

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

February 1, 2021

CALL TO ORDER: 6:30 p.m.

ROLL CALL OF MEMBERS

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

CONSIDERATION OF THE MINUTES OF THE BOARD MEETING

The Board will consider approval of the Minutes of the Special Meeting of January 20, 2021.

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. PRESENTATION ON THE CURRENT STATE OF OPERATIONS AT THE DISTRICT’S WATER RESOURCE RECOVERY FACILITY
2. CONSIDERATION AND ACTION REGARDING ATTENDANCE BY GOVERNING BOARD MEMBERS AT MEETINGS OF OUTSIDE AGENCIES (Board may take action on this item.)
3. REVIEW AND CONSIDERATION OF BOARD SELF-ASSESSMENT WORKSHOP (Board may take action on this item.)
4. REVIEW AND CONSIDERATION OF EXTENDING COVID-19 EMERGENCY PAID TIME OFF FOR DISTRICT EMPLOYEES (Board may take action on this item.)

5. GENERAL MANAGER'S REPORT
6. LEGAL COUNSEL'S REPORT
7. COMMITTEE/DIRECTOR'S REPORTS AND APPROVAL/RATIFICATION OF DIRECTOR'S ACTIVITIES
8. PRESIDENT'S REPORT
9. ITEMS FOR FUTURE MEETINGS
10. CORRESPONDENCE
(The Board will consider correspondence received by and sent by the District since the last Board Meeting.)
11. 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
SPECIAL MEETING OF THE GOVERNING BOARD
GOLETA SANITARY DISTRICT
A PUBLIC AGENCY
DISTRICT OFFICE CONFERENCE ROOM
ONE WILLIAM MOFFETT PLACE
GOLETA, CALIFORNIA 93117

January 20, 2021

- CALL TO ORDER:** President Smith called the meeting to order at 2:01 p.m.
- BOARD MEMBERS PRESENT:** Jerry D. Smith, Steven T. Majoewsky, George W. Emerson, Sharon Rose, Edward Fuller
- BOARD MEMBERS ABSENT:** None
- STAFF MEMBERS PRESENT:** Steve Wagner, General Manager/District Engineer, Rob Mangus, Finance and Human Resources Manager/Board Secretary, Luis Astorga, Collection System Manager and Richard Battles, Legal Counsel from Howell Moore & Gough LLP.
- OTHERS PRESENT:** None
- APPROVAL OF MINUTES:** Director Majoewsky made a motion, seconded by Director Emerson, to approve the minutes of the Regular Board meeting of 01/04/21. The motion carried by the following vote:
- (21/01/2161)
- | | | |
|----------|---|---|
| AYES: | 5 | Smith, Majoewsky
Emerson, Rose, Fuller |
| 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 24 hours in advance of the meeting.
- PUBLIC COMMENTS:** None
- BUSINESS:**
1. **CONSIDERATION AND ACTION REGARDING GOLETA SANITARY DISTRICT STANDING COMMITTEES AND APPOINTMENT OF GOVERNING BOARD MEMBERS TO SERVE ON DISTRICT STANDING COMMITTEES**
Mr. Wagner gave the staff report.

Director Majoewsky made a motion, seconded by Director Rose to accept the recommendation of President Smith and approve the assignments for the District's Standing Committees for the coming year.

The Committee assignments are as follows:

	Engineering Committee	Finance Committee	Personnel Committee	Outreach & Public Education Committee
Member:	Majoewsky	Fuller	Majoewsky	Rose
Member:	Smith	Smith	Emerson	Fuller
Alternate:	Fuller	Rose	Smith	Emerson

The motion carried by the following vote:

(21/01/2162)

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

2. CONSIDERATION AND ADOPTION OF RESOLUTION NO. 21-659 APPROVING REVISED SEWER SYSTEM MANAGEMENT PLAN

Mr. Wagner and Mr. Astorga gave the staff report.

Director Majoewsky made a motion, seconded by Director Emerson to approve and adopt Resolution No. 21-659 approving Revised Sewer System Management Plan, as revised.

The motion carried by the following vote:

(21/01/2163)

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

3. CONSIDERATION OF APPROVAL OF RESOLUTION NO. 21-660 ADOPTING FINDINGS, APPROVING PRELIMINARY ENVIRONMENTAL REVIEW FORM AND AUTHORIZING PREPARATION AND FILING OF NOTICE OF EXEMPTION UNDER CEQA FOR THE ALAN SIEBENALER OUT OF AGENCY AGREEMENT

Mr. Wagner gave the staff report.

Director Majoewsky made a motion, seconded by Director Emerson to approve and adopt Resolution No. 21-660 adopting findings, approving Preliminary Environmental Review form and authorizing preparation and filing of Notice of Exemption under CEQA for the Alan Siebenaler Out of Agency Agreement, as revised.

The motion carried by the following vote:

(21/01/2164)

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

4. CONSIDERATION OF INTERIM OUT OF AGENCY WASTEWATER SERVICE AGREEMENT FOR SIEBENALER PROPERTY AT 400 N. SAN MARCOS ROAD
Mr. Wagner gave the staff report.

Director Fuller made a motion, seconded by Director Majoewsky to approve the interim Out of Agency Wastewater Service Agreement for Siebenaler property at 400 N. San Marcos Road.

The motion carried by the following vote:

(21/01/2165)

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

5. GENERAL MANAGER'S REPORT
Mr. Wagner gave the report.

6. LEGAL COUNSEL'S REPORT
Mr. Battles reported on the forthcoming CASA Attorneys Committee meeting.

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

Director Majoewsky – Reported on the two Goleta West Sanitary District meetings he attended.

Director Rose – Reported on the two Goleta Water District meetings she attended.

Director Emerson – Reported he has a forthcoming handout regarding economic issues.

Director Fuller – No report.

8. PRESIDENT'S REPORT

President Smith – No report.

9. ITEMS FOR FUTURE MEETINGS

Consensus to have a discussion regarding attendance at Goleta Water District and Goleta West Sanitary District meetings.

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 Rose, to ratify and approve the claims, for the period 01/05/2021 to 01/20/2021 as follows:

Running Expense Fund #4640	\$	493,645.59
Capital Reserve Fund #4650	\$	2,515.00
Depreciation Replacement Reserve Fund #4655	\$	56,759.42
Retiree Health Insurance Sinking Fund #4660	\$	1,432.32

The motion carried by the following vote:

(21/01/2166)

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

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:33 p.m.

Jerry D. Smith
Governing Board President

Robert O. Mangus, Jr.
Governing Board Secretary

Steven T. Majoewsky

George W. Emerson

Sharon Rose

Edward Fuller

AGENDA ITEM #1

AGENDA ITEM: 1

MEETING DATE: February 1, 2021

I. NATURE OF ITEM

Presentation on the Current State of Operations at the District's Water Resource Recovery Facility

II. BACKGROUND INFORMATION

The District owns and operates a state-of-the-art Water Resource Recovery Facility (WRRF) that can process up to 9.8 million gallons of wastewater and up to 3 million gallons of recycled water daily, while simultaneously recovering energy for system heating and nutrients for soil amendment. To do this, the District has developed a highly trained group of dedicated staff to work 7 days a week to ensure the ongoing protection of our community's public health and its environment.

Over the last several years, increases in the concentration of flows coming into the WRRF has resulted in an ongoing battle with various forms of toxicity and overall plant process interference that has required the implementation of new and innovative processes. Our Plant Operations Manager, John Crisman will provide an overview presentation of the current state of operations at our WRRF and discuss how a few of the recent toxicity issues are being mitigated.

III. COMMENTS AND RECOMMENDATIONS

This presentation is for information purposes only. As such, no Board action is required.

IV. REFERENCE MATERIALS

None

AGENDA ITEM #2

AGENDA ITEM: 2

MEETING DATE: February 1, 2021

I. NATURE OF ITEM

Consideration and Action Regarding Attendance by Governing Board Members at Meetings of Outside Agencies

II. BACKGROUND INFORMATION

Historically, the Board assigns individual Board members to attend certain local agencies' governance meetings in order to keep the Board informed of the activities of these local agencies. The payment of compensation and expenses for attendance by assigned Board members to regular or rescheduled governance meetings of the Goleta West Sanitary District and the Goleta Water District is authorized by Resolution Nos. 13-558, 15-586 and 15-587. The list of pre-approved Director activities is included in Sections 2-1.6.2 and 2-1.7.2 of the District's Administrative Code. These assignments are typically made in the beginning of the calendar year after the incoming Board President is seated. In accordance with Resolution No. 13-558, absent any action of the Board, these assignments terminate after twelve months.

On January 17, 2020, the Board voted on the following assignments:

AGENCY	REPRESENTATIVE	ALTERNATE
Goleta West Sanitary District	Director Majoewsky	Director Smith
Goleta Water District	Director Rose	Director Majoewsky

At the Board meeting on January 20, 2021 staff was directed to bring this item back for further consideration and discussion. As such staff is bringing this item back for direction.

III. COMMENTS AND RECOMMENDATIONS

Under the current version of Section 18702.5 of the Fair Political Practices Commission's (FPPC) regulations, the following matters are deemed to not have a personal financial effect on a Director:

- Payment of any travel expenses, to the extent allowed by law, incurred while attending meetings as an authorized representative of the District.
- Stipends received for attendance at meetings of any group or body created by law or formed by the District for a special purpose, so long as the District posts an FPPC form 806.

Should the Board elect to continue outside agency appointments, Directors may vote on their appointment since the District has posted its FPPC form 806 listing the outside agency appointments.

As noted above, and by action of the Board, the assignments for meeting attendance of the above agencies expired on January 17, 2021. As such, the Board may wish to address this issue and act as needed.

IV. REFERENCE MATERIALS

Resolution No. 13-558

Resolution No. 15-586

Resolution No. 15-587

RESOLUTION NO. 13-558

**RESOLUTION OF THE GOVERNING BOARD OF THE GOLETA
SANITARY DISTRICT REPEALING RESOLUTION NO. 12-550 AND
SETTING FORTH REVISED POLICIES PERTAINING TO DIRECTOR
MEETING ATTENDANCE AND COMPENSATION**

WHEREAS, on December 3, 2012, the Governing Board (the “Board”) of the Goleta Sanitary District (the “District”) adopted Resolution No. 12-550 to set forth the policies of the District pertaining to the payment of compensation and to address other issues when members of the District’s Board (“Directors”) (i) attend regular and special meetings of the District’s Board, meetings of District standing committees and ad hoc committees, and meetings of other agencies, associations and organizations at which matters that affect the District are to be discussed and/or acted upon, (ii) serve on boards and committees of various associations and organizations, and (iii) engage in other activities that contribute to their effectiveness as Directors and/or benefit the District (collectively, “Director Activities”); and

WHEREAS, The Board desires to repeal Resolution No. 12-550 and replace it with this Resolution in order to (i) add City of Goleta City Council meetings, Goleta West Sanitary District (“GWSD”) Governing Board meetings and Goleta Water District (“GWD”) Board of Directors meetings to the list of pre-approved Director Activities, (ii) adopt a new requirement that any Director who wishes to continue engaging in a previously approved Director Activity shall be responsible for bringing the matter to the Board for consideration and action before the term of the Board approval expires, and (iii) provide for the authorization of the Board President to appoint Directors to attend meetings of other agencies, associations and organizations and serve on boards and committees of associations and organizations.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Goleta Sanitary District as follows:

1. **Purpose.** This Resolution sets forth the policies of the District pertaining to the payment of compensation and addresses other issues relating to Director Activities. The Board may deviate from these policies on a case-by-case basis to address specific circumstances as may be determined by the Board. When approving Director Activities, the Board may impose such requirements, restrictions and limitations as it deems appropriate.

2. **Authorized Compensation.** Directors shall be compensated for meeting attendance associated with Director Activities where the compensation is (i) specifically

authorized by the Board on a case-by-case basis, or (ii) included in the table of pre-approved Director Activities set forth below. In the event a Board or committee meeting of the California Special Districts Association (CSDA), the California Sanitation Risk Management Authority (CSRMA), or the California Association of Sanitation Agencies (CASA) is held as part of a larger conference or event for which the District has authorized attendance, but where the District does not pay compensation, the District will not pay compensation for attending said Board or committee meeting.

PRE-APPROVED DIRECTOR ACTIVITIES	
<u>Meeting</u>	<u>Authorized Directors</u>
<u>GSD Governing Board:</u> <ul style="list-style-type: none"> • Regular Board meetings • Special Board meetings 	All Directors
<u>GSD Committees:</u> <ul style="list-style-type: none"> • Standing committee meetings • Ad hoc committee meetings 	Directors appointed as committee members, and Directors appointed as alternates when attending committee meetings in the absence of a regular committee member
<u>Santa Barbara Chapter of CSDA:</u> <ul style="list-style-type: none"> • Executive Board meetings 	As approved by the District Board or (if authorized) by the Board President
<u>CSDA:</u> <ul style="list-style-type: none"> • Board of Directors meetings • Legislative Committee meetings 	As approved by the District Board or (if authorized) by the Board President
<u>CSRMA:</u> <ul style="list-style-type: none"> • Board of Directors meetings 	As approved by the District Board or (if authorized) by the Board President
<u>CASA:</u> <ul style="list-style-type: none"> • Board of Directors meetings • Legislative Committee meetings 	As approved by the District Board or (if authorized) by the Board President
<u>City of Goleta City Council meetings:</u> <ul style="list-style-type: none"> • Regular meetings and special meetings held in lieu of regular meetings 	As approved by the District Board or (if authorized) by the Board President
<u>GWSD Governing Board meetings:</u> <ul style="list-style-type: none"> • Regular meetings and special meetings held in lieu of regular meetings 	As approved by the District Board or (if authorized) by the Board President
<u>GWD Board of Directors meetings:</u> <ul style="list-style-type: none"> • Regular meetings and special meetings held in lieu of regular meetings 	As approved by the District Board or (if authorized) by the Board President

3. **Rate of Compensation.** Where compensation is authorized under this Resolution for meeting attendance associated with Director Activities, such compensation shall be at the rate periodically established by ordinance of the Board in accordance with Health & Safety Code Section 6489.

4. **Maximum Compensation.** The maximum compensation a Director is entitled to receive is as follows:

- a. **Daily**. The maximum number of Director Activities that a Director shall be compensated for per day is one (1).
- b. **Monthly**. The maximum number of Director Activities that a Director shall be compensated for in a calendar month is six (6).

5. **Board Compensation Request Forms**. In order to receive compensation which is authorized under this Resolution for meeting attendance associated with a Director Activity, Directors shall submit to District Staff a completed Governing Board Compensable Meeting Attendance Sheet within four (4) weeks of the Director Activity in question. Completed Governing Board Compensable Meeting Attendance Sheet must be submitted by noon on the Wednesday immediately prior to the District's next regular payday in order for compensation to be paid on such payday.

6. **Restrictions and Procedures**. Without the express prior authorization of the Board, no Director shall, as a representative of the District, engage in Director Activities or speak on behalf of the Board. In the event the Board approves a Director Activity that involves the election or appointment of the Director to serve as a board or committee member of an association or organization, such Board approval shall expire at the end of the then current term of such board or committee position, unless withdrawn earlier by the Board as provided below. All other Board approvals relating to Director Activities shall expire one year after the approval is granted unless the Board takes action to extend the term of the approval or unless a different term is stated at the time of approval. Approvals may be granted or withdrawn at any time by action of the Board. Any Director who wishes to continue engaging in a previously approved Director Activity shall be responsible for bringing the matter to the Board for consideration and action before the term of the Board approval, as provided above, expires. Unless specifically authorized by the Board in advance or ratified after the fact, no compensation or expenses shall be paid following expiration or withdrawal of such Board approval. For purposes of this Section 6, a Director shall be deemed to be acting as a representative of the District when engaging in a Director Activity if (i) the District pays any compensation or expenses in connection with the Director Activity, or (ii) the Director Activity involves the election or appointment of the Director to serve as a board or committee member of an association or organization and such association or organization requires the approval of the Board in connection with the election or appointment. In order to avoid conflicts of interest, the Board may on a case by case basis delegate to the Board President the authority to appoint individual Directors to attend meetings of other agencies, associations and organizations and serve on boards and committees of associations and organizations.

7. **Report Requirement.** Directors shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board.

8. **Repeal of Resolution No. 12-550.** Resolution No. 12-550 is hereby repealed and is superseded by this Resolution.

PASSED AND ADOPTED this 3rd day of September, 2013, by the following vote of the Governing Board of the Goleta Sanitary District:

AYES: Smith, Fox, Carter, Emerson, Rose

NOES: None

ABSENT: None

ABSTAIN: None

COPY


Jerry D. Smith,
President of the Governing Board

Countersigned:

COPY


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

RESOLUTION NO. 15-586

**RESOLUTION OF THE GOVERNING BOARD OF THE
GOLETA SANITARY DISTRICT AMENDING RESOLUTION
NO. 13-558 TO REVISE TABLE OF DIRECTOR ACTIVITIES
FOR WHICH COMPENSATION IS PRE-APPROVED**

WHEREAS, on September 3, 2013, the Governing Board (the “Board”) of the Goleta Sanitary District (the “District”) adopted Resolution No. 13-558 to set forth the policies of the District pertaining to the payment of compensation and to address other issues when members of the District’s Board (“Directors”) (i) attend regular and special meetings of the District’s Board, meetings of District standing committees and ad hoc committees, and meetings of other agencies, associations and organizations at which matters that affect the District are to be discussed and/or acted upon, (ii) serve on boards and committees of various associations and organizations, and (iii) engage in other activities that contribute to their effectiveness as Directors and/or benefit the District (collectively, “Director Activities”);

WHEREAS, Section 3 of Resolution No. 13-558 was amended by Resolution No. 14-579 on August 4, 2014 to set forth the procedures to be followed in the event the Board wishes to increase the compensation payable to Directors in connection with Director Activities;

WHEREAS, Section 2 of Resolution No. 13-558 sets forth a table of Director Activities for which the payment of compensation has been pre-approved; and

WHEREAS, the Board desires to revise the table under Section 2 of Resolution No. 13-558 to delete attendance at Goleta City Council meetings from the list of pre-approved Director Activities.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Goleta Sanitary District as follows:

1. **Pre-Approved Director Activities.** The table of pre-approved Director Activities set forth under Section 2 of Resolution No. 13-558 is hereby deleted in its entirety and is replaced with the following:

PRE-APPROVED DIRECTOR ACTIVITIES	
<u>Meeting</u>	<u>Authorized Directors</u>
<u>GSD Governing Board:</u> <ul style="list-style-type: none">• Regular Board meetings• Special Board meetings	All Directors
<u>GSD Committees:</u> <ul style="list-style-type: none">• Standing committee meetings• Ad hoc committee meetings	Directors appointed as committee members, and Directors appointed as alternates when attending committee meetings in the absence of a regular committee member

<u>Santa Barbara Chapter of CSDA:</u> • Executive Board meetings	As approved by the District Board or (if authorized) by the Board President
<u>CSDA:</u> • Board of Directors meetings • Legislative Committee meetings	As approved by the District Board or (if authorized) by the Board President
<u>CSRMA:</u> • Board of Directors meetings	As approved by the District Board or (if authorized) by the Board President
<u>CASA:</u> • Board of Directors meetings • Legislative Committee meetings	As approved by the District Board or (if authorized) by the Board President
<u>GWSD Governing Board meetings:</u> • Regular meetings and special meetings held in lieu of regular meetings	As approved by the District Board or (if authorized) by the Board President
<u>GWD Board of Directors meetings:</u> • Regular meetings and special meetings held in lieu of regular meetings	As approved by the District Board or (if authorized) by the Board President

2. **Continued Effect.** Except as specifically amended herein, all of the terms and provisions of Resolution No. 13-558, as previously amended by Resolution No. 14-579, shall continue in full force and effect.

