

AGENDA

REMOTE MEETING NOTICE

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- Your name will be called on when it's your turn to speak.
- When your name is called, you will be prompted to unmute yourself.
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- You will repeat this process for each item you want to speak on.

FOR OPEN SESSION PARTICIPATION

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Meeting ID: 811 7955 5114

Passcode: 007754

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

August 21, 2023

CALL TO ORDER: 6:30 p.m.

ROLL CALL OF MEMBERS

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

CONSIDERATION OF THE MINUTES OF THE BOARD MEETING

The Board will consider approval of the Minutes of the Regular Meeting August 7, 2023.

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 ADDITIONAL CONTINGENCY AUTHORITY FOR GENERAL MANAGER TO APPROVE CHANGE ORDER REQUESTS FOR THE INFLUENT PUMP STATION REHABILITATION PROJECT
(Board may take action on this item.)
2. CONSIDERATION OF CONTINUED PARTICIPATION IN AND CONTRIBUTION TO THE CALIFORNIA ASSOCIATION OF SANITATION AGENCIES’ STATEWIDE WASTEWATER FLOW AND LOADINGS STUDY
(Board may take action on this item.)
3. CONSIDERATION OF BOARD APPOINTMENT PROCESS AND SCHEDULE
(Board may take action on this item.)

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

ADJOURNMENT

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

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

August 7, 2023

- CALL TO ORDER:** President Rose called the meeting to order at 6:30 p.m.
- BOARD MEMBERS PRESENT:** Sharon Rose, Edward Fuller, Jerry Smith, Steven T. Majoewsky, George W. Emerson
- BOARD MEMBERS ABSENT:** None
- STAFF MEMBERS PRESENT:** Steve Wagner, General Manager/District Engineer, Rob Mangus, Finance and Human Resources Manager/Board Secretary, and Reese Wilson, Senior Project Engineer.
- OTHERS PRESENT:** Tom Evans, Director, Goleta Water District, Craig Geyer, Director, Goleta West Sanitary District, Jeff F. Ferre, Partner, Best Best & Krieger LLP
- APPROVAL OF MINUTES:** Director Majoewsky made a motion, seconded by Director Fuller, to approve the minutes, as amended, of the Regular Board meeting of 07/17/2023. The motion carried by the following vote:
- (23/08/2255)
- | | | |
|----------|---|---|
| AYES: | 5 | Rose, Fuller, Smith, Majoewsky, Emerson |
| NOES: | | None |
| ABSENT: | | None |
| ABSTAIN: | | None |
- POSTING OF AGENDA:** The agenda notice for this meeting was posted at the main gate of the Goleta Sanitary District and on the District's website 72 hours in advance of the meeting.
- PUBLIC COMMENTS:** None

BUSINESS:

1. CONSIDERATION AND ADOPTION OF RESOLUTION NO. 23-706 IN RECOGNITION AND APPRECIATION OF THE SERVICE OF GEORGE W. EMERSON
Mr. Wagner gave the staff report.

Director Smith made a motion, seconded by Director Majoewsky, to acknowledge the resignation of George W. Emerson, with sadness and thanks, and to approve and adopt Resolution No. 23-706 in Recognition and Appreciation of the Service of George W. Emerson.

The motion carried by the following vote:

(23/08/2256)

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

2. CONSIDERATION OF TERMINATION OF BIOSOLIDS HAULING AGREEMENT WITH CENTRAL COAST TRANSIT AND APPROVAL OF MATERIALS MANAGEMENT AGREEMENT WITH SYNAGRO WEST, LLC. FOR THE REMOVAL, TRANSPORTATION AND DISPOSAL OF BIOSOLIDS

Mr. Wagner gave the staff report.

Director Fuller made a motion, seconded by Director Smith, to approve the request by Central Coast Transit to terminate the Biosolids Hauling Agreement and to authorize the General Manger to execute the Materials Management Agreement with Synagro West LLC to continue the hauling and disposal of the District's biosolids to the Synagro composting facility for beneficial reuse.

The motion carried by the following vote:

(23/08/2257)

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

3. CONSIDERATION OF LYTEK SYSTEM PURCHASE AGREEMENT

Mr. Wagner began the staff report and James Dunbar, General Manager, Lystek International, addressed the Board.

Director Smith made a motion, seconded by Director Majoewsky, to approve the purchase agreement for the permanent installation of the Lystek refeed process equipment and to authorize the General Manager to sign the agreement.

The motion carried by the following vote:

(23/08/2258)

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

4. CONSIDERATION AND ADOPTION OF RESOLUTION NO. 23-707 REPEALING RESOLUTION NO. 09-489 AND APPROVING REVISED PROVISIONS PERTAINING TO CELLULAR TELEPHONE ALLOWANCE AND REQUIREMENTS FOR CELLULAR TELEPHONE USE BY DESIGNATED EMPLOYEES

Mr. Wagner gave the staff report.

Director Majoewsky made a motion, seconded by Director Emerson, to approve and adopt Resolution No. 23-707 repealing Resolution No. 09-489 and approving revised provisions pertaining to cellular telephone allowance and requirements for cellular telephone use by designated employees.

The motion carried by the following vote:

(23/08/2259)

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

5. GENERAL MANAGER'S REPORT

Mr. Wagner gave the report.

6. LEGAL COUNSEL'S REPORT

No report.

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

Director Smith – No report.

Director Fuller – No report.

Director Emerson – No report.

Director Majoewsky – Reported that he and Director Fuller, the alternate, would not be able to attend the upcoming Goleta Water District meeting. President Rose suggested she would.

8. PRESIDENT’S REPORT

President Rose – Reported on the July 18, 2023 Goleta West Sanitary District meeting she attended.

