

# **AGENDA**

## **REMOTE MEETING NOTICE**

This meeting will be accessible by remote video conferencing. Please be advised that while the District will endeavor to ensure these remote participation methods are available, the District does not guarantee that they will be technically feasible or work all the time. Further, the District reserves the right to terminate these remote participation methods (Subject to Brown Act Restrictions) at any time and for whatever reason. The public may observe and participate in this meeting remotely via Zoom as set forth below.

### **INSTRUCTIONS FOR USING ZOOM**

- Join the meeting using the link below.
- You must have audio and microphone capabilities on the device you are using to join the meeting.
- When you join the meeting make sure that you join the meeting with audio and follow the prompts to test your speaker & microphone prior to joining the meeting.

### **TO SPEAK DURING PUBLIC COMMENT USING ZOOM**

- The Board President will announce when it is time for Public Comment.
- Click on the Raise Hand icon if you would like to speak during Public Comment.
- 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.
- You will have three (3) minutes to speak. When your time is up, you will be muted.

### **TO SPEAK ON AN ITEM USING ZOOM**

- The Board President will call the item and staff will begin the staff report.
- Click on the Raise Hand icon if you would like to speak on the item.
- 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.
- You will have three (3) minutes to speak. When your time is up, you will be muted.
- You will repeat this process for each item you want to speak on.

### **FOR OPEN SESSION PARTICIPATION**

Join Meeting Electronically at:

#### **Join Zoom Meeting**

<https://us02web.zoom.us/j/83776608353?pwd=AanvazjaUdGVl4h1lgsmvNIZB3AiXi.1>

**Meeting ID: 837 7660 8353**

**Passcode: 302903**

Please attend in Person or by submitting your comment via Email to:  
RMangus@GoletaSanitary.Org

**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

October 21, 2024

**CALL TO ORDER:** 6:30 p.m.

**ROLL CALL OF MEMBERS**

**BOARD MEMBERS:** Edward Fuller  
Jerry D. Smith  
Steven T. Majoewsky  
Dean Nevins  
Jonathan Frye

**CONSIDERATION OF THE MINUTES OF THE BOARD MEETING**

The Board will consider approval of the Minutes of the Regular Meeting of October 7, 2024.

**PUBLIC COMMENTS** - Members of the public may address the Board on items within the jurisdiction of the Board. Under provisions of the Brown Act, the Board is prohibited from taking action on items not listed on the agenda. Please limit your remarks to three (3) minutes and if you wish, state your name and address for the record.

**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. DISCUSSION AND CONSIDERATION OF MEMORANDUM OF UNDERSTANDING WITH THE MOSQUITO AND VECTOR MANAGEMENT AGENCY FOR MOSQUITO CONTROL SERVICES FOR FY24-25 AND FY25-26  
(Board may take action on this item.)
2. CONSIDERATION OF FY25 ACTION PLAN STATUS REPORT
3. CONSIDERATION OF GENERAL MANAGER SUCCESSION PLAN  
(Board may take action on this item.)

4. REVIEW OF QUARTERLY CAPITAL IMPROVEMENT PROGRAM PROJECT STATUS REPORT
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**

***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 Director at least 3 hours prior to the meeting by telephone at (805) 967-4519 or by email at [info@goletasanitary.org](mailto: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

October 7, 2024

**CALL TO ORDER:** President Fuller called the meeting to order at 6:30 p.m.

**BOARD MEMBERS PRESENT:** Edward Fuller, Jerry Smith, Steven T. Majoewsky, Dean Nevins, Jonathan Frye

**BOARD MEMBERS ABSENT:** None

**STAFF MEMBERS PRESENT:** Rob Mangus, Finance Director/Board Secretary

**OTHERS PRESENT:** None

**APPROVAL OF MINUTES:** Director Majoewsky made a motion, seconded by Director Smith, to approve the minutes of the Regular Board meeting of 9/16/2024. The motion carried by the following vote:

(24/10/2257)

AYES: 4 Fuller, Smith, Majoewsky, Frye  
NOES: None  
ABSENT: None  
ABSTAIN: 1 Nevins

**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. **CLOSED SESSION**

(i) PUBLIC COMMENTS ON CLOSED SESSION ITEM  
None, no public.  
Board entered closed session at 6:35 p.m.

(ii) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957 – THREAT TO PUBLIC SERVICES OR FACILITIES  
CONSULTATION WITH FINANCE DIRECTOR

- (iii) PUBLIC REPORT ON CLOSED SESSION  
Board returned to open session at 6:55 p.m. and there was no reportable Board action.

2. DECLARATION OF SURPLUS EQUIPMENT AND AUTHORIZATION TO OFFER SAME FOR SALE OR DISPOSAL

Mr. Mangus gave the staff report.

Director Nevins made a motion, seconded by Director Frye to declare the listed items presented as surplus property and direct staff to advertise them for sale through public bidding or by auction.

The motion carried by the following vote:

(24/10/2258)

AYES:	5	Fuller, Smith, Majoewsky, Nevins, Frye
NOES:		None
ABSENT:		None
ABSTAIN:		None

3. CONSIDERATION OF REVISED REIMBURSEMENT AGREEMENT FOR THE RIDGWAY SEWER MAIN EXTENSION ON ANDERSON LANE NEAR SHORELINE DRIVE

Mr. Mangus gave the staff report.

Director Smith made a motion, seconded by Director Majoewsky to approve the revised reimbursement agreement for the Ridgway Sewer Main extension on Anderson Lane near Shoreline Drive and authorize the Board President to execute the agreement.

The motion carried by the following vote:

(24/10/2259)

AYES:	5	Fuller, Smith, Majoewsky, Nevins, Frye
NOES:		None
ABSENT:		None
ABSTAIN:		None

4. GENERAL MANAGER'S REPORT

Mr. Mangus gave the report.

5. LEGAL COUNSEL'S REPORT

No report.

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

Director Smith – No report.

Director Nevins – No report.

Director Majoewsky – No report.

Director Frye – Reported he attended the Goleta West Sanitary District meeting at the request of President Fuller.

Director Majoewsky made a motion, seconded by Director Smith to ratify Director Frye's attendance at the Goleta Sanitary District Meeting and approve compensation for his attendance.

The motion carried by the following vote:

(24/10/2260)

AYES: 5 Fuller, Smith, Majoewsky, Nevins, Frye

NOES: None

ABSENT: None

ABSTAIN: None

7. PRESIDENT'S REPORT

President Fuller – No report.

8. ITEMS FOR FUTURE MEETINGS

No Board action was taken to return with an item.

9. CORRESPONDENCE

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

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

Director Smith made a motion, seconded by Director Nevins, to ratify and approve the claims, for the period 10/08/2024 to 10/21/2024 as follows:



Regular Meeting Minutes

October 7, 2024

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Running Expense Fund #4640	\$	546,398.69
Capital Reserve Fund #4650	\$	795.58
Depreciation Replacement Reserve Fund #4655	\$	52,421.46

The motion carried by the following vote:

(24/10/2261)

AYES:	5	Fuller, Smith, Majoewsky, Nevins, Frye
NOES:		None
ABSENT:		None
ABSTAIN:		None

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:15 p.m.

ATTEST

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Edward Fuller  
Governing Board President

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Robert O. Mangus, Jr.  
Governing Board Secretary

# **AGENDA ITEM #1**

**AGENDA ITEM: 1**

**MEETING DATE: October 21, 2024**

**I. NATURE OF ITEM**

Discussion and Consideration of Memorandum of Understanding with the Mosquito and Vector Management Agency for Mosquito Control Services for FY24-25 and FY25-26

**II. BACKGROUND INFORMATION**

For the past several years the District has paid the Mosquito and Vector Management District (MVMD) to provide mosquito control services on the District's treatment plant property pursuant to a Memorandum of Understanding (MOU) that covers two fiscal years. The prior MOU was executed in 2022 and expired June 30, 2024.

A new proposal for mosquito control services and MOU for FY24-25 and FY25-26 has been prepared and is attached to this report. The proposed services covered by the new MOU are basically the same as the prior MOU.

Staff met with representatives of the MVMD to review the MOU and confirm both the scope of mosquito control services needed and associated costs. The new MOU for mosquito control services on District property is presented herein for Board consideration.

**III. COMMENTS AND RECOMMENDATIONS**

The proposed MOU includes a site-specific Mosquito Management Plan (MMP) for GSD property that describes the areas to be treated, type of treatment to be performed and the frequency of treatment. The main areas to be treated are the 6.5-acre open space/wetland at the corner of Fowler Road and William Moffett Place and the District's stabilization ponds. The term of the two-year MOU is through June 2026. The annual cost of treatment for each fiscal year (based on labor and materials) is estimated to be \$6,178. These are estimated costs. Actual costs billed will be based on a time and materials basis as appropriate and in accordance with the approved scope of work. No additional services shall be performed, or costs incurred without prior written approval.

Staff recommends that the Board authorize the General Manager to execute the proposed MOU with the MVMD for Mosquito Control Services for FY24-25 and FY25-26.