PASSED AND ADOPTED this 2nd day of February, 2015, by the following vote of the Governing Board of the Goleta Sanitary District:

AYES: Emerson, Smith, Majoewsky

NOES: Rose, Fox

ABSENT: None

ABSTAIN: None

COPY

 George W. Emerson.

President of the Governing Board

Countersigned:

COPY


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

RESOLUTION NO. 15-587

**RESOLUTION OF THE GOVERNING BOARD OF THE GOLETA
SANITARY DISTRICT AMENDING RESOLUTION NO. 12-549 AND
REPEALING RESOLUTION NO. 14-564 TO REVISE TABLE OF DIRECTOR
ACTIVITIES FOR WHICH EXPENSES ARE PRE-APPROVED**

WHEREAS, on December 3, 2012, the Governing Board (the “Board”) of the Goleta Sanitary District (the “District”) adopted Resolution No. 12-549 to set forth the policies of the District pertaining to the payment of expenses when members of the District’s Board (the “Directors”) (i) attend regular and special meetings of the District’s Board, meetings of District standing committees and ad hoc committees, and meetings of other agencies, associations and organizations at which matters that affect the District are to be discussed and/or acted upon, (ii) serve on boards and committees of various associations and organizations, and (iii) engage in other activities that contribute to their effectiveness as Directors and/or benefit the District (collectively, “Director Activities”);

WHEREAS, Section 3 of Resolution No. 12-549 sets forth a table of Director Activities for which the payment of expenses has been pre-approved;

WHEREAS, the table under Section 3 of Resolution No. 12-549 was most recently revised by Resolution No. 14-564 on April 7, 2014; and

WHEREAS, the Board desires to further revise the table under Section 3 of Resolution No. 12-549 to delete attendance at Goleta City Council meetings from the list of pre-approved Director Activities.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Goleta Sanitary District as follows:

1. Pre-Approved Director Activities. The table of pre-approved Director Activities set forth under Section 3 of Resolution No. 12-549, as previously amended, is hereby deleted in its entirety and is replaced with the following:

PRE-APPROVED DIRECTOR ACTIVITIES	
<u>Meeting</u>	<u>Authorized Directors</u>
<u>GSD Governing Board:</u> <ul style="list-style-type: none">• Regular Board meetings• Special Board meetings	<ul style="list-style-type: none">• All Directors
<u>GSD Committees:</u> <ul style="list-style-type: none">• Standing committee meetings• Ad hoc committee meetings	<ul style="list-style-type: none">• Directors appointed as committee members, and Directors appointed as alternates when attending committee meetings in the absence of a regular committee member

<u>Santa Barbara Chapter of CSDA (SBCSDA):</u> <ul style="list-style-type: none"> • Regular meetings of members 	<ul style="list-style-type: none"> • All Directors
<u>SBCSDA:</u> <ul style="list-style-type: none"> • Executive Board meetings 	<ul style="list-style-type: none"> • As approved by the District Board or (if authorized) by the Board President
<u>State CSDA:</u> <ul style="list-style-type: none"> • Board of Directors meetings • Legislative Committee meetings 	<ul style="list-style-type: none"> • As approved by the District Board or (if authorized) by the Board President
<u>State CSDA:</u> <ul style="list-style-type: none"> • Annual conference 	<ul style="list-style-type: none"> • The Board President or an alternate Director designated by the Board President • Directors who serve as a member of the Board of Directors or as a member of any committee of CSDA at the State level • Newly elected or appointed Directors during the first 12 months in office
<u>State CSDA:</u> <ul style="list-style-type: none"> • Legislative Days 	<ul style="list-style-type: none"> • The Board President or an alternate Director designated by the Board President • Directors who serve as a member of the Legislative Committee of CSDA at the State level • Newly elected or appointed Directors during the first 12 months in office
<u>CSRMA:</u> <ul style="list-style-type: none"> • Board of Directors meetings 	<ul style="list-style-type: none"> • As approved by the District Board or (if authorized) by the Board President
<u>CASA:</u> <ul style="list-style-type: none"> • General membership conferences in January and August of each year 	<ul style="list-style-type: none"> • All Directors
<u>CASA:</u> <ul style="list-style-type: none"> • Annual Washington DC conference • Annual Spring conference 	<ul style="list-style-type: none"> • Board President or an alternate Director designated by the Board President • Newly elected or appointed Directors during the first 12 months in office
<u>CASA:</u> <ul style="list-style-type: none"> • Board of Directors meetings • Legislative Committee meetings 	<ul style="list-style-type: none"> • As approved by the District Board or (if authorized) by the Board President

<p><u>Water Environment Federation:</u></p> <ul style="list-style-type: none"> • Annual Technical Exhibition and Conference (WEFTEC) 	<ul style="list-style-type: none"> • All Directors, but only where the event is held within driving distance and does not involve an overnight stay, in which case one day's attendance is pre-approved • Newly elected or appointed Directors during the first 12 months in office, but not including attendance at technical workshops
<p><u>GWSD Governing Board meetings:</u></p> <ul style="list-style-type: none"> • Regular meetings and special meetings held in lieu of regular meetings 	<p>As approved by the District Board or (if authorized) by the Board President</p>
<p><u>GWD Board of Directors meetings:</u></p> <ul style="list-style-type: none"> • Regular meetings and special meetings held in lieu of regular meetings 	<p>As approved by the District Board or (if authorized) by the Board President</p>

2. **Continued Effect.** Except as specifically amended herein, all of the terms and provisions of Resolution No. 12-549 shall continue in full force and effect.

3. **Repeal of Resolution No. 14-564.** Resolution No. 14-564 is hereby repealed and is superseded by this Resolution.

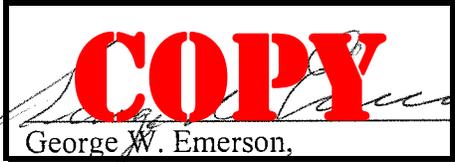
PASSED AND ADOPTED this 2nd day of February, 2015, by the following vote of the Governing Board of the Goleta Sanitary District:

AYES: Emerson, Smith, Majoewsky

NOES: Rose, Fox

ABSENT: None

ABSTAIN: None


 George W. Emerson,
 President of the Governing Board

Countersigned:


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

AGENDA ITEM #3

AGENDA ITEM: 3

MEETING DATE: February 1, 2021

I. NATURE OF ITEM

Review and Consideration of Board Self-Assessment Workshop

II. BACKGROUND INFORMATION

The District continues to pursue excellence in governance through a variety of ways. One such effort that is included in the District's Strategic and Action Plans are periodic self-assessments of the Governing Board. The last time the Board conducted a self-assessment workshop was in March 2018. Brent Ives was hired to facilitate the workshop and presented the results of a pre-workshop survey of current issues to help focus the discussion. A copy of the 2018 workshop presentation is attached to this report.

Since Brent facilitated the last workshop, staff reached out to him and requested a proposal to conduct a similar workshop should the Board elect to do so. A copy of the proposal is attached to this report and presented herein for Board consideration.

III. COMMENTS AND DISCUSSION

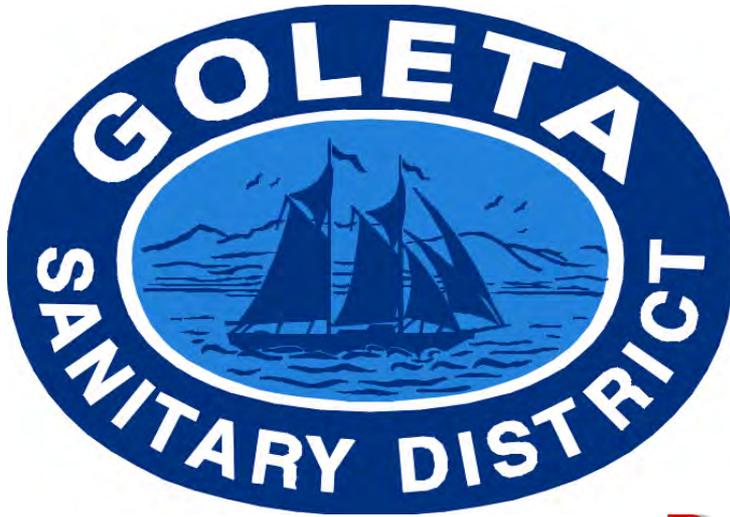
The attached proposal is to facilitate a self-assessment of the Governing Board in a similar manner to the 2018 workshop. However, given the ongoing pandemic the meeting would be conducted online via zoom. A survey would be prepared and distributed to the Board members and executive staff to help identify key issues to be further discussed at the workshop. A presentation and follow up action summary will be prepared, like the one prepared in 2018.

The total cost of the proposed self-assessment workshop is \$8,500. Funds for this effort are included the FY2020-2021 Budget.

Should the Board elect to move forward with a self-assessment workshop, staff would prepare a professional services agreement with Brent Ives in the form of an addendum to proposal in the amount of \$8,500 and confirm a date for the workshop.

IV. REFERENCE MATERIAL

2018 Board Self-assessment Workshop Presentation
2021 Board Self-assessment Workshop Proposal



Board of Directors

Board Self-assessment
Exercise



March 28, 2018

Introduction

- **INTRODUCTION**

- Brent Ives, BHI Management Consulting

- Organizational consultant to Special Districts (18 years)

- BHI Management Consulting - Strategic Planning - Supervisor training – Board Dynamics Board/Manager relations - workshops, etc. – many statewide sanitation clients

- 25 years Technical Manager In Engineering at LLNL

- Served 23 years on Tracy City Council (most recent 8 years as elected Mayor, termed out 2014), numerous regional Boards/Commissions ...



Today's Session?

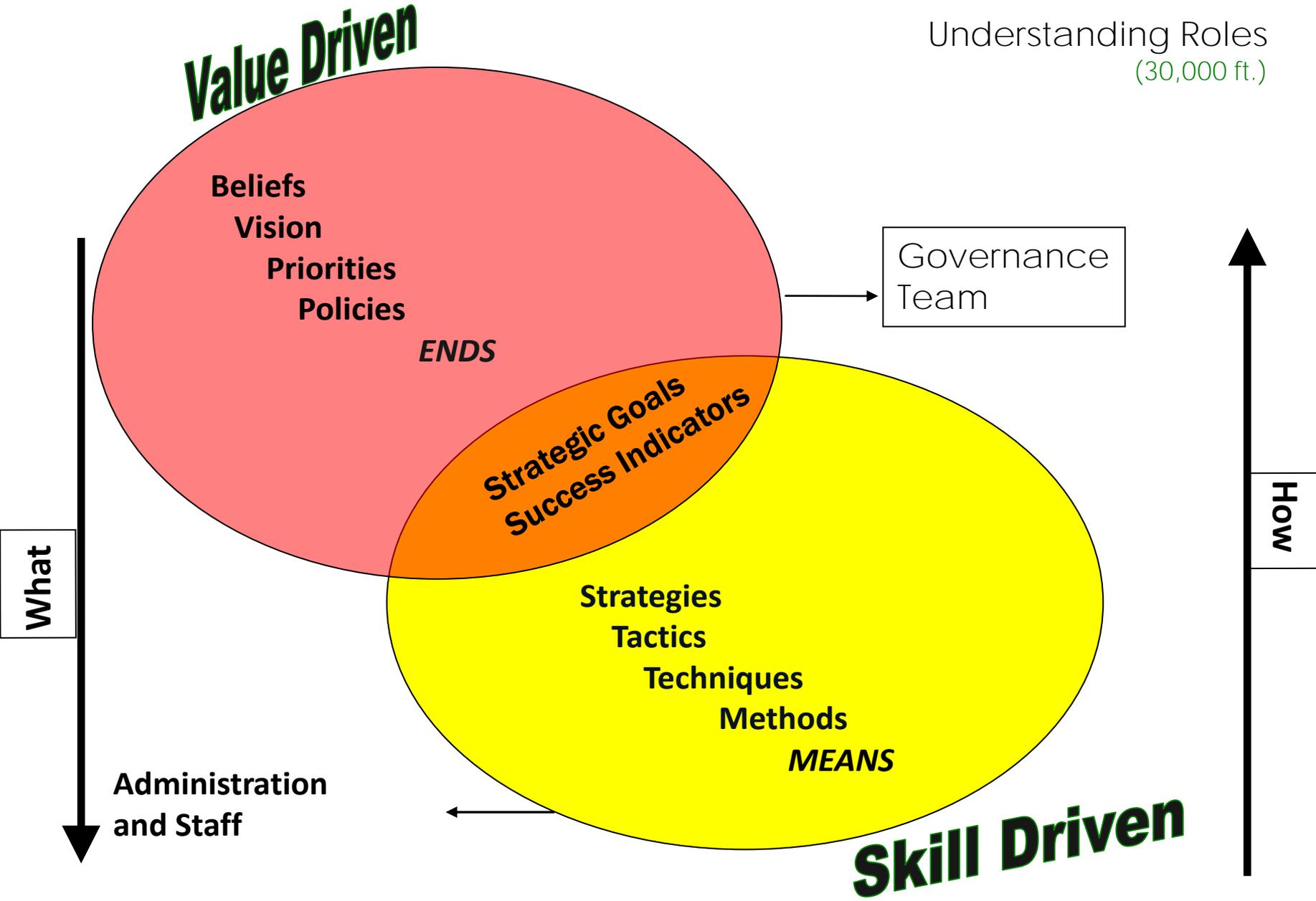
- *Present the results of the recent Board Self-assessment*
- *Discuss where lower scores are indicated*
- *Discuss certain questions that may be of particular interest*
- *Determine where work is needed to optimize, if any...*



Board Governance – *“Respecting The PROCESS”*

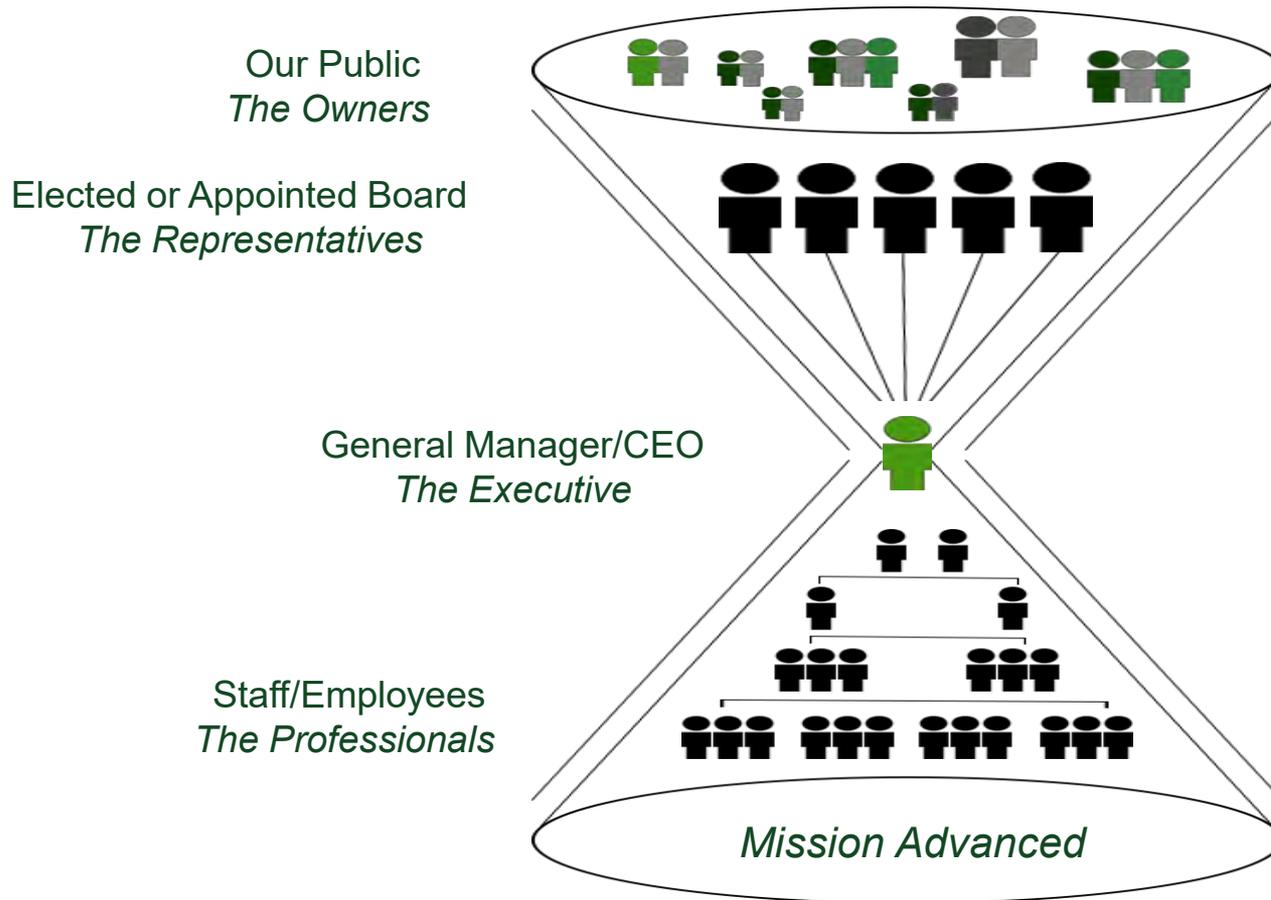
- You are part of a process that existed before you arrived – Mission, method, process and culture
- Good board’s make good policy decisions and stay within that role lane
- You employ a process for public decision making, (*informed by staff, your experience and the public*)
- Decisions are made by this team
- Your review of Board policies is a best practice...