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 Smith made a motion, seconded by Director Majoewsky, to ratify and approve the claims, for the period 07/18/2023 to 08/07/2023 as follows:

Running Expense Fund #4640	\$	726,472.52
Capital Reserve Fund #4650	\$	121,889.63
Depreciation Replacement Reserve Fund #4655	\$	1,344,106.62
Retiree Health Insurance Sinking Fund #4660	\$	12,871.92

The motion carried by the following vote:

(23/08/2260)

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

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:55 p.m.

Sharon Rose
Governing Board President

Robert O. Mangus, Jr.
Governing Board Secretary

Edward Fuller

Jerry D. Smith

Steven T. Majoewsky

George W. Emerson

AGENDA ITEM #1

AGENDA ITEM: 1

MEETING DATE: August 21, 2023

I. NATURE OF ITEM

Consideration of Additional Contingency Authority for General Manager to Approve Change Order Requests for the Influent Pump Station Rehabilitation Project

II. BACKGROUND INFORMATION

On December 20, 2021, the Board authorized the General Manager to enter into a construction contract in the amount of \$3,607,300 for the Influent Pump Station (IPS) Rehabilitation Project. The Board also authorized the General Manger to approve contract change orders up to \$180,365, or 5% of the construction contract to account for potential changes to the contract without needing additional board approval. Construction of the IPS Rehabilitation Project has been ongoing since January 2022. Due to the high volume of rainfall this last winter, site conditions at the IPS required changes to the scope of the project for successful completion.

During the design phase, many areas of the IPS were inaccessible due to normal operations. Once the bypass was in place and construction started, components which were previously submerged and slated for reuse were found to be in need of additional rehabilitation or complete replacement. These changes to the project scope were necessary for the completion of the project and to ensure continued operation of the treatment plant during and after construction.

- The bypass pumping system was designed during one of the driest periods of record, when plant influent flows were at an all-time low. Once the bypass system was installed, we experienced one of the wettest winters on record. Inflow and Infiltration from this historic rainfall led to increased bypass pumping design work, rental period, operation, and maintenance.
- Saturated ground conditions around the IPS building caused persistent leaks into walls, which could not feasibly be coated. These locations were subtracted from the coating scope, as they were not critical to the success of the retrofit. GSE Construction Company, Inc. (GSE) has issued the District a credit for this reduction in the approved scope of work.
- During electrical testing, the main power conductors to the IPS failed to meet minimum requirements. After re-testing, it was determined that the conductors needed to be replaced before the IPS could be brought online.

Although they were previously functional, the existing conductors could not be reused due to the increased electrical load of new air handling equipment. The risk associated with failure was substantial, and the issue was only discovered due to the rehabilitation project. Rather than waiting for the completion of the project and bidding out the new project, the District authorized GSE to perform the work to replace the conductors on a Time and Materials basis, for a total fee of \$130,000. This work used up 72% of the approved construction contingency.

- The construction management consultant, MNS Engineers, Inc.(MNS), prepared a forecast of total project cost through project completion included as an attachment to this report. Estimated project costs are summarized in the table below.

	Original Budget	Change Orders Total	Final Budget	Percent Change
Construction	\$ 3,607,300	\$ 149,808	\$ 3,757,108	4.2%
CM	\$ 456,072	\$ 24,600	\$ 480,672	5.4%
Design	\$ 342,894	\$ 43,833	\$ 386,727	12.8%
Total	\$ 4,406,266	\$ 218,241	\$ 3,757,108	5.0%

Approved Contingency Authority	\$ 180,365
Total Anticipated Change Order Amount	<u>\$ 218,241</u>
Additional Contingency Authority Required	\$ 37,876

The net increase in cost to carry the project to completion exceeds the General Manager's current change order contingency authority by \$37,876.

III. COMMENTS AND RECOMMENDATIONS

Staff recommends the Board take action to authorize the General Manager to approve contract change orders as needed up to an amount-not-to-exceed \$248,402.

IV. REFERENCE MATERIALS

MNS Goleta Influent Pump Station Forecast



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July 17th, 2023

Pete Regis
Project Manager
Goleta Sanitary District
1 William Moffett Place
Goleta, CA 93117

Reference: Goleta Influent Pump Station Forecast (Rev 2)

Dear Mr. Regis,

Below is a summary of the Project Status and Forecast on the Goleta Influent Pump Station Project.

PROJECT SCHEDULE

Using the data date of July 1st, 2023, the Project has lapsed 90% in time with substantial completion date originally scheduled for August 25th, 2023. Due to supply chain issues, the Project schedule has slipped with the delay of the ATS equipment now riding the critical path. To help continue progressing the project forward with plant start up, we are currently confirming with the Engineer if the existing ATS can be utilized and if temporary systems can be setup in a confined space environment will be acceptable while the pump station comes back online permanently. Most of the physical work is now complete, and the Team is preparing for start and up and commissioning activities in the coming weeks. The objective is to get the influent pump station back online in remote auto.

Attachment 1 will show the revised critical path on the latest CPM update-15, submitted to MNS on July 11th, 2023, with the schedule currently under review. An anticipated delivery date of the ATS is August 28th, 2023. We anticipate there will be a non-compensable time extension granted with this ATS delay with the supporting documentation provided to date, as shown in attachment 2. A Time impact analysis will be accessed to confirm validity of time.