**IV. REFERENCE MATERIAL**

Mosquito and Vector Management District Memorandum of Understanding and Management Plan for FY24-25 and FY25-26

Exhibit A

**MOSQUITO MANAGEMENT PLAN  
FOR THE  
GOLETA SANITARY DISTRICT**

**FISCAL YEARS 2024-2025 AND 2025-2026**



prepared by  
Mosquito and Vector Management District  
of Santa Barbara County  
September 26, 2024

## A. INTRODUCTION

The Goleta Sanitary District's Wastewater Treatment facility ("GSD") has two large mosquito breeding sources on its property. The Mosquito and Vector Management District of Santa Barbara County ("MVMD") controls mosquitoes in these locations using the methods described below. These methods do not include any adulticiding or "fogging" techniques which target adult mosquitoes. The MVMD only uses larvicides which specifically target the mosquitoes' aquatic larval stage.

**Habitat Source 1**, the most important mosquito breeding source, consists of a pair of tule-filled freshwater marshes at the corner of Moffett Place and Fowler Road on GSD property. This 6.5-acre site is a seasonal wetland that floods during winter rainstorms. Floodwater mosquitoes (*Aedes washinoi*) breed in this wetland and their eggs hatch as the wetland floods. The adult females are not known to be disease vectors, but are vicious and aggressive biters that cause serious mosquito nuisance problems. Floodwater mosquitoes have only one generation per year and can be controlled with a pre-flood treatment of time-released larvicide applied before flooding occurs. Later in the season other mosquito species may begin breeding at this site including *Culex* species which are the primary vectors of West Nile virus.

**Habitat Source 2** is the three settling ponds on the east side of the GSD facility. These can occasionally become mosquito breeding sites. This usually occurs when vegetation starts growing in the ponds and creates refuges for mosquito larvae. The total area of the ponds is approximately 5.5 acres, of which about 2.5 acres the MVMD is equipped to treat. Because of the sporadic nature of mosquito breeding in this habitat, it will be treated only upon request by the GSD and as agreed between the GSD and the MVMD.

## B. MOSQUITO MANAGEMENT TECHNIQUES

### 1. Mosquito Larvicides

#### ***Methoprene***

**Altosid**<sup>®</sup> pellets contain the active ingredient methoprene which prevents mosquito larvae from maturing into adult mosquitoes. Methoprene is extremely selective – it affects very few organisms besides mosquitoes. Altosid pellets provide up to 30 days of residual mosquito control. **Altosid P35**<sup>®</sup> pellets can also be applied before flooding. They provide residual control of most major mosquito species for up to 35 days. **Altosid 30-day** briquets are a 30-day time-release formulation also containing methoprene. They can be applied to large, inaccessible mosquito breeding sources through the use of slingshots. **Altosid XR**-Briquets are formulated to have a 150-day time-release.

Floodwater mosquitoes lay their eggs in low-lying and seasonal marshes that eventually become inundated with water. The MVMD consistently finds these mosquitoes every year at the GSD's breeding sources as described below. Pre-flood treatments allows the active ingredient in the Altosid products to be activated upon flooding, and it remains effective for the duration of the formulated time-release period. Pre-flood applications allow larvicides to be applied to areas that eventually become inaccessible due to dense vegetation and flooding.

#### ***Bacillus thuringiensis israelensis***

**VectoBac G**<sup>®</sup> is a biological mosquito larvicide that contains the active ingredient *Bacillus thuringiensis israelensis* ("Bti"). Bti is derived from a soil bacterium which produces a toxin that

kills mosquito larvae within 48 hours after they ingest it. It is not toxic to birds, frogs, turtles, fish, and most other insects. VectoBac has very little residual activity so it must be applied repeatedly for continual mosquito control. VectoBac G is a granular mosquito larvicide so it can be applied with hand-held broadcasting equipment.

### ***Bacillus sphaericus***

**VectoLex FG®** is a biological mosquito larvicide that has *Bacillus sphaericus*, as its active ingredient. VectoLex FG is highly effective against *Culex* mosquito species that breed in the settling ponds. VectoLex FG may provide some residual mosquito control under certain conditions. This material works well at controlling mosquito larvae in water with high levels of organic matter, like that in the GSD settling ponds. *Bacillus sphaericus*' mode of action is similar to Bti's, but is different enough to prevent the mosquitoes from becoming resistant to Bti when the two materials are used alternately.

VectoBac and VectoLex treatments target *Culex* species mosquitoes which breed in the springtime.

## 2. Monitoring

### ***Dipping***

“Dipping” is a method of inspecting water sources for mosquito larvae using a “dipper” which is a white, 4-inch diameter cup attached to a 3- to 4-foot long handle. A cupful of water is collected from the habitat and inspected for mosquito larvae. Mosquito control measures are taken when significant numbers of larvae are found. Inspection by dipping is not practical where vegetation in and around water sources is extremely dense or when the mosquito breeding habitat is inaccessible.

### ***CO<sub>2</sub> Mosquito Trapping***

The cost for carbon dioxide (CO<sub>2</sub>) trapping is not part of this Mosquito Management Plan, but is described here because it is the only way to monitor for mosquitoes in habitats where dense tule vegetation makes it impossible to monitor by dipping. Female mosquitoes are attracted to CO<sub>2</sub> when they are searching for a blood meal. The mosquito trap consists of a small battery-powered fan hanging below a container of dry ice. The CO<sub>2</sub> released from the dry ice attracts hungry female mosquitoes which are then pulled by the suction created by the fan into a mesh bag attached under the fan housing. Traps are placed near mosquito habitats during the late afternoon and are retrieved the next morning. All mosquitoes caught in the traps are identified to species in the laboratory. Trap counts give an indication of mosquito activity in the area and of the species that are present. Mosquito control measures can be implemented when high activity is indicated. Captured mosquitoes can also be sent to a laboratory to be analyzed for mosquito-borne viruses.

## C. MOSQUITO BREEDING SOURCES

### Habitat 1 - Wetland at Corner of Moffett Place and Fowler Road.

#### a. Description:

This site has a pair of freshwater ponds totaling 6.5 acres. Dense tule vegetation, which provides an excellent habitat for mosquito breeding, grows throughout the entire wetland except for the southwest corner which has a dense growth of willows.

#### b. Mosquitoes:

Floodwater mosquitoes (*Aedes washinoi*) breed and lay their eggs at this site in winter and spring. The eggs lay dormant through the summer and fall and hatch when the water level rises after heavy

winter rains. Floodwater mosquitoes are not known to be disease vectors, but they are vicious and aggressive biters and are the primary nuisance problem at the GSD. In summer and fall the tule mosquito (*Culex erythrothorax*) and the encephalitis mosquito (*Culex tarsalis*), both vectors of West Nile virus, and other mosquito species become active.

**c. Mosquito Production:**

Floodwater mosquito production can be heavy, due to the extensive amount of dense tule vegetation, while *Culex spp.* production in past seasons has been moderate.

**d. Scope of Control Work:**

Altosid 30-d briquets are the most effective and efficient way to treat this site for floodwater mosquitoes due to its 30-day time release formulation. This material can be applied using slingshots either before or after it floods. The District proposes annual pre- or post-flood treatment of wetland habitat 1 with Altosid 30-d briquets.

Later in the season vector control technicians can treat specific areas within wetland Habitat 1 with VectoBac G, as needed, to control *Culex* species mosquitoes. The number of treatments will vary according to the amount of rainfall received during the rainy season. This mosquito management plan includes the cost of four spot treatments with VectoBac.

**Figure 1. Map of Goleta Sanitary District:**



## Habitat 2 – Settling Ponds.

### a. Description:

This habitat consists of two settling ponds totaling approximately 5.2 acres. Vegetation growing in the stagnant water and effluent in these ponds can create ideal mosquito breeding habitats.

### b. Mosquitoes:

Foul-water mosquitoes (*Culex stigmatosoma*) and southern house mosquitoes (*Culex quinquefasciatus*) are the primary species that breed in this kind of aquatic habitat. Other species such as the encephalitis mosquito and cool-weather mosquitoes (*Culex spp.*) also may occasionally breed here.

### c. Mosquito Production:

Mosquito production is normally light to moderate depending upon conditions such as vegetative growth and water levels within individual ponds.

### d. Scope of Control Work:

The Mosquito and Vector Management District treats the periphery of the two ponds (for a total of approximately 2.5 acres) with VectoBac G or VectoLex FG. Both are granular mosquito larvicides that can be applied using a gasoline-powered backpack applicator.

As this habitat only occasionally breeds mosquitoes, the MVMD will treat the settling ponds only upon the request of the GSD and after discussions between the two Districts.



