

AGENDA

Covid-19 Meeting Notice

To address concerns relating to COVID-19 and to comply with the prohibitions on gatherings under Santa Barbara County Health Officer Order No. 2020-12.14, this meeting will be held by remote video conferencing without a physical meeting location, as authorized by Governor Newsom's Executive Order N-29-20.

Members of the public who wish to observe the meeting and/or offer public comment by video conferencing should contact the District at least 4 hours before the meeting at (805) 967-4519 or RMangus@GoletaSanitary.org to obtain the meeting ID and passcode.

Members of the public with disabilities who wish to request a reasonable modification or accommodation to observe the meeting and/or offer public comment should contact the District at least 8 hours before the meeting at the foregoing telephone number or email address for instructions on how to access the meeting.

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

January 4, 2021

CALL TO ORDER: 6:30 p.m.

ROLL CALL OF MEMBERS

BOARD MEMBERS: Sharon Rose
Jerry D. Smith
Steven T. Majoewsky
George W. Emerson
Edward Fuller

CONSIDERATION OF THE MINUTES OF THE BOARD MEETING

The Board will consider approval of the Minutes of the Regular Meeting of December 21, 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. CONSIDERATION OF APPOINTMENT OF BOARD PRESIDENT AND PRESIDENT PRO TEM FOR CALENDAR YEAR 2021
(Board may take action on this item.)
2. DISCUSSION AND CONSIDERATION OF INTERIM OUT OF AGENCY SERVICE AGREEMENT FOR 400 N. SAN MARCOS ROAD
(Board may take action on this item.)
3. 2020 ACTION PLAN STATUS REPORT

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.

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

December 21, 2020

CALL TO ORDER: President Rose called the meeting to order at 6:33 p.m.

BOARD MEMBERS PRESENT: Sharon Rose, Jerry D. Smith (joined zoom at 6:37 p.m.), Steven T. Majoewsky, George W. Emerson, Edward Fuller

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: Larry Meyer, Director, Goleta West Sanitary District, Tom Evans, Director, Goleta Water District, and Adam Guise, Partner Moss Levy & Hartzheim LLP

APPROVAL OF MINUTES: Director Majoewsky made a motion, seconded by Director Fuller, to approve the minutes of the Regular Board meeting of 12/07/20. The motion carried by the following vote:

(20/12/2150)

AYES: 4 Rose, Majoewsky, Emerson, Fuller
NOES: None
ABSENT: 1 Smith
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. **DISCUSSION AND PRESENTATION OF THE DISTRICT'S AUDIT REPORT AND FINANCIAL STATUS AS OF JUNE 30, 2020**
Mr. Wagner began the staff report and introduced Adam Guise, CPA, Partner with Moss, Levy & Hartzheim LLP who presented the audit report to the Board.

Director Smith made a motion, seconded by Director Majoewsky to approve and adopt the Audit Report and Financial Status as of June 30, 2020.

The motion carried by the following vote:

(20/12/2151)

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

2. DISCUSSION AND ACTION RELATED TO DIRECTOR PARTICIPATION ON THE EXECUTIVE BOARD OF THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION'S SANTA BARBARA CHAPTER

Mr. Wagner gave the staff report.

Director Rose recused herself and left the meeting at 7:15 p.m. due to a potential financial interest in being approved to serve on the Santa Barbara County Chapter CSDA Executive Board and being compensated and receiving expense reimbursement.

Acting President Pro Tem Smith addressed the Board.

Director Fuller made a motion, seconded by Director Majoewsky to approve Director Rose to serve on the Santa Barbara County Chapter CSDA Executive Board for the coming year if selected.

The motion carried by the following vote:

(20/12/2152)

AYES:	4	Smith, Majoewsky, Emerson, Fuller
NOES:		None
ABSENT:	1	Rose
ABSTAIN:		None

Director Rose returned to the meeting at 7:17 p.m. and was informed of the vote.

Director Emerson recused himself and left the meeting at 7:17 p.m. due to a potential financial interest in being approved to serve on the Santa Barbara County Chapter CSDA Executive Board and being compensated and receiving expense reimbursement.

Director Majoewsky made a motion, seconded by Director Rose to approve Director Emerson to serve on the Santa Barbara County Chapter CSDA Executive Board, for the coming year if selected.

The motion carried by the following vote:

(20/12/2153)

AYES:	4	Rose, Smith, Majoewsky, Fuller
NOES:		None
ABSENT:	1	Emerson
ABSTAIN:		None

Director Emerson returned to the meeting at 7:18 p.m. and was informed of the vote.

3. CONSIDERATION AND ADOPTION OF RESOLUTION NO. 20-658 IN RECOGNITION AND APPRECIATION OF SERVICE OF ROBERT O. WAGENECK TO THE DISTRICT
Mr. Wagner gave the staff report.

Director Majoewsky made a motion, seconded by Director Smith to approve and adopt Resolution No. 20-658 in recognition and appreciation of service of Robert O. Wageneck to the Goleta Sanitary District.

The motion carried by the following vote:

(20/12/2154)

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

By consensus of the Board, the closed session was moved to the end of the meeting.

4. CLOSED SESSION - ANTICIPATED LITIGATION

- a. PUBLIC COMMENTS ON CLOSED SESSION
No public comment.

The Board entered Closed Session at 8:00 p.m.

- b. CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(3)
ONE POTENTIAL CASE

The Board entered Open Session at 8:18 p.m.

- c. OPEN SESSION REPORT ON CLOSED SESSION
CONSIDERATION AND APPROVAL

(20/12/2156)

There was a motion and a second in closed session to reject the claim and authorize the General Manager to send a letter of rejection to the claimant, that passed unanimously.

5. GENERAL MANAGER'S REPORT

Mr. Wagner gave the report.

6. LEGAL COUNSEL'S REPORT

Mr. Battles reported on a recent case involving both competitive bidding and a conflict-of-interest claim. The reverse validation action regarding the competitive bidding was moot because the project was complete. The Tax Payer action regarding the conflict of interest was allowed to be heard.

