

SANTA YNEZ COMMUNITY SERVICES DISTRICT



BUDGET 2019/2020

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SANTA YNEZ COMMUNITY SERVICES DISTRICT

The mission of the District is to respond to the needs of its citizens and represent them, as a group, at local and regional levels in solving local problems affecting the common good.

To fulfill that mission, the Board of Directors of the Santa Ynez Community Services District is committed to the following legislative policy:

- To respond to community needs within the District's sphere of influence (said sphere being subject to future revision and amendment pursuant to Government Code) to the full extent of the District's authority and the purposes for which it was formed;
- To support orderly growth and development which is essential to the social, fiscal and economic well-being of the community as an integral part of the Santa Ynez Valley and which responds sensitively to environmental concerns and available natural resources; and
- To set priorities for community services by weighing actual and future needs against all available financial resources and to manage public funds in a manner both fiscally sound and conservative.

The Board further finds that the common good is best served when all policies are based upon the most complete information that can be assembled, the counsel of reliable, independent experts is sought, and the District is administered fairly, objectively and without deference to special or self-interests.

SANTA YNEZ COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS

(Five-member Board of Directors elected at-large)

Meetings 3rd Wednesday of the month, at 5:30 p.m.
District Office

President, Karen Jones

Vice-President, Frank Mueller

Board Member, Bob D'Ambra

Board Member, David Beard

Board Member, Carl Maler

STAFF

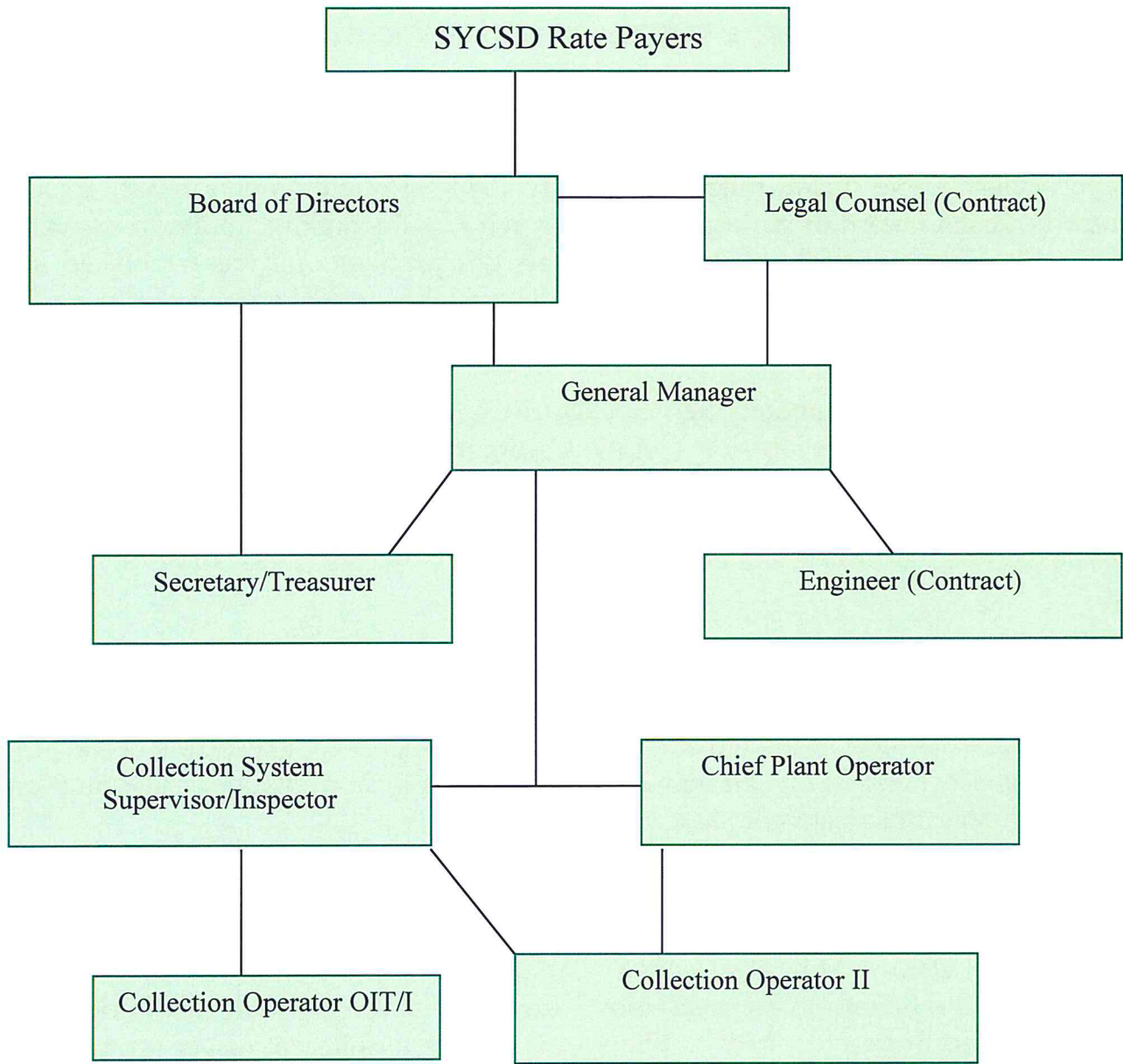
General Manager, Jeff Hodge

Secretary/Treasurer, Wendy Berry

Operation Supervisor/Inspector - Craig Kapner

Chief Plant Operator, Kevin McKennon

Collection Operator I, Fabian Torres



WHAT IS THE SANTA YNEZ COMMUNITY SERVICES DISTRICT?

The Santa Ynez Community Services District was formed in 1971 by citizens in the area for the purpose of obtaining and providing community sewage disposal services in the Santa Ynez area (approximately one square mile). In January 1974 State and County health departments determined a health hazard existed due to septic systems, and a building moratorium was put on the area. The original system was built to address this problem and was completed in 1981. Subsequent to this there have been extensions to the mainline to make public sewer available to residents who have come to the District requesting service.

The Santa Ynez Community Services District is an independent special district created under section 61000, Title 6, Division 2 of the Community Services District Law of the State of California. The District is governed by a Board of Directors consisting of five elected members serving four-year terms. Board members must reside in the District. As a local government, we are accessible to our customers and as an enterprise district we charge only those who receive the service.

The SYCSD owns 0.30 MGD capacity in the City of Solvang 1.5 MGD wastewater treatment plant. The SYCSD collection system has 693 connections, 372 manholes, 7.4 miles of 8-inch VCP gravity line, 4,415 feet of force main, 4.25 miles of 12-inch VCP gravity line and 2.1 miles of 15 inch VCP gravity line and one lift station. The SYCSD's main trunk line carries an average of 140,000 gpd to Solvang's treatment plant.

The Chumash Tribe owns 0.088 MGD of the SYCSD's capacity. The Chumash Tribe has constructed a wastewater treatment plant with a capacity of 400,000 gallons per day (gpd), which was upgraded in 2015. This plant serves the Casino, Hotel, administration buildings, and approximately 350 residents on the reservation. Treatment includes Biological Nutrient Removal (BNR), Membrane Bioreactor (MBR). The system utilizes two different disposal methods which are NPDES into the Zanja Cota Creek and by Title 22 for reuse and irrigation purposes for unrestricted uses on Tribal and State of California lands. The SYCSD has been under contract with the Chumash since 1983 to maintain the Chumash collection system and wastewater treatment plant. The SYCSD Board of Directors believes it is in the best interest of the community to have a governmental agency manage the Chumash wastewater treatment plant. The Tribe's collection system has 1.8 miles of 8-inch VCP gravity sewer, 33 manholes, .9 miles of 4-inch sewer force main and two lift stations. In March of 2019, the District under contract, began operating the City of Buellton's Wastewater Treatment Plant.