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PROJECT BUDGET

Project Budget Status:

Item	Cost
Original Contract Amount	\$3,607,300.00
Revised Contract Amount (Executed Change Orders)	\$3,686,285.00
Project Invoiced (To Date)	\$3,005,917.00
Retention Withheld (To Date)	\$114,463.95
Contract Amount Remaining (Inc. Retention and Executed Change Order to date)	\$716,199.90

Executed Change Orders (To Date):

Item	Amount	Notes
Change Order 1	\$15,298.00	Executed
Change Order 2	\$63,687.00	Executed
Change Order 3	\$100,984.00	<u>Pending</u>
Total	\$78,985.00 (Executed To Date)	

Note: Breakdown provided. (Reference Attachment 3)

Forecast Project Budget:

Item	Cost
Final Contract Amount (inc. Change Orders)	\$3,787,269.00
Change Orders Total	\$179,969.00
Forecast Percentage over Contract Value	5%

Notes:

1. Bid Item #10 for \$30,000 is still available and not calculated into the above forecast.
2. Change Order #04 may be required if all PCO#'s is not settled in a timely manner.
 - a. Allocation \$20,000 for PCO#21
3. Assumption should be made that additional claims may be forthcoming by the Contractor.
4. Liquidated Damage (LD's) claims have not been calculated and not anticipated to be pursued based on performance made to date and ability to meet milestones in conditions under their control.

CONSTRUCTION MANAGEMENT BILLING TO DATE

Item	Cost
Construction Management Billing (To Date)	\$318,521.54
Construction Management Budget (Remaining)	\$137,550.46

Note: Billing data date of June 30th, 2023.

CONSTRUCTION MANAGEMENT AMMENDMENT REQUEST

Item	Cost
Construction Management	\$24,600.00
Design Management	\$36,530.00
Total	\$61,130.00



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Please feel free to contact me with any questions.

Regards,

Jason Mate

Jason Mate
Construction Manager
MNS Engineers Inc.

Attachment 1- Critical Path

Job #822-22 Goleta Sanitary Pump Station Rehabilitation_07.01.23							Linear Critical Path							11-Jul-23 17:42				
Activity ID	WBS Name	Activity Name	Orig Dur	Start	Finish	Total Float	2023											
							May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
PPC1090	Procurement	Procure Automatic Transfer Switch (Delayed)	220	06-Jun-22 A	28-Aug-23	-32												
E.P.1000	Power & Maintenance Bldg	Demo Existing ATS	1	29-Aug-23	29-Aug-23	-32												
E.P.1010	Power & Maintenance Bldg	Install NewATS	5	30-Aug-23	06-Sep-23	-32												
P.S.1060*	Site Restoration	Start-Up ATS	5	07-Sep-23	13-Sep-23	-33												
MS1060*	Milestones & Completion Dates	Milestone 3b: Substantial Completion	0		13-Sep-23	-33												
P.S.1000	Site Restoration	Clean Up / Demobe	19	14-Sep-23	10-Oct-23	-32												
P.S.1010	Site Restoration	Punch List	19	14-Sep-23	10-Oct-23	-32												
MS1040	Milestones & Completion Dates	Milestone 4: Complete Construction (200 days)	0		10-Oct-23	-47												

Actual Level of Effort
 Remaining Work
 ◆ ◆ Milestone
 Actual Work
 Critical Remaining Work
 ▼ summary

TASK filters: Longest Path, No level of effort activities.
Page 1 of 1

Data date: 01-Jul-23
Project completion date: 10-Oct-23



C O N S T R U C T I O N

July 17th, 2023

Jason Mate
MNS Engineers
jmate@mnsengineers.com

RE: GSD Influent Pump Station Rehabilitation ATS Delays

Jason,

As has already been communicated, the delivery of the ATS has been pushed out by the supplier, Eaton, multiple times throughout the project. With the latest update from Eaton, the delivery and installation of the new ATS cannot be performed within the original contract duration.

GSE Construction has re-sequenced work activities to minimize the impacts of this delay. It is currently anticipated that all remaining work, with the exception of the ATS work, will be completed, and the pump station will be operational by the original completion date of August 25th.

Based on the attached schedule and an August 28th ATS delivery date, GSE is requesting a 47-calendar day non-compensable time extension to allow for the delivery and installation of the ATS, and final punch list items. Please note, if the ATS delivery date is pushed out again by the supplier, another time extension will be required.

Sincerely,

A handwritten signature in black ink, appearing to read 'MS', written over a white background.

Marc Saar



Eaton Corporation
13030 Crossroads Parkway
South
City of Industry, CA 91746

June 29, 2023

RE: Global Supply Chain Shortages and Lead-Time Impacts – GO# SLA1279815

Main Electric Supply,

I'd like to provide you with an update on Eaton's current operational status and your order referenced further below. Ongoing supply chain constraints (especially electronics, metals, resins, and allocations in each area), combined with extreme demand have created an environment where our schedules and manufacturing output are constantly updating and are significantly impacted. These challenges are prevalent for manufacturers across the electrical industry. Eaton is certainly working to mitigate these issues and improve our output and predictability. Eaton has made and continues to make significant investments to increase capacity, improve throughput and grow our supply chain elasticity. Eaton continues to qualify new suppliers, utilize "spot buys" for critical material, and employ premium freight and expedited shipping lanes to maximize available product for our partners and customers. These investments and actions are helping, but in the interim our lead times continue to be extended across many Eaton product groups.

Our current efforts are focused on delivering product as efficiently as we can under the current circumstances. While Eaton will continue to provide as-accurate-as-possible updates on lead times, unexpected changes are anticipated. We remain committed to providing our customers, channel partners and sales teams with the most up-to-date and accurate information available while managing expectations that lead times may continue to be extended or changed as the market evolves. Please remain in close contact with your local Eaton sales representative for any updates or changes.

In regards, to your concerns with respect to order (GO# SLA1279815), the automatic transfer switch has been delayed due to availability of the contactor. The plant has advised that they have to reschedule to August due to this component not being available.