This activity is doing your part!

Public Agency Organization Model



Board Self-Assessment Survey –

- **Fifty-eight (58) questions**
- **Assesses 11 performance categories... mixed throughout**
- **Circulated to Board (5) and Exec. Team/Managers (2)**
- **Collected and collated results**
- **Report today on, the differences where they exist and lowest score categories and questions**



Board Self-Assessment Survey –

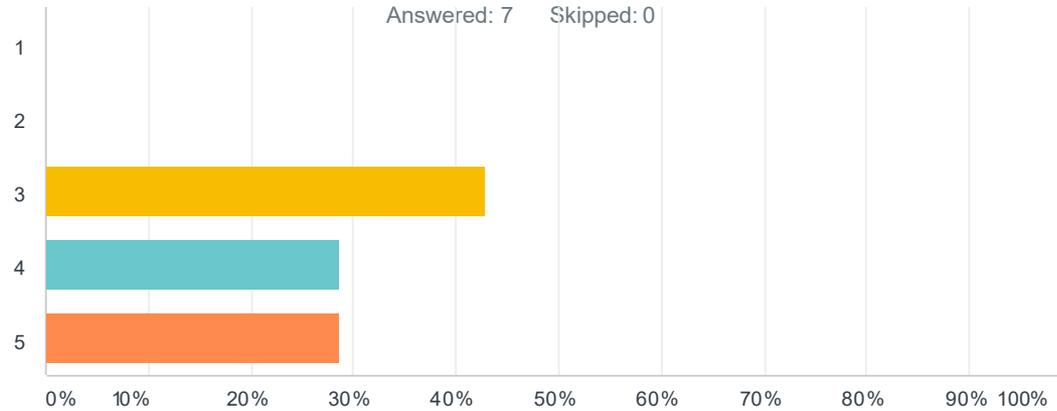
- Overall self-score – 89.5%
- Few answers scored lower than 3
- I reviewed and highlighted those for discussion
- Only 1 scored at #1 (Q#33) – *“policy for staff direction”*
- Scored #2 (Q#46) – *“use of the Mission”*
 - (Q#48) – *“review of Mission performance”*
 - (Q#51) – *“Board development”*
- We will review all questions and discuss



Board Self-Assessment

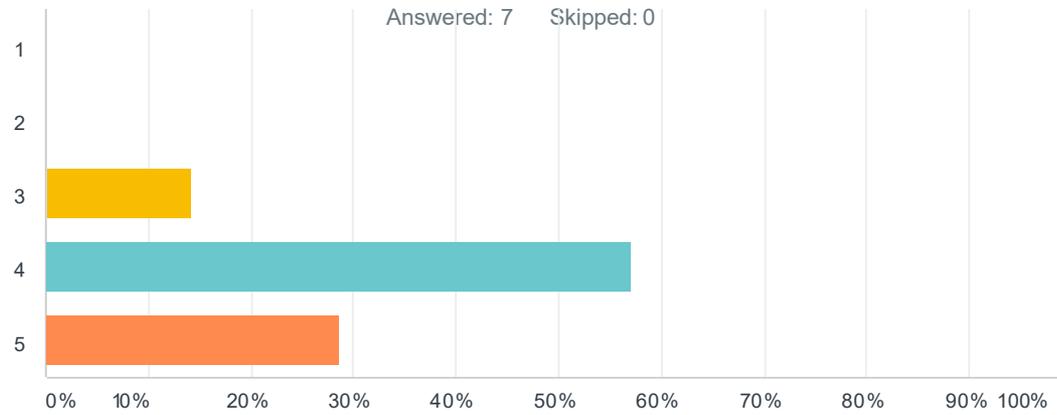
- **Potential areas for discussion:**
 - ***Being together on direction and policy and organizational performance (1, 2, 5,10)***
 - ***Board work at meetings (19, 21, 24)***
 - ***Committees (39, 41)***
 - ***Using your Mission statement (46, 48)***
- ***We will develop a parking lot flipchart for re-visiting items for potential action***

Q1 Board has full and common understanding of the roles and responsibilities of a board



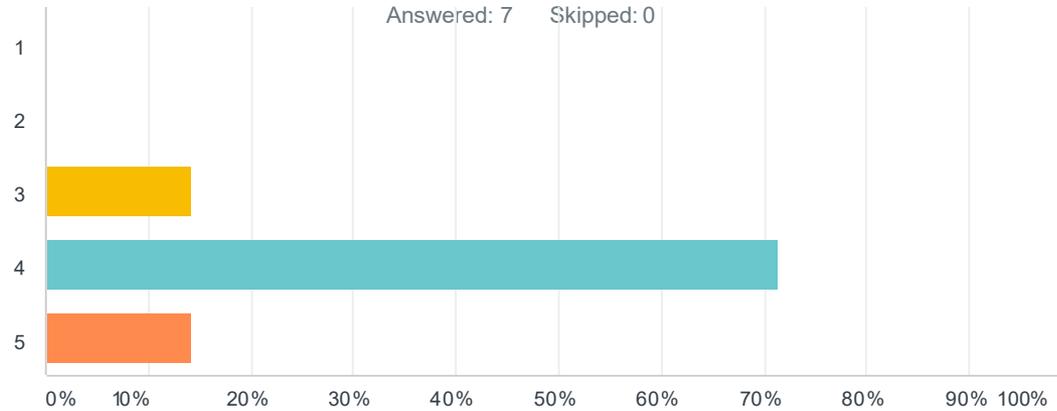
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	42.86%	3
4	28.57%	2
5	28.57%	2
TOTAL		7

Q2 The Board understands the structural pattern and the associated roles (board, committees, executive and staff)



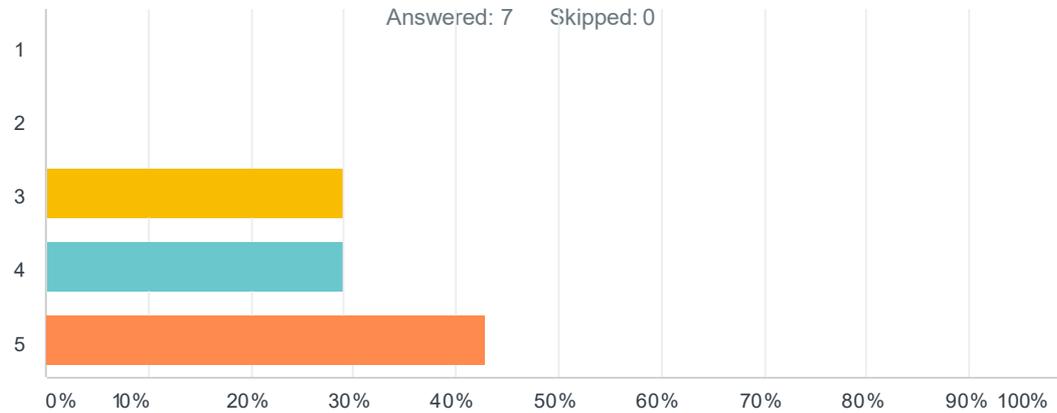
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	14.29%	1
4	57.14%	4
5	28.57%	2
TOTAL		7

Q3 Board effectively represents the organization to the community and the community in the organization



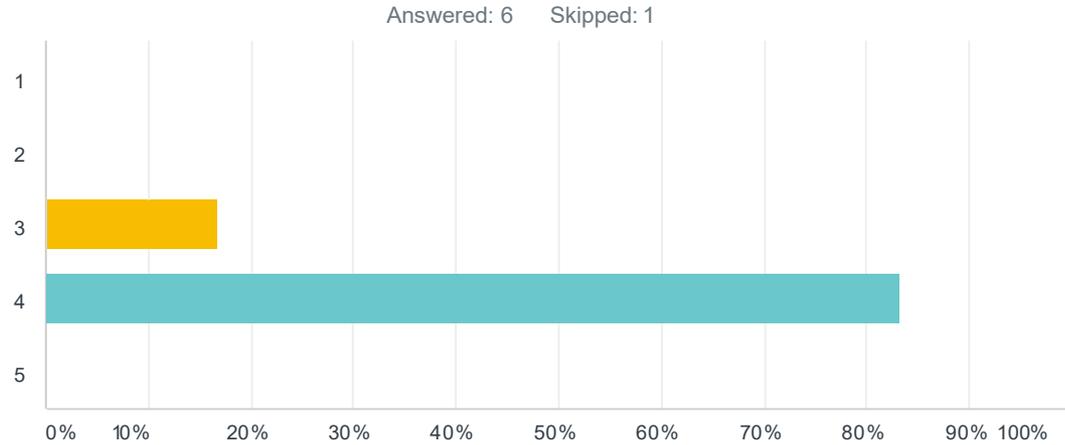
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	14.29%	1
4	71.43%	5
5	14.29%	1
TOTAL		7

Q4 Board regularly evaluates the chief executive, sets clear goals and objectives that are kinked to strategic results and achievements



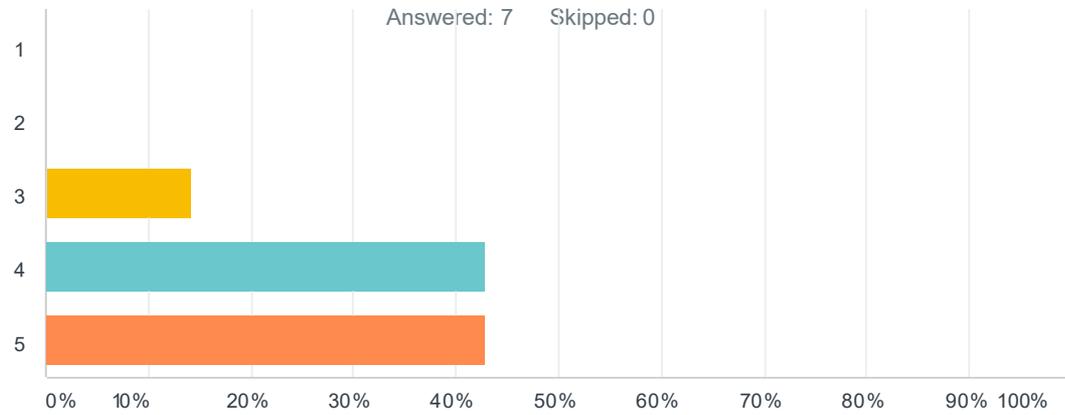
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	28.57%	2
4	28.57%	2
5	42.86%	3
TOTAL		7

Q5 The board operates under a set of self-regulating policies, procedures, norms and guidelines with which all members respect and are familiar.



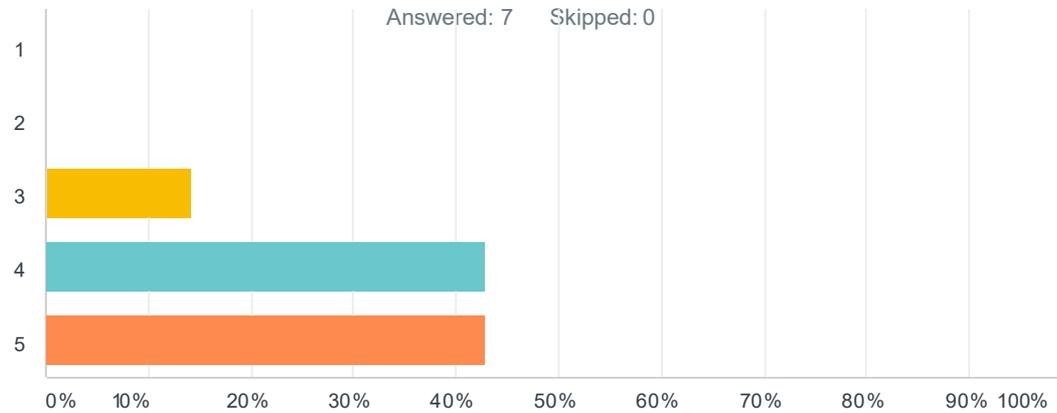
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	16.67%	1
4	83.33%	5
5	0.00%	0
TOTAL		6

Q6 The board understands its governance role and the differing role of professional staff.



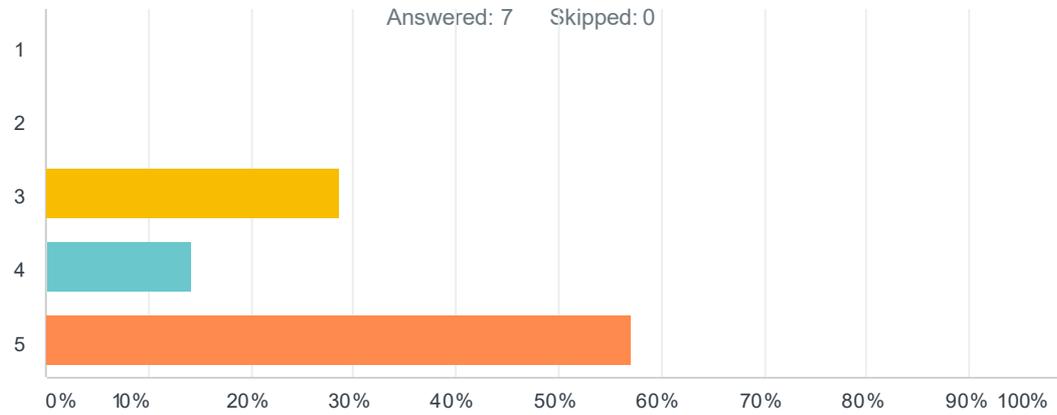
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	14.29%	1
4	42.86%	3
5	42.86%	3
TOTAL		7

Q7 The board applies its members' talents and skills to the work of good boardwork as it relates to the business/operation of the agency.



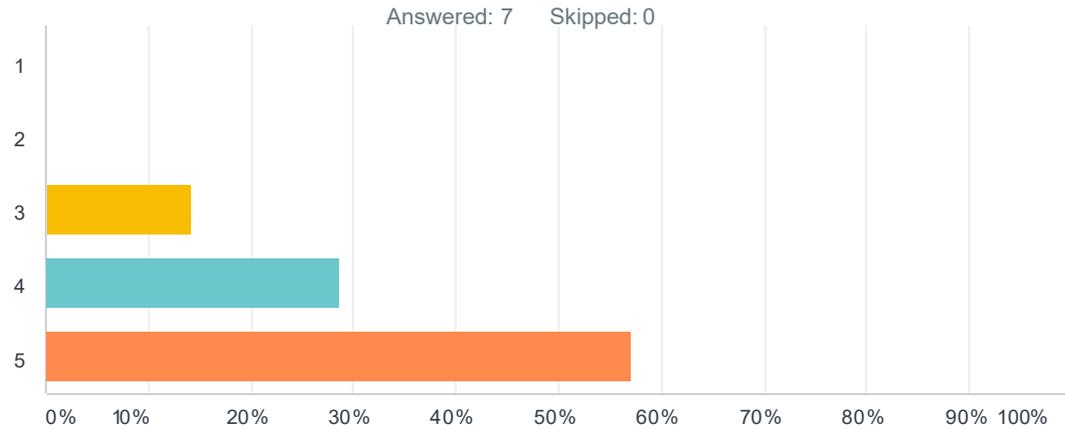
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	14.29%	1
4	42.86%	3
5	42.86%	3
TOTAL		7

Q8 The board demonstrates a deep commitment to Mission of the agency and to good public process and governance.



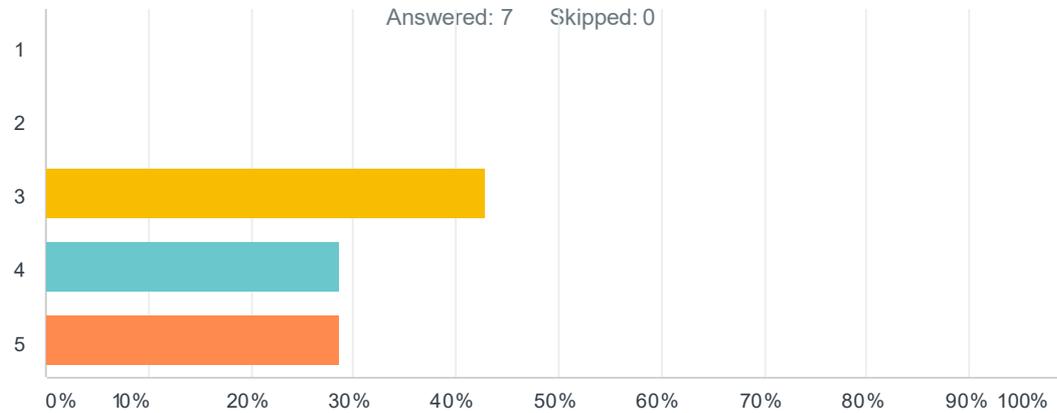
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	28.57%	2
4	14.29%	1
5	57.14%	4
TOTAL		7

Q9 Communication is strong and clear between the board and executive.