#	Description	Actual 15/16	Actual 16/17	Actual 17/18	Budget 18/19	Budget Proposed 19/20
REVENUE ENTERPRISE FUND						
31020	Buy-In Fee	\$ -	\$ -	\$ 2,885	\$ 12,023	\$ -
31025	Rents/Leases	\$ 550	\$ 390	\$ 685	\$ 640	\$ 500
31035	Administrative Fees	\$ -	\$ -	\$ 665	\$ -	\$ -
31037	WWTP Admin Fee	\$ 19,301	\$ 21,683	\$ 19,726	\$ 21,215	\$ 18,000
31038	WWTP Overhead Contribution	\$ 16,016	\$ 24,436	\$ 16,000	\$ 16,000	\$ 16,000
31039	Buelltton Admin Fee				\$ -	\$ 5,000
31050	Capacity Fee	\$ 135,307	\$ 5,708	\$ 16,483	\$ 102,803	\$ -
31080	Property Tax	\$ 162,718	\$ 168,650	\$ 168,122	\$ 172,473	\$ 175,000
31089	Plan Check Fee				\$ 525	\$ -
31090	Inspection Fees	\$ 100	\$ 115	\$ 115	\$ 345	\$ -
31100	Interest Income	\$ 6,493	\$ 7,735	\$ 21,833	\$ 51,162	\$ 30,000
31110	Loan Payment Extension				\$ 13,185	\$ -
31120	WWTP Reimbursable	\$ 382,878	\$ 420,713	\$ 390,741	\$ 406,523	\$ 492,300
31122	Buelltton Reimbursable	\$ -	\$ -	\$ -	\$ 5,292	\$ 55,104
31125	Tribe Reimbursable	\$ 57,303	\$ 92,902	\$ 41,159	\$ 74,208	\$ 74,124
31126	Tribe Admin Fee	\$ 5,851	\$ 7,534	\$ 5,371	\$ 7,678	\$ 4,000
31127	Tribe Overhead Contribution	\$ 2,402	\$ 3,554	\$ 2,700	\$ 3,000	\$ 3,000
31140	New Construction Laterals	\$ 250	\$ -	\$ -	\$ 600	\$ -
31190	Sewer Benefit Fees	\$ 37,968	\$ 37,887	\$ 38,245	\$ 38,092	\$ 37,000
31201	Installment Payment Plan			\$ 891	\$ 1,793	\$ 1,793
32075	Reimbursed Expenses	\$ 525	\$ 40,808	\$ 5,545	\$ 6,273	\$ 5,500
32078	Grant Income	\$ 145,000	\$ 37,500	\$ 59,363	\$ -	\$ -
32085	Miscellaneous Income	\$ 2,817	\$ -	\$ -	\$ -	\$ -
32086	Golden Inn Reimbursable	\$ 10,058	\$ 4,756	\$ 1,385	\$ 3,263	\$ -
41000	Sewer Service Fees	\$ 871,748	\$ 975,780	\$ 1,011,179	\$ 1,083,044	\$ 1,075,000
	Total Revenue	\$ 1,857,285	\$ 1,850,151	\$ 1,803,093	\$ 2,020,137	\$ 1,992,321
Account #	Description	Actual 15/16	Actual 16/17	Actual 17/18	Budget 18/19	Budget 19/20
EXPENSE ENTERPRISE FUND						
Administration						
51005	Bank Fees				804	\$ 1,500
51010	Salaries	\$ 72,961	\$ 70,467	\$ 62,112	\$ 84,596	\$ 100,000
51020	Employee Benefits	\$ 35,209	\$ 40,558	\$ 29,159	\$ 39,957	\$ 40,000
51027	Payroll Taxes	\$ 1,396	\$ 1,739	\$ 1,364	\$ 1,767	\$ 3,000
51040	Election Fees		\$ 1,083	\$ -	\$ 984	\$ 1,100
51070	Insurance	\$ 1,599	\$ 3,171	\$ 286	\$ 94	\$ 1,300
51080	Membership	\$ 2,819	\$ 3,170	\$ 3,859	\$ 5,012	\$ 5,500
51096	Bond Fee		\$ -	\$ 46	\$ -	\$ -
51111	Computer Operations	\$ 5,116	\$ 14,659	\$ 3,561	\$ 3,765	\$ 7,000
51113	LAFCO	\$ 1,229	\$ 1,228	\$ 1,004	\$ 1,081	\$ 1,500
51114	Property Tax Fee County of SB	\$ 2,073	\$ 2,442	\$ 2,700	\$ 2,597	\$ 2,600
51120	Professional Services	\$ 19,208	\$ 20,387	\$ 3,495	\$ 1,371	\$ 25,000
51121	Legal Services	\$ 15,697	\$ 16,934	\$ 26,677	\$ 20,944	\$ 40,000
51123	Audit Contract	\$ 10,000	\$ 10,000	\$ 10,750	\$ 9,775	\$ 11,190
51125	Postage	\$ 525	\$ 532	\$ 279	\$ 351	\$ 700
51126	Office Supplies	\$ 2,443	\$ 2,632	\$ 908	\$ 1,183	\$ 1,500
51130	Printing & Publishing	\$ 1,461	\$ 1,280	\$ 693	\$ 154	\$ 4,000
51154	Office Machines	\$ 775	\$ 642	\$ 778	\$ 1,135	\$ 1,500
51160	Educations & Seminars	\$ 1,514	\$ 4,577	\$ 5,922	\$ 5,562	\$ 12,000
51170	Travel & Meetings	\$ 3,038	\$ 5,888	\$ 7,255	\$ 8,088	\$ 9,000
51193	Telephone	\$ 1,191	\$ 1,225	\$ 1,127	\$ 3,259	\$ 4,000
51198	Miscellaneous Refunds	\$ 2,630	\$ -	\$ -	\$ -	\$ -
	Total Administration Expense	\$ 180,884	\$ 202,614	\$ 161,975	\$ 191,675	\$ 272,390

Building Expense						
52226	Supplies	\$ 1,075	\$ 731	\$ 697	\$ 418	\$ 1,200
52270	Insurance	\$ 3,000	\$ 1,304	\$ 1,434	\$ 1,726	\$ 2,000
52290	Utilities	\$ 3,990	\$ 4,631	\$ 3,477	\$ 4,535	\$ 5,000
52293	Maintenance	\$ 6,147	\$ 3,849	\$ 4,533	\$ 8,841	\$ 10,000
52294	Alarm System	\$ 918	\$ 1,002	\$ 912	\$ 1,355	\$ 1,500
	Total Building Expense	\$ 15,130	\$ 11,517	\$ 11,053	\$ 16,875	\$ 19,700
Account #	Description	Actual 15/16	Actual 16/17	Actual 17/18	Budget 18/19	Budget 19/20
Operations						
55010	Salaries	\$ 236,263	\$ 238,231	\$ 197,402	\$ 208,509	\$ 275,000
55015	Uniforms	\$ 1,259	\$ 112	\$ 1,263	\$ 770	\$ 1,100
55016	Medical Exams	\$ 675	\$ -	\$ 280	\$ -	\$ -
55020	Employee Benefits	\$ 79,733	\$ 85,103	\$ 89,163	\$ 86,194	\$ 95,000
55027	Payroll Taxes	\$ 5,024	\$ 4,839	\$ 4,515	\$ 4,134	\$ 6,000
55029	Dig Alert	\$ 299	\$ 275	\$ 273	\$ 488	\$ 550
55060	Gas/Oil/Fuel	\$ 2,306	\$ 2,305	\$ 1,735	\$ 2,874	\$ 4,000
55070	Insurance	\$ 15,123	\$ 16,589	\$ 15,212	\$ 11,499	\$ 15,000
55071	Legal Services	\$ 15,845	\$ 26,543	\$ 25,556	\$ 15,919	\$ 30,000
55080	Membership Dues	\$ 2,719	\$ 2,678	\$ 5,879	\$ 3,202	\$ 3,500
55100	Operating Supplies	\$ 2,190	\$ 4,428	\$ 2,394	\$ 2,288	\$ 7,000
55105	Small Tools & Equipment	\$ 1,147	\$ 1,921	\$ 1,627	\$ 4,119	\$ 7,000
55111	Computer Operations	\$ 2,290	\$ -	\$ 2,233	\$ 2,722	\$ 6,000
55125	Postage	\$ 545	\$ 106	\$ 16	\$ 111	\$ 300
55126	Office Supplies	\$ 948	\$ 1,339	\$ 919	\$ 508	\$ 1,500
55130	Printing & Publishing	\$ 175	\$ 2,450	\$ -	\$ 585	\$ -
55140	Permit Fees	\$ 2,920	\$ 2,509	\$ 430	\$ 3,229	\$ 4,000
55151	Collection R & M Operations	\$ 1,595	\$ 19,505	\$ 4,363	\$ 3,076	\$ 10,000
55152	Pump Station	\$ 2,972	\$ 2,202	\$ 2,785	\$ 3,307	\$ 5,000
55153	R & M Vehicles	\$ 1,935	\$ 134	\$ 1,724	\$ 3,663	\$ 4,500
55154	R & M Office Machines	\$ 1,684	\$ 1,835	\$ 1,982	\$ 1,969	\$ 3,000
55156	Lab Testing	\$ 630	\$ 2,950	\$ 4,100	\$ 4,520	\$ 6,000
55160	Education & Seminars	\$ 4,516	\$ 2,176	\$ 2,508	\$ 736	\$ 6,000
55170	Travel & Meetings	\$ 2,663	\$ 3,175	\$ 1,530	\$ 25	\$ 4,000
55190	Utilities	\$ 13,465	\$ 14,880	\$ 12,397	\$ 17,836	\$ 20,000
55195	Valley Gardens	\$ 368	\$ 337	\$ 232	\$ 208	\$ -
55199	Golden Inn	\$ 9,874	\$ 4,572	\$ 1,476	\$ 3,547	\$ -
55200	Wastewater Treatment Plant	\$ 216,000	\$ 216,000	\$ 216,000	\$ 208,000	\$ 240,000
55201	Solvang Projects			\$ 76,000	\$ 89,275	
55202	West SY				\$ 8,877	
55306	GIS				\$ 15,000	
55312	Scada				\$ 13,402	\$ 31,000
	Total Operation Expense	\$ 625,163	\$ 657,194	\$ 673,994	\$ 720,592	\$ 785,450
	TOTAL ENTERPRISE FUND	\$ 821,177	\$ 871,325	\$ 847,022	\$ 929,142	\$ 1,077,540
Account #	Description	Actual 15/16	Actual 16/17	Actual 17/18	Budget 18/19	Budget 19/20
To Reserves						
31020	Annexation fee	\$ -	\$ -	\$ 2,885	\$ 12,023	\$ -
31050	Connection fee	\$ 135,307	\$ 5,708	\$ 16,483	\$ 102,803	\$ -
	Street Light Reserves	\$ 2,831	\$ 2,797	\$ 2,903	\$ 2,851	\$ 2,605
	Revenue over Expense	\$ 460,620	\$ 459,503	\$ 504,803	\$ 466,545	\$ 293,253
	To Capital Reserve	\$ 598,758	\$ 468,008	\$ 527,074	\$ 584,222	\$ 295,858