We understand the concerns on the shipment delays and sincerely apologize for the issues you have experienced on this order. We will continue to work with our factories and business units to drive a resolution as quickly as possible. Please be assured that Eaton's recovery plan is focused in the areas above to improve supply across all shorted and allocated material. We do sincerely appreciate your business and please know that Eaton will continue to exhaust an unconstrained amount of resource, effort, and leverage to be able to build the products our customers require.

Sincerely,

James Ralston

James Ralston
Sales Engineer
jamesralston@eaton.com

Attachment 3- Change Order Log



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CHANGE ORDER STATUS LOG

Potential Change Order	Description	Amount	Change Order	Final Price	Notes	
1	Additional Pump Items inc. shaft bearings	\$13,972.00	1	\$15,298.00	Approved	
2	Roof Hatch addition	\$1,326.00	1		Approved	
3	Bubbler Back Panel Upgrade	\$0.00	1		Rejected	
4	Post Can Epoxy additions	\$1,456.00	2	\$63,687.00	Approved	
5	Pump Expansion Joint change	\$4,737.00	2		Approved	
6	By-Pass Flow Meter Rental	\$4,671.00	2		Approved	
7	Stair Tread Repair	\$2,051.00	2		Approved	
10	Vortex Suppressor Replacement	\$23,590.00	2		Approved	
11	Concrete Roof Curb Demo	\$2,328.00	2		Approved	
12	Slide Gate Rehabilitation	\$14,898.00	2		Approved	
14	Additional Pump Rehab Items	\$9,956.00	2		Approved	
8	HVAC Control Protocol	\$0.00	3		\$70,823	Withdrawn.
9	Wet Weather By-Pass	\$11,000	3			Approved
13	Wet Well Cleaning	\$0.00	3	Rejected		
15	Pump Shim Packs	\$5,000.00	3	Approved		
16	Additional Bypass Pump Rental	\$15,892.00	3	Approved		
17	Coating Scope Changes	-\$92,178.00	3	Approved		
18	Wet Well GFCI Circuits	\$1,109.00	3	Approved		
19	MCC Feeder Replacement Proposal	\$130,000.00	3	Approved		
20	Builders Risk Insurance Credit	-\$20,000.00	3	Approved		
21	Placeholder (District/Unforeseen Changes)	\$20,000.00	3 or 4	Open		
Total				\$149,808		

Note: PCO# list does not include revision numbers for each item. This information has been captured in the executed change order. PCO# 13 is under dispute for the value of \$3,393.00

AGENDA ITEM #2

AGENDA ITEM: 2

MEETING DATE: August 21, 2023

I. NATURE OF ITEM

Consideration of Continued Participation in and Contribution to the California Association of Sanitation Agencies' Statewide Wastewater Flow and Loadings Study

II. BACKGROUND INFORMATION

The District has been participating in a statewide flow and loadings study that is being coordinated by the California Association of Sanitation Agencies (CASA). Once completed the study will provide updated wastewater generation data (flow and loadings information) for a long list of specific types of developed properties. The reason that CASA began the study is that several CASA agencies had raised concerns about using outdated wastewater generation data in their rate studies. The new data will be based on a comprehensive state-wide wastewater sampling and analysis effort that will help ensure the legal defensibility of sewer service rate studies for many years into the future.

Unfortunately, the multi-year sampling effort that started in 2017 was halted in 2020 due to the Corona virus pandemic. The data collected before the pandemic has had to be reviewed and compared to similar data collected after the pandemic to determine the extent to which there were any substantial differences in the data sets.

This additional sampling and analysis work was not included in the original scope of work and additional funding from the participating agencies is being requested. A copy of the funding request letter for the additional work is attached to this report.

III. COMMENTS AND RECOMMENDATIONS

The consultant team and advisory committee have continued to meet to discuss the additional sampling and analysis required due to the pandemic. The total cost of this effort is estimated to be \$504,900. Since the District is participating at a 1% funding level, our share of the additional cost is \$5,020.10. With this payment our total cost of participating in this study is approximately \$60,000.

If the District were to conduct its own local flow and loadings study using the same methodology of the CASA study, the total cost could easily exceed \$100,000 even with a modest number of sampling sites selected for each type of development.

Given the potential cost of preparing a local flow and loadings study that would be legally sufficient, staff recommends the District continue to participate in the CASA study and that the Board authorize the payment of the District's proportional cost share for the additional work as outlined above in the amount of \$5,020.10, as requested in the attached letter.

Upon completion of the study the District will be provided the study results along with a handbook on how the data can be used to calculate future sewer service fees.

IV. REFERENCE MATERIAL

CASA Flow and Loadings Study Funding Request Letter and Pledge Form

July 17, 2023

Via Electronic Mail Only

Richard G. Battles, Esq.
Counsel for Goleta Sanitary District
Howell Moore & Gough LLP
1020 State Street
Suite 108
Santa Barbara, CA 93101
Email: rbattles@hmgllaw.com

RE: Flow & Loading Study Phase 2B Supplemental Budget and Pledge Form

Dear Mr. Battles:

When the Flow and Loading Study Participant Committee convened in late January 2023, we discussed the process and schedule for restarting the nonresidential sampling phase of the study (Phase 2B). At that time, the consultant team noted that due to the multi-year hiatus and other factors, such as inflation, there may be a need to augment the budget to complete Phase 2B.

The Steering Committee met in April 2023 to discuss possible revisions to both the Phase 2B scope and budget. The lead consultant, Carollo Engineers, shared the results of a desktop residential water consumption analysis and presented conceptual scope and budget adjustments to cover the increased costs to complete Phase 2B. The Steering Committee directed Carollo Engineers to refine the proposed scope and budget for their review and approval. The Steering Committee approved a revised scope and budget for Phase 2B.