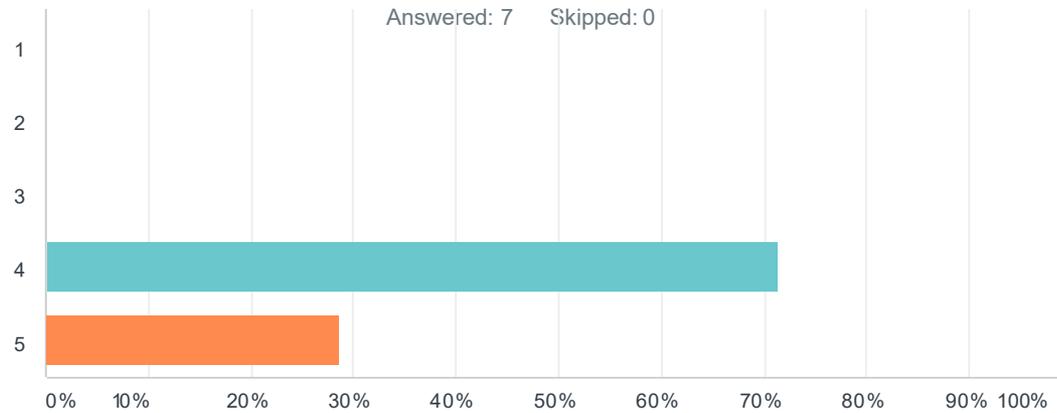
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	14.29%	1
4	28.57%	2
5	57.14%	4
TOTAL		7

Q10 Communications between Board members on and off the dais is properly controlled and indicative of a professionally run organization.



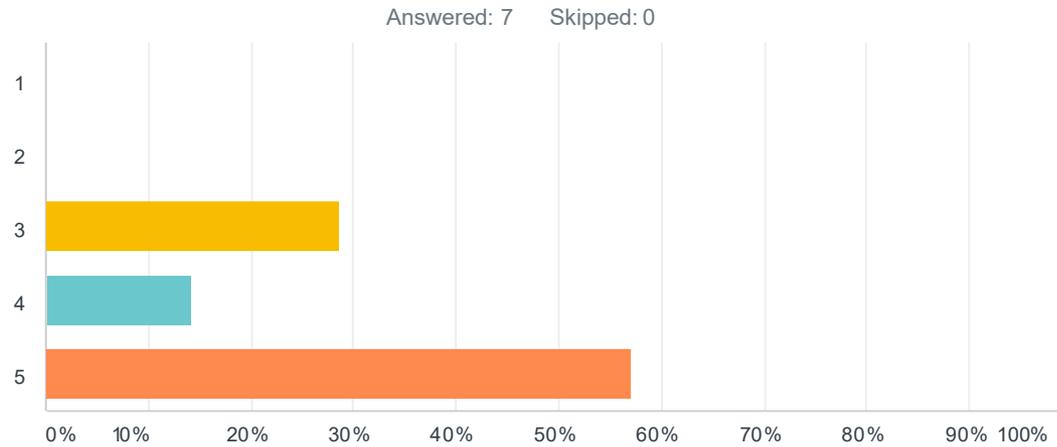
ANSWER CHOICES	RESPONSES
1	0.00% 0
2	0.00% 0
3	42.86% 3
4	28.57% 2
5	28.57% 2
TOTAL	7

Q11 The Board has developed guidelines that outline how the members will communicate between themselves in different situations.



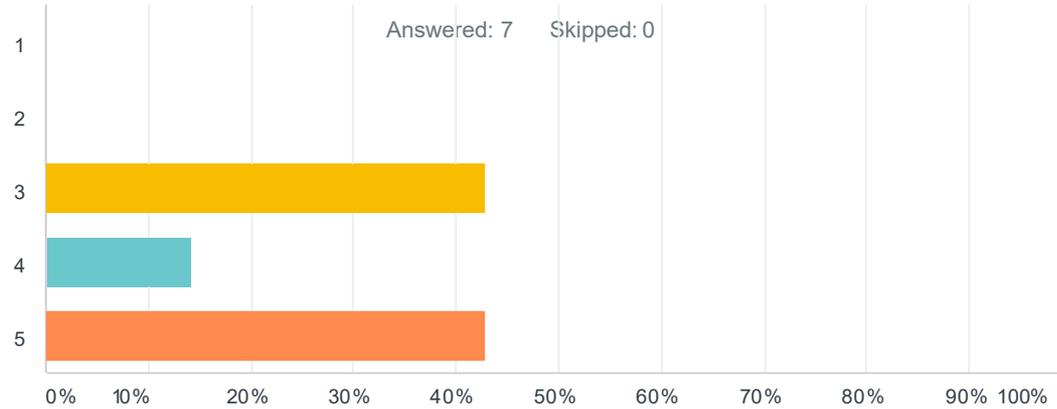
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	0.00%	0
4	71.43%	5
5	28.57%	2
TOTAL		7

Q12 The board chair effectively and appropriately leads and facilitates the board meetings and the policy and governance work and public process of the board.



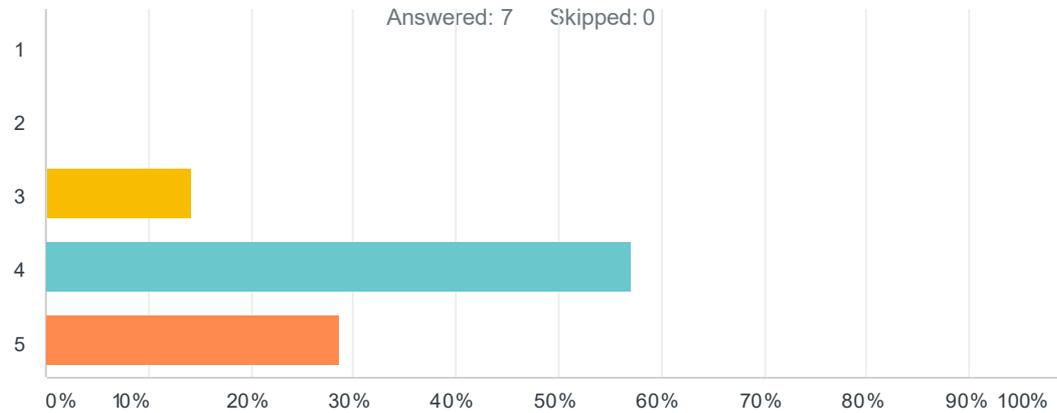
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	28.57%	2
4	14.29%	1
5	57.14%	4
TOTAL		7

Q13 The Board understands that there is usually more than one right answer in public works and practices flexible compromise with their colleagues to optimize their decisions



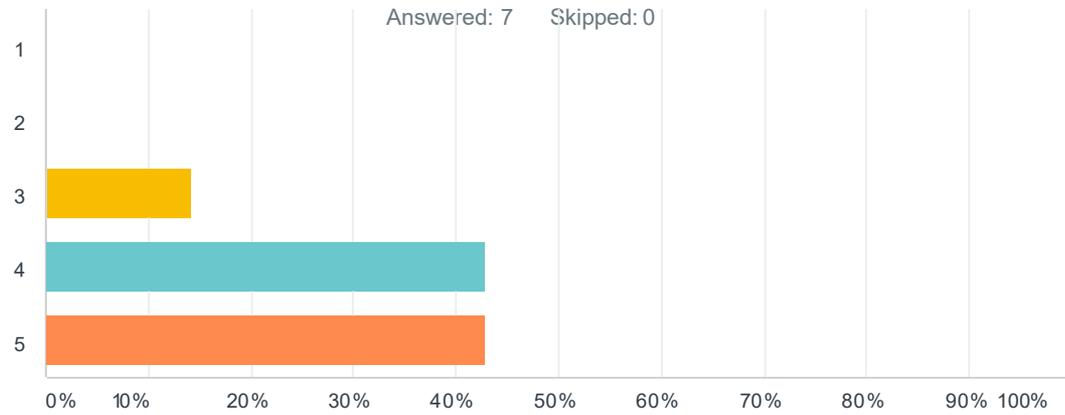
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	42.86%	3
4	14.29%	1
5	42.86%	3
TOTAL		7

Q14 The Board members conduct themselves professionally and in accordance with their own Board conduct bylaws.



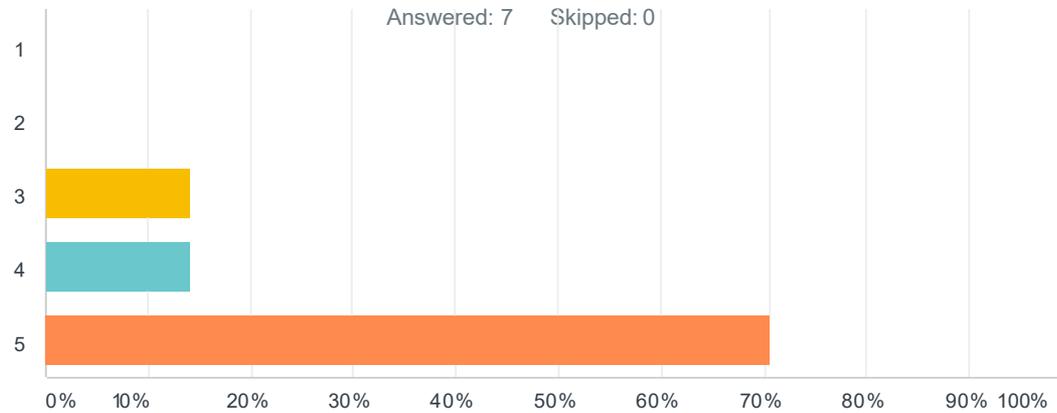
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	14.29%	1
4	57.14%	4
5	28.57%	2
TOTAL		7

Q15 The Board has a culture of respect between one another and exercises that during Board meetings.



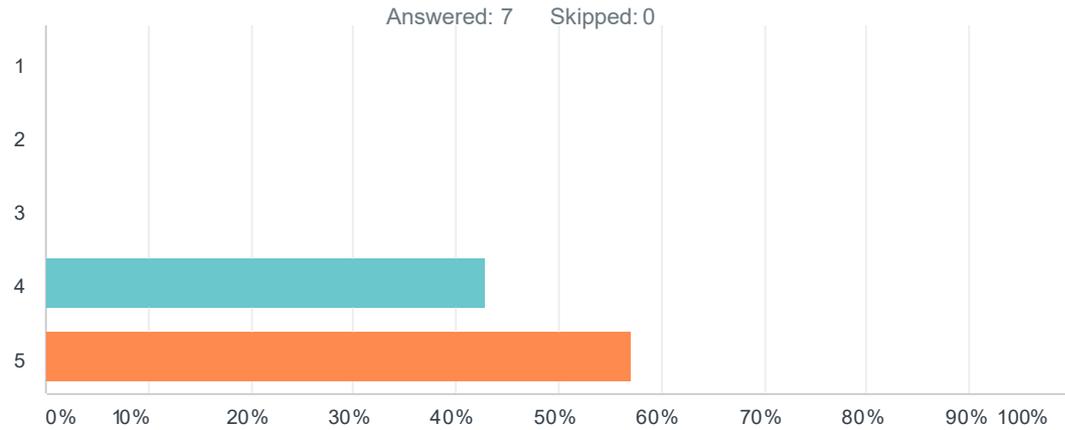
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	14.29%	1
4	42.86%	3
5	42.86%	3
TOTAL		7

Q16 The Board and each of its members treat staff as respected and trustworthy partners at meetings.



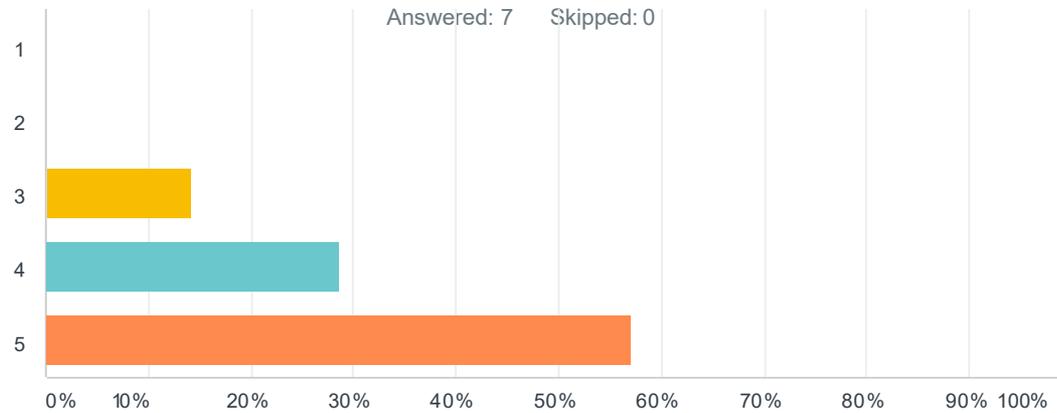
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	14.29%	1
4	14.29%	1
5	71.43%	5
TOTAL		7

Q17 The Board provides clear direction to the manager and staff.



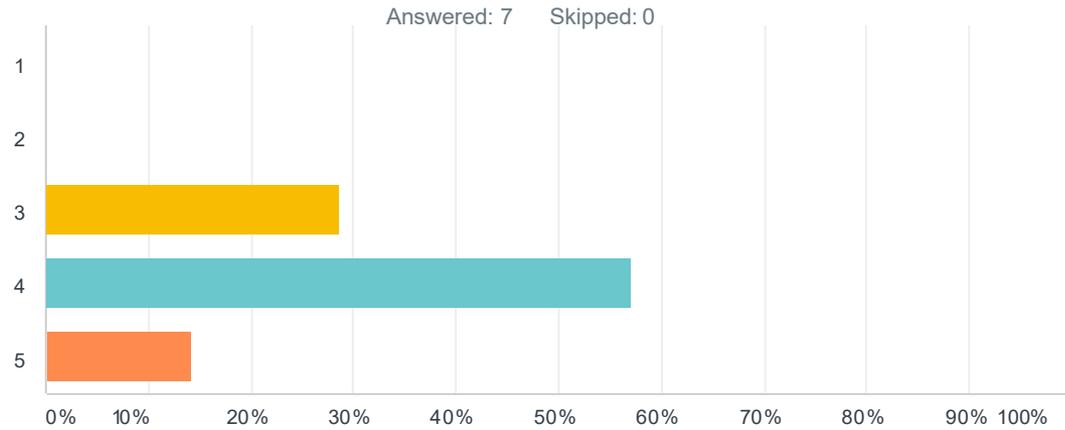
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	0.00%	0
4	42.86%	3
5	57.14%	4
TOTAL		7

Q18 The Board has clear guidelines on how it conducts meetings and interacts with the public at various places within a meeting agenda.



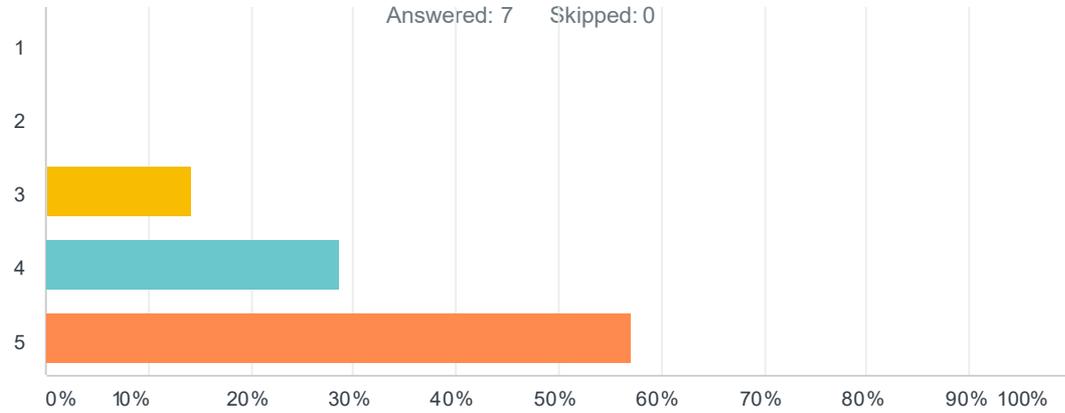
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	14.29%	1
4	28.57%	2
5	57.14%	4
TOTAL		7

Q19 The Board knows how to respond to questions from the public.



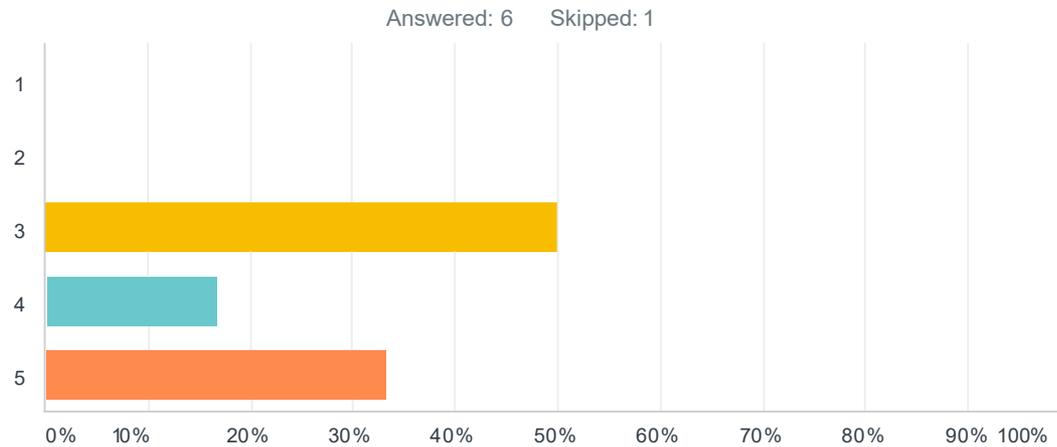
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	28.57%	2
4	57.14%	4
5	14.29%	1
TOTAL		7

Q20 The Board treats the public openly, consistently, with respect and without bias.