Capital Projects						
	Transfer In from Reserves			\$ 708,000	\$ 878,000	\$ 1,409,000
55309	Hwy 246 Sewer Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
55310	Hwy 246 Pump Station					
	Westside SewerLine Extension		\$ 72,309	\$ 29,188	\$ -	
	Resue Construction In Progress		\$ 37,738	\$ 2,405		
	Solvang Capital				\$ 190,000	\$ 500,000
	Generator for Building		\$ -	\$ -	\$ -	\$ 60,000
	Replace 2004 Chewy Truck			\$ 40,000	\$ 40,000	\$ 45,000
	Sewer Main Repair		\$ -	\$ 85,000	\$ 85,000	\$ 85,000
	Camera Van					\$ 100,000
	Horizon Line			\$ 563,000	\$ 563,000	\$ 563,000
	Rate Study			\$ -	\$ -	\$ 20,000
	Accounting Software					\$ 36,000
	Total	\$ -	\$ 110,047	\$ 719,593	\$ 878,000	\$ 1,409,000

Account #	Description	Actual 15/16	Budget 16/17	Actual 17/18	Budget 18/19	Budget 19/20
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City of Buellton						
54010	Salaries				\$ 3,687	\$ 35,000
54025	Benefits				\$ 1,535	\$ 14,000
54027	Payroll Taxes					\$ 835
54151	Repair & Maintenance				\$ 70	\$ 5,269
	Total City of Buellton				\$ 5,292	\$ 55,104

Account #	Description	Actual 15/16	Budget 16/17	Actual 17/18	Budget 18/19	Budget 19/20
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EXPENSE TRIBE Tribe Collection System						
57110	Salaries	\$ 33,744	\$ 40,685	\$ 25,204	\$ 33,721	\$ 36,000
57120	Benefits	\$ 12,429	\$ 14,996	\$ 9,427	\$ 12,653	\$ 11,624
57127	Payroll Taxes	\$ 870	\$ 765	\$ 479	\$ 580	\$ 1,500
57151	Repair & Maintenance	\$ 2,573	\$ 24,967	\$ -	\$ 17,716	\$ 15,000
57170	Insurance	\$ 2,528	\$ 5,723	\$ 2,403	\$ 4,647	\$ 5,000
57190	Utilities	\$ 5,159	\$ 5,766	\$ 3,646	\$ 4,891	\$ 5,000
	Administration Fee				\$ 7,678	\$ 4,000
	Total Tribe Collection	\$ 57,303	\$ 92,902	\$ 41,159	\$ 81,886	\$ 78,124

Tribe Wastewater Plant						
57210	Salaries	\$ 217,875	\$ 228,672	\$ 201,977	\$ 211,317	\$ 250,000
57215	Uniforms	\$ 201	\$ -	\$ 463	\$ -	\$ -
57220	Benefits	\$ 61,738	\$ 75,757	\$ 80,155	\$ 82,167	\$ 100,000
57227	Payroll Taxes	\$ 4,543	\$ 4,761	\$ 4,515	\$ 4,344	\$ 7,000
57251	Repairs & Maintenance	\$ 28,671	\$ 32,124	\$ 45,858	\$ 14,379	\$ 20,000
57252	Education/Seminars	\$ 2,394	\$ 4,832	\$ 2,145	\$ -	\$ 3,000
57253	Travel & Meetings	\$ -	\$ 821	\$ 475	\$ -	\$ 2,000
57256	Lab Testing	\$ 27,266	\$ 30,814	\$ 17,596	\$ 27,288	\$ 35,000
57270	Insurance	\$ 9,732	\$ 17,515	\$ 10,677	\$ 12,044	\$ 14,000
57272	Engineering	\$ 4,452		\$ -		
57275	Membership Dues	\$ 300	\$ 1,380	\$ 1,587	\$ 150	\$ 500
57280	Operating Supplies	\$ 25,104	\$ 23,320	\$ 24,754	\$ 54,240	\$ 60,000
57291	Office supplies	\$ 136				
57293	Telephone	\$ 466	\$ 717	\$ 539	\$ 594	\$ 800
	Administration Fee				\$ 21,215	\$ 18,000
	Total WWTP	\$ 382,878	\$ 420,713	\$ 390,741	\$ 427,738	\$ 510,300
	TOTAL Tribe & WWTP	\$ 440,181	\$ 513,615	\$ 431,900	\$ 509,624	\$ 588,424
Account #	Description	Actual 15/16	Budget 16/17	Actual 17/18	Budget 18/19	Budget 19/20
	STREET LIGHT FUND					
31080	Property Taxes	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
53100	Street Lights	\$ 1,169	\$ 1,203	\$ 1,097	\$ 1,149	\$ 1,395
	Street Light Reserve	\$ 2,831	\$ 2,797	\$ 2,903	\$ 2,851	\$ 2,605
		\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
	BONDS					
	REVENUE GENERAL OBLIGATION BOND					
31075	GO Bond Taxes	\$ 20,080	\$ 20,961	\$ 19,091	\$ -	\$ -
31104	Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL GO BOND REVENUE	\$ 20,080	\$ 20,961	\$ 19,091	\$ -	\$ -

Revenue					
31020	Buy In New Properties annexed into District				\$ -
31025	Rents/Leases Board Room Rental				\$ 500
31035	Administrative Fee - Buy In				\$ -
31037	WWTP Admin Fee 5% fee per contract				\$ 18,000
31038	WWTP Overhead Contribution Based on actual expenses of the District				\$ 16,000
31039	Buellton Admin Fee Based on Actual Expenses				\$ 5,000
31050	Capacity Fees - If any, will move to reserves per policy				\$ -
31080	Property Tax - properties annexed to the District, projected by				\$ 175,000
31090	Inspection Fees - \$115 per inspection				\$ -
31100	Interest Income - Interest on investments				\$ 30,000
31120	WWTP Reimbursable Reimbursement for expenses on WWTP				\$ 492,300
31122	Buellton Reimbursable Reimbursement for expenses				\$ 55,104
31125	Tribe reimbursable Reimbursement for expenses for the Tribe				\$ 74,124
31126	Tribe Admin Fee 10% fee per contract				\$ 4,000
31127	Tribe Overhead Contribution				\$ 3,000
31140	New Construction Lateral \$350 per for saddle and labor				\$ -

