



**SANTA YNEZ COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS' REGULAR MEETING  
Minutes of February 17, 2021**

NOTE: This meeting was held via teleconference, pursuant to the Governor's Executive Order N-29-20 (March 17, 2020)

**1. CALL TO ORDER-5:30 PM OPEN SESSION**

President Jones called the meeting to order at 5:30 pm.

**2. ROLL CALL:**

Secretary Berry called the roll. Directors Present: Jones, D'Ambra, Beard, Director Van Pelt, Redfern by zoom. Staff Present: General Manager Jose Acosta, Secretary/Treasurer Wendy Berry, Rick Battles Legal Counsel by zoom came on for rate study item.

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

No public comment

**5. CONSENT ITEMS:**

- A. Approval of Regular Meeting Minutes of January 20, 2021.
- B. Approval of Special Meeting Minutes of February 3, 2021
- C. SYCSD Treasurer's Dashboard January Report
  - 1. Approval of Disbursements from January 15, 2021 to February 12, 2021
  - 2. Profit & Loss Budget Performance

Director Beard motioned to approve the consent agenda as presented, Director D'Ambra seconded and the motion passed by a roll call vote:

**AYES: Jones, D'Ambra, Beard, Redfern, Van Pelt**

**6. ACTION ITEMS:**

**A. Rate Study:** Review, Discuss and recommendations on proposed rate study presented by Clayton Tuckfield, rate consultant.

Clayton Tuckfield, of Tuckfield and Associates presented the Board with a draft of the wastewater rate study. The wastewater rate study being presented for consideration will cover the next 5 fiscal years, FY 2021-22 through FY 2025-26. A few of the objectives for the proposed wastewater rate study were to: Identify dollar amount of Horizon Drive mainline extension project capacity charge, estimate the annual revenue from Horizon Drive mainline extension customers from financing of their capacity and annexation charges, determine rate

increases to fund wastewater operations and maintenance and the Districts Capital Improvement Plan, present several options for Board consideration regarding any possible rate increases, and discussion of the District cash reserves based any rate increases that are considered by the Board. The potential rate increases discussed were 3.75% per year, 0% and 4.25%, and 8.5%. The Board opted for the 0% and 4.25% for the next four years due to financial situation from COVID-19. The final draft rate study will be presented at the regular March meeting. D'Ambra motioned to select the 0%/4.25% increase option and authorize Tuckfield and Associates to reevaluate the current capacity fees, Director Beard seconded and the motion passed by a roll call vote:

**AYES: Beard, Jones, D'Ambra, Redfern, Van Pelt**

### **B. Horizon Drive Mainline Project Updates:**

The SYCSD received a priority scoring of 14 points, out a possible 16 points on our application. This score is in line with the anticipated rating the CSD would receive based on submitted supporting documents. The application will still need to be reviewed for finalization by the State and ranked accordingly. As previously mentioned, based on all applications received, prioritization ratings, and money available, a scoring cutoff will be established. At the point that the cutoff score is established, the CSD will be notified if funding would be available.

CSDA has also contacted staff about receiving another quote and they will reach out to us after March.

Hamner, Jewell and Associates is continuing in its efforts to finalize and the presentation of offer documents for two remaining property easements.

The monitoring wells are being observed and documented of their status daily. The recent storm has shown some signs of groundwater levels rising in part of Horizon Drive. Monitoring Well #1, located in front of 3101 Horizon Drive, was showing an initial water level of 2.5', and currently showing a water level of 7', below ground level. Monitoring Well #2, located on the corner of Refugio Drive and Horizon Drive has shown no standing ground water, prior and after the last storm.

District Engineer is finalizing the bid documents, after receiving feedback from Staff and Legal Counsel. The Bid documents should be available for presentation to your Board at the March 17, 2021 meeting.

### **C. Approval of Hamner and Jewell Contract Extension:**

The work conducted by Hamner, Jewell and Associates originated in 2016 and was placed on hold in 2017. Your Board approved the recommencement of the work by Hamner, Jewell and Associates with approval of the contract on February 19, 2020. The approved contract was inclusive of a not to exceed amount of \$23,500. This amount was approved on a time and materials basis for efforts put forth by Hamner, Jewell and Associates. Hamner, Jewell and Associates is asking for a contract extension due to obtaining another appraisal through this process on one of the properties, the need for extended communication with District Legal Counsel and the Board of Directors, regarding the process and providing updates on the status of the easement procurements, to continue and complete the extended negotiations for 2 parcel easements and to continue assisting the District on lien clearance/title analysis for all three acquisitions.

Director D'Ambra motioned to approve the contract extension with Hamner, Jewell & Associates, Director Beard seconded and the motion passed by a roll call vote:

**AYES: Beard, Jones, D'Ambra, Redfern ABSTAIN: Van Pelt**

**D. Approval of office space/storage remodel:** Discussion and approval of the office space and storage remodel for the secretary/treasurer space and general manager's office.