**D. ESTIMATED COST OF CONTROL:**

<b>Position</b>	<b>Estimated Hours Worked</b>	<b>Rate/hour</b>	<b>Labor costs</b>
Vector Control Technican II	10.5	\$ 93.48	\$ 981.54
Vector Control Technican II	3	\$ 88.87	\$ 266.61
Lead Vector Control Technician	3	\$ 100.33	\$ 300.99
Vector Biologist Technician	2	\$ 105.65	\$ 211.30
Seasonal Vector Control Technician	5	\$ 37.39	\$ 186.95
		<b>Total =</b>	<b>\$ 1,947.39</b>
<b>Material</b>	<b>Estimated Amount Applied</b>	<b>Cost per lb.</b>	<b>Material Costs</b>
VectoBac G	25	\$ 3.12	\$ 78.00
VectoLex FG	2	\$ 7.68	\$ 15.36
Altosid 30-day briquets	32	\$ 121.33	\$ 3,882.56
Altosid P35	5	\$ 21.60	\$ 108.00
Altosid pellets	2	\$ 30.71	\$ 61.42
		\$ 185.76	\$ 4,145.34
<b>One-way distance to GSD* (miles)</b>	<b>Estimated number of visits</b>	<b>Rate/mile**</b>	<b>Mileage Costs</b>
15.9	8	\$ 0.67	\$ 85.22
		<b>Total =</b>	<b>\$ 85.22</b>
* Distance from the District's office to GSD, according to Google Maps			
** Standard mileage rate set by the Internal Revenue Service beginning January 1, 2024			
		<b>Grand Total =</b>	<b>\$ 6,177.95</b>

**The total cost for mosquito management services is estimated to be and not exceed \$6,177.95 per fiscal year.**

The Mosquito and Vector Management District of Santa Barbara County welcomes the opportunity to provide its services to the Goleta Sanitary District. We appreciate the Goleta Sanitary District's commitment to protecting their staff and their neighbor's health and quality of life.

# **AGENDA ITEM #2**

**AGENDA ITEM: 2**

**MEETING DATE: October 21, 2024**

**I. NATURE OF ITEM**

Consideration of FY25 Action Plan Status Report

**II. BACKGROUND INFORMATION**

The District's Governing Board held its annual planning meeting on Wednesday, April 10, 2024, at the Goleta Community Center to review the 2023 Annual Report, prior year activities, and to develop a new list of goals and objectives for FY24-25 (FY25). The list of goals and objectives identified at the meeting have been put together into the FY25 Action Plan that is presented herein for Board consideration.

**III. COMMENTS AND RECOMMENDATIONS**

The attached FY25 Action Plan includes 25 separate goals with a total of 80 associated actions to be completed over the next year. Many of these goals and actions were carried over from the prior year and are already in progress. While the goal is to complete all identified actions, the timing and/or completion of most of the actions is dependent on the availability of staff and other required resources. Some actions are dependent on other entities/agencies which are not under our control. The attached status report includes the estimated schedule for completion and the current status for each identified action.

Out of the 80 actions included in the FY25 Action Plan, 56 (70%) have been completed or are in progress. The remaining actions are scheduled for completion by the end of the fiscal year and/or will be incorporated into the FY26 Action Plan as appropriate.

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

**IV. REFERENCE MATERIALS**

FY25 Action Plan Status Report dated 10/21/24

**GOLETA SANITARY DISTRICT  
FY25 ACTION PLAN STATUS REPORT  
10/21/24**

		Original Timeline	Current Status	Estimated Completion	Remarks
<b>Goal #1 Complete construction of BESP Phase 1 project</b>					
1	Keep construction of BESP Phase 1 project on schedule	Ongoing	In Progress	Ongoing	Completion of project anticipated by end of 2025
2	Actively monitor and adjust construction schedule as required	Ongoing	In Progress	Ongoing	Minor adjustments to schedule made due to additional utility relocation work
3	Ensure timely delivery of long lead items	Ongoing	In Progress	Ongoing	Switchgear and Mixer deliveries are on-schedule
<b>Goal #2 Construct 3 new office spaces in the administration building</b>					
4	Obtain proposals from qualified contractors	Q2 2024	Complete	Q3 2024	Proposal from Barton Construction Inc. selected for installation of prefabricated wall/door system.
5	Board consideration of office installation contract	Q3 2024	Complete	Q3 2024	Installation contract authorized by Board on 8/5/24
6	Complete construction	Q4 2024	In progress	Q4 2024	Wall demo complete. Fabrication of new walls offsite under way. Ceiling work scheduled for end of Oct.
<b>Goal #3 Complete collections system priority spot repair projects</b>					
7	Obtain proposals from qualified contractors	Q4 2024	In Progress	Q4 2024	Proposal for repair of 10" mainline across Maria Ygnacio Creek received.
8	Award construction contracts	Q1 2025	In Progress	Q4 2024	Award of contract for emergency repair of Maria Ygnacio Creek crossing in progress.
9	Complete repairs	Q2 2025		Q2 2025	
<b>Goal #4 Reconfigure Lystek equipment for TWAS refeed</b>					
10	Remove all unnecessary Lystek equipment	Q2 2024	Complete	Q3 2024	All unnecessary equip removed by Lystek on 6/6/24.
11	Reconfigure remaining Lystek equipment for TWAS refeed	Q3 2024	Complete	Q4 2024	Mechanical and Electrical reconfiguration completed on 10/9/24.
12	Initiate start up of TWAS refeed and monitor results	Q3 2024	In Progress	Q4 2024	

<b>Goal #5 Complete preliminary engineering &amp; environmental review of SHIP</b>					
13	Prepare Initial Study to determine appropriate CEQA document	Q2 2024	Complete	Q2 2024	
14	Complete preliminary engineering and prepare updated cost estimate	Q4 2024	In Progress	Q1 2025	
15	Prepare draft CEQA document for public review	Q4 2024	In Progress	Q1 2025	
16	Conduct public hearing and adopt final CEQA document	Q1 2025			
<b>Goal #6 Perform Value Engineering Analyses of SHIP and initiate final engineering design</b>					
17	Conduct value engineering analysis at completion of 30%, 60%, and 90% design plans	Ongoing	In Progress	Ongoing	Value engineering analysis on 30% design in progress.
18	Initiate final engineering design of SHIP	Q2 2025		Q2 2025	
<b>Goal #7 Update CIP Storymap and post on District Website</b>					
19	Update individual CIP project worksheets based on latest information	Q3 2023	In Progress	Q4 2024	
20	Update cost and schedule summary based on revised worksheets	Q4 2024		Q1 2025	
21	Revise story map based on updated project information	Q1 2025			
<b>Goal #8 Conduct preliminary analysis of options for nutrient management</b>					
22	Develop scope and cost for nutrient management analysis and request proposals	Q4 2024	In Progress	Q4 2024	
23	Award professional services agreement for Nutrient Management Analysis	Q4 2024			
24	Complete preliminary nutrient management analysis and report of findings	Q1 2025		Q2 2025	
<b>Goal #9 Conduct proforma analysis of Moleaer Nano Bubble Generator (NBG)</b>					
25	Develop proforma testing protocol for Moleaer NBG	Q2 2024	Complete	Q2 2024	
26	Initiate cyclic testing of NBG and monitor results	Q3 2024	Complete	Q2 2024	Testing initiated on 6/2/24 and completed on 10/5/24
27	Prepare proforma report based on test results	Q4 2024	In Progress	Q4 2024	

<b>Goal #10 Re-evaluate Capacity Exceedance Policy</b>					
28	Update list of users that are exceeding their current permitted capacity	Q4 2024	In Progress	Q4 2024	
29	Board consideration of capacity exceedance policy and implementation	Q4 2024			
<b>Goal #11 Conduct rate study based on results from CASA's Flow &amp; Loadings Study</b>					
30	Continue participation in CASA F&L study	Ongoing	In Progress	Ongoing	Phase 2b of commercial flow sampling underway. Study completion estimated to be spring 2024
31	Prepare RFQ/P for selection of rate study consultant	Q4 2024	In Progress	Q4 2024	
32	Board consideration of rate study consultant	Q4 2024		Q1 2025	
33	Conduct rate study based on results of CASA F&L study	Q1 2025		Q2 2025	
34	Board consideration of rate study	Q1 2025		Q2 2025	
35	Board adoption new rate structure	Q2 2025		Q3 2025	
36	Develop outreach communications plan on proposed rate changes	Q2 2025			
<b>Goal #12 Expend BESP Loan funds in accordance with Loan agreement</b>					
37	Submit loan reimbursement requests for all BESP related expenses in a timely manner	Ongoing	In Progress	Q2 2025	Several reimbursement requests submitted to date totaling over \$5M
38	Expend remainder of BESP Loan proceeds by 6/10/25	Q2 2025	In Progress	Q2 2025	
<b>Goal #13 Consider hiring State/Federal lobbyist for future capital project funding</b>					
39	Prepare and issue RFP for State/Federal lobbyist services	Q2 2024	Complete	Q2 2024	Proposal received from Rojas Public Affairs
40	Board consideration of lobbyist services contract	Q3 2024	Complete	Q3 2024	Board consideration of lobbyist services contract on 8/19/24