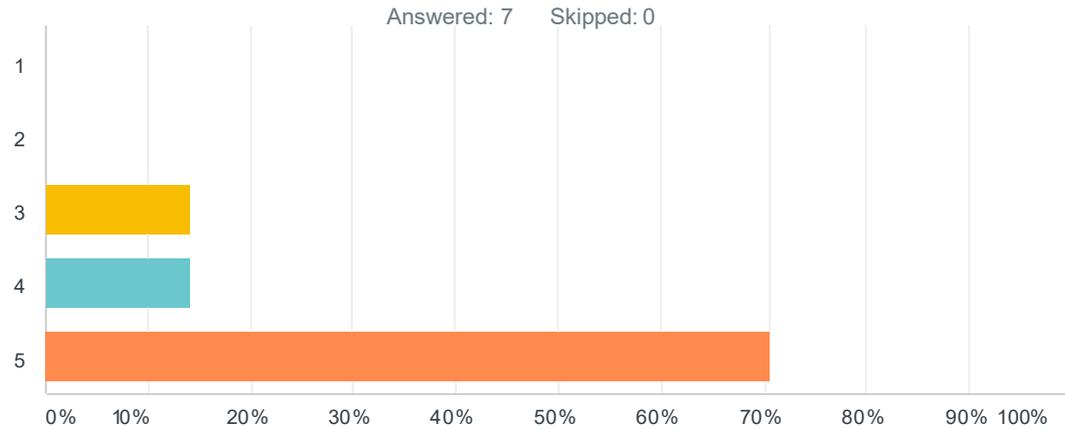
ANSWER CHOICES		RESPONSES	
1		0.00%	0
2		0.00%	0
3		14.29%	1
4		28.57%	2
5		57.14%	4
TOTAL			7

Q21 Board meetings facilitate focus on public progress of important policies, clearly articulated and expected results, and achievements, now only “how” things get done



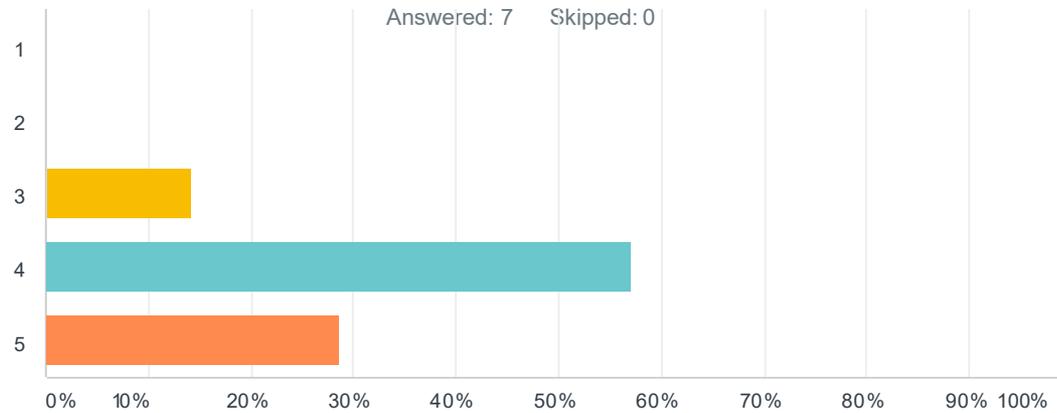
ANSWER CHOICES	RESPONSES
1	0.00% 0
2	0.00% 0
3	50.00% 3
4	16.67% 1
5	33.33% 2
TOTAL	6

Q22 Board meetings are well attended by each member



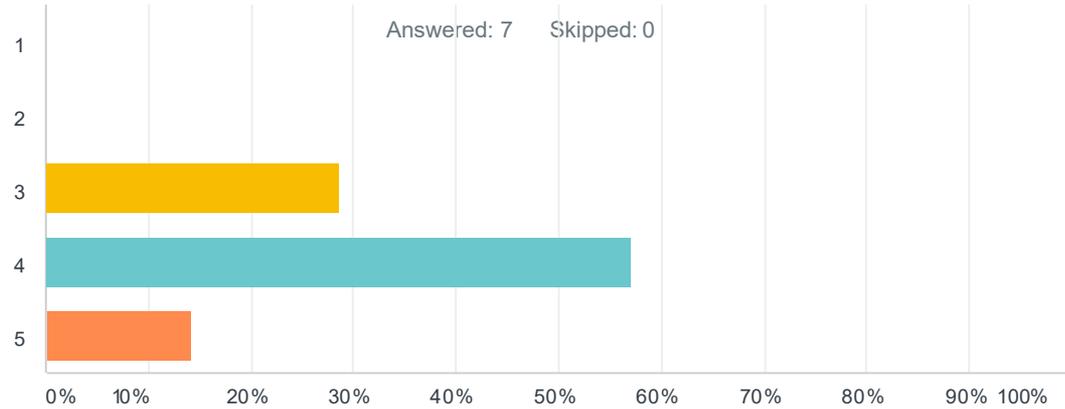
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	14.29%	1
4	14.29%	1
5	71.43%	5
TOTAL		7

Q23 Each board meeting includes an opportunity for learning about the organization's progress toward results and achievements.



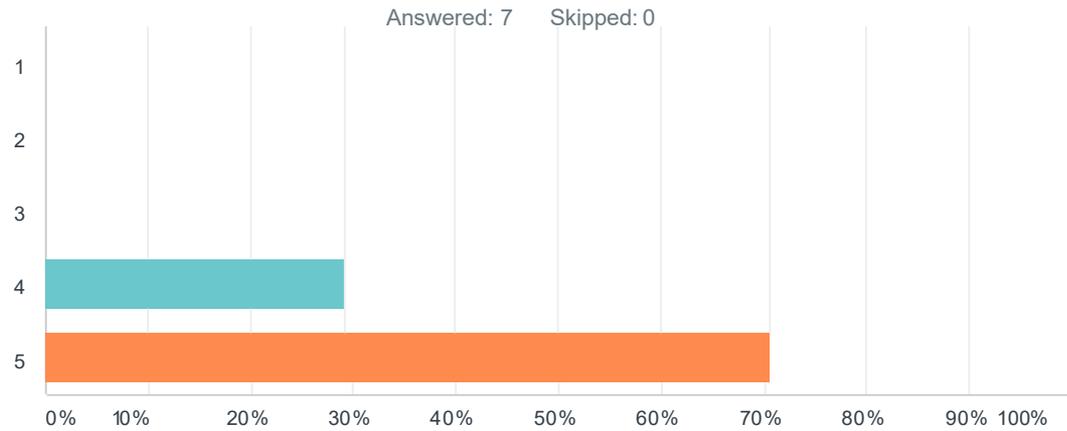
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	14.29%	1
4	57.14%	4
5	28.57%	2
TOTAL		7

Q24 The Board avoids engagement at the dais that is acrimonious, instead, asks clarifying questions on legitimate issues well ahead of scheduled meetings.



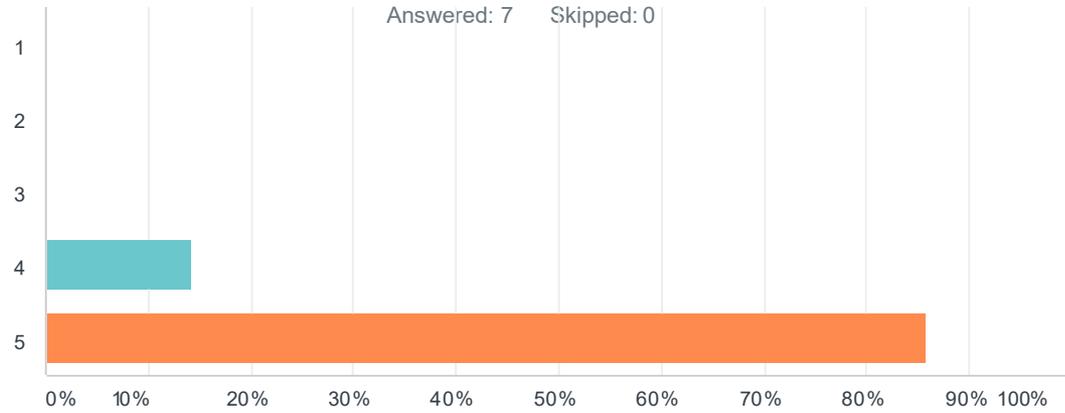
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	28.57%	2
4	57.14%	4
5	14.29%	1
TOTAL		7

Q25 The board actively engages in discussion around significant issues.



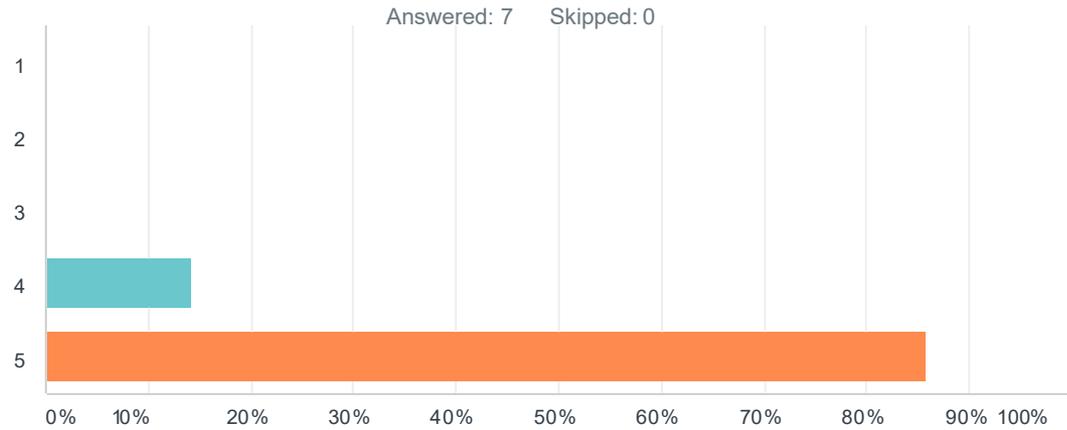
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	0.00%	0
4	28.57%	2
5	71.43%	5
TOTAL		7

Q26 Board meetings are frequent enough to ensure effective governance and public access.



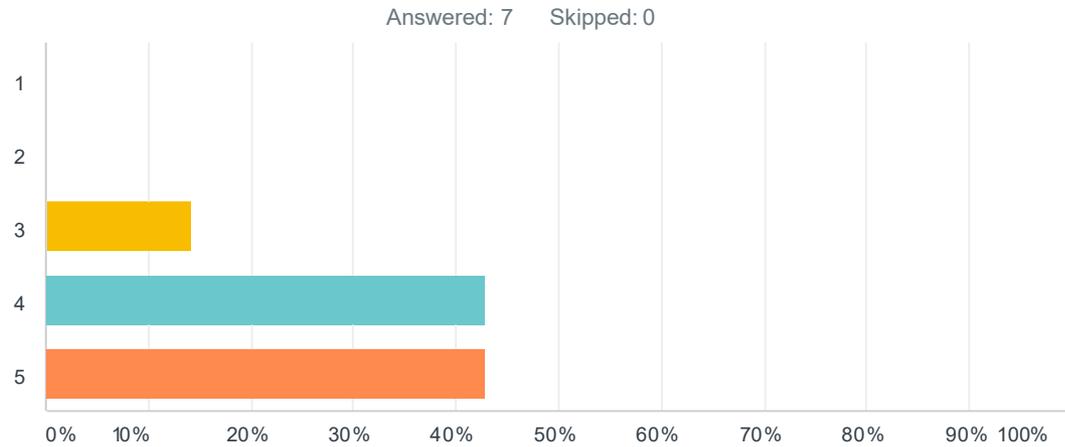
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	0.00%	0
4	14.29%	1
5	85.71%	6
TOTAL		7

Q27 Board meetings are long enough to accomplish the board's work.



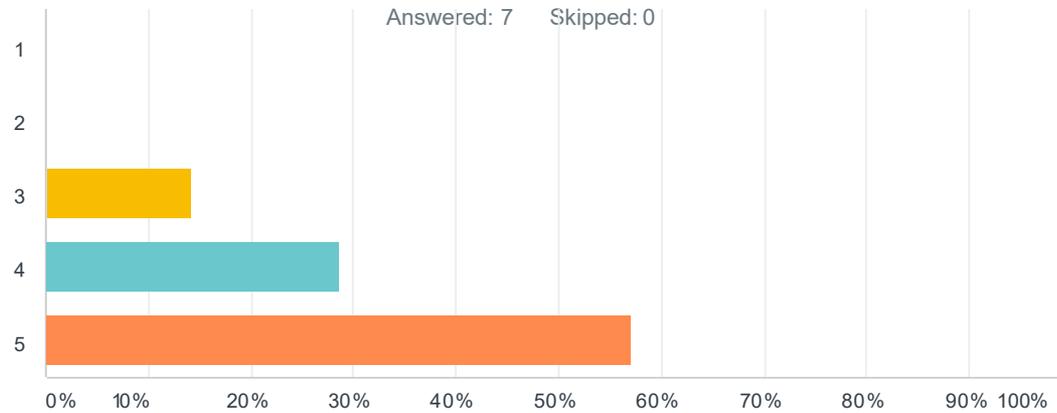
ANSWER CHOICES		RESPONSES	
1		0.00%	0
2		0.00%	0
3		0.00%	0
4		14.29%	1
5		85.71%	6
TOTAL			7

Q28 At meetings the Board dynamics are professional, well controlled for good public process and yield clear and deliberate processing of the agency's work



ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	14.29%	1
4	42.86%	3
5	42.86%	3
TOTAL		7

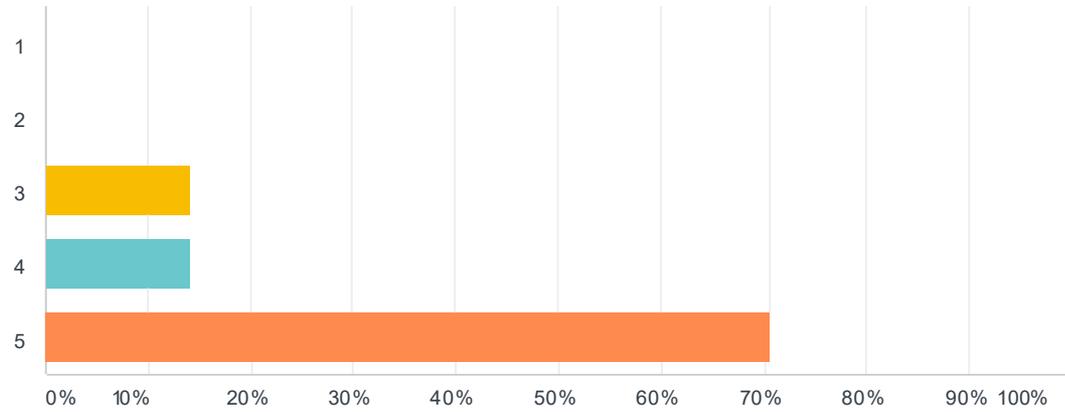
Q29 At meetings board members show respect of the public, one another, the chair and staff, even if the matter doesn't go their way.



ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	14.29%	1
4	28.57%	2
5	57.14%	4
TOTAL		7

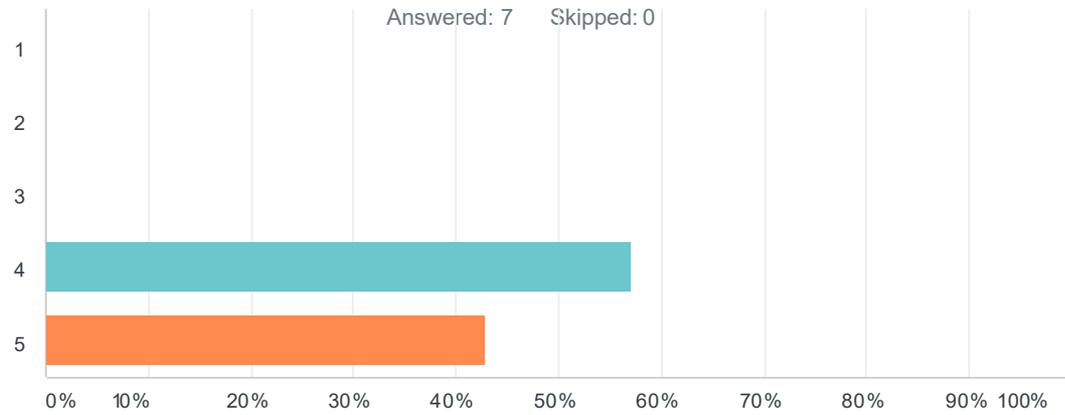
Q30 As a Board we provide clear direction and guidance to our executive at meetings.

Answered: 7 Skipped: 0



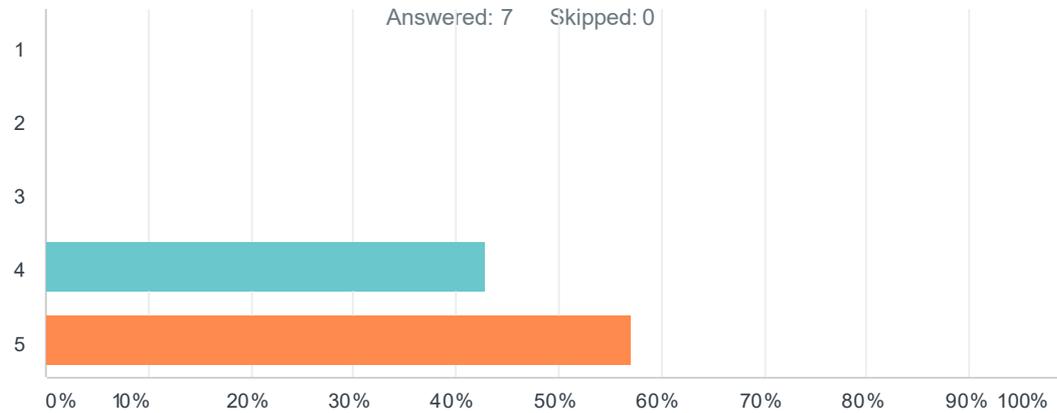
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	14.29%	1
4	14.29%	1
5	71.43%	5
TOTAL		7

Q31 We strive to make decisions when all of the information is available and don't "kick-the-can-down-the-road" with tough decisions



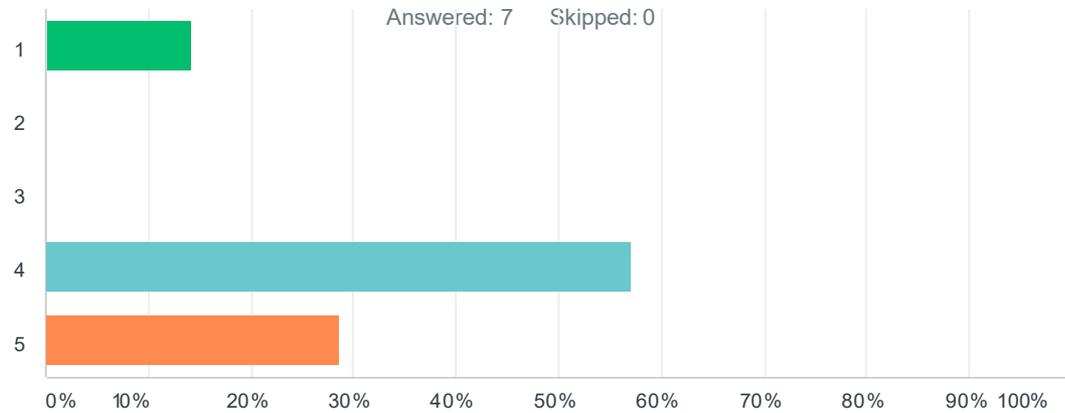
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	0.00%	0
4	57.14%	4
5	42.86%	3
TOTAL		7

Q32 We are sure to make sure that our Board delivers direction to staff as a whole, not any one Board member.