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

Director Majoewsky – No report.

Director Emerson – Reported that he would circulate an article of interest regarding water.

Director Smith – Reported he attended the Finance Committee meeting and discussed the audit draft.

Director Fuller – Reported he attended the Finance Committee meeting as an observer.

8. PRESIDENT'S REPORT

President Rose – Reported on the Goleta Water District meeting she attended and reminded the Board about the upcoming Santa Barbara County local chapter CSDA meeting in January.

9. ITEMS FOR FUTURE MEETINGS

No Board action was taken to return with an item.

10. CORRESPONDENCE

The Board reviewed and discussed the list of correspondence to and from the District in the agenda.

11. APPROVAL OF BOARD COMPENSATION AND EXPENSES AND RATIFICATION OF CLAIMS PAID BY THE DISTRICT

Director Emerson made a motion, seconded by Director Smith, to ratify and approve the claims, for the period 12/08/20 to 12/21/20 as follows:

Running Expense Fund #4640

\$ 345,284.38

Regular Meeting Minutes

December 21, 2020

Page 5

Depreciation Replacement Reserve Fund #4655	\$	23,943.48
Retiree Health Insurance Sinking Fund #4660	\$	597.28

The motion carried by the following vote:

(20/12/2155)

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

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:21 p.m.

Sharon Rose
Governing Board President

Robert O. Mangus, Jr.
Governing Board Secretary

Jerry D. Smith

Steven T. Majoewsky

George W. Emerson

Edward Fuller

AGENDA ITEM #1

AGENDA ITEM: 1

MEETING DATE: January 4, 2021

I. NATURE OF ITEM

Consideration of Appointment of Board President and President Pro Tem for Calendar Year 2021

II. BACKGROUND INFORMATION

In accordance with Resolution 15-593, adopted by the Board on August 17, 2015, the office of President shall rotate on an annual basis among the five members of the Board. Such rotation was initially established in the order of seniority based on the number of years continuously served on the Board by the then current Board members. When a new member is elected to the Board, such new member shall be placed at the end of the rotation as of the second meeting in January following such election, immediately after the new President assumes office.

The President rotation for 2021 pursuant to Resolution 15-593 is shown below:

1. Director Smith - President
2. Director Majoewsky - President Pro Tem
3. Director Emerson
4. Director Rose
5. Director Fuller

III. COMMENTS AND RECOMMENDATIONS

In accordance with Resolution 15-593 described above, the next in line for the office of President is Director Smith, and the next in line for President Pro Tem is Director Majoewsky. Staff recommends the Board consider and vote on the position of Board President and President Pro Tem in accordance with Resolution 15-593.

IV. REFERENCE MATERIAL

Resolution 15-593

RESOLUTION NO. 15-593

**RESOLUTION OF THE GOVERNING BOARD OF THE GOLETA
SANITARY DISTRICT REPEALING RESOLUTION NO. 08-480 AND
ESTABLISHING REVISED PROCEDURES FOR APPOINTMENT
OF BOARD PRESIDENT AND PRESIDENT PRO TEM**

WHEREAS, Health and Safety Code Section 6486 requires the Governing Board of the Goleta Sanitary District (the "District") to choose a President from among its members. Health and Safety Code Section 6488 provides that, in case of the absence or inability of the President to act, the Board shall choose a President Pro Tem.

WHEREAS, the District's Governing Board adopted Resolution No. 08-480 on November 17, 2008 setting forth procedures for the appointment of the Governing Board President and President Pro Tem.

WHEREAS, the Governing Board deems it to be in the District's best interests to revise its procedures relating to the appointment of the President to clarify the manner in which a newly elected or appointed Board member will be placed in the annual rotation to serve as Board President.

NOW, THEREFORE, be it resolved by the Governing Board of the Goleta Sanitary District as follows:

1. **Repeal of Resolution No. 08-480.** Resolution No. 08-480 adopted on November 17, 2008 is hereby repealed in its entirety and is replaced by the procedures set forth herein.

2. **Rotation of Presidency.** The office of President shall rotate on an annual basis among the five members of the Board. Such rotation was initially established in the order of seniority based on the number of years continuously served on the Board by the then current Board members. When a new member is elected to the Board, such new member shall be placed at the end of the rotation as of the second meeting in January following such election, immediately after the new President assumes office. When a new member is appointed to the Board, the Board shall determine by a majority vote of a quorum as soon as reasonably feasible, but prior to January of the upcoming year, the timing for the placement of such new member at the end of the rotation. In making said determination, the Board shall take into consideration (i) the date of the new member's appointment, (ii) the time that is expected to elapse before the new member is eligible to serve as President, and (iii)

such other factors as the Board deems appropriate. A former Board member shall be considered a new member if he or she is elected or appointed to the Board after a break in service due to the fact that such member previously resigned or was not reelected. In the event two or more new members of the Board are elected or appointed at the same time, their placement relative to each other at the end of the rotation as provided above shall be determined by random selection.

The intent of the Board in adopting the forgoing procedures is that a new member will not serve as President until all existing members who desire to serve as President shall have served an annual term as President following the election or appointment of the new member. Exceptions to the procedures set forth above may be made on a case by case basis in the sole discretion of the Board to address unique circumstances and to achieve said intent.

3. **Date for Assuming Office.** Each year the new President shall be confirmed by a majority vote of a quorum of the Board at its first meeting in January and said new President shall assume office as of the second meeting in January. No Board member shall be required to serve as President against his or her wishes.

4. **President Pro Tem.** In case of the absence or inability of the President to act, the President Pro Tem shall be the Board member who is scheduled to serve as the President during the next annual rotation.