<b>Goal #14 Seek grant funding for large scale CIP projects</b>					
41	Actively monitor grant funding programs	Ongoing	In Progress	Ongoing	
42	Select grant funding programs based on existing project needs	Ongoing	In Progress	Ongoing	
43	Submit grant applications as required	Ongoing	In Progress	Ongoing	
<b>Goal #15 Improve collaboration with partner agencies</b>					
44	Schedule quarterly meetings with partner agencies to review status of CIP and budget expenditures	Ongoing	In Progress	Ongoing	
45	Hold annual contract users meeting to review annual budget	Q2 2025		Q2 2025	
<b>Goal #16 Conduct Board Self Assessment</b>					
46	Board consideration of consultant contract	Q4 2024		Q1 2025	
47	Board participation in self assessment process	Q4 2024		Q1 2025	
48	Board review of self assessment report	Q1 2025		Q2 2025	
<b>Goal #17 Prepare 2025 Strategic Plan</b>					
49	Board consideration of consultant contract	Q3 2024		Q1 2025	
50	Preparation of draft 2025 Strategic Plan	Q4 2024		Q2 2025	
51	Board review and approval of 2025 Strategic Plan	Q1 2025		Q2 2025	
<b>Goal #18 Consider changes to organization to meet future needs and facilitate succession planning efforts</b>					
52	Staff preparation of proposed organizational changes	Q4 2024	Complete	Q3 2024	
53	Board consideration of proposed organizational changes	Q4 2024	Complete	Q3 2024	Board Consideration of proposed changes to facilitate succession planning efforts on 9/16/24

<b>Goal #19 Maintain platinum level District of Distinction recognition by CSDA</b>					
54	Review of current platinum level District of Distinction recognition requirements	Q3 2024	Complete	Q3 2024	
55	Prepare and submit renewal application for platinum level District of Distinction recognition	Q3 2024		Q3 2025	To be included in FY26 action plan
56	Completion of SDLF governance training by new Board member	Q2 2025	In Progress	Q2 2025	Director Frye completed first SDLF governance course on 9/8/24
<b>Goal #20 Maintain certification as Santa Barbara County Green Business</b>					
57	Review green business certification criteria to ensure compliance	Q2 2024	Complete	Q2 2024	Certification process reviewed for compliance
58	Prepare and submit application if required to maintain certification	Q4 2024	In progress	Q4 2024	
59	Continue to support and participate in SBC Green Business program	Ongoing	Complete	Ongoing	
<b>Goal #21 Implement annual outreach program activities</b>					
60	Review annual outreach program with Board Outreach Committee	Q1 2023	Complete	Q1 2024	Committee review of outreach plan held on April 13, 2023
61	Board consideration of annual outreach program	Q2 2023	Complete	Q2 2023	Board review of outreach plan on March 31, 2023
62	Implement annual outreach programs in accordance with plan	Ongoing	In Progress	Ongoing	
<b>Goal #22 Enhance education and outreach on public health activities</b>					
63	Include articles on ongoing influenza testing for virus in newsletters and on website	Q3 2024	In Progress	Q4 2024	Article on influenza virus testing to be included in winter 2024 newsletter
64	Consider publishing "did you know" articles on social media	Ongoing	In Progress	Ongoing	
<b>Goal #23 Expand Spanish translation to all outreach efforts as appropriate</b>					
65	Expand Spanish translation to all outreach efforts as appropriate	Ongoing	In Progress	Ongoing	
66	Produce 2 more virtual plant tour videos in Spanish and post on website	Q4 2024	Complete	Q4 2024	A total of 4 plant tour videos in Spanish have been posted on the website



<b>Goal #24 Review, update, and implement succession plans for near term retirements</b>					
67	Review, update and implement succession plans for near term retirements	Ongoing	In Progress	Ongoing	
68	Board consideration of General Manager succession plan	Q4 2024	In Progress	Q4 2024	Board consideration of General Manager Succession plan on 9/16/24 and 10/21/24
69	Implement General Manager succession plan	Q1 2025			
70	Board consideration of possible incentives to attract and retain top-notch employees	Q1 2025			
<b>Goal #25 Recruit and hire and/or promote top notch staff to fill vacant positions and facilitate succession planning</b>					
71	Promote or recruit and hire Operations Supervisor	Q2 2024	In Progress	Q4 2024	Interviews in progress
72	Recruit and hire Plant Operator Grade III	Q3 2024	In Progress	Q3 2024	Interviews in progress
73	Conduct internal recruitment for Safety and Regulatory Compliance Coordinator	Q3 2024	Complete	Q3 2024	Justin Graves appointed to position on 7/8/24
74	Recruit and hire Electrician	Q3 2024	Complete	Q3 2024	Lee Gordin hired and started on 7/29/24
75	Recruit and hire 2 Accounting Technicians	Q3 2024	Complete	Q3 2024	Kimberly Johnson and Andrea Leon hired on 8/19/24
76	Recruit and hire Maintenance Technician II	Q3 2024	In Progress	Q1 2025	Recruitment underway
77	Conduct Internal Recruitment for Accounting/ Administration Manager position	Q3 2024	Complete	Q3 2024	Guisel Razo appointed to position 7/1/24
78	Recruit and hire 2 Laboratory Analysts	Q3 2024	Complete	Q3 2024	Christopher Ramirez hired and started 7/23/24. Austin Boyer hired and started 9/3/24
79	Recruit and hire IWC Intern	Q3 2024	In Progress	Q4 2024	Recruitment underway
80	Recruit and hire Engineering Intern	Q3 2024	Complete	Q3 2024	Jonathon Castro hired and started 9/3/24

# **AGENDA ITEM #3**

**AGENDA ITEM: 3**

**MEETING DATE: October 21, 2024**

**I. NATURE OF ITEM**

Consideration of General Manager Succession Plan

**II. BACKGROUND INFORMATION**

In the next two to five years one third of our employees will retire, including the District's General Manager and several executive team members. Preparing for this change-over in staffing through the development and implementation of succession plans continues to be priority for the District, and these efforts are included in the District's FY25 Action Plan.

Succession plans have been prepared and are in the process of being implemented for all affected positions that are appointed by the General Manager. A status report on the ongoing succession planning efforts is provided in a separate agenda item for board consideration.

Since the General Manager is appointed by the Board, it is appropriate for the Board to consider how the process to replace the General Manager will be conducted. The initiation of a succession plan for this purpose is timely, as the District's General Manager plans to retire in the Fall of 2026. This item was brought to the Board's Personnel Committee on September 6, 2024, and this report is intended to initiate a discussion related to the GM succession plan as staff is seeking Board direction on this issue.

This item was brought to the Board for consideration on September 16, 2024. At that meeting, staff was directed to bring the item back for further discussion with the entire Board present.

**III. COMMENTS AND RECOMMENDATIONS**

There are several issues for the Board to consider related to the hiring of a new General Manager (GM). These include but are not limited to the following:

1. What changes, if any, to the GM position description should be considered
2. How and when to conduct the recruitment process
3. The selection of recruiting firm if one is to be hired
4. What role the Board's Personnel Committee has in the process
5. What role the existing GM has in the process

The last time the Board appointed a new GM was in 2015. The succession plan used at that time was to hire an Assistant General Manager (AGM) to work alongside the GM for a year and a half in order to come fully up to speed on all District activities. At the end of the training period the Board was to decide to either appoint the AGM to the

GM position or conduct a recruitment process. This timeline gave the AGM the opportunity to work closely with the Board and staff to understand and manage District operations over the course of a full fiscal year. This process seemed to work well as the Board elected to appoint the AGM to the GM position. As such, staff recommends the Board consider implementing a similar succession plan for the GM position and direct staff to initiate this process.

#### **IV. REFERENCE MATERIAL**

None

# **AGENDA ITEM #4**

**AGENDA ITEM: 4**

**MEETING DATE: October 21, 2024**

**I. NATURE OF ITEM**

Review of Quarterly Capital Improvement Program Project Status Report

**II. BACKGROUND INFORMATION**

On November 21, 2022, the Governing Board of the Goleta Sanitary District (District) approved a project notification policy in order to keep the Goleta West Sanitary District (GWSD) and other plant partners informed on the status of the District's Capital Improvement Program (CIP). One of the recommended actions of the policy was to conduct quarterly project status meetings with GWSD's General Manager to provide current information on the District's major CIP projects. Information provided at these meetings would then be summarized in a written report and distributed to GWSD and other plant partners.

The fourth quarterly CIP project status report of 2024 is presented herein. The CIP project status report will be shared with GWSD and other plant partners pursuant to the project notification policy.

**III. COMMENTS AND RECOMMENDATIONS**

The District has an extensive long-range CIP masterplan that identifies planned repairs and improvements to the District's collection system and treatment plant infrastructure over the next 10 years. This information is posted on the District's website for easy access.

As with any long-range plan, the list of CIP projects, their schedules, and estimated costs are subject to revisions as conditions change and more information related to individual projects are obtained. As projects approach their "delivery phase" (usually two to three years prior to start of construction through the end of construction) preliminary design and/or additional engineering and environmental analysis is initiated and the project scope, cost and schedule are updated accordingly. Projects in the delivery phase are considered active projects. A more comprehensive update to the entire 10-year master plan list of CIP projects is performed every three to five years.