Based on the feedback from your Board, for the need of a secure front office, options and quotes have been received and reviewed by staff. Staff received two quotes for the office wall. The wall will add a layer of protection for staff and keep the public from having the ability to walk through the District building. The quoted costs for the wall are \$10,896.00 and \$19,000.00, provided by two office furniture vendors, which includes a lockable door and reception window/counter.

The need for more secure storage and ergonomic workspace is essential for the Secretary/Treasurer in assisting in performance of their work. The current workspace provides limited secure storage space for confidential documents, is not adequate in workflow area, and is not ergonomically sensible. The General Manager's office space is also in need of storage space, ergonomic work area, and a meeting and discussion area.

Staff received three quotes for the General Manager's office, the Secretary/Treasurer's front office space and a storage unit. Each design offers a little different workflow and functionality. The office furniture and the storage cabinets will match in each location.

Director D'Ambra motioned to approve the office space and storage remodel purchase with a not to exceed \$32,000.00, Director Van Pelt seconded and the motion passed by a roll call vote:

**AYES: D'Ambra, Beard, Jones, Redfern, Van Pelt**

**E. Training:** Review and discuss CSDA Board Trainings for SYCSD Board Members.

The General Manager reached out to CSDA regarding their options for your Board to receive training at the request of the Board President. Based on the feedback from CSDA staff, the recommended training for your Board was their Governance Foundations training. The information and knowledge gained from this training will prove invaluable for the growth of the Board, instill public confidence, and ensuring an understanding in the goals of a Board. Some of the topics covered by this training, but not limited to are: what are Boards and how did they get here, why think about governance, how do Boards achieve unity of purpose, process and steps your Board can take to build unity of purpose, qualities and skills of effective directors, and how Boards carry out their mission effectively.

Director Jones motioned to direct staff to register the Board of Directors for the virtual Board Governance class on March 24 & 25 through CSDA, Director Redfern seconded and the motion passed by a roll call vote:

**AYES: Jones, Beard, D'Ambra, Redfern, Van Pelt**

**F. Newsletter:** Review, recommendation and approve Winter 2021 Draft Newsletter: Staff will make the recommended changes to the website and bring it back at the March meeting.

**7. INFORMATIONAL ITEMS:**

None

**8. REPORTS:**

**A. Manager's Report –**

General Manager attended the bid opening for the City of Solvang WWTP Aeration System Replacement, on January 26, 2021. A total of 5 companies submitted bids. The lowest qualified bid was submitted in the amount of ~ \$2.8 million. Our portion to cover the required cost would be ~ \$566K.

Staff conducted a home visit meeting, on January 14, 2021, with Horizon Drive resident to discuss and address concerns regarding the project and discuss the easement acquisition progress.

Coordinated and attended a Zoom meeting with LOCSD, regarding their implementation of a new mapping system. This mapping system is inclusive of a work order module as well, which is something we would like to implement here at SYCSD. The system could allow GIS, mapping, and work order tasks all in one. Collaboration is continuing with LOCSD to discuss their satisfaction and allowing us to view their system, for final determination, if this would be a system we would like to transition into. The program could also realize SYCSD a costs savings for these services.

Staff conducted New Board Member Orientation with Director Van Pelt on February 5, 2021. We are very excited to have Mr. Van Pelt on board and look forward to the insight and leadership he will bring to the Board.

Conducted several phone meetings with financial consultant, Tuckfield and Associates to review the rate study and potential Horizon Drive capacity fee analysis.

Staff contacted Nigro and Nigro informing them the Board has selected their firm to complete our annual financial auditing services.

Continued correspondence with Legal Counsel regarding costs paid by the CSD. We have agreed Legal Counsel will attend Board meetings only on items where legal advice is warranted. This will minimize costs associated with travel to and from meetings, time in attendance at the Board meetings, and allow flexibility. This approach will be taken for this calendar year and can be reevaluated once a costs analysis can be completed.

Communicated with CSDA to obtain information regarding training for your Board. Staff is contacting surrounding agencies to gauge interest in an in-person training.

Visited the Casino WWTP to check out the MBR filtration system cleaning and maintenance. The filtration system is in need of repairs and/or upgrades, which has been communicated to the appropriate staff.

**B. Legal Counsel's Report - None**

**C. Secretary/Treasurer's Report – Staff will bring proposals for banking services to the**

March meeting, ethics and harassment training is due and 700 forms are due by April 1<sup>st</sup>.  
**D. Committee Reports – None**

**9. DIRECTORS COMMENTS:**

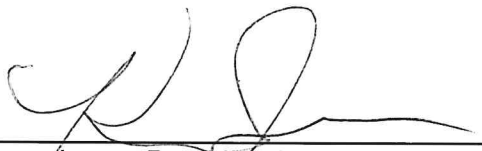
Welcome Director Van Pelt.

- 10. ADJOURNMENT.** Director Van Pelt motioned to adjourn the meeting at 7:55 p.m., Director Beard seconded, and the motion passed by a roll call vote:

**AYES: Beard, Jones, D'Ambra, Redfern, Van Pelt**


The next regular Board of Director's meeting is scheduled for Wednesday, March 17, 2021.

APPROVED:



Karen Jones, President Board of Directors

ATTEST:



Wendy Berry, Secretary Board of Directors