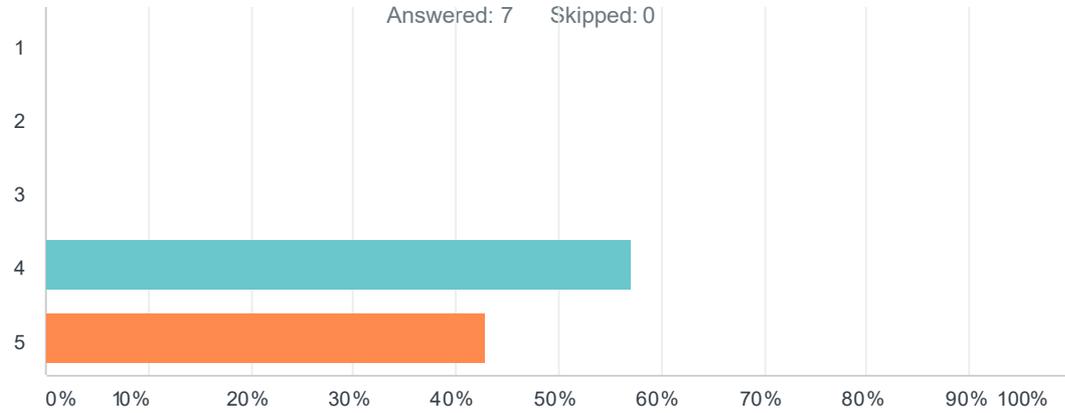
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	0.00%	0
4	42.86%	3
5	57.14%	4
TOTAL		7

Q33 Board focuses on policy-related decisions which effectively guide operational activities of staff



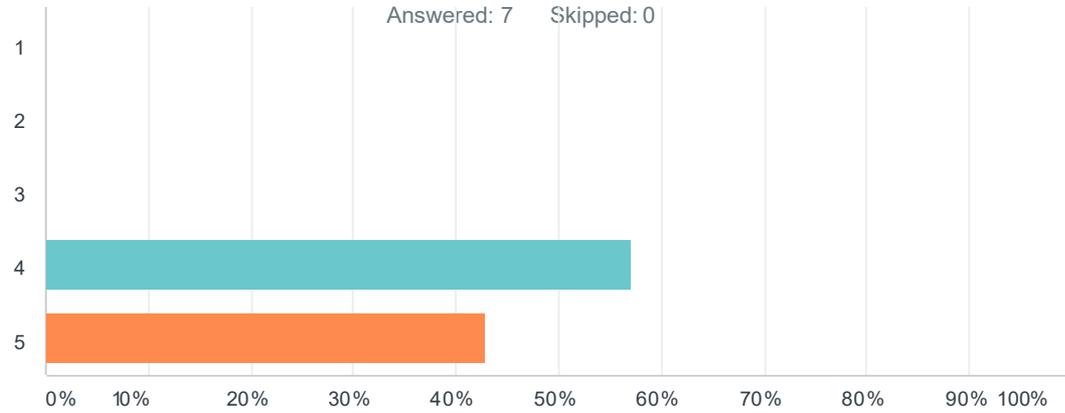
ANSWER CHOICES		RESPONSES	
1		14.29%	1
2		0.00%	0
3		0.00%	0
4		57.14%	4
5		28.57%	2
TOTAL			7

Q34 Staff considers policy implications and development with each relevant agenda item



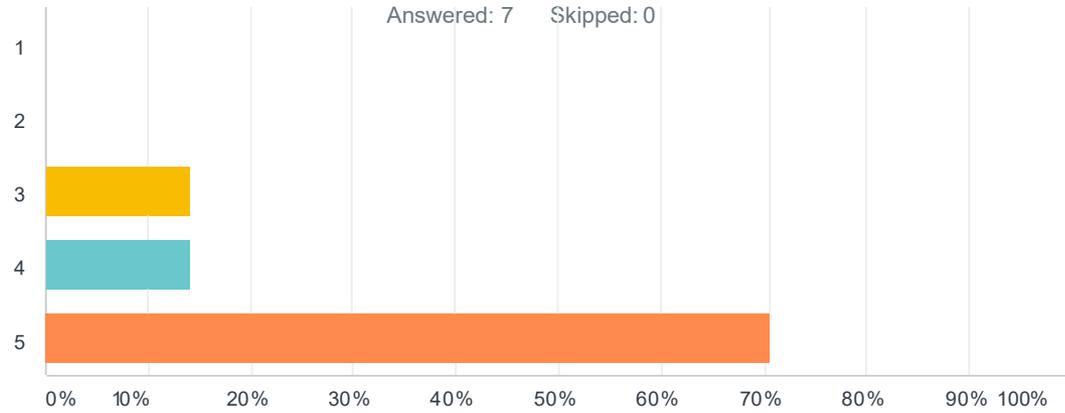
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	0.00%	0
4	57.14%	4
5	42.86%	3
TOTAL		7

Q35 Board has approved comprehensive personnel policies which have been reviewed by a qualified professionals



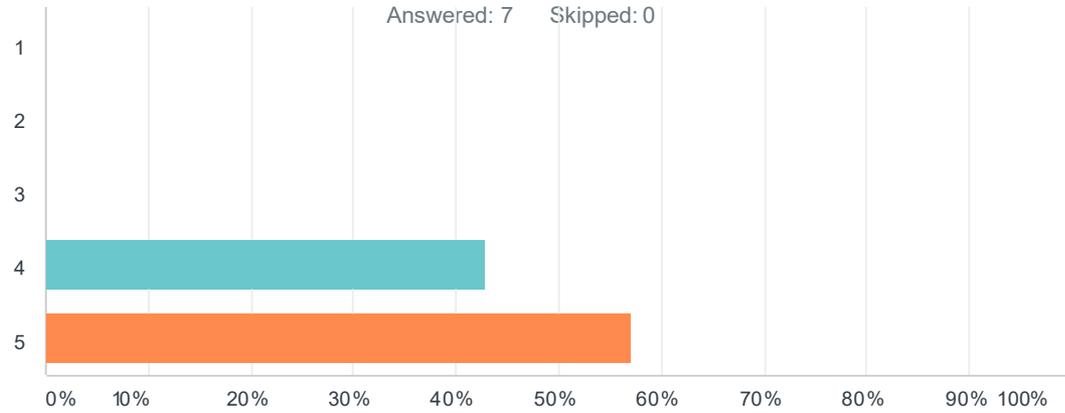
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	0.00%	0
4	57.14%	4
5	42.86%	3
TOTAL		7

Q36 Board has worked with the executive and staff in the creation of clear goals and actions resulting from relevant and realistic strategic planning



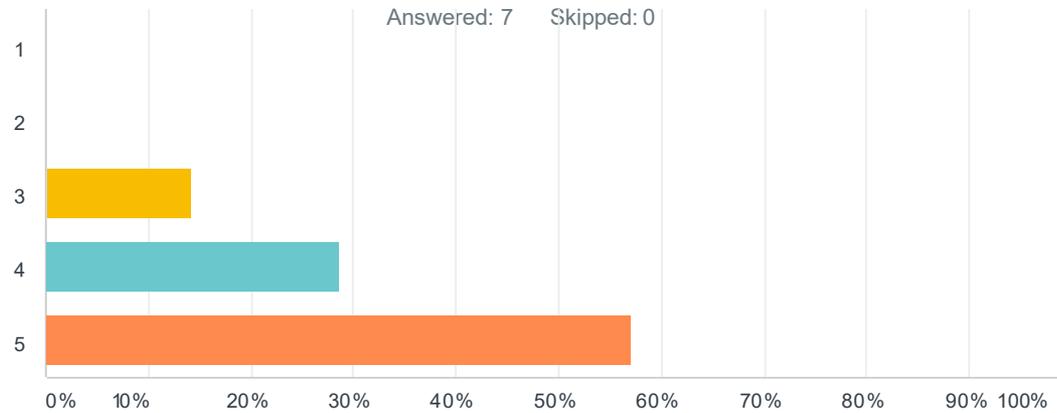
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	14.29%	1
4	14.29%	1
5	71.43%	5
TOTAL		7

Q37 Board regularly monitors and evaluates progress toward strategic results and achievement performance



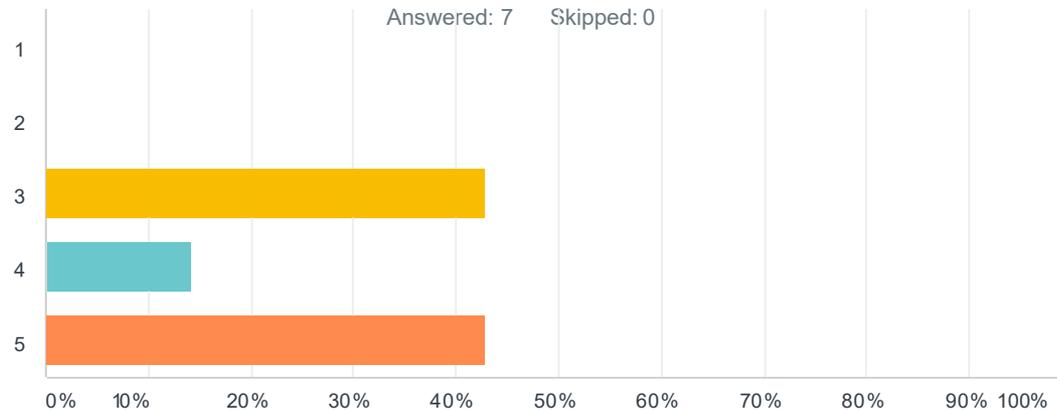
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	0.00%	0
4	42.86%	3
5	57.14%	4
TOTAL		7

Q38 The board fully understands, participates in and is supportive of the strategic planning process of the agency.



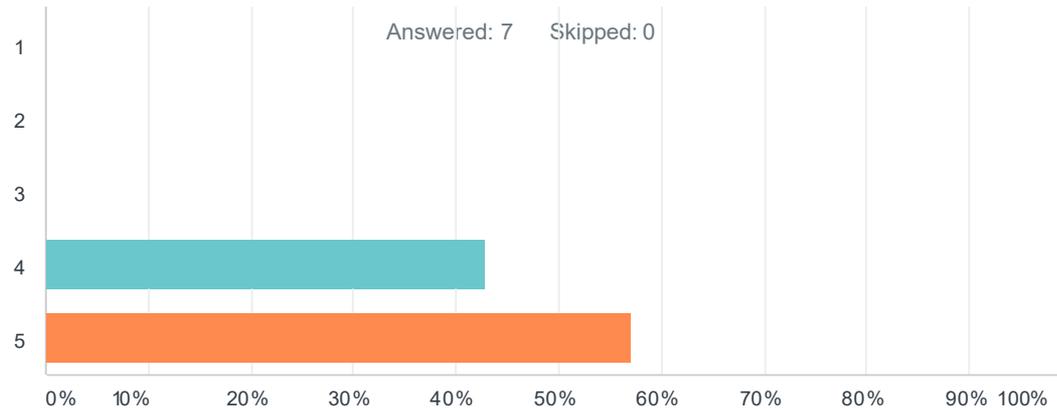
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	14.29%	1
4	28.57%	2
5	57.14%	4
TOTAL		7

Q39 There are standing committees of the board that meet regularly and report to and provide advise to the board.



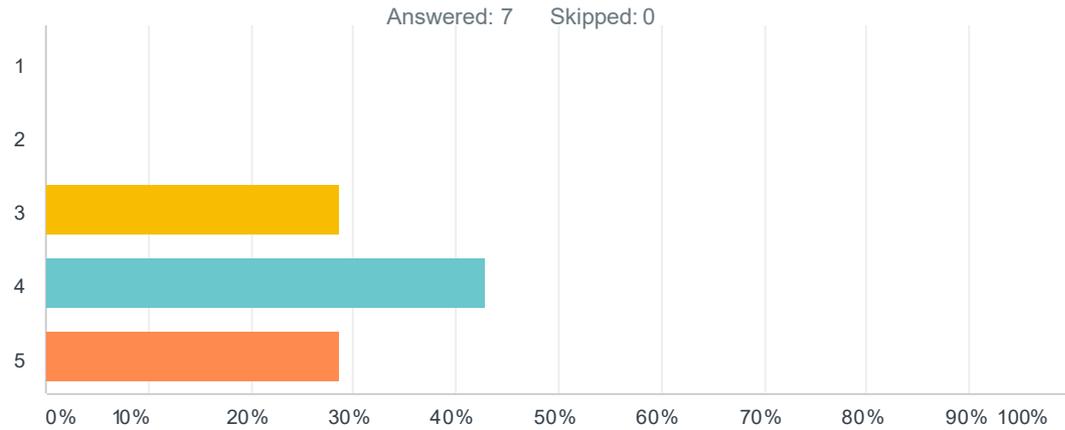
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	42.86%	3
4	14.29%	1
5	42.86%	3
TOTAL		7

Q40 The committee structure logically addresses the organization’s areas of operation and standing committees remain relevant and important to the work of the board and agency.



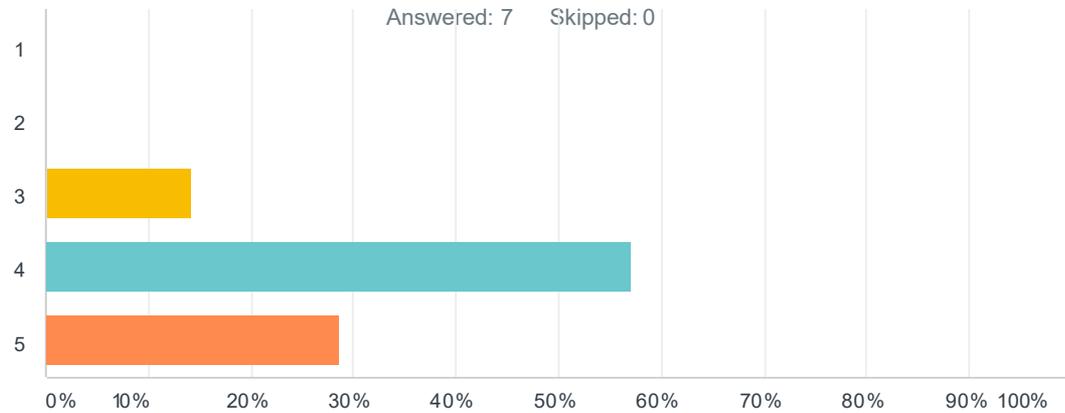
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	0.00%	0
4	42.86%	3
5	57.14%	4
TOTAL		7

Q41 All committees have a charter that is periodically evaluated



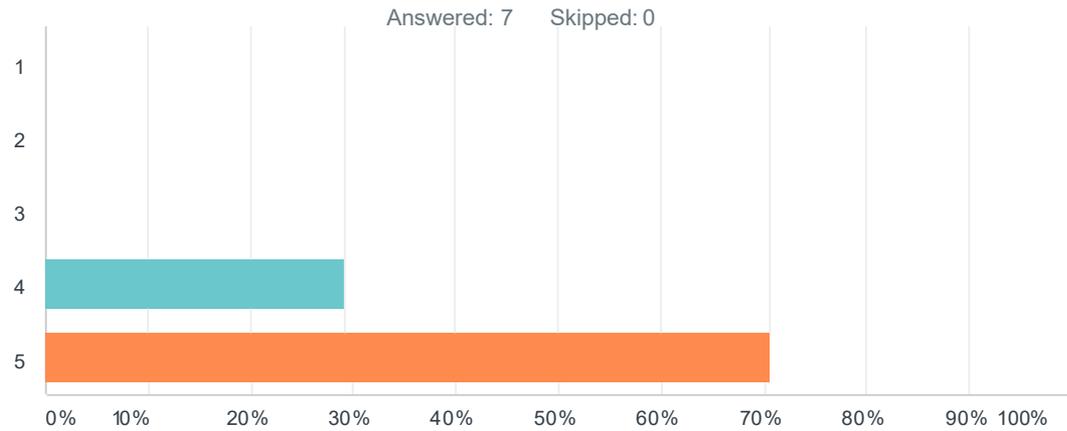
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	28.57%	2
4	42.86%	3
5	28.57%	2
TOTAL		7

Q42 The committee structure provides adequate contact with administration and staff.