Influent Pump Station Rehabilitation Project: Substantial completion was issued in December, 2023, marking the beginning of the 1-year warranty period by the contractor. The final unconditional waiver has been received from the prime contractor, and release of final retention is complete.

Biosolids and Energy Strategic Plan (BESP) Phase 1: The Notice to Proceed was issued to Gateway Pacific Contractors on August 1, 2023. Shoring was installed in late July 2024, with excavation beginning shortly thereafter. The concrete foundation

for the digester was poured on October 2, 2024. Environmental and Cultural Mitigation consultants are monitoring all ground-disturbing work.

Solids Handling Improvement Project (SHIP): Environmental review is ongoing, and a pre-application meeting was held with the Santa Barbara County Air Pollution Control District. In order to prevent delays in construction, the District initiated a pre-selection process for the thermal dryer technology. Requests for Proposals and front-end specifications were sent to several thermal dryer vendors. BCR Environmental, Inc. was selected as the preferred vendor and a Memorandum of Understanding between the District and BCR to establish a price guarantee for equipment to be included in the eventual construction contract has been signed. Detailed design of SHIP facility components is underway.

CIP Loan Expenditures to Date

The District closed on a \$14,135,000 Installment Sale Agreement loan from Bank of America on June 23, 2022, for implementation of the BESP and SHIP capital improvement projects. The District needs to spend 95% of the loan proceeds by June 13, 2025, to avoid additional loan fees. Below is a summary of loan activity through September 30, 2024.

Loan Principal	\$ 14,135,000
Escrow Earning	\$ 1,157,879
Loan Draws Including Closing Costs	\$ 6,652,992
Net Escrow Balance	\$ 8,729,887

With construction of the BESP phase 1 project and final design of the SHIP project underway, the District is currently on schedule meet the loan expenditure timeline.

The existing 10-year CIP schedule has been reviewed and updated to reflect the latest cost and schedule assumptions. This information will eventually be incorporated into the 10-year CIP as shown on the District’s website.

A summary of the updated 10-year CIP project schedule with estimated project costs is attached to this report. This information will be forwarded to GWSD and the District’s other plant partners for their information pursuant to the project notification policy.

This item is for the Board’s information only. No action is required at this time. Actions related to the individual projects will be brought to the Board for consideration as needed in the future.

**IV. REFERENCE MATERIALS**

Goleta Sanitary District Revised 10-year CIP Project Schedule and Estimated Costs Summary, October 2024

Goleta Sanitary District Capital Improvement Program Active Projects Update, October 2024



**GOLETA SANITARY DISTRICT  
10-YEAR CAPITAL IMPROVEMENT PROGRAM  
PROJECT SCHEDULE AND ESTIMATED COSTS SUMMARY  
October 2024**

Project Name	High Priority				Medium Priority				Low Priority		TOTAL
	FY 23	FY 24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	
Influent Pump Station Rehabilitation Project	\$1,000,000	\$3,100,000									\$4,100,000
Biosolids and Energy Phase 1	\$200,000	\$3,750,000	\$7,250,000	\$700,000							\$11,900,000
Solids Handling Improvement Project	\$200,000	\$350,000	\$1,350,000	\$7,500,000	\$9,500,000	\$8,500,000					\$27,400,000
WRP Filter Building Instrumentation CIP			\$30,000	\$272,900							\$302,900
WRP Filter Building Mechanical CIP			\$75,000	\$800,000	\$400,000						\$1,275,000
WRP PLC and Comms Upgrade <sup>1</sup>					\$200,000						\$200,000
Chemical Storage Building CIP					\$420,000						\$420,000
PLC CIP							\$213,160				\$213,160
Increased Biogas Utilization Project						\$200,000	\$3,500,000	\$3,500,000			\$7,200,000
Outfall Cathodic Protection CIP							\$85,260				\$85,260
Secondary MCC Building CIP							\$100,270				\$100,270
Secondary Aeration Basin CIP							\$429,630				\$429,630
Effluent Area CIP								\$566,450	\$566,450	\$566,450	\$1,699,350
Headworks CIP									\$389,585	\$389,585	\$779,170
Secondary Clarifier CIP								\$376,700			\$376,700
Solids Stabilization Area CIP									\$426,400	\$426,400	\$852,800
New Office Building CIP									\$546,330	\$546,330	\$1,092,660
<b>Total</b>	<b>\$1,400,000</b>	<b>\$7,200,000</b>	<b>\$8,705,000</b>	<b>\$9,272,900</b>	<b>\$10,520,000</b>	<b>\$8,700,000</b>	<b>\$4,328,320</b>	<b>\$4,443,150</b>	<b>\$1,928,765</b>	<b>\$1,928,765</b>	<b>\$58,426,900</b>

Active Projects

Changes for October 2024:

<sup>1</sup> Added WRP PLC and Comms Upgrade to project list

**GOLETA SANITARY DISTRICT  
Capital Improvement Program  
Active Projects Update  
October 2024**

Project Name	Description	Status	Cost Estimate	Next Step	Changes
Influent Pump Station Improvement Project	Rehabilitation of Influent Pump Station	Project was deemed substantially complete in December 2023. Currently within the 1-year warranty period by contractor. All unconditional waivers have been received, and final release of retention to the contractor has been paid.	\$4.66M (Final)	1-year warranty period extends through December 2024.	Project has been completed.
BESP Phase 1	Installation of new 500k gal. digester, new 160kW Combined Heat and Power System, gas conditioning system, and associated utility and electrical work	Utility relocation is complete. CHP system has been delivered and placed on the new equipment pad. Shoring and excavation for Digester 4 are complete. The foundation of Digester 4 has been poured.	\$11.9M	Construction of Digester 4 walls.	Previously unmarked ductbanks had to be rerouted. The construction cost has increased by \$166,000, which is within the Board-approved Construction Contingency for change orders. Completion of construction is now estimated in June 2025.
Solids Handling Improvement Project	Installation of new centrifuge, thermal dryer, and pelletizer to be located in a new solids building adjacent to sludge drying beds. New utility and electrical equipment associated with facility.	Environmental review is ongoing. APCD pre-application meeting completed. Memorandum of Understanding for price guarantee of thermal dryer technology for inclusion in construction contract has been signed. Detailed design for the thermal dryer, thermal fluid heater, and pelletized product loadout systems is underway.	\$27.4M	Complete environmental analysis and final design to determine project impacts, scope and estimated costs.	Building size and construction material type is being reevaluated to potentially reduce overall construction cost.

# **GENERAL MANAGER'S REPORT**

## **GOLETA SANITARY DISTRICT GENERAL MANAGER'S REPORT**

The following summary report describes the District's activities from October 8, 2024, through October 21, 2024. 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 routine lines cleaning in the area of N. San Marcos Rd. and Calle Real. Staff has also been conducting priority lines cleaning throughout the District.

#### **CCTV INSPECTION**

Staff has been conducting routine Closed-Circuit Television (CCTV) inspections in the area of Las Perlas and Agana Drives.

#### **ANDERSON LN SEWER MAIN EXTENSION**

Construction has begun on the sewer main extension for Anderson Ln. The extension will connect to the District's existing sewer main on Shoreline Dr. Staff will be inspecting the construction of the extension for acceptance as District facilities following the completion of the project.

#### **GALILEO SEWER MAIN EXTENSION**

Construction has begun on the sewer main extension to serve the twenty-seven new apartments being built at 5317 Calle Real. The extension will connect to the District's existing sewer main on the neighboring property at 5329 Calle Real. Staff is inspecting the construction of the extension for acceptance as District facilities following the completion of the project.

### **2. TREATMENT, RECLAMATION AND DISPOSAL FACILITIES REPORT**

Plant flows for the month of October 2024 have averaged 5.55 million gallons a day. The Reclamation Plant is online.

The dredge is up and running, the solids building is back online, and the asphalt has been repaired. The replacement diffuser pads for the aeration basin have arrived, and we will be taking Aeration Basin # 2 offline to fix an air leak and change out the pads during the UCSB Winter break.

Construction of the Biosolids and Energy (BESP) Phase 1 project continues. The concrete pour for the foundation of Digester # 4 went well.

The Nanobubble Generator ON cycle of testing ended on October 5, 2024, and it is now OFF. Staff continues with plant clean up. Maintenance staff are continuing work on preventative maintenance around the plant. They are also working on the cleanup and repair of the chemical storage facility.

**PUBLIC OUTREACH AND EDUCATION**

The District had a very successful Lemon Festival with record numbers of the public interacting with staff and playing the Wheel of Water activity. On Saturday, September 28, 1,227 people came by the booth to learn about the District's construction, treatment and resource recovery activities. On Sunday, September 29, 874 people came by the booth. This interaction is very important as we continue to make improvements to the District.

New staff from all departments worked with veteran staff and had a great time.

**3. GENERAL AND ADMINISTRATIVE ITEMS**

**Financial Report**

The District account balances as of October 21, 2024, shown below, are approximations to the nearest dollar and indicate the overall funds available to the District at this time.