31190	Sewer Benefit Fees -				\$	37,000	
	District that have public sewers available. Collected on property tax roll. Fee is \$49.28						
31201	Intallment Payment Plan				\$	1,793.00	
	One Property						
32075	Reimbursed Expenses				\$	5,500.00	
	CSDA, refunds						
41000	Sewer Service Fees -				\$	1,075,000	
Total						\$	1,992,321
Expense Administration							
51005	Bank Fees				\$	1,500.00	
51010	Salaries -				\$	100,000	
	General Manager 22%, Secretary/Treasurer 35%, Directors						
51020	Employee Benefits -				\$	40,000	
	401a, 457 Plan and Section 125 Plan						
51027	Payroll Taxes -				\$	3,000	
	Directors, General Manger and Secretary/Treasurer						
51040	Election Fees				\$	1,100	
	Novemebr election fees						
51070	Insurance -				\$	1,300	
	Estimated cost for general liability, property, and workers' comp						
51080	Membership				\$	5,500	
	Memberships to various agencies						
51111	Computer Operations -				\$	7,000	
	Tech repair, Quickbooks updates, new computer, new website						
51113	LAFCO -				\$	1,500	
	Estimated annual fee per LAFCO budget						
51114	Property Tax Fee SB County				\$	2,600	
	Property Tax Fee for tax roll						
51120	Professional Services				\$	25,000	
	Easements, Engineers, Rate Study, & Other Studies						

51121	Legal Services - Estimated legal fees				\$	40,000
51123	Audit Contract - Annual financial audit and State Controller Report				\$	11,190
51125	Postage - Estimated postage				\$	700
51126	Office Supplies - Office supplies, paper				\$	1,500
51130	Printing & Publishing - Public notices, advertisements				\$	4,000
51154	Office Machines - Copy machine lease and maintenance				\$	1,500
51160	Education & Seminars - For Directors and employees.				\$	12,000
51170	Travel & Meetings - For Directors and employees to attend meetings, including monthly SBCSDA				\$	9,000
51193	Telephone - Office Telephones, fiber optic, internet				\$	4,000
Total					\$	32,700
Expense Building						
52226	Supplies - Cleaning supplies				\$	1,200
52270	Insurance - Property / General Liability				\$	2,000
52290	Utilities - PG&E / Gas / Water / HSS				\$	5,000
52293	Maintenance - Miscellaneous maintenance, Brd Room windows, reseal parking lot				\$	10,000
52294	Alarm System - Fire & Security Services and Monitoring				\$	1,500
Total					\$	19,700

Expense Operations					
55010	Salaries -				\$ 275,000.00
	GM, Secretary/Treasurer, Supervisor, Op I, Op I				
	% based on time worked				
55015	Uniforms -				\$ 1,100.00
	\$400 per employee for pants, shirts, steeltoe boots				
55016	Medical Exams -				\$ -
55020	Employee Benefits -				\$ 95,000.00
	401a, 457 Plan and Section 125 Plan				
55027	Payroll Taxes -				\$ 6,000.00
	For positions listed in salaries				
55029	Dig Alert -				\$ 550.00
	Estimated expense				
55060	Gas/Oil/Fuel -				\$ 4,000.00
	Trucks, jetter, generators				
55070	Insurance -				\$ 15,000.00
	Estimated cost for general liability, property, workers' comp				
55071	Legal Services -				\$ 30,000.00
	Estimated expense				
55080	Membership Dues -				\$ 3,500.00
	CSDA, CASA, CWEA, SB-CSDA, CA Rural Water				
55100	Operating Supplies -				\$ 7,000.00
	Supplies needed for the collection system				
55105	Small Tools & Equipment -				\$ 7,000.00
	Miscellaneous small tools				
55111	Computer Operations -				\$ 6,000.00
	Software Updates, computers, Board Room				
55125	Postage -				\$ 300.00
	Estimated expense				
55126	Office Supplies -				\$ 1,500.00
	Estimated annual expense				

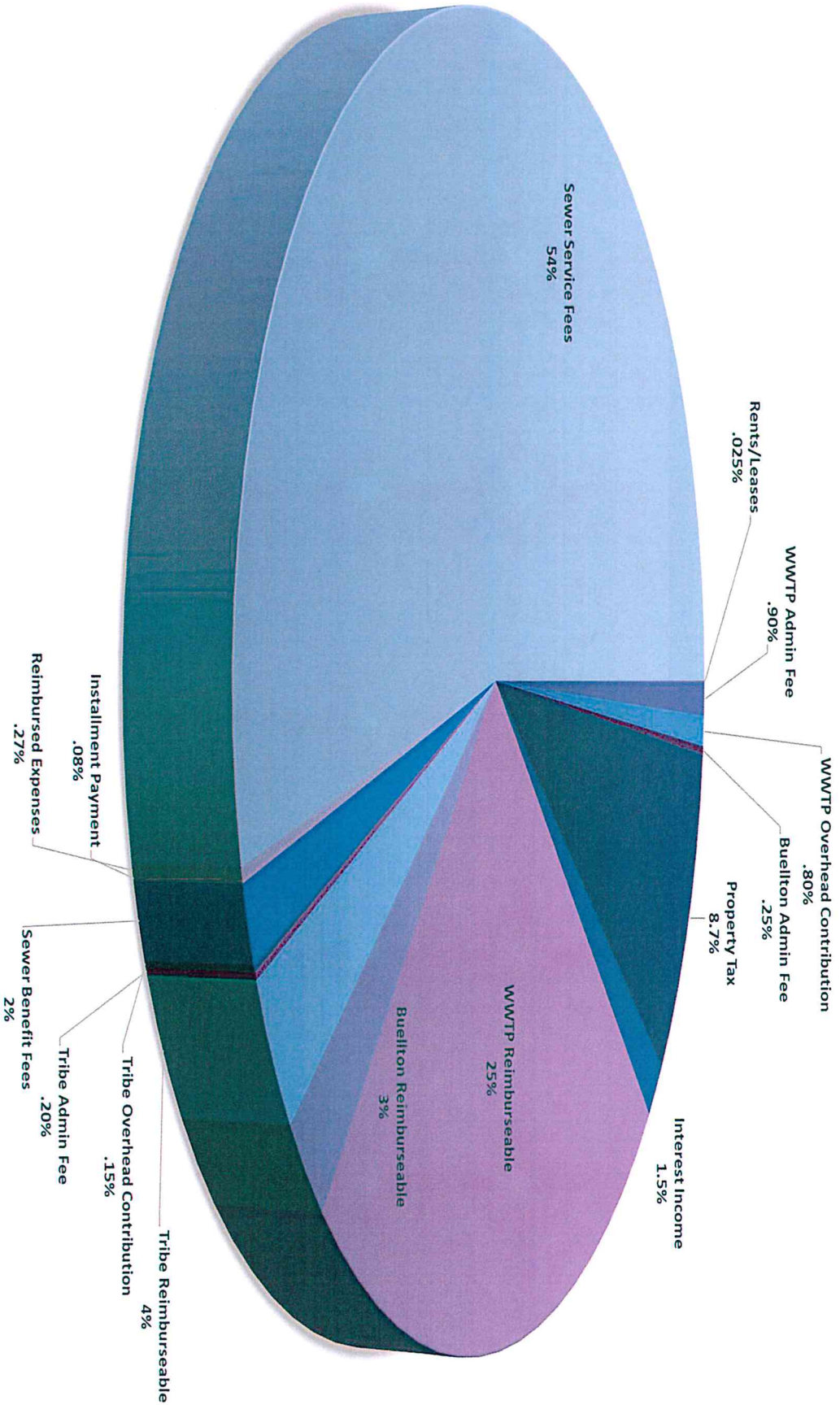
55130	Printing & Publishing - Business cards, Public Relations				\$ -
55140	Permit Fees - SWRCB for collection system & SB County Air Pollution for generator				\$ 4,000.00
55151	Repair & Maintenance - GIS, Maintenance, grease interceptor, smoke testing unauthrized connection inspection				\$ 10,000.00
55152	Pump Station Ongoing maintenance				\$ 5,000.00
55153	Repair & Maintenance - Vehicle General repair and tires for the 2004, 2007 pick-ups, jetter, pump trailer				\$ 4,500.00
55154	Repair & Maintenance Office Machines- Copy machine lease and maintenance				\$ 3,000.00
55156	Lab Testing Manhole 33, 62				\$ 6,000.00
55160	Education & Seminars - Classes for the operations staff				\$ 6,000.00
55170	Travel & Meetings - For operations staff				\$ 4,000.00
55190	Utilities - Highway 246 Pump Station, fiber optic				\$ 20,000.00
55200	Solvang WWTP - Estimated cost of percentage for operation & maintenance of Solvang WWTP				\$ 240,000.00
55201	Solvang Projects Solvang Capital Projects				\$ -
55312	SCADA Mission, GIS, Smart Cover, 3 add'l smart covers				\$ 31,000.00
Total					\$ 785,450.00
	Capital Reserve - The balance of revenue/expense				\$ 293,253.00