5. **Vacancy in Presidency.** In the event the position of Board President becomes vacant due to resignation, death, removal or other circumstances, the President Pro Tem, as determined under Section 4 above, shall become the new President (the "Successor President") as of the effective date of the vacancy. In such event, the Board shall determine by a majority vote of a quorum as soon as reasonably feasible, but prior to January of the upcoming year, whether (i) the Successor President shall continue as the President for the next annual term commencing on the second meeting in January of the upcoming year, or (ii) the Board member who is scheduled to serve next in the annual rotation after the Successor President shall become the President for the upcoming year. In making said determination, the Board shall take into consideration (a) the number of Board meetings at which the Successor President presided as President Pro Tem prior to the vacancy in the Presidency, (b) the number of Board meetings at which the Successor President will preside after filling the vacancy, and (c) such other factors as the Board deems appropriate.

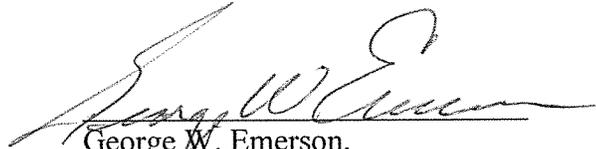
PASSED AND ADOPTED this 17th day of August, 2015, by the following vote of the Governing Board of the Goleta Sanitary District:

AYES: Emerson, Rose, Smith, Fox

NOES: None

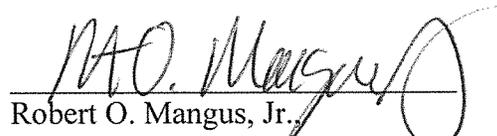
ABSTENTIONS: None

ABSENT: Majoewsky



George W. Emerson,
President of the Governing Board

COUNTERSIGNED



Robert O. Mangus, Jr.,
Secretary of the Governing Board

AGENDA ITEM #2

AGENDA ITEM: 2

MEETING DATE: January 4, 2021

I. NATURE OF ITEM

Discussion and Consideration of Interim Out of Agency Service Agreement for 400 N. San Marcos Road

II. BACKGROUND INFORMATION

On a few occasions, the District has provided sewer services to properties located outside its jurisdiction for a limited time pursuant to an “Out of Agency Service Agreement”. These agreements have been used in the past to provide sewer services to properties that are in the process of being annexed to the District and require sewer services prior to completion of the annexation process due to special circumstances.

Alan Siebenaler, the owner of 400 N. San Marcos Road has requested to enter into an Out of Agency Service Agreement with the District to allow for the installation of a new sewer connection and sewer service for his property while the annexation of the property to the District is processed through the Local Agency Formation Commission (LAFCO). Mr. Siebenaler has been informed by Santa Barbara Public Health that the septic tank for his guesthouse poses a risk and must be replaced. Set back restrictions from the guesthouse foundation and San Antonio Creek prohibits the placement of a new septic system onsite leaving annexation to the District the only viable option. The nearest District sewer lines are located on University Drive and at the intersection of N. San Marcos Road and La Ramada Drive. A private pump station and lateral to one of the District’s existing sewer lines will be required.

While Mr. Siebenaler has submitted his annexation application to LAFCO, approval for annexation is not expected for several months. In order to eliminate the potential risk of impacting San Antonio Creek he is requesting an Out of Agency Service Agreement to facilitate a near term connection to the District’s sewer system.

Attached to this report are copies of the Public Health Notice, and a map of the subject property.

III. COMMENTS

Staff recommends the Board direct the General Manager to work with Legal Counsel to prepare a draft Out of Agency Service Agreement for 400 N. San Marcos Road for Board consideration at a future meeting.

IV. REFERENCE MATERIAL

SB County PHD Notice to Correct

Vicinity Map



NOTICE TO CORRECT SUBSTANDARD SEPTIC SYSTEM

September 1, 2020

Alan and Rachael Siebenaler
400 N San Marcos Road
Santa Barbara, CA 93111

SUBJECT: Septic System Located at 400 N San Marcos Road – Guest house tank

As required by the Local Agency Management Program and Santa Barbara County Code §18C-7, Environmental Health Services is in receipt of a Septic Tank Inspection Report dated 8/26/2020 for the on-site sewage disposal system located on your property noted above. The code requires that copies of these reports be provided to the owner and to this office for review whenever a septic tank is pumped in the unincorporated area of the County. The code also requires this office to notify property owners of required corrections or upgrades.

The report for this septic system notes the condition(s) checked below that may constitute a danger to public health and safety; may impair proper operation and maintenance of the system; and fail to meet the standards of the Santa Barbara County Code. Please be advised, if sewer service is available within 200 feet, homeowners must connect to the sanitary sewer when any changes to their septic system require a permit.

- Damaged or degraded septic tank requiring abandonment and replacement
- Unfilled seepage pit - requires filling of void with rock or abandonment.
Please be advised that filling a seepage pit may effect septic system operation by reducing the effluent holding capacity. Additional disposal area may be necessary
- Cesspool - requires abandonment and replacement with approved septic tank and disposal field or connection to sewer, if available
- Failed disposal field - replacement disposal field must meet current standards to maximum extent feasible
- System constructed, modified, or abandoned without required permit
- Discharge of sewage to ground surface or drainage course (includes laundry waste or other graywater)

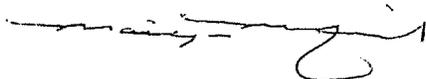
- Septic tank constructed of metal or wood – requires abandonment and replacement with an approved septic tank
- Septic tank does not meet plumbing code. Tank is undersized, has one chamber, and does not meet setback to structure.**

The County Code specifies that the repair(s) / upgrade(s) required by this notice must be completed under permit and inspection from Environmental Health Services within thirty (30) days of this notice. Permits must be signed by Environmental Health Services before work is started. Unless there is an emergency, our office must be notified at least two working days in advance for inspection appointments. Necessary work must be completed by a contractor with a valid license for sanitation systems (C-42), plumbing (C-36) or engineering (A). General contractors or handymen are not licensed for this type of work.