Operating Checking Accounts:	\$ 307,661
Investment Accounts (including June interest earned):	<u>\$ 35,402,502</u>
Total District Funds:	\$ 35,710,163

The following transactions are reported herein for the period 10/08/24 – 10/21/24

Regular, Overtime, Cash-outs, and Net Payroll:	\$ 150,998
Claims:	\$ 956,833
Total Expenditures:	\$ 1,107,831
Total Deposits:	\$ 206,074

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 – Previously reported.  
LAIF Quarterly Report – September, 2024  
PMIA/LAIF Performance – Previously reported.  
PMIA Effective Yield – Previously reported.

**CA-Class Investment Account**

CA-Class Investment Account – Previously reported.

**Community West Bank (CWB)**

CWB Money Market and ICS Accounts – September, 2024

**Deferred Compensation Accounts**

CalPERS 457 Deferred Compensation Plan – September, 2024  
Lincoln 457 Deferred Compensation Plan – Previously reported.



MALIA M. COHEN  
California State Controller

LOCAL AGENCY INVESTMENT FUND  
REMITTANCE ADVICE

Agency Name GOLETA SANITARY DISTRICT  
Account Number 70-42-002

As of 10/15/2024, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 09/30/2024.




Earnings Ratio		.00012912073474208
Interest Rate		4.71%
Dollar Day Total	\$	368,041.06
Quarter End Principal Balance	\$	4,007.25
Quarterly Interest Earned	\$	47.52

7100 N. Financial Dr. STE 101  
Fresno, CA 93720

RETURN SERVICE REQUESTED

GOLETA SANITARY DISTRICT  
MONEY MARKET  
1 WILLIAM MOFFETT PL  
GOLETA CA 93117-3901

### Managing Your Accounts

-  Customer Service (800) 298-1775
-  BankLine (24-hours) (800) 298-1775
-  Mailing Address 7100 N. Financial Drive,  
Ste. 101  
Fresno, CA 93720
-  Website [www.communitywestbank.com](http://www.communitywestbank.com)



### Summary of Accounts

Account Type	Account Number	Ending Balance
PUBLIC MONEY MARKET	XXXXXXXXXXXX554	\$250,000.00

### PUBLIC MONEY MARKET - XXXXXXXXXXXXX554

#### Account Summary

Date	Description	Amount
08/31/2024	<b>Beginning Balance</b>	<b>\$250,000.00</b>
	1 Credit(s) This Period	\$1,109.16
	1 Debit(s) This Period	\$1,109.16
09/30/2024	<b>Ending Balance</b>	<b>\$250,000.00</b>

#### Interest Summary

Description	Amount
Interest Earned From 08/31/2024 Through 09/30/2024	
Annual Percentage Yield Earned	5.35%
Interest Days	31
Interest Earned	\$1,109.16
Interest Paid This Period	\$1,109.16
Interest Paid Year-to-Date	\$9,875.10
Minimum Balance	\$250,000.00
Average Ledger Balance	\$250,000.00

#### Other Credits

Date	Description	Amount
09/30/2024	INTEREST	\$1,109.16
		1 item(s) totaling \$1,109.16

#### Other Debits

Date	Description	Amount
09/30/2024	TRANSFER TO ICS SHADOW MMA ACCOUNT XXXXXXXXXXXXXXX8650	\$1,109.16
		1 item(s) totaling \$1,109.16





Community West Bank  
7100 N Financial Dr Ste 101  
Fresno, CA 93720

# Community West Bank

RETURN SERVICE REQUESTED



129457-01A  
Goleta Sanitary District  
One William Moffett Place  
Goleta, CA 93117

Contact Us  
559-298-1775  
www.cvcb.com



Account  
Goleta Sanitary District

Date  
09/30/2024

Page  
1 of 5

### IntraFi Cash Service<sup>SM</sup>, or ICS<sup>®</sup>, Monthly Statement

The following information is a summary of activity in your account(s) for the month of September 2024 and the list of FDIC-insured institution(s) that hold your deposits as of the date indicated. These deposits have been placed by us, as your agent and custodian, in deposit accounts through IntraFi Cash Service. Funds in your deposit accounts at the FDIC-insured institutions at which your funds have been placed will be "deposits," as defined by federal law.

#### Summary of Accounts

Account ID	Deposit Option	Interest Rate	Opening Balance	Ending Balance
*****554	Demand	4.9738%	\$29,470,479.65	\$29,591,696.75
<b>TOTAL</b>			<b>\$29,470,479.65</b>	<b>\$29,591,696.75</b>

**DETAILED ACCOUNT OVERVIEW**

Account ID: \*\*\*\*\*554  
Account Title: Goleta Sanitary District

Account Summary - Demand			
Statement Period	9/1-9/30/2024	Average Daily Balance	\$29,474,971.04
Previous Period Ending Balance	\$29,470,479.65	Interest Rate at End of Statement Period	4.9738%
Total Program Deposits	500.91	Annual Percentage Yield Earned	5.10%
Total Program Withdrawals	(0.00)	YTD Interest Paid	172,872.15
Interest Capitalized	120,716.19		
<b>Current Period Ending Balance</b>	<b>\$29,591,696.75</b>		

**Account Transaction Detail**

Date	Activity Type	Amount	Balance
09/03/2024	Deposit	\$500.91	\$29,470,980.56
09/30/2024	Interest Capitalization	120,716.19	29,591,696.75

**Summary of Balances as of September 30, 2024**

FDIC-Insured Institution	City/State	FDIC Cert No.	Balance
Amerant Bank, N.A.	Coral Gables, FL	22953	\$248,011.86
American Business Bank	Los Angeles, CA	34788	247,942.72
Ameris Bank	Atlanta, GA	20504	248,011.86
Banc of California	Los Angeles, CA	24045	247,944.16
Bangor Savings Bank	Bangor, ME	18408	248,011.86
Bank 7	Oklahoma City, OK	4147	248,011.86
Bank of Charles Town	Charles Town, WV	9023	248,011.86
Bank of Colorado	Fort Collins, CO	16980	248,011.86
Bank of Idaho	Idaho Falls, ID	26403	248,011.86
Bank of New Hampshire	Laconia, NH	18012	248,011.86
Bank of Pontiac	Pontiac, IL	16982	248,011.82
Bank of the Bluegrass and Trust Co.	Lexington, KY	21161	247,944.16
BankUnited	Miami Lakes, FL	58979	248,011.86
Banner Bank	Walla Walla, WA	28489	248,011.86
Bell Bank	Fargo, ND	19581	248,011.86
Benchmark Community Bank	Kenbridge, VA	20484	248,011.86
Bradesco Bank	Coral Gables, FL	21265	248,011.86
Bremer Bank, National Association	South St. Paul, MN	12923	248,011.83
CIBC Bank USA	Chicago, IL	33306	248,011.86
Cape Cod 5	Hyannis, MA	23287	248,011.86
Cathay Bank	Los Angeles, CA	18503	248,011.84
Cedar Rapids Bank and Trust Company	Cedar Rapids, IA	57244	248,011.86
Central National Bank	Waco, TX	22396	248,011.86
Century Bank	Santa Fe, NM	28362	247,431.11
Citizens First Bank	Clinton, IA	35477	248,011.85

**DETAILED ACCOUNT OVERVIEW**

Account ID: \*\*\*\*\*554  
Account Title: Goleta Sanitary District



**Summary of Balances as of September 30, 2024**

FDIC-Insured Institution	City/State	FDIC Cert No.	Balance
City National Bank of Florida	Miami, FL	20234	248,011.86
Colony Bank	Fitzgerald, GA	22257	248,011.86
Columbia Bank	Fair Lawn, NJ	28834	248,011.86
Comerica Bank	Dallas, TX	983	247,978.16
Comerica Bank	Dallas, TX	983	33.70
Community State Bank	Ankeny, IA	18272	248,011.86
Coulee Bank	La Crosse, WI	18361	248,011.86
Dime Community Bank	Hauppauge, NY	6976	248,011.86
East West Bank	Pasadena, CA	31628	248,011.86
Farmers National Bank of Danville	Danville, KY	2740	248,011.86
First Bank	Creve Coeur, MO	12229	248,011.86
First Bank Chicago	Highland Park, IL	17470	248,011.86
First Commonwealth Bank	Indiana, PA	7468	248,011.86
First Internet Bank of Indiana	Fishers, IN	34607	247,944.17
First Internet Bank of Indiana	Fishers, IN	34607	67.69
First Interstate Bank	Billings, MT	1105	248,011.86
First Merchants Bank	Muncie, IN	4365	248,011.85
First National Bank of Michigan	Kalamazoo, MI	58259	248,011.86
First Utah Bank	Salt Lake City, UT	22738	248,011.86
First-Citizens Bank & Trust Company	Raleigh, NC	11063	248,011.86
Flagstar Bank, N.A.	Hicksville, NY	32541	67.69
Flagstar Bank, N.A.	Hickville, NY	32541	247,944.16
Forte Bank	Hartford, WI	5297	248,011.86
Fulton Bank, N.A.	Lancaster, PA	7551	248,011.86
Guaranty Bank	Springfield, MO	58892	248,011.86
Gulf Coast Bank and Trust Company	New Orleans, LA	32974	248,011.86
HTLF Bank	Broomfield, CO	58458	248,011.86
Hanover Community Bank	Mineola, NY	58675	248,011.86
INB	Springfield, IL	3664	248,011.86
INTRUST Bank NA	Wichita, KS	4799	248,011.85
Independent Bank	Ionia, MI	27811	248,011.86
Independent Bank	Mckinney, TX	3076	248,011.85
Inwood National Bank	Dallas, TX	19080	248,011.86
Johnson Bank	Racine, WI	20296	78,761.62
KeyBank National Association	Cleveland, OH	17534	248,011.86
Liberty National Bank	Lawton, OK	11522	248,011.86
MNB Bank	McCook, NE	5434	248,011.86
MVB Bank, Inc	Fairmont, WV	34603	248,011.86
Mascoma Bank	Lebanon, NH	18013	248,011.86