During the Flow and Loading Study Participant Committee meeting on June 22, 2023, we reviewed the status of the Phase 2B sampling restart and discussed the need for adjustments to the project scope and budget, as well as the Steering Committee's approval for a revised scope and budget for Phase 2B. The Steering Committee-approved revised scope and budget includes an increase in the Phase 2B cost share funding of \$504,900, which is 17.4 percent of the original Phase 2B budget. As discussed in the Participant Committee meeting, the key drivers for the revised budget were:

- The need for repeat work – previous sampling interruption rendered data not usable; updates in plans for upcoming sampling that require reworking due to changes in business operations in some catchments;

**PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION**

Richard G. Battles, Esq.
Counsel for Goleta Sanitary District
Flow & Loading Study Phase 2B Supplemental Budget and Pledge Form
July 17, 2023
Page 2

- Project coordination and meetings during shutdown;
- Increases in labor costs for sampling and data analysis; and
- Increases in laboratory costs.

The attached spreadsheet shows the participating agencies and their updated cost shares under the revised budget for Phase 2B. As fiscal agent for the project, CASA requests that your agency complete and return the attached Phase 2B supplemental contribution pledge form as soon as possible, but no later than **August 15, 2023**. We realize that some agencies may need to seek governing board approval for the additional funds. We will work with you on the timing for payment of the additional funds, but please let us know if this is the case for your agency.

Thank you for your continued support for the study.

Sincerely,

SOMACH SIMMONS & DUNN
A Professional Corporation

By 
Alyson E. Ackerman, Counsel
California Association of Sanitation
Agencies

cc: Adam D. Link, Executive Director, CASA
Shacara Gamboa, CASA
Steve Wagner (swagner@goletasanitary.org)
Reese Wilson (rwilson@goletasanitary.org)

**PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION**

**CASA Flow and Loading Study Phase 2B Revised Budget
Participant Cost Share**

Stakeholder	Percent of Budget	Phase 2B Supp	Total Unpaid
City of LA	31.3%	\$ 158,231.75	\$ 465,058.75
LACSD	31.3%	\$ 158,231.75	\$ 317,585.75
OCSD	14.1%	\$ 71,459.50	\$ 71,459.50
SRCSD	7.1%	\$ 35,729.75	\$ 35,729.75
SFPUC	5.1%	\$ 25,521.25	\$ 98,856.25
IEUA	4.0%	\$ 20,417.00	\$ 20,417.00
CCCSD	2.0%	\$ 10,208.50	\$ 10,208.50
EID	1.0%	\$ 5,020.10	\$ 5,020.10
Napa San	1.0%	\$ 5,020.10	\$ 34,354.10
Ojai	1.0%	\$ 5,020.10	\$ 5,020.10
Goleta	1.0%	\$ 5,020.10	\$ 5,020.10
DSRSD	1.0%	\$ 5,020.10	\$ 5,020.10

California Association of Sanitation Agencies
Flow and Loading Study Project
Participating Agency Contribution Pledge Form

Please Respond by August 15, 2023

Agency: Goleta Sanitary District

Contact Name:

Telephone and Email:

My agency is committed to contributing the following amount to the Flow and Loading Study project being managed by CASA. I understand that CASA will be sending an invoice (or series of invoices) for the following Phase 2B supplemental contribution amount in the future:

\$ 5,020.10

The relative agency contribution levels have been determined per the funding share agreement that was previously distributed to all counsel.

Please return Contribution Commitment Form to:

Adam D. Link
Executive Director
915 L Street, Suite 200
Sacramento, CA 95814
Telephone: (916) 446-0388
E-Mail: alink@casaweb.org

You do not need to send a check at this time.
You will receive an invoice based upon your pledge.

Signature:

Date:

Name:

Thank You!

AGENDA ITEM #3

AGENDA ITEM: 3

MEETING DATE: August 21, 2023

I. NATURE OF ITEM

Consideration of Board Appointment Process and Schedule

II. BACKGROUND INFORMATION

Board members of the Goleta Sanitary District are elected from separate voting areas and serve staggered 4-year terms. If a sitting Board member resigns his or her position on the Board or a position becomes vacant for any other reason, the remaining Board members may appoint a qualified candidate to fill the vacant position. Government Code Section 1780 and Section 2-1.4.4 of the District's Administrative Code set forth three ways the vacancy can be filled. They are as follows:

1. The remaining Board members may appoint someone to fill the vacancy within 60 days.
2. The remaining Board members may call for an election to fill the vacancy within 60 days.
3. The County Board of Supervisors may appoint someone to fill the vacancy within 90 days if the remaining District Board members do not appoint someone to fill the vacancy or call for an election within 60 days, or may order the District to call an election to fill the vacancy.

On July 17, 2023, Director George Emerson submitted a letter of resignation effective August 11, 2023. A proposed schedule to fill this vacancy by appointment is presented herein for Board consideration.

III. COMMENTS AND RECOMMENDATIONS

The last time the Board filled a vacancy was in 2017. Since that time the District has changed from at-large elections to elections by-district voting areas. A copy of the approved district voting area map is attached to this report. Director Emerson's residence is located in district voting area #1 as shown on the attached voting area map.

In order to fill this vacancy by appointment, the following steps are required.

1. The District is to notify the Santa Barbara County elections official within 15 days after either the date on which the Board is notified of the vacancy or the effective date of the vacancy, whichever is later.

2. The remaining Board members shall appoint a resident elector of the District to fill the vacancy within 60 days after either the date on which the Board is notified of the vacancy or the effective date of the vacancy, whichever is later. The appointee should reside in the same voter area as the Director who vacated the office.
3. The District shall post a notice of the vacancy in 3 or more conspicuous places in the District at least 15 days prior to making the appointment.
4. The District shall notify the Santa Barbara County elections official of the appointment no later than 15 days after the appointment.