From Reserves				
	Sewer Main Repairs			\$ 85,000.00
	Operation Vehicle			\$ 45,000.00
	Solvang Capital			\$ 500,000.00
	Horizon Line			\$ 563,000.00
	Generator for Building			\$ 60,000.00
	Camera Van			\$ 100,000.00
	Rate Study			\$ 20,000.00
	Accounting Software			\$ 36,000.00
	Total			\$ 1,409,000.00
City Of Buellton				
54010	Salaries			\$ 35,000.00
54025	Benefits			\$ 14,000.00
54027	Paroll Taxes			\$ 835.00
54151	Repair & Maintenance			\$ 5,269.00
	Total City of Buellton			\$ 55,104.00
Street Lights				
31080	Property Tax - Estimated taxes for street lights			\$ 4,000.00
53100	Street Lights - Estimated expense for street light power			\$ 1,395.00
	Street Light Reserve - Reserve to fund future development			\$ 2,605.00
Expense - Tribe				
	Collection System			
57110	Salaries - GM,Op Supervisor, Op I, Coll. Op I % based on time worked			\$ 36,000.00
57120	Benefits - 401a, 457 Plan, Section 125 Plan % based on salary			\$ 11,624.00

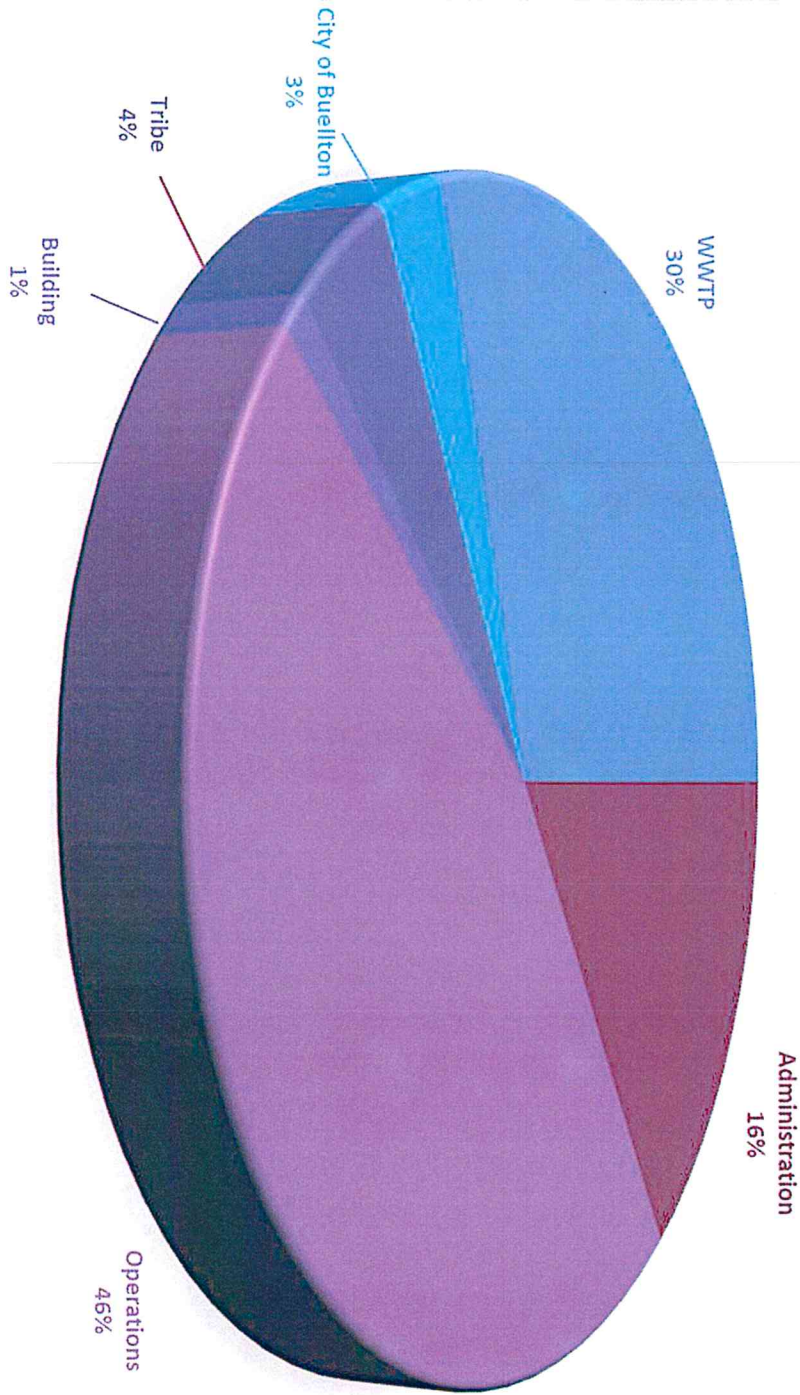
57127	Payroll Taxes - % of taxes based on salary				\$ 1,500.00
57151	Repair & Maintenance - Estimated cost				\$ 15,000.00
57170	Insurance - % of estimated cost				\$ 5,000.00
57190	Utilities - Electric, telephone, water for pump station				\$ 5,000.00
	Overhead Contribution - This is calculated at year end.				\$ -
	Administrative Fee - 10% of maintenance & operations of the Tribe's collection system				\$ 4,000.00
Total					\$ 78,124.00
	WWTP				
57210	Salaries - 10% GM/100% Chief Plant Operator/ 5% Op Supervisor/ 42% Operator I, 46% Op I				\$ 250,000.00
57215	Uniforms - Pants, shirts, steeltoe boots				\$ -
57220	Benefits - SEP-IRA, 457 Plan, Section 125				\$ 100,000.00
57227	Payroll Taxes - % based on salaries				\$ 7,000.00
57251	Repair & Maintenance - Estimated cost				\$ 20,000.00
57252	Education/Seminars - For both operators				\$ 3,000.00
57253	Travel/Meetings - For both operators				\$ 2,000.00
57256	Lab Testing - Includes all lab tests				\$ 35,000.00

57270	Insurance -				\$ 14,000.00
	% of estimated expense				
57275	Membership Dues -				\$ 500.00
	Annual certification				
57280	Operation Supplies -				\$ 60,000.00
	Estimated cost for plant supplies				
57293	Telephone -				\$ 800.00
	Cell phone and radio for operator				
	Overhead Contribution -				
	This is calculated at year end.				
	Administrative Fee -				\$ 18,000.00
	5% of maintenance & operation of the Tribe's WWTP				
Total					\$ 510,300.00