**DETAILED ACCOUNT OVERVIEW**

Account ID: \*\*\*\*\*554

Account Title: Goleta Sanitary District

**Summary of Balances as of September 30, 2024**

FDIC-Insured Institution	City/State	FDIC Cert No.	Balance
Merchants National Bank	Hillsboro, OH	6605	248,011.86
MidFirst Bank	Oklahoma City, OK	4063	248,011.86
Middletown Valley Bank	Middletown, MD	14017	248,011.86
Midwest BankCentre	St. Louis, MO	1058	248,011.86
Modern Bank, National Association	New York, NY	22398	248,011.86
NexBank	Dallas, TX	29209	302.28
Northeast Bank	Lewiston, ME	19690	248,011.86
Northwest Bank	Warren, PA	28178	248,011.86
Oakstar Bank	Springfield, MO	58115	248,011.86
Old National Bank	Evansville, IN	3832	248,011.86
Outdoor Bank	Manhattan, KS	17685	248,011.86
Parkway Bank and Trust Company	Harwood Heights, IL	19008	248,011.86
Peoples Bank & Trust Co.	Mcpherson, KS	1365	248,011.86
Peoples National Bank, N.A.	Mt. Vernon, IL	3809	248,011.86
Petefish, Skiles & Co.	Virginia, IL	10829	248,011.86
Pinnacle Bank	Omaha, NE	10634	248,011.86
Pinnacle Bank	Nashville, TN	35583	248,011.86
Pinnacle Bank	Keene, TX	20231	248,011.86
Pinnacle Bank - Wyoming	Cody, WY	2232	248,011.86
Planters Bank, Inc.	Hopkinsville, KY	34254	248,011.86
Preferred Bank	Los Angeles, CA	33539	248,011.86
Premier Bank	Youngstown, OH	29845	248,011.86
Primis Bank	Mclean, VA	57968	248,011.86
Provident Bank	Jersey City, NJ	12010	248,011.86
Raymond James Bank	St. Petersburg, FL	33893	248,011.86
Regent Bank	Nowata, OK	4160	248,011.86
Sandy Spring Bank	Olney, MD	4865	248,011.86
Seacoast National Bank	Stuart, FL	131	248,011.86
Security First Bank	Rapid City, SD	5415	248,011.86
Simmons Bank	Pine Bluff, AR	3890	248,011.86
Southern Bank	Poplar Bluff, MO	28332	248,011.86
Southside Bank	Tyler, TX	18297	248,011.81
Stifel Bank	St. Louis, MO	57358	248,011.86
Summit State Bank	Santa Rosa, CA	32203	248,011.86
Sunflower Bank NA	Salina, KS	4767	248,011.86
Susser Bank	Arlington, TX	34885	248,011.86
Synovus Bank	Columbus, GA	873	248,011.85
Texas Capital Bank	Dallas, TX	34383	248,011.86
Texas Partners Bank	San Antonio, TX	58581	248,011.86

**DETAILED ACCOUNT OVERVIEW**

Account ID: \*\*\*\*\*554  
Account Title: Goleta Sanitary District



**Summary of Balances as of September 30, 2024**

FDIC-Insured Institution	City/State	FDIC Cert No.	Balance
The Camden National Bank	Camden, ME	4255	248,011.86
The Farmers & Merchants State Bank	Archbold, OH	5969	248,011.86
The Huntington National Bank	Columbus, OH	6560	248,011.86
The Middlefield Banking Company	Middlefield, OH	13716	248,011.86
The State Bank	Fenton, MI	11406	248,011.86
The Stephenson Natl Bank and Trust	Marinette, WI	5306	248,011.86
Thomasville National Bank	Thomasville, GA	34068	248,011.86
Titan Bank, N.A.	Mineral Wells, TX	3225	248,011.86
Town Bank, N.A.	Hartland, WI	34717	248,011.86
Tradition Capital Bank	Edina, MN	58057	248,011.86
TriState Capital Bank	Pittsburgh, PA	58457	248,011.86
Truist Bank	Charlotte, NC	9846	248,011.86
UniBank for Savings	Whitinsville, MA	90290	248,011.86
United Community Bank	Greenville, SC	16889	248,011.86
United Fidelity Bank, fsb	Evansville, IN	29566	248,011.86
Valley National Bank	Morristown, NJ	9396	248,011.86
Washington Federal Bank	Seattle, WA	28088	248,011.86
WesBanco Bank, Inc.	Wheeling, WV	803	248,011.86
West Bank	West Des Moines, IA	15614	248,011.86
Western Alliance Bank	Phoenix, AZ	57512	248,011.86
Wilmington Savings Fund Society, FSB	Wilmington, DE	17838	248,011.86
Wyoming Bank & Trust	Cheyenne, WY	8718	7.00

## **CalPERS 457 Plan**

### **September 30, 2024**

This document includes important information to help you compare the investment options under your retirement plan. If you want additional information about your investment options, you can go to <https://calpers.voya.com>.

A free paper copy of the information available on the website can be obtained by contacting:

Voya Financial  
Attn: CalPERS 457 Plan  
P.O. Box 389  
Hartford, CT 06141  
(800) 260-0659

### **Document Summary**

This document has two parts. Part I consists of performance information for the plan investment options. This part shows you how well the investments have performed in the past. Part I also shows the total annual operating expenses of each investment option.

Part II provides additional information concerning Plan administrative fees that may be charged to your individual account.

# CalPERS 457 PLAN

## Part I. Performance Information For Periods Ended September 30, 2024

<https://calpers.voya.com>

Table 1 focuses on the performance of investment options that do not have a fixed or stated rate of return. Table 1 shows how these options have performed over time and allows you to compare them with an appropriate benchmark for the same time periods<sup>1</sup>. Past performance does not guarantee how the investment option will perform in the future. Your investment in these options could lose money. Information about an investment option's principal risks is available on the website listed above.

Table 1 also shows the Total Annual Operating Expenses of each investment option. Total Annual Operating Expenses are expenses that reduce the rate of return of the investment option<sup>2</sup>. The cumulative effect of fees and expenses can substantially reduce the growth of your retirement savings. Visit the U.S. Department of Labor's website for an example showing the long-term fees and expenses at <http://www.dol.gov/ebsa>. Fees and expenses are only one of many factors to consider when you decide to invest in an option. You may also want to think about whether an investment in a particular option, along with your other investments, will help you achieve your financial goals.