Given the 60-day timeline to fill the vacant board position by appointment, the Board would have to appoint someone to this position by October 10, 2023.

A preliminary schedule of the board member appointment process to meet the October deadline is as follows:

1. Notify Santa Barbara County Elections Office	Completed
2. Advertise board vacancy and post notices	In-progress
3. Deadline for submittal of applications	9/14/23
4. Interview potential board member candidates	9/20/23
5. Vacancy filled (Oath of office at regular Board meeting)	10/2/23
6. Notify Santa Barbara County Elections Office	10/3/23
7. Onboarding of new board member	10/3/23 to 2/28/24

An informational flyer on the board vacancy has been sent to all residents in district voting area #1. A copy of the informational flyer is attached to this report. Information on the board vacancy along with an application form has also been posted on the District's website and will be included in other notices and social media posts going forward.

Staff recommends the Board move forward with the appointment process as discussed above. Since the current vacancy occurred less than 130 days prior to the next election, the person appointed to fill the vacancy would serve until the 2024 general election.

IV. REFERENCE MATERIAL

GSD Voting Area Map

GSD Board Member Vacancy Flyer

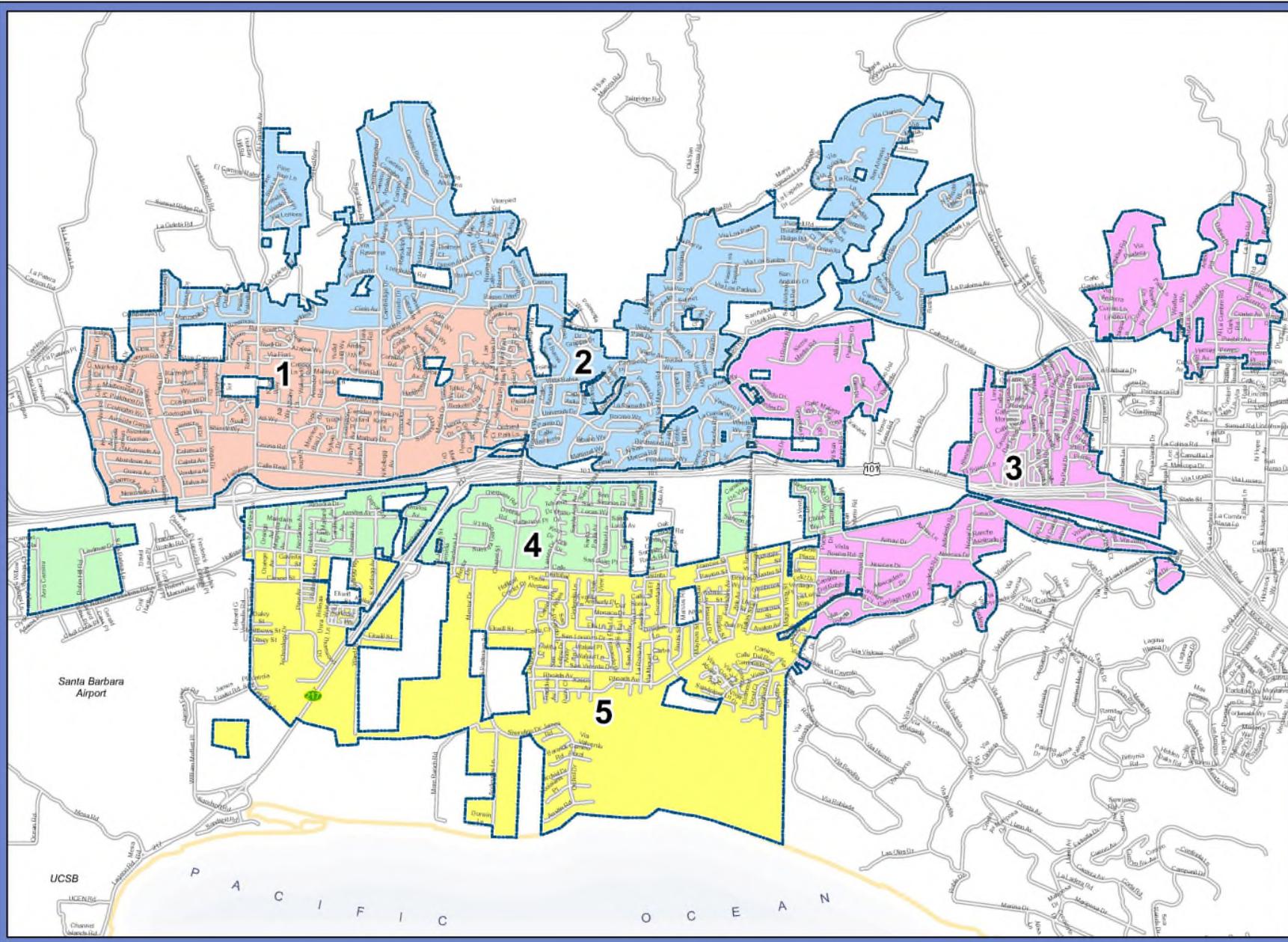
EXHIBIT A

KEY TO FEATURES

-  Goleta Sanitary District Boundary
-  Streets

Plan 1 Director Divisions

-  Division 1
-  Division 2
-  Division 3
-  Division 4
-  Division 5



DISCLAIMER
 This map is for reference only. Although every effort has been made to ensure the accuracy of information, errors and omissions originating from physical sources used to develop the database may be reflected on this map. ZWORLD GIS shall not be liable for any errors, omissions, or damages that result from inappropriate use of this document. No level of accuracy is claimed for the boundary lines shown here on and these should not be used to obtain coordinate values, bearings or distances.