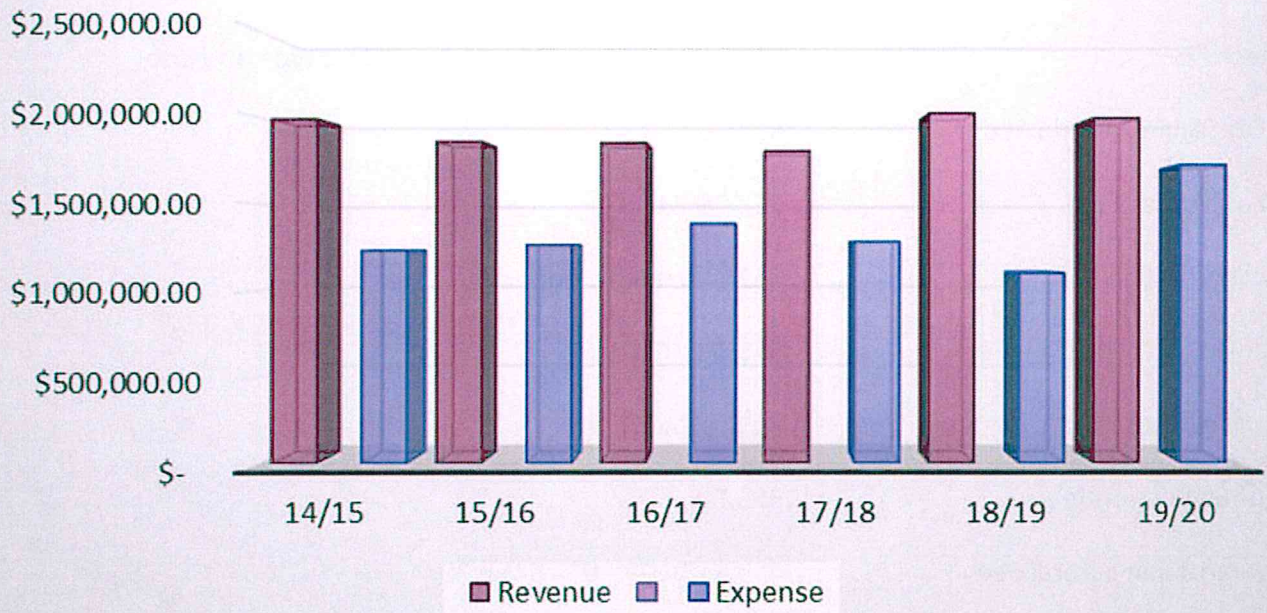
Revenue - Where operating dollars come from - FY 19/20



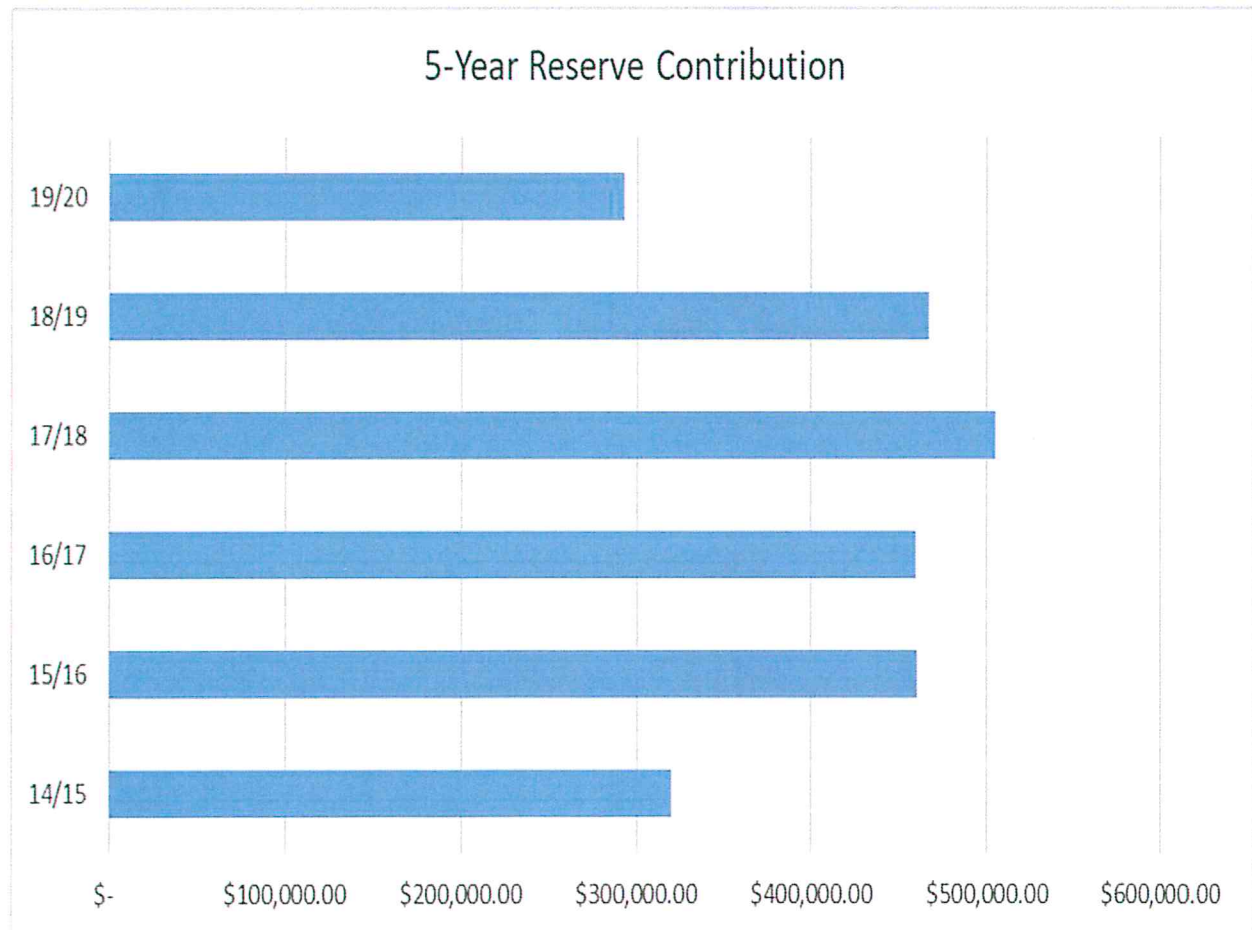
EXPENSE FY 19/20



5-Year Revenue/Expense



5-Year Reserve Contribution



Miscellaneous Fees

Plan Check Fee	\$175.00 minimum based on project type and size
Buy-In Fee/Annex Admin Fee	\$375.00
Buy-In Fee/Annex Fee	\$2,920.81
First Inspection Fee	\$115.00 minimum
Each Additional Inspection Fee	\$75.00 minimum
Project 1 & 2 Fees	\$13, 185.00
Notice of Exemption fee	\$50.00
New Construction Lateral Fee	4" - \$365.00 / 6" - \$465.00
Copy fee 8x 11	\$.25
8 x 14	\$.35
11 x17	\$.45
Color Copy	\$.50

2019/2020

Monthly Sewer Service Charges

User	Flow/ Unit (gpd)	Unit of Measure	Strength Factor	ERU Multiple	Current FY 2019-2020
Residential Fixed Charges [1]					
Single Family	215		1.00	1.00	\$73.90
Multi-family	215		1.00	1.00	\$73.90
Second Unit/Studios	160		1.00	0.74	\$55.00
Mobile Home/Trailers					
Manager Residence	215		1.00	1.00	\$73.90
Trailer Space	215	space	1.00	1.00	\$73.90
Mobile Home Park Laundry	140		1.00	0.65	\$48.12
Retirement Facility					
Manager Residence	215		1.00	1.00	\$73.90
Rooms w/o Kitchens	100	room	1.00	0.47	\$34.38
Rooms w/ Kitchens	150	room	1.00	0.70	\$51.56
Non-Residential Fixed Charges					
Motel/Hotel					
Manager Residence	215		1.00	1.00	\$73.90
Rooms w/o Kitchens	100	room	1.00	0.47	\$34.38
Rooms w/ Kitchens	150	room	1.00	0.70	\$51.56
Laundrettes, per machine	160	machine	1.00	0.74	\$55.00
Beauty & Barber Shops					
Each Sink Over 2	100	sink	1.00	0.47	\$34.38
Gas Station w/Restroom	325		1.00	1.51	\$111.72
Cocktail Lounge					
Additional Seating	8	seat	1.00	0.04	\$2.75
Market, Major	750		1.76	6.14	\$453.73
Convenience Market	215		1.00	1.00	\$73.90
Convenience Market w/Deli	270		1.76	2.21	\$163.35
Deli	260		1.00	1.21	\$89.37
Office & Retail					
Units w/o Toilets	100		1.00	0.47	\$34.38
Restaurant Full Service					
Additional Seating - Food	12	seat	1.76	0.10	\$7.25
Additional Seating - Bar/Banquet	8	seat	1.00	0.04	\$2.75
Coffee Specialty Retail	270		1.00	1.26	\$92.81
Restaurant - Fast Food	240		1.76	1.96	\$145.19
YMCA [2]					-