**Table 1 - Variable Net Return Investments**

Name of Fund / Name of Benchmark	Performance		Annualized Performance				Total Annual Operating Expenses <sup>3</sup>	
	3 Month	1 Year	5 Years	10 Years	Since Inception	Inception Date	As a %	Per \$1000
<b>Equity Funds</b>								
State Street Russell All Cap Index Fund - Class I	6.17	34.89	14.98	12.49	12.89	10/07/13	0.25%	\$2.50
<i>Russell 3000 Index</i>	6.23	35.19	15.26	12.83	13.23			
State Street Global All Cap Equity ex-US Index Fund - Class I	8.00	24.77	7.58	5.21	5.09	10/07/13	0.26%	\$2.60
<i>MSCI ACWI ex-USA IMI Index (net)</i>	8.18	25.06	7.66	5.33	5.25			
<b>Fixed Income</b>								
State Street US ShortTerm Gov't/Credit Bond Index Fund - Class I	2.89	6.91	1.39	1.24	1.15	10/07/13	0.26%	\$2.60
<i>Bloomberg US 1-3 yr Gov't/Credit Bond Index</i>	2.96	7.19	1.70	1.64	1.57			
State Street US Bond Fund Index - Class I	5.13	11.33	0.07	1.55	1.76	10/07/13	0.25%	\$2.50
<i>Bloomberg US Aggregate Bond Index</i>	5.20	11.57	0.33	1.84	2.04			
<b>Real Assets</b>								
State Street Real Asset Fund - Class A	6.22	12.84	7.73	4.06	3.95	10/08/13	0.38%	\$3.80
<i>State Street Custom Benchmark<sup>4</sup></i>	6.28	13.10	7.94	4.40	4.29			
<b>Cash (Cash Equivalents)</b>								
State Street STIF	1.31	5.43	2.22	1.51	1.50	09/02/14	0.27%	\$2.70
<i>ICE BofA US 3-Month Treasury Bill Index</i>	1.37	5.46	2.32	1.65	1.64			
<b>Target Retirement Date Funds<sup>5</sup></b>								
CalPERS Target Income Fund	5.33	16.86	4.58	3.91	5.09	12/01/08	0.26%	\$2.60
<i>SIP Income Policy Benchmark<sup>6</sup></i>	5.41	17.09	4.73	4.12	5.54			
CalPERS Target Retirement 2020	5.50	18.24	5.95	4.55	6.67	12/01/08	0.26%	\$2.60
<i>SIP 2020 Policy Benchmark<sup>6</sup></i>	5.58	18.48	6.09	4.76	7.12			
CalPERS Target Retirement 2025	5.82	21.01	7.37	5.54	7.62	12/01/08	0.26%	\$2.60
<i>SIP 2025 Policy Benchmark<sup>6</sup></i>	5.91	21.27	7.49	5.74	8.04			
CalPERS Target Retirement 2030	6.05	23.27	8.58	6.27	8.50	12/01/08	0.26%	\$2.60
<i>SIP 2030 Policy Benchmark<sup>6</sup></i>	6.14	23.53	8.77	6.50	8.93			
CalPERS Target Retirement 2035	6.34	25.76	9.92	7.11	9.32	12/01/08	0.26%	\$2.60
<i>SIP 2035 Policy Benchmark<sup>6</sup></i>	6.43	26.04	10.09	7.33	9.79			
CalPERS Target Retirement 2040	6.59	28.45	11.08	7.91	9.97	12/01/08	0.26%	\$2.60
<i>SIP 2040 Policy Benchmark<sup>6</sup></i>	6.69	28.73	11.25	8.13	10.41			
CalPERS Target Retirement 2045	6.72	29.53	11.34	8.31	10.20	12/01/08	0.26%	\$2.60
<i>SIP 2045 Policy Benchmark<sup>6</sup></i>	6.82	29.82	11.52	8.53	10.68			
CalPERS Target Retirement 2050	6.72	29.53	11.34	8.31	10.27	12/01/08	0.26%	\$2.60
<i>SIP 2050 Policy Benchmark<sup>6</sup></i>	6.82	29.82	11.52	8.53	10.68			
CalPERS Target Retirement 2055	6.72	29.53	11.34	8.31	8.29	10/07/13	0.26%	\$2.60
<i>SIP 2055 Policy Benchmark<sup>6</sup></i>	6.82	29.82	11.52	8.53	8.57			
CalPERS Target Retirement 2060	6.72	29.53	11.33	-	11.11	11/01/18	0.26%	\$2.60
<i>SIP 2060 Policy Benchmark<sup>6</sup></i>	6.82	29.82	11.52	-	11.32			
CalPERS Target Retirement 2065	6.72	29.53	-	-	18.06	12/01/22	0.26%	\$2.60
<i>SIP 2065 Policy Benchmark<sup>6</sup></i>	6.82	29.82	-	-	18.48			
<b>Broad-Based Benchmarks<sup>7</sup></b>								
<i>Russell 3000 Index</i>	6.23	35.19	15.26	12.83	-	-	-	-
<i>MSCI ACWI ex-USA IMI Index (net)</i>	8.18	25.06	7.66	5.33	-	-	-	-
<i>Bloomberg US Aggregate Bond Index</i>	5.20	11.57	0.33	1.84	-	-	-	-

## Part II. Explanation of CalPERS 457 Plan Expenses September 30, 2024

<https://calpers.voya.com>

Table 2 provides information concerning Plan administrative fees and expenses that may be charged to your individual account if you take advantage of certain features of the Plan. In addition to the fees and expenses described in Table 2 below, some of the Plan's administrative expenses are paid from the Total Annual Operating Expenses of the Plan's investment options.

Table 2 - Fees and Expenses				
Individual Expenses <sup>8</sup>				
Service	Fee Amount	Frequency	Who do you pay this fee to?	Description
Loan Origination Fee	\$50	Per loan application	Voya	The charge covers the processing of your loan and applies each time you request a loan from your retirement account. This fee is deducted from your Plan account.
Maintenance Fee (For loans taken on or after April 1, 2020)	\$35 (\$8.75 assessed quarterly)	Annual	Voya	The charge covers the maintenance costs of your loan and applies on a quarterly basis. This fee is deducted from your Plan account.
Self-Managed Account (SMA) Maintenance Fee	\$50	Annual fee deducted monthly on a pro-rata basis	Voya	Schwab Personal Choice Retirement Account is available to you if your Employer has elected it as an option. This fee is deducted pro rata on a monthly basis from your core fund investments <sup>9</sup> in your CalPERS 457 account. For more information about SMAs, including a complete list of fees charged by Schwab for different types of investment transactions, please contact Schwab at (888) 393-PCRA (7272). Fees may also be incurred as a result of actual brokerage account trades. Before purchasing or selling any investment through the SMA, you should contact Schwab at (888) 393-PCRA (7272) to inquire about any fees, including any undisclosed fees, associated with the purchase or sale of such investment.
Self-Managed Account (SMA) Plan Administrative Fee	0.23% (\$2.30 per \$1,000)	Annual fee deducted monthly on a pro-rata basis	Voya	The SMA Plan Administrative fee pays for recordkeeping costs for assets in your SMA account. This fee is deducted pro rata on a monthly basis from your core fund investments in your CalPERS 457 account. The SMA Plan Administrative Fee is subject to change based on total Plan assets.

### Footnotes for Table 1 and Table 2:

- <sup>1</sup> Fund returns shown are net of investment management and administrative expenses and fees unless otherwise noted. Benchmark performance returns do not reflect any management fees, transaction costs or expenses. Benchmarks are unmanaged. You cannot invest directly in a benchmark.
- <sup>2</sup> Historical annual operating expenses are not available. Reported annual operating expenses are estimated based on SSGA investment management, Voya recordkeeping, and SSGA capped operating expenses.
- <sup>3</sup> Total annual operating expenses are comprised of investment management and administrative expenses and fees incurred by the funds.
- <sup>4</sup> State Street Real Asset Fund has a custom benchmark comprised of 25% Bloomberg Roll Select Commodity Index, 25% S&P® Global Large MidCap Commodity and Resources Index, 10% Dow Jones US Select REIT Index, 20% Bloomberg US Government Inflation-Linked 1-10 Year Bond Index, and 20% S&P® Global Infrastructure Index.
- <sup>5</sup> If the ending market value (EMV) falls to zero in any one month, the inception date resets to the next month with an EMV. Performance is then calculated from the new inception date.
- <sup>6</sup> The benchmark for each Target Retirement Date Fund is a composite of asset class benchmarks that are weighted according to each Fund's policy target weights. The asset class benchmarks are Russell 3000 Index, MSCI ACWI ex-USA IMI Index (net), Bloomberg US Aggregate Bond Index, the SSGA customized benchmark for Real Assets (see footnote 4), and ICE BofA US 3-Month Treasury Bill Index.
- <sup>7</sup> Broad-based benchmarks grouped here provide comparative performance standards for domestic equity, international equity and fixed income.
- <sup>8</sup> The CalPERS Board of Administration periodically reviews the plan administrative fees and adjusts fees to reflect expenses incurred by the Plan. Participant fees are charged to reimburse CalPERS for actual administrative fees of the Plan.
- <sup>9</sup> Core fund investments are listed in Table 1 above the Target Retirement Date funds. Core funds include: State Street Russell All Cap Index Fund (Class I), State Street Global All Cap Equity ex-US Index Fund (Class I), State Street US Short Term Government/Credit Bond Index Fund (Class I), State Street US Bond Fund Index (Class I), State Street Real Asset Fund (Class A), and State Street Short Term Investment Fund ("STIF").



**DISTRICT  
CORRESPONDENCE**  
**Board Meeting of October 21, 2024**



- | <b><u>Date:</u></b> | <b><u>Correspondence Sent To:</u></b>   |
|---------------------|---|
| 1. 10/09/2024       | Gary Reichel<br><b>Subject:</b> Sewer Service Availability<br>Proposed Sewer Service Connection for One Existing Single-Family Residence<br>A.P.N. 061-272-005 at 840 Puente Dr., Santa Barbara, CA<br><b>Owner:</b> James E. Salzman   |
| 2. 10/15/2024       | Gwen Rigby<br><b>Subject:</b> Sewer Service Availability<br>Proposed Sewer Service Connection of One Existing Single-Family Residence<br>A.P.N. 065-250-020 at 1451 Anderson Lane, Santa Barbara, CA<br><b>Owner:</b> Rigby Family Trust  |
| 3. 10/15/2024       | Shelby Messner Janke<br><b>Subject:</b> Sewer Service Availability<br>Sewer Service Connection for a proposed project of a 20,000 SF Ambulatory Surgery Center<br>A.P.N. 065-090-028 at 334 S. Patterson Ave., Goleta CA 93117<br><b>Owner:</b> Santa Barbara Cottage Hospital Foundation |

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