The permit application can be found on the website at www.countyofsb.org/phd/ehs. The permit fee for a repair and an abandonment is \$713.00 and \$301.00 respectively. The permit application fee for a modification or new system is \$255.00. If this work has already been completed or if you believe this notice is in error, please contact me as soon as possible at (805) 681-4941.

Proper operation and maintenance of your septic system will prolong its useful life, enhance safety and help protect the quality of our water resources. Your cooperation is appreciated. If you have any questions about this notice, please call our Santa Barbara office.

Sincerely,



Marilyn Merrifield, REHS
Environmental Health Specialist

NTC-067-210-012
Rev 04/2020

Percolation rate, water usage and maintenance of this septic tank system determine its life. As such, County Sanitation Co. does not guarantee this system, now or in the future.

County of Santa Barbara Septic Tank Inspection Report

067-210-012
Department Date Stamp
GUEST HOUSE

Date of Service/Maintenance: 8-26-20

Owner's Name: Alan Siebenaler Phone No.: _____

Location of Inspection: 400 N. San Marcos Rd. Goleta

No. of Bedrooms: unknown Year Septic System Built: unknown

Disposal Site: Santa Maria Santa Barbara Date of Disposal: 8-26-20

System Components: Septic tank with unknown leach system
 Septic tank with leach field or gravel filled seepage pit Septic tank with seepage pit (hollow) Cesspool Other
Estimated capacity of septic tank or cesspool: 500 gal. No. of compartments: 1 Amount pumped: 700 gal.

No. of access lids: 1 Depth to access lids: 12" Diameter of access lids: 24" Depth to tank: 12"

Construction of septic tank or cesspool:
 Rectangular Round Other oval
 Concrete Fiberglass Plastic Brick Other _____

Condition of tank:

	No	Yes		No	Yes
Tank deteriorated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inlet tee present	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>no</u> Baffle wall deteriorated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outlet tee present	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lids are deteriorated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	House lateral open	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heavy grease build-up	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Needs pumping	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Minimum concrete thickness at lids: N/A Method of measurement: Tape N/A

Prior to pumping, was effluent level above outflow tee? No Yes (may indicate failing system)

Signs of surfacing effluent? No Yes Inches above T 12"

Comments: Leach field backing up. Septic tank 12" from house footing

System appears to be functioning satisfactorily? No Yes

Repairs/ upgrade required? (see reverse side) No Yes

1. RTC-1

2. RTC-3

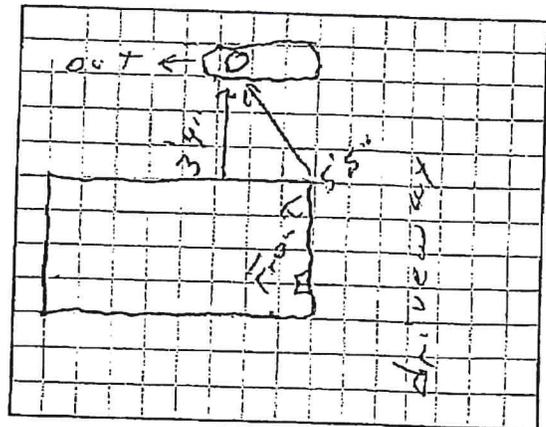
3. RTC-4

Maintenance Performed: Pumped s/t

Did a qualified inspector personally inspect system? No Yes



Sanitation System Contractor
CA Lic. #375514 C-42 C-36 C-34
♦ 805-682-3568 ♦ 805-688-5513
♦ Fax: 805-966-9715



The useful life of any septic system is determined by numerous factors including, but no limited to, soil characteristics, water usage and proper maintenance. This inspection report is based on observations by the inspector and information provided by the system owner. It is not a guarantee of system adequacy.

Signature of Qualified Inspector: [Signature] Date: 8-26-20

County Sanitation Company Office Review: _____ Date: 8/27/20

This report is for office use only and is not to be used for certification of the septic tank system.



Van De-Reynoso, MPH, PhD Director
Suzanne Jacobson, CPA Chief Financial Officer
Paige Batson, MA, PHN, RN Deputy Director
Douglas Matz, DPM, MPH Deputy Director
Polly Baldwin, MD, MPH Medical Director
Henning Ansorg, M.D. Health Officer

Environmental Health Services

225 Camino del Remedio • Santa Barbara, CA 93110
805/681-4900 • FAX 805/681-4901

2125 S. Centerpointe Pkwy. #333 • Santa Maria, CA 93455-1340
805/346-8460 • FAX 805/346-8485

Lawrence Fay Director of Environmental Health

Recommendation to Correct

September 1, 2020

Alan and Rachael Siebenaler
400 N San Marcos Road
Santa Barbara, CA 93111

SUBJECT: Septic System located at 400 N San Marcos Road - guest house tank

As required by the Local Agency Management Program and Santa Barbara County Code §18C-7, Environmental Health Services is in receipt of a Septic Tank Inspection Report dated 8/26/2020 for the on-site sewage disposal system located on your property noted above. The code requires that copies of these reports be provided to the owner and to this office whenever a septic tank is pumped in the unincorporated area of the County.

The report for this system noted the condition(s) checked below that may impair proper operation or maintenance of the system and fail to meet accepted standards for septic systems.