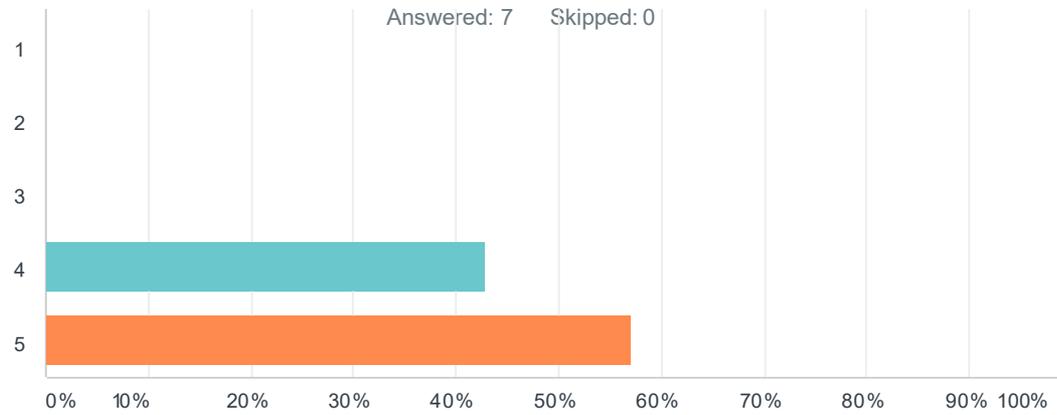
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	14.29%	1
4	57.14%	4
5	28.57%	2
TOTAL		7

Q43 Board members understand the agency's mission and its purpose



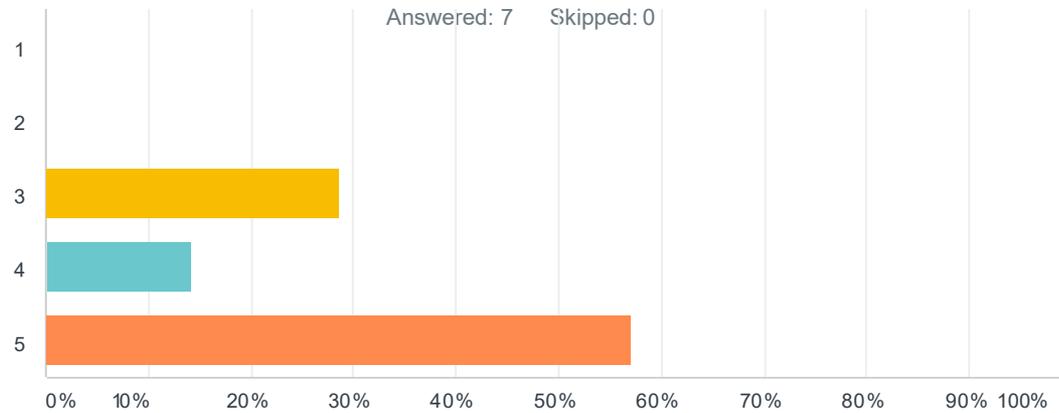
ANSWER CHOICES		RESPONSES	
1		0.00%	0
2		0.00%	0
3		0.00%	0
4		28.57%	2
5		71.43%	5
TOTAL			7

Q44 Each member of the board feels involved and interested in the agency's work



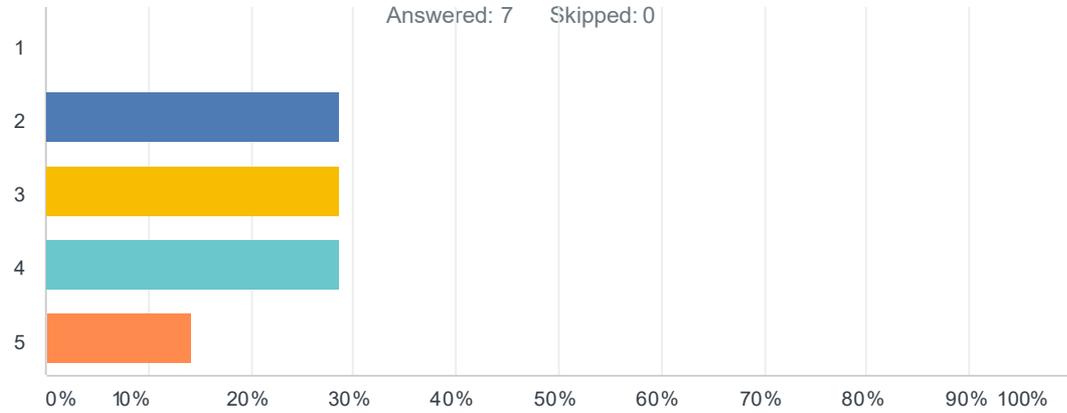
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	0.00%	0
4	42.86%	3
5	57.14%	4
TOTAL		7

Q45 The agency's mission statement is well understood and supported by the board and is in fact the driving allegiance of the Board.



ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	28.57%	2
4	14.29%	1
5	57.14%	4
TOTAL		7

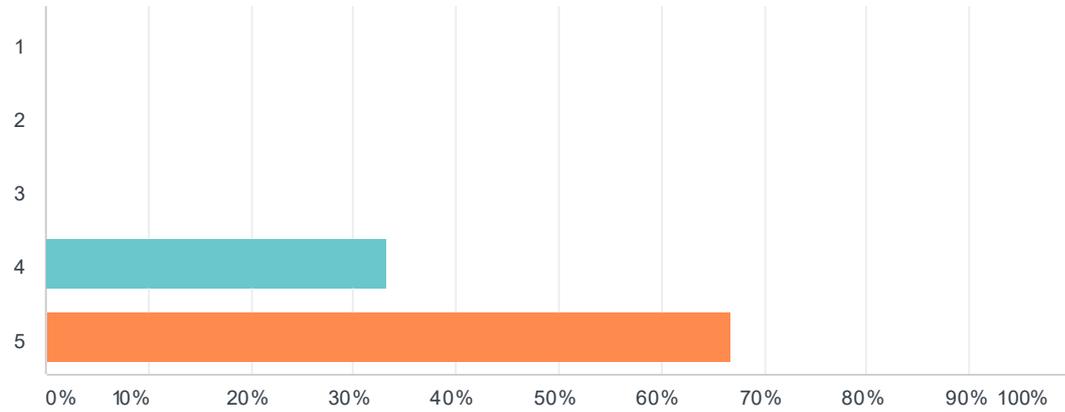
Q46 Board meeting presentations and discussions consistently reference the agency's mission.



ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	28.57%	2
3	28.57%	2
4	28.57%	2
5	14.29%	1
TOTAL		7

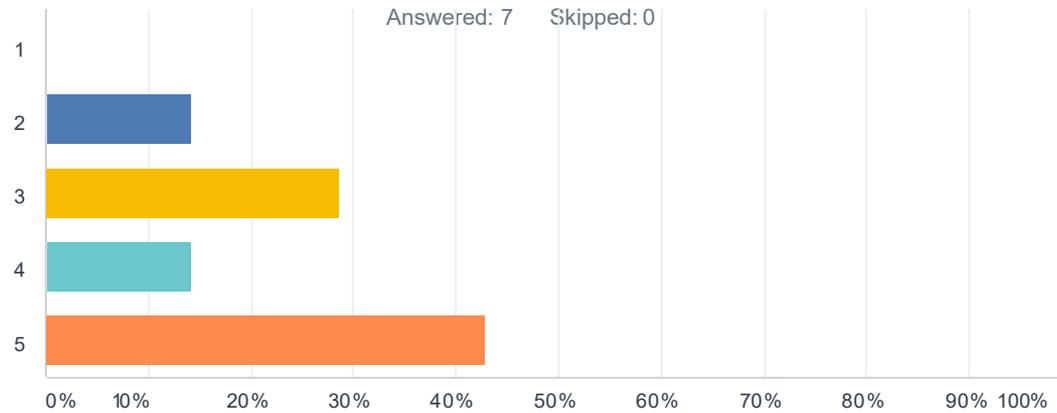
Q47 The Mission statement of the agency clearly outlines why the agency exists.

Answered: 6 Skipped: 1



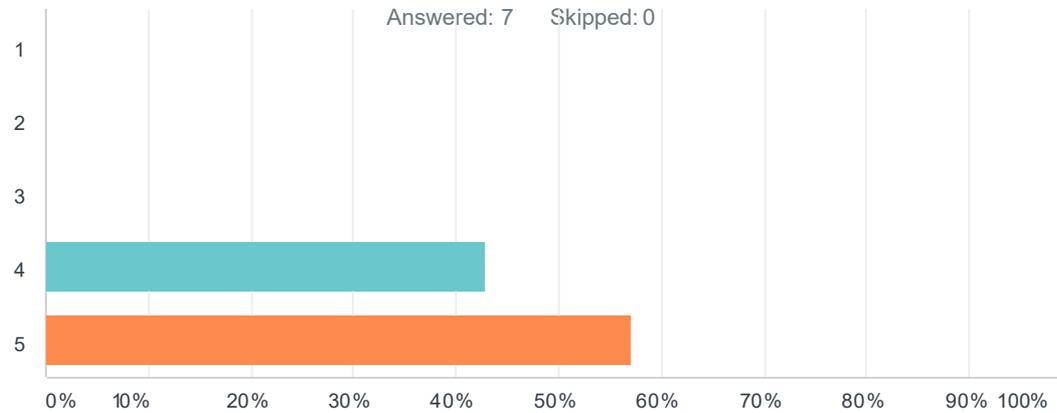
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	0.00%	0
4	33.33%	2
5	66.67%	4
TOTAL		6

Q48 The board reviews the organization’s performance in carrying out the stated mission on a regular basis.



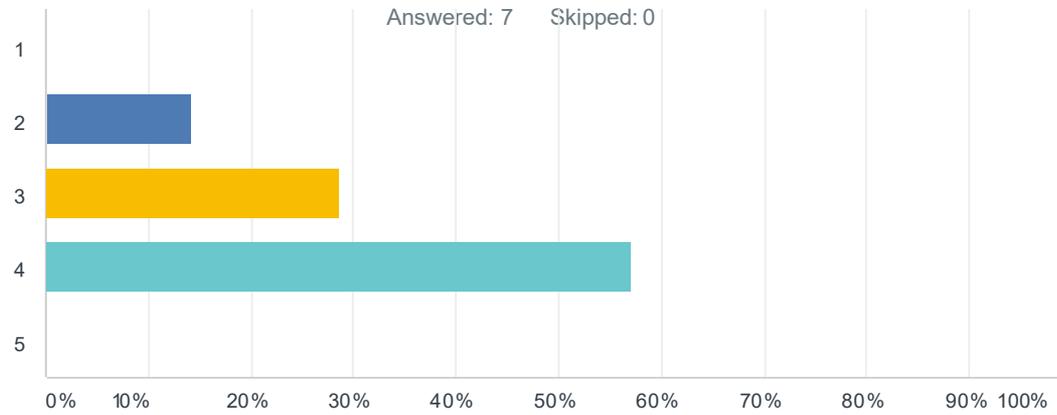
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	14.29%	1
3	28.57%	2
4	14.29%	1
5	42.86%	3
TOTAL		7

Q49 Newly elected board members receive adequate orientation to their role and what is expected of them.



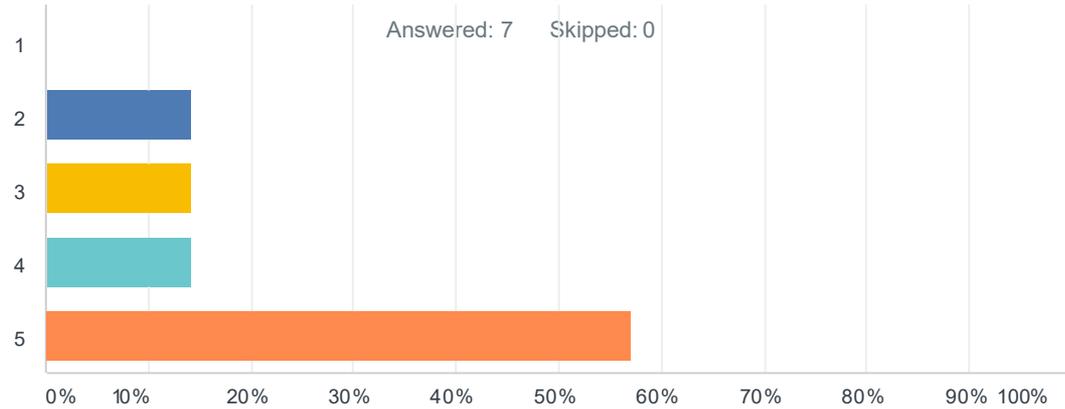
ANSWER CHOICES		RESPONSES	
1		0.00%	0
2		0.00%	0
3		0.00%	0
4		42.86%	3
5		57.14%	4
TOTAL			7

Q50 The board reviews its own performance and measures its own effectiveness in governance work.



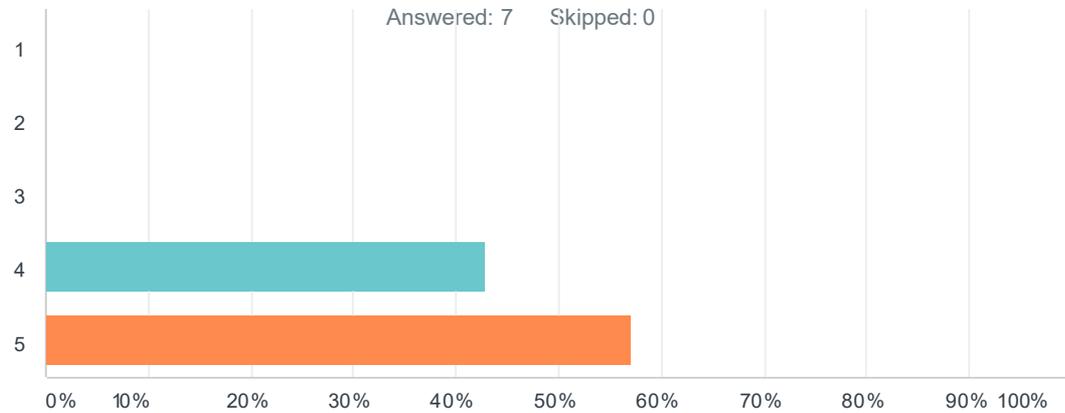
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	14.29%	1
3	28.57%	2
4	57.14%	4
5	0.00%	0
TOTAL		7

Q51 The board is actively engaged in the board development processes and is open to activities necessary to improve its performance, such as conferences and Board specific training.



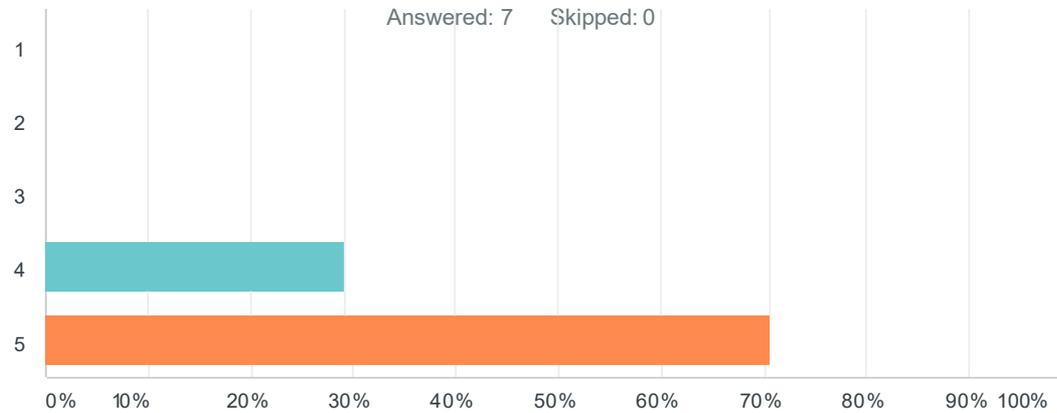
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	14.29%	1
3	14.29%	1
4	14.29%	1
5	57.14%	4
TOTAL		7

Q52 The board understands that its performance has a large effect on the agency's efficiency.



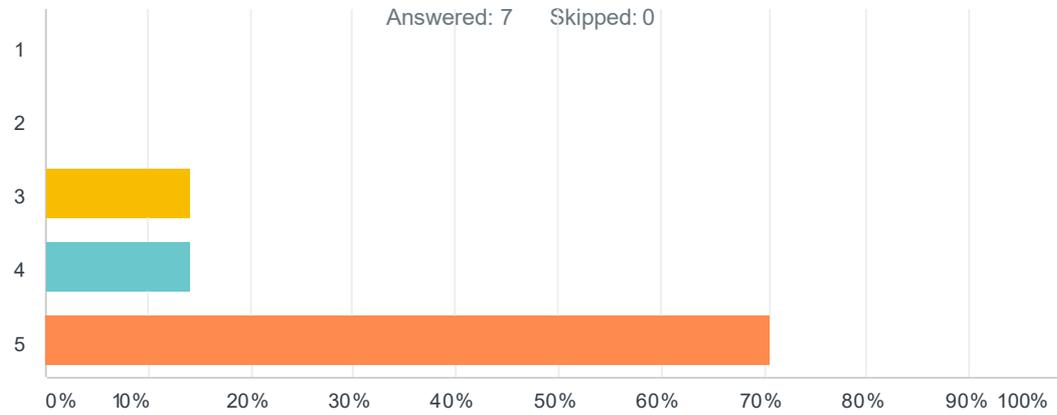
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	0.00%	0
4	42.86%	3
5	57.14%	4
TOTAL		7

Q53 Board receives regular reports on finances/budgets, products/program performance and other important matters



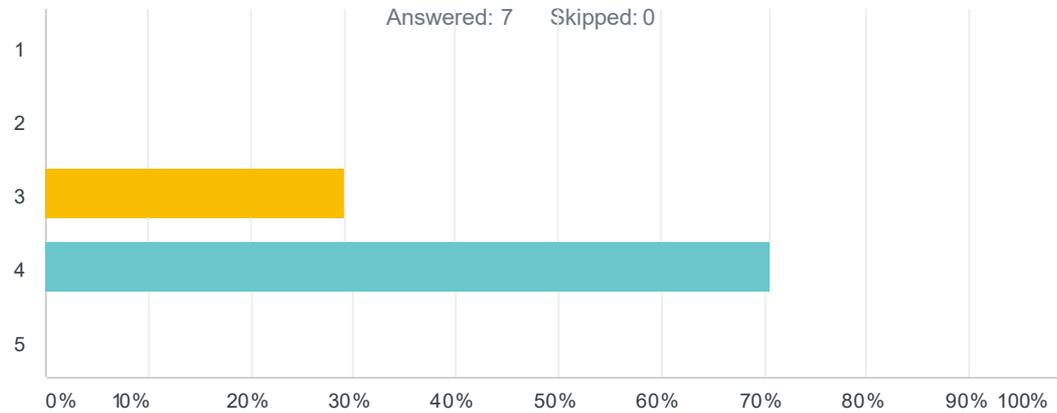
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	0.00%	0
4	28.57%	2
5	71.43%	5
TOTAL		7

Q54 Board members receive meeting agendas and supporting materials in time for adequate advance review.