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 State Plane California Zone V NAD 1983

GOLETA SANITARY DISTRICT DIRECTOR DIVISIONS PLAN 1





**JOIN THE GOLETA SANITARY DISTRICT
BOARD OF DIRECTORS**



GOLETA SANITARY
Water Resource Recovery District

THE GOLETA SANITARY DISTRICT IS LOOKING FOR A COMMUNITY-MINDED INDIVIDUAL TO JOIN OUR BOARD OF DIRECTORS.

The District is seeking to fill a vacancy on its governing board from the Voting District 1 area of our district. If you are willing to learn, have a desire to serve your community and are a resident of the Voting District 1 area, we'd like to hear from you.

The Goleta Sanitary District is an award-winning water resource recovery agency that collects, purifies and reclaims water, energy, and nutrients from wastewater. We not only collect via 132 miles of pipes from within our boundaries, but also serve the greater regional Goleta Valley through established agreements with the Goleta West Sanitary District, UCSB, the County of Santa Barbara, and the Santa Barbara Municipal Airport through treatment of their wastewater. We have been serving the community for over 80 years.

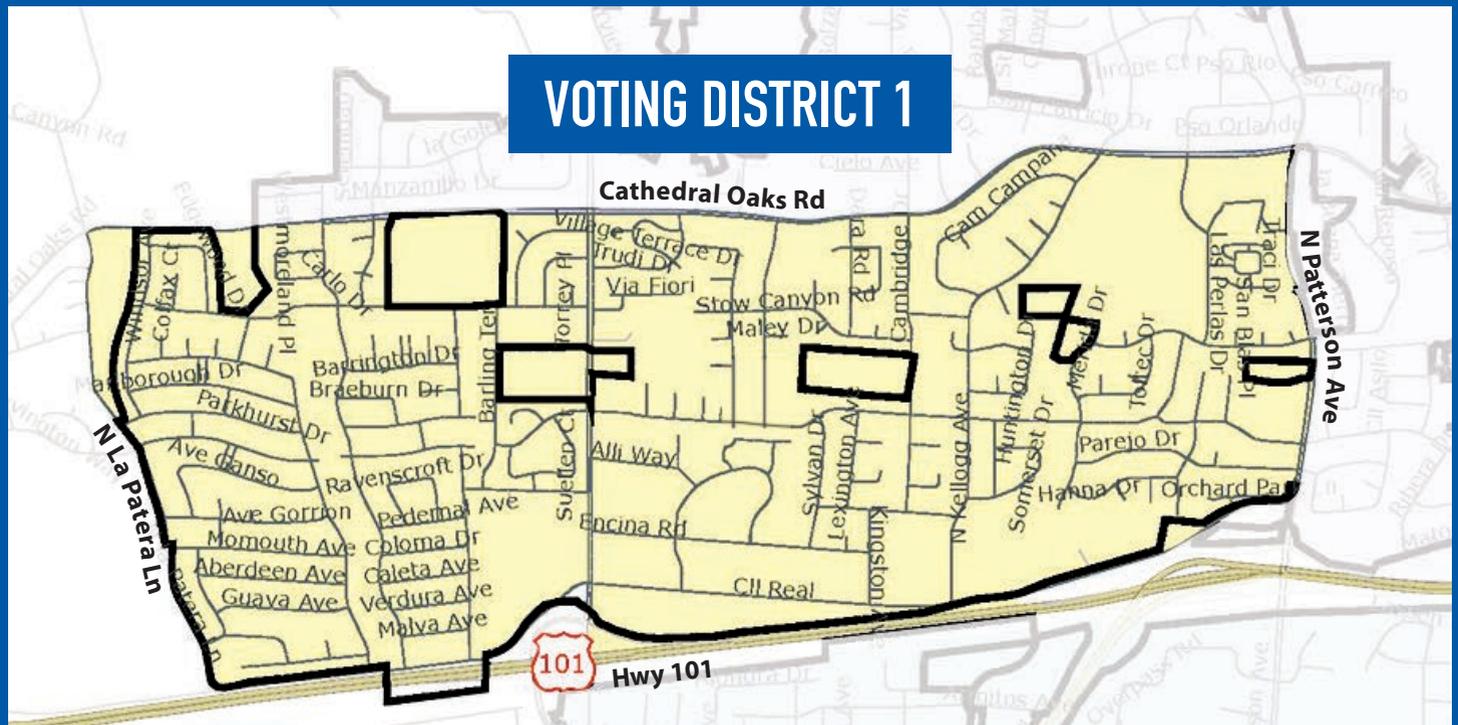
Voting District 1 is located between North La Patera Lane on the west side, Highway 101 to the south, North Patterson Avenue to the east, and Cathedral Oaks Road to the north. Applicants for the seat must live within this area to be appointed to the vacant Board position.

Board meetings are typically every first and third Monday evenings at 6:30 pm and last between 1.5 to 2 hours. Board members also participate on one or more standing committees that meet on average once a month. Board members serve four-year terms and receive compensation.

Through our on-boarding process you'll learn about special district governance, the responsibilities of a special district Board member, laws governing special districts, the history of our district, budgeting, and much more. You don't need to have knowledge of wastewater processes (though it would be great), but we want your experience and enthusiasm for public service.

For more information, visit goletasanitarydistrict.org/board-member-information.

You can also contact us at **805-967-4519** or swagner@goletasanitary.org. Thank you for your interest in serving your community with the Goleta Sanitary District.



Voting District 1 is located between North La Patera Lane on the west side, Highway 101 to the south, South Patterson Avenue to the east, and Cathedral Oaks Road to the north. Applicants for the seat must live within this area to be appointed to the Board position.