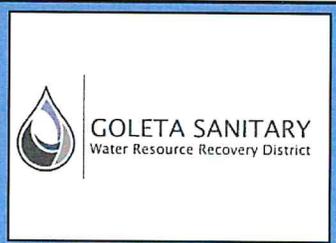
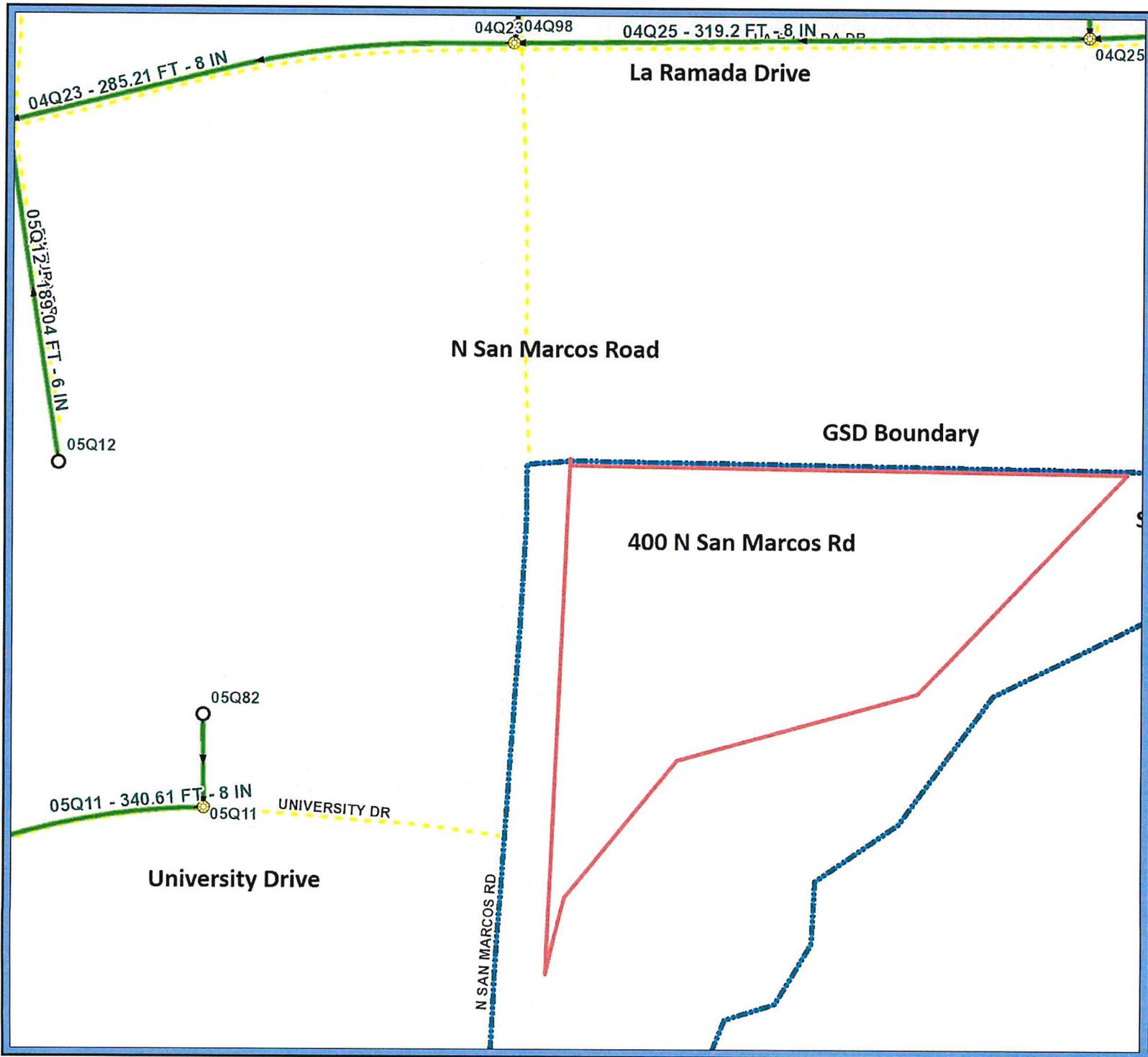
1. Disposal field not adequately absorbing tank effluent
2. The size of the septic tank is inadequate for structure(s) served
3. Other:

Environmental Health Services recommends that you consult with a licensed septic tank contractor and make appropriate repairs or modifications to bring this system up to current standards. Proper operation and maintenance of your septic system will prolong its useful life, enhance safety and help protect the quality of our water resources. If you have any questions about this notice or the septic system program, please call me at (805) 681-4941.

Sincerely,

Marilyn Merrifield, REHS
Environmental Health Specialist

RTC-067-210-012
Rev 04/2020



- ### Key to Features
- Structures**
 - CO
 - DROP
 - MH
 - WYE
 - Wet Well
 - Sewer Pipe**
 - FORCE MAIN
 - LATERAL SEWER
 - MAIN LINE
 - SANITARY SEWER
 - SIPHON INVERTED
 - Outfall Pipe
 - Goleta Sanitary District Bounda
 - Streets
 - Tax Parcels

DISCLAIMER: The map is for reference only. Although every effort has been made to ensure the accuracy of information, errors and conditions originating from physical sources used to develop the database may be reflected on this map. No level of accuracy is claimed for the boundary lines shown herein and lines should not be used to obtain coordinate values, bearings or distances.



Feet

0 45

State Plane California Zone V NAD 83
Santa Barbara County, California

Goleta Sanitary District

Compiled on ##-##-##
Provided by zwd@gjs.com

AGENDA ITEM #3

AGENDA ITEM: 3

MEETING DATE: January 4, 2021

I. NATURE OF ITEM

2020 Action Plan Status Report

II. BACKGROUND INFORMATION

For the last several years staff has prepared an annual action plan detailing various goals and objectives to be obtained over the following fiscal year. The 2020 Action plan that was adopted by the Board in July 2020 included 25 goals and 82 associated actions.

A status report on the 2020 action plan is presented herein for Board consideration.

III. COMMENTS AND RECOMMENDATIONS:

To date, 36 of the 82 actions identified in the 2020 Action Plan are completed or in progress. Of the remaining actions, 32 are scheduled for completion this fiscal year, and 14 will be included in next year's action plan and FY 2021-22 Budget as appropriate. This report is for informational purposes only. As such, no Board action is required.