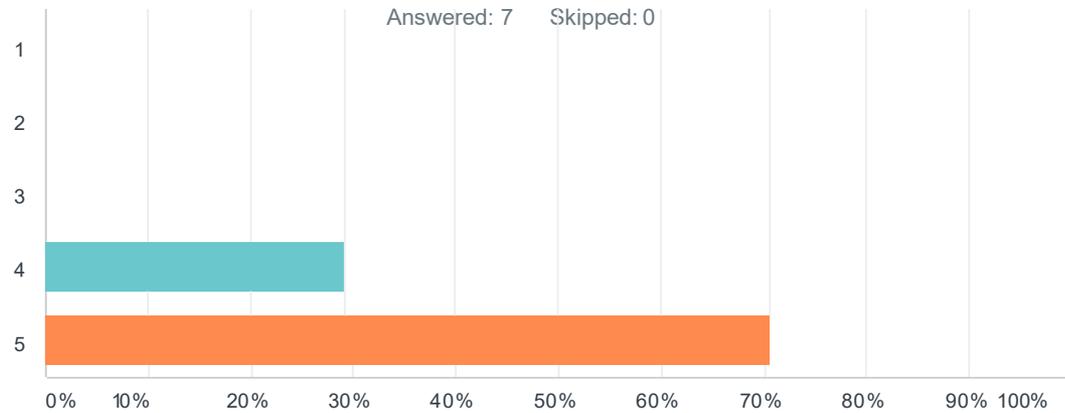
ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	14.29%	1
4	14.29%	1
5	71.43%	5
TOTAL		7

Q55 Board effectively represents the organization to the community and the community in the organization



ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	28.57%	2
4	71.43%	5
5	0.00%	0
TOTAL		7

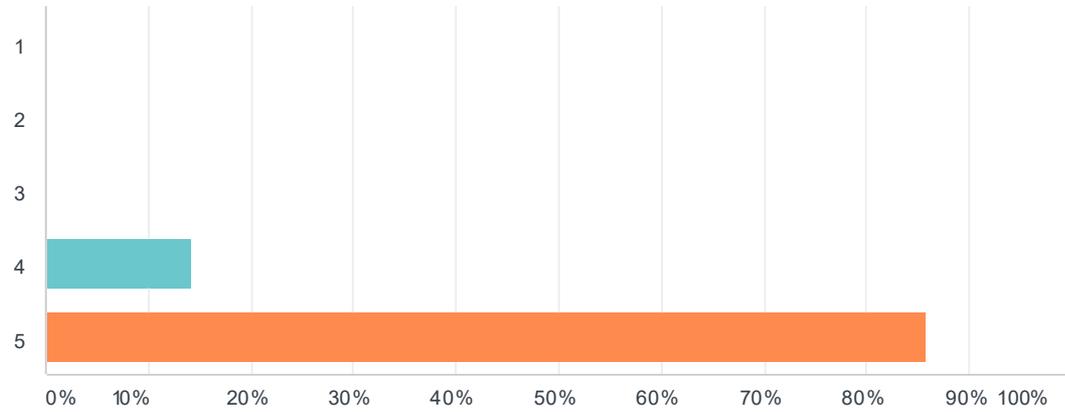
Q56 Information provided by staff to ensure effective board governance and decision-making is timely, relevant, complete and adequate.



ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	0.00%	0
4	28.57%	2
5	71.43%	5
TOTAL		7

Q57 Staff support before, during, and after-board meetings is timely and effective.

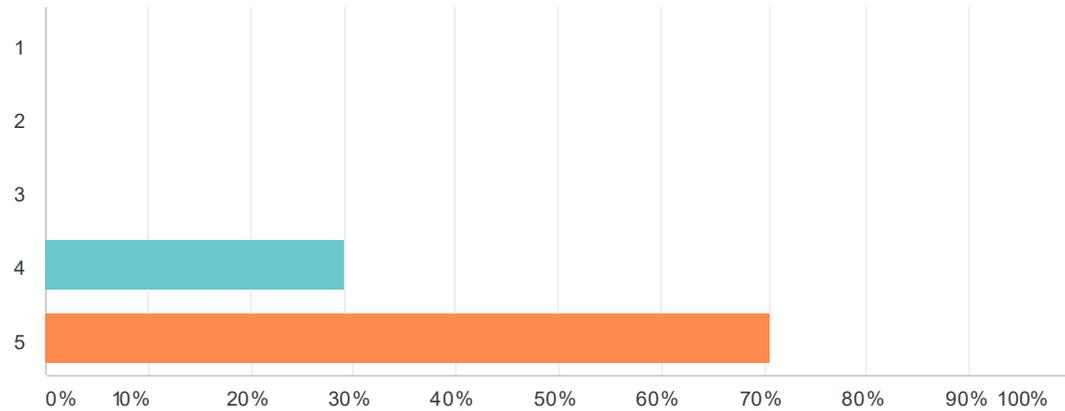
Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	0.00%	0
4	14.29%	1
5	85.71%	6
TOTAL		7

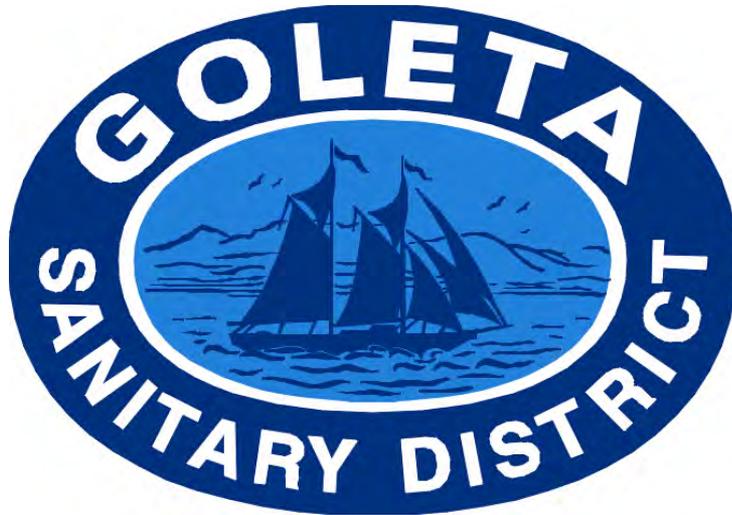
Q58 Regardless of profession, the Board members respect staff and their expertise

Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES	
1	0.00%	0
2	0.00%	0
3	0.00%	0
4	28.57%	2
5	71.43%	5
TOTAL		7

Summary



- The Board scored itself at 89.5%!
- You specifically called out some areas for discussion
- We developed a parking lot flipchart for potential action
- Questions/thoughts??



BHI MANAGEMENT CONSULTING

"Organizational Efficiency for Public Agencies"

Mr. Steve Wagner, General Manager
Goleta Sanitary District

January 07, 2021

Subject: Conducting a Board-Self Evaluation process

Hello Steve,

As requested, this proposal outlines the value of and steps needed to conduct a full and comprehensive Board self-evaluation with a follow-on Board workshop to review, discuss and learn from the results. Brent Ives will act as your primary consultant with Mr. David Aranda assisting our assessment of the survey results.

The steps required are as follows:

1. BHI will request by email for each Board member to consider the key areas of assessment the current instrument examines. This allows for the Board, and staff if desired, to adjust the baseline instrument self-assessment survey.
2. BHI shall electronically send invitations to the Board members to participate the resultant on-line survey. This survey currently assessing 10 key areas of Board performance. The survey usually takes only 20-30 minutes to complete and file directly back to my firm.
3. BHI then collates the results and identifies those areas where the Board is performing at a high level, and areas that can use some support and work. Upon direction of the District, the survey can also be circulated to the General Manager and selected staff/Counsel to provide perspective on Board performance. Should alternative perspectives be sought by staff or others, this too will be analyzed and compared. BHI will report on the results of the survey to share at an upcoming Board workshop.
4. BHI (Brent Ives) will facilitate the virtual public workshop and present the results to the Board. The workshop will accentuate those areas where the Board is performing well, and also provide discussion and assistance in areas where the Board identifies needed work.

The deliverable at the end of this project is a full knowledge of Board self- assessed performance against 10 or more performance areas, and a plan to strengthen those areas that are so indicated. The workshop takes place at the District virtually via Zoom or other like online video system of the District's choosing. The workshop is anticipated to take between 2-3 hours.

It should be noted that this process is a best practice for elected Boards and is currently being implemented with other agencies across the state. The process particularly well suited for Boards in transition, those with new or newer Board members, or those Boards anticipating change in the foreseeable future.

The flat, fixed-price cost of this process is \$8500.00, including all expenses. Please recall that this is the same amount charged for this process in 2018. I certainly hope that the 2018 Board utilized the results as appropriate. Note that the results of the 2018 process are included in separate files with this proposal.

The process can begin upon notice to proceed. The earliest date for scheduling the workshop at this date would be early to late February 2021. The process can begin with a Purchase Order or other type notice to proceed, including your signature below. Please let me know if you need any more information on this process or this proposal. While I know it would be helpful that a list of other agencies using this process be included, most do not desire that I share that information with others. Thank you and best regards.

Sincerely,

Steve Wagner, General Manager Date
Goleta Sanitary District

Brent H. Ives, Principal Date
BHI Management Consulting

AGENDA ITEM #4

AGENDA ITEM: 4

MEETING DATE: February 1, 2021

I. NATURE OF ITEM

Review and Consideration of Extending COVID-19 Emergency Paid Time Off for District Employees

II. BACKGROUND INFORMATION

The Families First Coronavirus Response Act (FFCRA)) took effect on March 31, 2020. Its two primary employment provisions expanded eligibility for Family and Medical Leave Act (FMLA) leave for COVID-19 childcare-related reasons and made emergency paid sick leave available for certain COVID-19 related absences. These provisions remained in effect until December 31, 2020.

The FFCRA mandated two sets of paid leave for employees impacted by COVID-19. First, employees were eligible for 80 hours of “emergency paid sick leave” for use if they became ill with COVID, were quarantined due to exposure or pending medical examinations related to COVID, had to care for a family member(s) with COVID, or had to stay home due to a child’s COVID-related loss of childcare or school closure. The pay was capped at the higher of the employee’s regular hourly rate or \$511 per day (and \$200 per day in the event the leave was taken due to loss of childcare or school closure). In addition, the FFCRA expanded the Family and Medical Leave Act (the “FMLA”) to allow employees to use their 12 weeks of FMLA if they had to miss work due to a child having to stay at home due to a COVID-related loss of childcare or school closure. Employees could use any remaining portion of their 80 hours of emergency paid sick leave at the start of such FMLA leave, and then were entitled to be paid for up to 10 more weeks of their FMLA for such purposes (capped at \$200 per day).

On December 27, 2020, another round of COVID-19 relief was made available when the Consolidated Appropriations Act (CAA 2021) was signed into law. CAA 2021 did not extend the mandatory provision of emergency paid time off for COVID-19-related issue and instead allowed FFCRA-covered employers to voluntarily extend two types of emergency paid leaves through March 31, 2021. These FFCRA leaves are Emergency Paid Sick Leave (EPSL) and Emergency Family and Medical Leave (EFMLA). Since the extension of the emergency paid leave is voluntary, staff is bringing this item to the Board for consideration and direction.

III. COMMENTS AND RECOMMENDATIONS

While the District is no longer required to provide the emergency paid time off that was mandated under the FFCRA, the Board may consider extending such leave given the ongoing nature of the pandemic. There are, however, some pros and cons worth considering.

On the “con” side, there is the economic cost to the District of providing paid leave that the District is not otherwise obligated to provide. Further, there may be other sources of income replacement available to employees. This includes State Disability Insurance benefits available to employees who are unable to work because they are ill or quarantined due to COVID, and paid family leave benefits available to employees who need to stay home to care for an ill family member or to care for a child whose school has closed due to COVID. There is also the administrative burden associated with monitoring and administering such leave, as well as the work disruption of having otherwise healthy employees absent (for example, because they are staying home to care for a child whose school has closed). And finally, family leave granted to an employee who needs to stay home to care for a child whose school/childcare facility has closed due to COVID will not count towards the 12 weeks of family and medical leave the District is now required to grant to most employees as of January 1, 2021. Thus, the District could find itself with employees out on leave for medical or family leave purposes for up to 24 weeks.

On the other hand, there are valid reasons the District might elect to incur such costs and burdens. First, there continues to be a need for such leave, particularly amidst the latest COVID-19 surge. Second, to avoid jeopardizing the District’s operations through a COVID-19 outbreak on-site arising from an ill employee coming to work and exposing coworkers, the District may want to continue to provide an economic incentive for employees to stay home if they are showing symptoms of COVID-19 or have been exposed to a family member who has the virus. Without such special paid leave, employees may be more inclined to come to work sick or when knowingly exposed because of economic pressures and/or because they simply do not want to use all of their paid leave when they are ill, preferring to save their paid time off for vacation. (As noted however, the employees may be eligible for State Disability Insurance in such circumstances.)

The District provides a generous benefit package that includes 96 hours of paid sick leave per year that can be used for COVID-related absences. If an employee becomes ill with COVID or needs to care for an ill family member who contracts COVID, and they have a year of service with the District, then they are entitled to up to 12 weeks of *unpaid* state-mandated medical or family leave as of January 1st of this year and will likely be eligible for State Disability or paid family leave benefits.

There does not appear to be a consistent response to this issue. Some agencies are extending the FFCRA leaves while other agencies are limiting the extension to cover COVID-19-related sick pay for employees have COVID-19 or quarantining due to exposure to COVID. Some are waiting to see what gets approved as part of President Biden's recently released American Rescue Plan, as it includes the mandatory provision of emergency paid time off similar to the FFCRA.

If the Board supports extending the provision of emergency paid time off for COVID-related leave as provided by CAA 2021, staff would work with legal counsel to prepare a clear policy addressing eligibility, amount of paid leave available, caps, if any, on pay amounts, and a sunset provision on the policy for Board consideration.

IV. REFERENCE MATERIALS

None

GENERAL MANAGER'S REPORT

GOLETA SANITARY DISTRICT GENERAL MANAGER'S REPORT

The following summary report describes the District's activities from January 21, 2021 through February 1, 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

SANITARY SEWER OVERFLOW (SSO)

The District experienced a SSO near North Patterson Avenue and Camino Meleno on Tuesday, January 12, 2021. Debris in the line caused wastewater to back up a private sewer lateral at 1122 North Patterson and caused approximately 300 gallons of wastewater to spill onto the private property. District staff responded and were able to clear the line, establish normal flow and mitigate the effects of the overflow. Notifications were made to the State Water Board via the California Integrated Water Quality System website as required.

LINES CLEANING

Staff is conducting routine lines cleaning in the area of North Patterson Avenue and Calle Real.

CCTV INSPECTION

Staff is conducting routine Closed-Circuit Television (CCTV) inspections in the area of Fairview and Hollister Avenues.

2020 CCTVI PROJECT

National Plant Services has completed the City of Goleta area of work. Two National Plant Services CCTVI crews are now working in the County of Santa Barbara area.

SEWER SYSTEM MANAGEMENT PLAN

The Sewer System Management Plan (SSMP) as adopted by the Board, will be submitted to the State Water Boards via the California Integrated Water Quality System (CIWQS) web site and posted on the District website to complete the SSMP update process.

2020 AERIAL IMAGERY UPDATE

Staff continues the review of the updated survey images, which will be incorporated into the District Geographic Information System (GIS) map.

REPAIR AND MAINTENANCE

Staff is assisting with the Administration offices remodel.

GREASE AND OIL INSPECTIONS

Staff continues with the annual Grease and Oil inspections.

COMPETENCY-BASED TRAINING (CBT)

Staff is working with DKF Solutions to schedule Confined Space Entry training in the latter

part of February 2021.

WINTER STORM PREPARATION

Staff has checked operations and had pre-placed emergency response equipment at the El Sueno and Firestone Lift Stations.

2. TREATMENT, RECLAMATION AND DISPOSAL FACILITIES REPORT

Plant flows have maintained an average of 4.1 million gallons per day (MGD) as the population has returned from the holidays. Reclamation demand has decreased to below 0.25 MGD with the cooler temperatures and shorter days. The facility is 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 75% 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.

Maintenance staff replaced the digested sludge recirculation pump for Digester #1 with an in-house refurbished pump.

The Lystek refeed project is on hold as some operational issues while the refeed skid is repaired and some other troubleshooting is accomplished.

Operations staff has started testing a new bio-stimulant, comparable to the Counter-Quat used the second half of this year to combat the negative effects of antimicrobial products in the wastewater, to determine the effectiveness and cost reduction.

3. GENERAL AND ADMINISTRATIVE ITEMS

Financial Report

The District account balances as of February 1, 2021 shown below are approximations to the nearest dollar and indicate the overall funds available to the District at this time.

Operating Checking Accounts:	\$ 711,238
Investment Accounts:	\$ 29,542,908
Total District Funds:	\$ 30,254,146

The following transactions are reported herein for the period 01/21/21 – 02/01/21.

Regular, Overtime, Cash-outs and Net Payroll:	\$ 123,970
Claims:	\$ 302,737
Total Expenditures:	\$ 426,707
Total Deposits:	\$ 23,996

Transfers of funds:

LAIF to Community West Bank Operational (CWB):	\$	- 0 -
CWB Operational to CWB Money Market:	\$	- 0 -
CWB Money Market to CWB Operational:	\$	750,000

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.

Sewer Spill at 1122 N. Patterson

A category 3 spill onto private property occurred on 1/12/21 when a District main was partially blocked due to roots and what appears to be solidified plaster material. No other properties were affected. The owner of 1122 N. Patterson has submitted a claim in the amount of \$515 for costs associated with clearing the lateral and interior clean up. Staff is recommending the District pay the amount requested to resolve this issue.

DISTRICT
CORRESPONDENCE
Board Meeting of February 1, 2021



- Date:** **Correspondence Sent To:**
1. 01/21/2021 Mr. Teddie White
 Neal Feay Company
Subject: Industrial Wastewater Discharge Permit No. A-403
Sample, Letters also sent to:
 - University of California, Santa Barbara
 - Electromatic, Inc.
 - Innovative Micro Technology (IMT)
 - IntriPlex Technologies, Inc.
 - County of Santa Barbara, South Coast Recycle & Transfer Station
 - Next Energy Technologies, Inc.
 - Microdyn-Nadir, U.S., Inc.

 2. 01/21/2021 Sgt. Jarret Morris
 Santa Barbara County Coroner's Office
Subject: Notice of Violation-Discharge to sewer without a valid Industrial User Permit

 3. 01/27/2021 Gretchen Zee
Subject: Sewer Service Availability Proposed Sewer Service Connection for a Detached 497 SF Accessory Dwelling Unit A.P.N. 059-223-004 at 360 El Sueno Rd. Santa Barbara CA

 4. 01/29/2021 California Regional Water Quality Control Board
 Central Coast Region, Attn: Monitoring and Reporting Review Section
Subject: Annual Report

- Date:** **Correspondence Received From:**
1. 01/28/2021 Miss Melayah Terrell
Subject: Thank you to Lena Cox for Assistance on Project

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