GENERAL MANAGER'S REPORT

GOLETA SANITARY DISTRICT GENERAL MANAGER'S REPORT

The following summary report describes the District's activities from August 8, 2023, through August 21, 2023. 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 has been conducting priority areas lines cleaning through-out the District.

CCTV INSPECTION

Staff has been conducting routine Closed-Circuit Television (CCTV) inspections in the area of Cathedral Oaks and El Sueno Roads.

GREASE AND OIL INSPECTIONS

Staff continues with Grease and Oil Inspections.

REPAIR AND MAINTENANCE

The Vector truck was taken to the Haaker repair facility in La Verne, CA to replace the Power Take Off (PTO) unit which broke. The PTO powers the hydraulics and water pump on the Vector. It is anticipated to be back in operation shortly. The Vaccon truck will be used for priority work and emergency response while the Vector is being repaired.

SEWER SERVICE CHARGES

Staff has finalized the District Fiscal Year 2023-24 sewer service charge information that will be added to the annual County tax roll. This year \$8.9 million will be collected on the tax roll.

SEWER MAIN EXTENSION AT 4500 VIA MARIA

Tierra Contracting completed a 300 linear foot extension of the sewer line at the intersection of San Antonio Creek Road and Via Maria. District staff inspected the work and are satisfied that all District standards have been or will be met. The District letter of acceptance for the new sewer line will be issued after the final inspections are completed. Three of the five homes on Via Maria will connect to this new line after the District letter is issued and their respective County permits are procured. It is anticipated that two other homes will connect at a later date.

2. TREATMENT, RECLAMATION AND DISPOSAL FACILITIES REPORT

Plant flows for the month of July, 2023 averaged 3.8 million gallons per day (MGD). That is about a 1 MGD drop in flow since U.C.S.B. students left campus for the summer. The Reclamation Plant has been on line since July 10, 2023. High concentrations and loadings during the weekends continue to cause intermittent challenges and various levels of Plant interference.

The Nanobubbler has been offline since the power outage on July 28, 2023. The bracket for the new pump supplying water to the Nanobubbler is in the process of being lowered

into the headworks grit chamber; then the pump system will be installed and put online.

The construction phase of the Influent Pump Station Rehabilitation Project continues. The bypass is expected to remain in place through this August due to the delay in obtaining the main switchgear. The general contractor, GSE Construction and electrical subcontractor, Smith Electric continue to work on electrical improvements.

Construction of the BESP Phase 1 project has commenced. The contractors' trailers were placed onsite and the existing utility lines are being potholed to confirm location.

Maintenance staff continues repairing air valves at the Lift Station, working on vehicle maintenance and flow meters, and are preparing to install the new vehicle lift in the vehicle garage. They are also preparing to install the new pump for the Nanobubbler at the Headworks and are performing general Plant maintenance.

GENERAL AND ADMINISTRATIVE ITEMS

Financial Report

The District account balances as of August 21, 2023 shown below are approximations to the nearest dollar and indicate the overall funds available to the District at this time.

Operating Checking Accounts:	\$ 134,347
Investment Accounts:	\$ 32,182,334
Total District Funds:	\$ 32,316,681

The following transactions are reported herein for the period 08/08/23 – 08/21/23

Regular, Overtime, Cash-outs and Net Payroll:	\$ 125,172
Claims:	\$ 187,943
Total Expenditures:	\$ 313,115
Total Deposits:	\$ 4,346

Transfers of funds:

LAIF to Community West Bank Operational (CWB):	\$ - 0 -
CWB Operational to CWB Money Market:	\$ - 0 -
CWB Money Market to CWB Operational:	\$ - 0 -
CWB Operational to CA-Class Investment Account	\$ - 0 -
CA-Class Investment Account 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 – July, 2023

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

CA-Class Investment Account

CA-Class Investment Account – July, 2023

Community West Bank (CWB)

CWB Money Market and ICS Accounts – July, 2023

Deferred Compensation Accounts

CalPERS 457 Deferred Compensation Plan – June, 2023

Lincoln 457 Deferred Compensation Plan – July, 2023

Personnel Update

A verbal update will be provided at the meeting.

Summer Conference Schedule

The annual CASA Summer Conference was held in San Diego from August 9-11, 2023.

A brief verbal report on the conference will be provided.

**DISTRICT
CORRESPONDENCE**
Board Meeting of August 21, 2023



Date: **Correspondence Sent To:**

1. 08/07/2023 Mike Prater, Executive Officer
Santa Barbara LAFCO
Subject: Proposed annexation to Goleta Sanitary District
Meyer and Santa Barbara Elixir, LLC
1405 and 1385 Anderson Lane, Santa Barbara, CA
A.P.N. 065-250-032 and 065-250-031

2. 08/15/2023 Kalley Ridgway Liehr
Subject: Sewer Service Availability
Proposed Annexation, Sewer Main Extension and Connection of One
Office Trailer and 150,000 SF of Green Houses
A.P.N. 065-250-031 at 1385 Anderson Lane, Santa Barbara, CA

3. 08/15//2023 Kalley Ridgway Liehr
Subject: Sewer Service Availability
Proposed Annexation, Sewer Main Extension and Connection of One
Single Family Residence and Two Detached Buildings
A.P.N. 065-250-032 at 1405 Anderson Lane, Santa Barbara, CA

4. 08/15/2023 Housing Authority of the City of Santa Barbara
Dale Fathe-Aazam, Director of Real Estate and Technology
Subject: Goleta Sanitary District Annual Sewer Service Charges
A.P.N. 061-081-007 at 4455 Hollister Ave., Santa Barbara, CA

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