IV. REFERENCE MATERIALS:

2020 Action Plan Status Report dated January 3, 2021

GOLETA SANITARY DISTRICT 2020 ACTION PLAN STATUS REPORT January 4, 2021

		Original Timeline	Current Status	Estimated Completion	Remarks
Goal #1 Implement Long-Range CIP Master Plan Projects					
1	Complete 2020 Pipeline Rehab Project	Q3 2020	Complete	Q3 2020	Project completed in August 2020.
2	Complete CCTV Inspections for Prioritization	Q2 2021	In Progress	Q2 2021	Project scheduled for completion in March 2021
3	Update CS CIP Based on Updated CCTV Inspections	Q2 2021		Q2 2021	
4	Complete PS&E of Lift Station Rehabilitation Project	Q3 2020	In Progress	Q1 2021	Final Design under review. Project to go out to bid in January 2021.
5	Initiate Construction of Lift Station Rehabilitation Project	Q4 2020	Delayed	Q2 2021	
Goal #2 Implement BESP Phase 1 Improvements					
6	Complete Preliminary Design of BESP Phase 1 Improvements	Q3 2020	Complete	Q3 2020	Preliminary Design Report complete.
7	Initiate Final Design and Environmental Review of BESP Phase 1 Improvements	Q4 2020	Complete	Q4 2020	Final design initiated in November 2020 and schedule for completion by fall 2021
8	Integrate BESP Improvements into LRMP	Q2 2021	Delayed	Q3 2021	
Goal #3 Implement Lystemize Refeed Pilot Project					
9	Complete process skid modifications	Q3 2020	Complete	Q3 2020	Modifications completed end of July 2020
10	Implement refeed test procedures and collect relevant data	Q3 2020	In Progress	Q3 2020	Testing initiated August 3, 2020
11	Consider results of Refeed Pilot project and update LRMP as needed	Q2 2021	In Progress	Q2 2021	Phase 2 of project initiated. Results being reviewed.

**GOLETA SANITARY DISTRICT
2020 ACTION PLAN STATUS REPORT
January 4, 2021**

		Original Timeline	Current Status	Estimated Completion	Remarks
Goal #4 Complete Planned Office Space Improvements					
12	Obtain and install temporary office trailer for CS staff	Q3 2020	Complete	Q3 2020	Trailer Installation completed July 2020
13	Complete office space improvements in staff kitchen area	Q3 2020	In Progress	Q2 2021	Conference room wall modifications to be completed by March 2021
14	Consider modifications to other building areas to provide additional office space	Q1 2021		Q1 2021	
Goal #5 Investigate solids processing capacity improvements					
15	Select consultant to analyze current and future solids process capacity limits	Q4 2020	Delayed	Q2 2021	
16	Evaluate and compare future solids processing capacity improvements	Q1 2021		Q3 2021	Action to be included in 2021 Action Plan and FY21-22 Budget
17	Board consideration of recommended solids process capacity improvements	Q2 2021		Q4 2021	Action to be included in 2021 Action Plan and FY21-22 Budget
18	Update LRMP to include recommended improvements	Q2 2021		Q4 2021	Action to be included in 2021 Action Plan and FY21-22 Budget
Goal #6 Investigate Reclamation Facility Filter Improvements					
19	Select consultant to analyze current filter performance issues	Q4 2020	Complete	Q4 2020	Hazen and Sawyer selected
20	Evaluate and compare cost effective ways to improve filter performance	Q1 2021	In Progress	Q1 2021	Kick off meeting held. Onsite filter evaluation scheduled for November 2020.
21	Board consideration of recommended filter improvements	Q2 2021		Q2 2021	
22	Installation of recommended filter improvements	Q4 2021		Q4 2021	Action to be included in 2021 Action Plan and FY21-22 Budget

**GOLETA SANITARY DISTRICT
2020 ACTION PLAN STATUS REPORT
January 4, 2021**

		Original Timeline	Current Status	Estimated Completion	Remarks
Goal #7 Adopt and Implement Capacity Exceedance Policy					
23	Complete outreach to affected users and schedule public hearing on proposed policy	Q3 2020	In Progress	Q3 2020	All affected users contacted. Meetings in progress.
24	Board consideration of Capacity Exceedance Policy	Q3 2020		Q1 2020	Policy to be brought to Board for consideration in January 2021
25	Implement policy as directed by Board	Q4 2020		Q2 2021	
Goal #8 Conduct rate study based on results from CASA's Flow & Loadings Stud					
26	Continue participation in CASA F&L study	Q1 2021	In Progress	Q1 2021	Participation in study ongoing.
27	Prepare RFQ/P for selection of rate study consultant	Q1 2021		Q3 2021	Action to be included in 2021 Action Plan
28	Board consideration of rate study consultant	Q2 2021		Q4 2021	Action to be included in 2021 Action Plan
29	Conduct rate study based on results of CASA F&L study	Q3 2021		Q3 2021	Action to be included in 2021 Action Plan
30	Board consideration of rate study	Q4 2021		Q4 2021	Action to be included in 2021 Action Plan
31	Board adoption new rate structure	Q1 2022		Q1 2022	Action to be included in 2021 Action Plan
Goal #9 consider alternative project delivery and finance options for future capital projects					
32	Research alternative project delivery and finance options for future capital projects	Q1 2021		Q1 2021	
33	Board consideration of alternative project delivery and finance options for future capital projects	Q1 2021		Q1 2021	