Institutional

Church	215		1.00	1.00	\$73.90
Pre/Elementary School, Per Stuc	7	student	1.00	0.03	\$2.21
High School, per Student	9	student	1.00	0.04	\$3.09
Museum	215		1.00	1.00	\$73.90
Post Office	215		1.00	1.00	\$73.90
Public Park	500		1.00	2.33	\$171.86

Additional Sewer Service Charges

Senior Living

Manager Residence	215		1.00	1.00	\$73.90
per Bed	125	bed	1.00	0.58	\$42.96
Food Service	600		1.76	4.91	\$362.98
Additional Seating (per seat)	12	seat	1.76	0.10	\$7.26

Recovery Ranch

Manager Residence	215		1.00	1.00	\$73.90
per Bed	70	bed	1.00	0.33	\$24.06
Food Service	600		1.76	4.91	\$362.98
Additional Seating (per seat)	12	seat	1.76	0.10	\$7.26

Medical, Dental, Veterinarian

Clinic or Building (per 1,000 sf)	300	1,000 sf	1.15	1.60	\$118.58
Billiard/Café (per 1,000 sf)	150	1,000 sf	1.15	0.80	\$59.29
Food Service	600		1.76	4.91	\$362.98
Additional Seating (per seat)	12	seat	1.76	0.10	\$7.26
Cocktail Lounge with Food	430		1.76	3.52	\$260.12
Additional Seating	8	seat	1.76	0.07	\$4.84
Car Wash	1,350	1.15	1.15	7.22	\$533.62
Winery and Wine Tasting	270		1.00	1.26	\$92.81
Wine Tasting with Food	430		1.76	3.52	\$260.12
Additional Seating	8		1.76	0.07	\$4.84

[1] All sewer service charges are effective July 1.

[2] The YMCA has a payment agreement based on annual flow.

Schedule of Capacity Charges 2019/2020

Line No.	Development Type	Use Description	Flow (gpd)	Strength Factor	ERU Ratio	Capacity Charge
Residential						
1	Single Family	Dwelling	215	1.00	1.00	\$6,256.72
2	Multi-family	Dwelling, Apartment, Condominiums	215	1.00	1.00	\$6,256.72
3	Exterior Accessory Dwelling Unit	As described in Government Code Section 65852.2 (f)(2)(b)	N/A	N/A	0.74	[2]
4	Interior Accessory Dwelling Unit	As described in Government Code Section 65852.2 (e)	N/A	N/A	N/A	\$0.00
5	Mobile Home/Trailers					
	Manager Residence	Dwelling	215	1.00	1.00	\$6,256.72
7	Trailer Space	Residence or Park	215	1.00	1.00	\$6,256.72
8	Mobile Home Park Laundry	Laundry	140	1.00	0.65	\$4,074.03
	Retirement Facility					
9	Manager Residence	Dwelling	215	1.00	1.00	\$6,256.72
10	Rooms w/o Kitchens	Dwelling	100	1.00	0.47	\$2,910.58
11	Rooms w/ Kitchens	Dwelling	150	1.00	0.70	\$4,365.38
Non-Residential						
Motel/Hotel						
12	Manager Residence	Dwelling	215	1.00	1.00	\$6,256.72
13	Rooms w/o Kitchens	Guest House	100	1.00	0.47	\$2,910.58
14	Rooms w/ Kitchens	Guest House	150	1.00	0.70	\$4,365.38
15	Laundrettes, per machine	Each washing machine	160	1.00	0.74	\$4,656.73
16	Beauty & Barber Shops	Business	215	1.00	1.00	\$6,256.72
17	Each Sink Over 2	Station Chair	100	1.00	0.47	\$2,910.58
18	Gas Station w/Restroom	Business	325	1.00	1.51	\$9,458.65
19	Cocktail Lounge/Wine Tasting	Up to 50 seats	430	1.00	2.00	\$12,514.41
20	Additional Seating	Per seat	8	1.00	0.04	\$232.49
21	Market, Major	W/meat & produce dept. (first 20 DFUs)	750	1.76	6.14	\$38,415.33
22	Convenience Market	No food preparation, dry goods only	215	1.00	1.00	\$6,256.72
23	Convenience Market w/Deli	Food preparation with sinks (first 20 DFUs)	270	1.76	2.21	\$13,829.91
24	Deli	Food preparation with sinks (first 20 DFUs)	260	1.00	1.21	\$7,566.33
25	Office & Retail	Professional & Commercial Retail	215	1.00	1.00	\$6,256.72
26	Units w/o Toilets	Each unit w/central toilet facility	100	1.00	0.47	\$2,910.58
27	Restaurant Full Service	Up to 21 seats	600	1.76	4.91	\$30,732.27
28	Additional Seating - Food	Per seat	12	1.76	0.10	\$615.08
29	Additional Seating - Bar/Banquet	Per seat	8	1.00	0.04	\$232.49
30	Coffee Specialty Retail	Up to 21 seats (incl 50% outdoors)	270	1.00	1.26	\$7,857.68
31	Restaurant - Fast Food	No seating (first 20 DFUs)	240	1.76	1.96	\$12,292.71

	Institutional					
32	Church	Base rate	215	1.00	1.00	\$6,256.72
33	Pre/Elementary School, Per Student	Per student & staff	7	1.00	0.03	\$203.71
34	High School, per Student	Per student & staff w/kitchens and showers	9	1.00	0.04	\$261.92
35	Museum	Tax exempt	215	1.00	1.00	\$6,256.72
36	Post Office	Tax exempt	215	1.00	1.00	\$6,256.72
37	Public Park	Per toilet room	500	1.00	2.33	\$14,550.94
38	Additional Sewer Service Charges					
39	Senior Living					
40	Manager Residence	Dwelling	215	1.00	1.00	\$6,256.72
40	Per Bed	Per Bed	125	1.00	0.58	\$3,628.90
	Food Service	up to 21 seats	600	1.76	4.91	\$30,720.47
	Additional Seating (per Seat)	Per Seat	12	1.76	0.10	\$625.67
41	Recovery Ranch					
42	Manager Residence	Dwelling	215	1.00	1.00	\$6,256.72
43	per Bed	Per Bed	70	1.00	0.33	\$2,037.07
44	Food Service	Up to 21 seats	600	1.76	4.91	\$30,732.27
45	Additional Seating (per seat)	Per seat	12	1.76	0.10	\$615.08
46	Medical, Dental, Veterinarian					
47	Clinic or Building (per 1,000 sf)	Professional & Commercial, per 1,000 sf	300	1.15	1.60	\$10,039.85
48	Billiard/Café (per 1,000 sf)	per 1,000 sf	150	1.15	0.80	\$5,019.92
49	Food Service	Up to 21 seats	600	1.76	4.91	\$30,732.27
50	Additional Seating (per seat)	Per seat	12	1.76	0.10	\$615.08
51	Car Wash	Business	1,350	1.15	7.22	\$45,179.31
52	Cocktail Lounge with Food	Food preparation with sinks (first 20 DFUs)	430	1.76	3.52	\$22,023.64
53	Additional Seating	Per seat	8	1.76	0.07	\$409.74
54	Winery and Wine Tasting	No food preparation, dry goods only	270	1.00	1.26	\$7,857.27
55	Wine Tasting with Food	Food preparation with sinks (first 20 DFUs)	430	1.76	3.52	\$22,023.64
56	Additional Seating	Per seat	8	1.76	0.07	\$409.74

Definitions:

DFUs: The number of drainage fixture units for each type of appliance, appurtenance or fixture, as set forth in the then current California Plumbing Code.

Base Charge: The then current capacity fee for a single family residence.

Strength Factor: The Strength Factor of wastewater, as defined under Section 820(C) and as determined under Section 821 of the District's Sewer Service Code

Unclassified User: Any user group or classification not shown above.

[1] For any Unclassified User, the Capacity Charge for the first 20 DFUs shall be calculated as follows.

Capacity Fee = Base Charge x Strength Factor

An Additional Fixture Charge shall be applicable to any Unclassified User which has more than 20 DFUs, calculated as follows.

