resolve their concerns related to the allocation of costs for the Firestone Lift Station. A brief verbal report on this issue will be provided at the Board meeting.

3. GENERAL AND ADMINISTRATIVE ITEMS

Financial Report

The District account balances as of November 2, 2020 shown below are approximations to the nearest dollar and indicate the overall funds available to the District at this time.

Operating Checking Accounts:	\$ 966,004
Investment Accounts:	\$ 25,206,012
Total District Funds:	\$ 26,172,016

The following transactions are reported herein for the period 10/20/20 – 11/02/20.

Regular, Overtime, Cash-outs and Net Payroll:	\$ 121,282
Claims:	\$ 320,884
Total Expenditures:	\$ 442,166
Total Deposits:	\$ 791,216

Transfers of funds:

Community West Bank (CWB) to LAIF:	\$ - 0 -
CWB Operational to CWB Money Market:	\$ - 0 -
CWB Money Market to CWB Operational:	\$ - 0 -

The District's investments comply with the District's Investment Policy adopted per Resolution No. 16-606. The District has adequate funds to meet the next six months of normal operating expenses.

Local Agency Investment Fund (LAIF)

LAIF Monthly Statement – Previously submitted.
LAIF Quarterly Report – Previously submitted.
PMIA/LAIF Performance – Previously submitted.
PMIA Effective Yield – Previously submitted.

Community West Bank (CWB)

CWB Money Market Account – Previously submitted.

Deferred Compensation Accounts

CalPERS 457 Deferred Compensation Plan – Previously submitted.
Lincoln 457 Deferred Compensation Plan – Previously submitted.

COVID-19 Response Plan Update

A verbal update will be provided at the meeting.

Personnel Update

Cody Magennis began work on October 19, 2020 as an Operations Maintenance Technician I and Marc Ciarlo, our new Senior Treatment Plant Operator will start on Monday, November 2, 2020. Both are taking part in the expanded employee onboarding process.

DISTRICT
CORRESPONDENCE
Board Meeting of November 2, 2020



- | <u>Date:</u> | <u>Correspondence Sent To:</u> |
|---------------------|--|
| 1. 10/16/2020 | Wendell Khunjar, PhD, PE
Hazen and Sawyer
Subject: Letter of Collaboration, Advancing Low-Energy Biological Nitrogen and Phosphorus Removal (RFP 5083) |
| 2. 10/20/2020 | Clerk of the Board
Santa Barbara County
Subject: Notice of Exemption for the Goleta Sanitary District 2020 CCTV Project |
| 3. 10/23/2020 | Kim Carr
DownStream Services, Inc., Escondido, CA
Subject: GSD 2020 CCTV Project – Request for Proposals
Request for Proposals also sent to: <ul style="list-style-type: none">• Dave Badgley, Performance Pipeline Technologies, Huntington Beach, CA• Dan Jacobson, Empire Pipe Cleaning and Equipment, Inc., Orange, CA• Michelle Beason, National Plant Services, Hayward, CA• Allan Souza, Innerline Engineering, Loma Linda, CA |
| 4. 10/27/2020 | Michael Hamilton
RRM Design Group
Subject: Sewer Service Availability
Proposed Sewer Service Connection, 60,000 Square Foot (SF) Assisted Living Complex, 331 Senior Apartments, and a 5,000 SF Community Center, A.P.N. 065-040-026, 4750 Hollister Avenue |
| 5. 10/28/2020 | Ms. Jamie Graybill
Investec Management Corporation
Subject: Consent Order: Grease & Oil Violation / Isolated Sampling Manhole Requirements at the Patterson Center Shopping Plaza |

DISTRICT
CORRESPONDENCE
Board Meeting of November 2, 2020
Page 2

Date: **Correspondence Received From:**

1. 10/19/2020 Betty T. Yee
 California State Controller
Subject: Upcoming Reporting Change for Government
 Compensation in California

2. 10/20/2020 Henry Thompson, Airport Director
 City of Santa Barbara
 Santa Barbara Airport
Subject: Firestone Lift Station Flow Meter Concerns

Hard Copies of the Correspondence are available at the District's Office for review