GOLETA SANITARY DISTRICT

2020 ACTION PLAN STATUS REPORT

January 4, 2021

		Original Timeline	Current Status	Estimated Completion	Remarks
Goal #10 Retain Platinum Level District of Distinction Recognition from CSDA					
34	Review DOD requirements and application process	Q3 2020	Complete	Q3 2020	No action required at this time.
35	Complete DOD training and tasks as required	Q2 2021		Q2 2021	
36	Complete and submit DOD application to CSDA prior to deadline for consideration	Q3 2021		Q3 2021	
Goal #11 Improve collaboration with partner agencies					
37	Schedule meetings with UCSB on existing and future energy sustainability efforts	Q4 2020	In Progress	Q4 2020	Meetings on renewable energy credits ongoing.
38	Schedule meetings with GWD and COG on expanded rec water/reuse	Q1 2021		Q1 2021	
39	Schedule meetings with SBMA on pretreatment proposal	Q3 2020	Complete	Q3 2020	Design of SBMA pretreatment proposal completed.
40	Meet with contract entities to consider approval of Multi-Jurisdictional Agreements (MJA)	Q3 2020	Delayed	Q1 2021	GWSD MJA agreement approved by Board. Draft SBMA MJA in review.
Goal #12 Implement District Based Elections Pursuant to the CVRA					
41	Select demographer consultant to assist with development of voting district areas	Q3 2020	Complete	Q3 2020	Board authorization of contract with Lapkoff and Gobelet Demographic Research, Inc. on July 6, 2020
42	Obtain 2020 Census demographic data	Q1 2021		Q3 2021	Action to be included in 2021 Action Plan
43	Conduct public hearings to gather public input on voting district areas	Q2 2021		Q4 2021	Action to be included in 2021 Action Plan
44	Prepare draft voting district maps	Q3 2021		Q1 2022	Action to be included in 2021 Action Plan
45	Conduct public hearings on proposed voting district areas	Q4 2021		Q2 2022	Action to be included in 2021 Action Plan
46	Adopt voting district areas and send information to County in time for 2022 election	Q4 2021		Q2 2022	Action to be included in 2021 Action Plan

**GOLETA SANITARY DISTRICT
2020 ACTION PLAN STATUS REPORT
January 4, 2021**

		Original Timeline	Current Status	Estimated Completion	Remarks
Goal #13 Implement Effective Utility Management Practices					
47	Complete EUM gap analysis using EUM primer	Q4 2020	Complete	Q4 2020	
48	Board consideration of gap analysis	Q1 2021		Q1 2021	
49	Prioritize and initiate implementation of identified EUM practices	Q2 2021		Q2 2021	
Goal #14 Conduct tri-annual Board self-assessment					
50	Board consideration of assessment process and use of consultant for facilitator	Q4 2020	Delayed	Q1 2020	
51	Conduct Board self-assessment	Q1 2021	Delayed	Q2 2021	
52	Board consideration of self-assessment results & recommendations	Q1 2021	Delayed	Q2 2021	
Goal #15 Complete green house gas inventory and assessment of District operations					
53	Complete green house gas inventory and assessment of District Operations	Q3 2020	Complete	Q3 2020	GHG assessment report completed July 24, 2020
54	Board presentation on green house gas inventory and assessment	Q3 2020	Complete	Q3 2020	Board presentation on August 3, 2020
55	Use green house gas production model to estimate past and future GHG emissions	Ongoing	In Progress	Ongoing	GHG model being used to determine reductions associated with recent energy efficiency improvements
Goal #16 Maintain certification as Santa Barbara County Green Business					
56	Review green business certification criteria to ensure compliance	Q4 2020	Complete	Q4 2020	Staff reviewed new criteria for future submittal requirements.
57	Submit application if required to renew/maintain certification	Q2 2021		Q2 2021	
58	Continue to support and participate in SBC Green Business program	Ongoing	In Progress	Ongoing	Staff continues to participate on SBGBP committee meetings.

**GOLETA SANITARY DISTRICT
2020 ACTION PLAN STATUS REPORT
January 4, 2021**

		Original Timeline	Current Status	Estimated Completion	Remarks
Goal #17 Initiate Development of District Wide Resiliency Plan					
59	Review other agency resiliency plans to develop outline of comprehensive RP	Q3 2020	Complete	Q3 2020	
60	Incorporate existing resiliency documents into draft RP as appropriate	Q4 2020	Complete	Q4 2020	
Goal #18 Develop Climate Adaptation and Business Continuity Plans					
61	Select consultant to assist with preparation of Climate Adaptation Plan	Q4 2020	Delayed	Q1 2021	RFQ completed. Consultant selection in February 2021
62	Prepare Draft Climate Adaptation Plan	Q1 2021	Delayed	Q2 2021	
63	Prepare Draft Business Continuity Plan	Q4 2020	Delayed	Q2 2021	
64	Board Consideration of Draft Climate Adaptation and Business Continuity Plans	Q2 2021		Q2 2021	
Goal #19 Implement annual outreach program activities					
65	Review annual outreach program with Board Outreach Committee	Q3 2020	Complete	Q3 2020	Outreach committee meeting on proposed plan held on July 9, 2020.
66	Board consideration of annual outreach program	Q3 2020	Complete	Q3 2020	Board presentation on July 20,2020.

**GOLETA SANITARY DISTRICT
2020 ACTION PLAN STATUS REPORT
January 4, 2021**

		Original Timeline	Current Status	Estimated Completion	Remarks
Goal #20 Develop online elementary school water science curriculum					
67	Research ways to provide online learning opportunities for elementary students	Q3 2020	Complete	Q3 2020	Several online learning opportunities evaluated by staff for future implementation
68	Transition existing in person water science education curriculum to online version	Q3 2020	Complete	Q3 2020	
Goal #21 Use video capture technology to provide virtual tours of WRRF					
69	Research and select video capture program	Q3 2020	Complete	Q3 2020	Openshot video program selected
70	Develop virtual WRRF video tour and put on website	Q4 2020	Complete	Q4 2020	Videos completed. Uploading to website by January 2021
Goal #22 Implement Competency Based Training Programs					
71	Complete and implement CBT programs for CS and Operations staff	Q1 2021	Delayed	Q2 2021	
72	Initiate development of CBT program for Maintenance and Laboratory staff	Q2 2021		Q3 2021	Action to be included in 2021 Action Plan and FY21-22 Budget

**GOLETA SANITARY DISTRICT
2020 ACTION PLAN STATUS REPORT
January 4, 2021**

		Original Timeline	Current Status	Estimated Completion	Remarks
Goal #23 Develop and implement employee wellness and employee assistance programs					
73	Research existing Employee Assistance and Wellness Programs	Q3 2020	Complete	Q3 2020	
74	Board consideration of Employee Assistance and Wellness Program	Q4 2020	Complete	Q4 2020	Board consideration of both program in September 2020.
75	Implement Employee Assistance and Wellness Programs	Q1 2021	Complete	Q1 2021	
76	Compile housing assistance program information for staff	Q3 2020	Complete	Q3 2020	
Goal #24 Recruit and hire Project Manager					
77	Develop position description and survey comparable positions	Q3 2020	Delayed	Q1 2021	
78	Board consideration of new position	Q4 2020	Delayed	Q1 2021	
79	Recruit and hire Project Manager	Q4 2020	Delayed	Q2 2021	
Goal #25 Conduct 5 yr. salary and benefits survey of comparable organizations					
80	Board consideration of hiring consultant to assist with salary survey	Q1 2021		Q1 2021	
81	Conduct salary survey of comparable organizations	Q1 2021		Q1 2021	
82	Board consideration of survey results	Q2 2021		Q2 2021	

GENERAL MANAGER'S REPORT

GOLETA SANITARY DISTRICT GENERAL MANAGER'S REPORT

The following summary report describes the District's activities from December 22, 2020 through January 4, 2021. 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. Kellogg Drive and Cathedral Oaks Road.

CCTV INSPECTION

Staff continues routine Closed-Circuit Television (CCTV) inspections in the area of N. Fairview Avenue and Cathedral Oaks Road.

2020 CCTVI PROJECT

National Plant Services crews cleaned approximately 33,000 LF and CCTV inspected approximately 26,000 LF of 6 and 8-inch diameter sewer lines located primarily in residential areas in the City of Goleta during the first two weeks of December, 2020. The project area encompasses both the City of Goleta and the County of Santa Barbara. The contractor, National Plant Services, is scheduled to resume work on Monday, January 4, 2021.

REPAIR AND MAINTENANCE

Staff replaced two concrete collars and manhole frame and covers on San Simeon Drive and James Road.

GREASE AND OIL INSPECTIONS

The annual Grease and Oil inspection program will begin later this month.

COMPETENCY-BASED TRAINING (CBT)

The Sanitary Sewer Overflow (SSO) Response Guide has been finalized and added to the District Smart-Standard Operating Procedure (SOP) website. Collection System staff has completed review of the SSO Guide. The Smart SOP website allows the guide to be readily accessible to staff.

WINTER STORM PREPARATION

Staff conducted creek and bridge crossing inspections after the first storm of the season. No issues were noted.

2. TREATMENT, RECLAMATION AND DISPOSAL FACILITIES REPORT

Plant flows have decreased to an average of 3.7 million gallons per day (MGD) due to the further protective measures in place for COVID-19 we saw an annual minimum flow on Christmas Day of 3.29 MGD. Reclamation demand has decreased to below 0.25 MGD with the cooler temperatures and shorter days. The facility has been shut down for

December 2020 and January 2021, with the Goleta Water District providing potable water to the system.

Centrifuge operations are continuing as planned. Dredging operations have been completed across approximately 70% of the lagoon. Given the reduction in overall solids coming into the plant we plan to extend the dredging operations through the end of the fiscal year to maximize the benefit of the operation.

The water leak near the Reclamation facility was identified as a sample feed line. Operations and Maintenance staff are planning to move the analyzers closer to the chlorine contact chamber eliminating the sample feed lines, which are at the end of their useful life. Plant operations and maintenance staff are gathering the parts necessary to replace these analyzers to their new locations.

Reclamation hypochlorite fee lines have arrived. Operations staff will finish cleaning the existing conduits prior to installing the new lines.

Maintenance staff has completed the replacement of the level transducers at the plant influent lift station.

Nino and Moore completed 2 geotechnical borings for the Biosolids and Energy Strategic Plan Phase #1. These borings were in the location of the future digester #4 and the Combined Heat and Power Unit.

3. **GENERAL AND ADMINISTRATIVE ITEMS**

Financial Report

The District account balances as of January 4, 2021 shown below are approximations to the nearest dollar and indicate the overall funds available to the District at this time.

Operating Checking Accounts:	\$ 680,016
Investment Accounts:	\$ 30,259,575
Total District Funds:	\$ 30,939,591

The following transactions are reported herein for the period 12/22/20 – 01/04/21.

Regular, Overtime, Cash-outs and Net Payroll:	\$ 119,220
Claims:	\$ 114,540
Total Expenditures:	\$ 233,759
Total Deposits:	\$ 5,593,202

Transfers of funds:

LAIF to Community West Bank Operational (CWB):	\$ - 0 -
CWB Operational to CWB Money Market:	\$ 5,400,000
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.

Annual Calendar of Events

A preliminary 2021 calendar of events will be distributed at the meeting

Special Meeting due to MLK Holiday on 1/18/21

Staff is proposing a Special meeting on Tuesday January 19, 2021 since Monday January 18, 2021 is a holiday.

DISTRICT
CORRESPONDENCE
Board Meeting of January 4, 2021



Date: **Correspondence Sent To:**

1. 12/21/2020 Heidi Jones
 Suzanne Elledge Planning & Permitting Services
Subject: Sewer Service Availability
 Congregation B'nai B'rith Sanctuary and Education Center
 A.P.N. 059-040-011 at 1000 San Antonio Creek Road, Santa Barbara

2. 12/28/2020 Paul Kurth
Subject: Sewer Service Availability
 Proposed Annexation and Sewer Service Connection for One Existing
 Single-Family Residence
 A.P.N. 055-110-007 at 1045 La Vista Road, Santa Barbara

Date: **Correspondence Received From:**

1. 12/28/2020 CalPERS
Subject: Notice of Proposed Regulatory Action

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