Additional Fixture Charge = (number of DFUs in excess of 20 divided by 20) x Base Charge x Strength Factor

[2] For any Exterior Accessory Dwelling Unit, the Capacity Charge for the first 15 DFUs shall be calculated as follows.

Capacity Fee = Base Charge x .74

An Additional Fixture Charge shall be applicable to any Exterior Accessory Dwelling Unit which has more than 15 DFUs, calculated as follows.

Additional Fixture Charge = (number of DFUs in excess of 15 divided by 20) x Base Charge

*The capacity fees set forth in the table above will be adjusted effective as of the first day of July of each year, commencing July 1, 2018, by an amount equal to the percentage change in the Engineering News Record Construction Cost Index National Average published for the immediately preceding April as compared to such index for April of the previous year.

SYCSD Debt @ June 30, 2019

The District is currently debt free

USDA General Obligation Bonds: Bonds issued in 1978 Series A for \$150,000 and Series B for \$350,000. On August 4, 1987, the District paid off the balance of the Series A Bonds totaling \$138,000. Interest rate on the bonds is 5% per annum and is payable on August 1 and February 1 each year. **The bonds were paid off as of June 30, 2014. The District received the revenue through 2017/18.**

SWRCB State Revolving Fund Loan: In December 1998 the District entered into a loan in the amount of \$410,106 for the Westside Sewer Extension. The loan is being repaid at \$26,573 per year and the interest rate on the loan is 2.60% for twenty years. **This debt was paid off in February 2014.**

Citizens Business Bank Installment Sale Agreement: On October 11, 2006 the District entered into an installment sale agreement in the amount of \$1,000,000. for the construction of a District office building. Interest rate on the loan is 5.20% per annum for twenty years and is payable on April 11th and October 11th each year. This debt was refinanced as of October 11, 2011 at 4.55%. **The loan was paid off June 20, 2014.**

Debt Payoff:

Go Bond interest savings	\$7,899.02
SRF Interest	\$9,871.39
<u>Citizen Bank</u>	<u>\$248,502.30</u>
Total Interest Savings	\$266,272.71

RESOLUTION NO. 15-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA YNEZ COMMUNITY SERVICES DISTRICT REGARDING ENTERPRISE FUND, OPERATING RESERVE, FUND/REPLACE/EXPANSION RESERVE, FUTURE CAPACITY RESERVE AND STREET LIGHT RESERVE

WHEREAS, on June 15, 2011, the Board of Directors of the Santa Ynez Community Services District (the "District") adopted Resolution No. 11-04 setting forth certain findings relating to the maintenance of the District's Enterprise Fund, Operating Reserve, Repair/Replacement Reserve, Building Reserve, Future Capacity Reserve and Street Light Reserve; and

WHEREAS, the District's Board of Directors desires to replace the findings set forth in Resolution No. 11-04 to address the funding of each reserve category.

NOW, THEREFORE, the Board of Directors of the District does hereby adopt the following findings to supersede and replace the findings set forth in Resolution No. 11-04 and fund the Reserve accounts in the order that they are listed:

1. The Enterprise Fund is established to provide for the receipt of revenues and the payment of expenses. All revenues are received from sewer service charges, property taxes, interest, inspection fees, sewer benefit fees, and miscellaneous income. The expenses to be paid from the Enterprise Fund are costs associated with the operation, maintenance and repair of the sewage collection, treatment and disposal facilities owned or utilized by the District and to fund District reserves or other reasonable expenses allowed by statute.
2. The Operating Reserve is established to fund six months of operating expenses. The revenues are received from operating surplus of the Enterprise Fund. If the balance exceeds eight months of operating budgeted expense, the difference will be transferred to the Fund/Replace/Expansion Reserve. The adoption of the annual budget shall be evidence of the District's determination that the funds contained in the Operating Reserve do not exceed an amount which is necessary to fulfill the purposes for which the Operating Reserve has been established and may enable the District to avoid adverse financial impacts in the future.
3. The Fund/Replace/Expansion Reserve is established to fund the enhancement, replacement and/or expansion of the District's owned/non-owned facilities. The revenues are received from the Enterprise Fund after the Operating Reserve and the Building Reserve have received adequate funding and from annexation fees. Contributions to the Fund/Replace/Expansion Reserve will be in-lieu of funding depreciation. The Board has established a sub-category for the Building Reserve, and the Building Reserve should be maintained at a minimum \$140,000.00.
4. The Future Capacity Reserve is established to fund the purchase of capacity in the City of Solvang's wastewater treatment plant. The revenues are received from the Enterprise Fund and connection fees. A balance will be held in the reserve to purchase 10%, currently 30,000 gpd of additional capacity in the Solvang wastewater treatment plant. The price per gallon of additional capacity is the current book value of plant divided by total plant capacity (1.5 million gpd). The current price per gallon times the 10% of additional capacity in gallons equals the funding needed in reserve. Within 180 days after

the end of the fiscal year, the District shall make available to the public information regarding the balance in the Future Capacity Reserve as required by Government Code Section 66013(d), as said section may be amended from time to time.

5. The Street Light Reserve is established to fund future street light projects. The revenues are received from the portion of the District's property taxes allocated to street lights after payment of any street light expense.
6. The Board of Directors shall review the Reserve Policy and the level of reserves in each fund on an annual basis.
7. Resolution No. 11-04 is hereby superseded and replaced by this Resolution 15-01.

PASSED AND ADOPTED this 21st day of January, 2015, by the following vote of the Board of Directors of the Santa Ynez Community Services District:

AYES: Marks, Maler, Seymour, Daugherty, Higgins

NOES:

ABSENT:

ABSTAINED:

Barry Marks, President of the Board

ATTEST:

Wendy Berry, Secretary of the Board

RESOLUTION NO. 19-07

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SANTA YNEZ COMMUNITY SERVICES
DISTRICT FIXING AND ADOPTING A FINAL
BUDGET FOR FISCAL YEAR 2019-2020**

WHEREAS, pursuant to Government Code Section 61110, a public hearing has been held at which any person was permitted to appear and be heard regarding any item in the proposed final budget for the Santa Ynez Community Services District for Fiscal Year 2019-2020 (the "FY 2019-2020 Budget"), or regarding the addition of other items thereto.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Santa Ynez Community Services District as follows:

1. The FY 2019-2020 Budget on file with the Secretary of the District and heretofore reviewed and considered by this Board, is hereby fixed and adopted.

2. The General Manager is directed to forward a copy of the FY 2019-2020 Budget to the Santa Barbara County Auditor.

PASSED AND ADOPTED this 19th day of June 2019, by the following vote of the Board of Directors of the Santa Ynez Community Services District:

AYES:

NOES:

ABSENT:

ABSTAIN:

Karen Jones, President of the
Board of Directors

ATTEST:

Wendy Berry, Secretary of the
Board of Directors

**SANTA YNEZ COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

REGULAR MEETING MINUTES

January 15, 2020

5:30 P.M.

1070 Faraday, Santa Ynez, CA

BOARD MEMBER MEMBERS PRESENT: David Beard, Karen Jones, Bob D’Ambra, Frank Mueller, Frank Redfern

OTHERS PRESENT: Wendy Berry-Secretary//Treasurer, Rick Battles-Legal Counsel

1. **CALL TO ORDER:** Director Jones called the meeting to order at 5:30 p.m.
2. **ROLL CALL:** Beard, Jones, D’Ambra, Mueller, Redfern
3. **PLEDGE OF ALLEGIANCE:**
4. **DIRECTOR COMMENTS:** None
5. **PUBLIC COMMENTS:** Winston Craven disappointed by the General Managers resignation. David Higgins – for transparency, the constituents of Santa Ynez should know about the Recycled Water Facilities Study options that take care of our sewer needs.
6. **CONSENT AGENDA: (ACTION-VOTE)**
 - A. Approval of minutes of the Regular Meeting of December 18, 2019.
 - B. Approval of minutes of the Special Meeting of January 2, 2020.
 - C. Approval of the minutes of the Special Meeting of January 7, 2020.
 - D. SYCSD Treasurer’s Dashboard December Report
 1. Approval of Disbursements from December 13, 2019 through January 10, 2020.
 2. Profit & Loss Budget Performance

Director Beard motioned to approve consent agenda as presented, Director Mueller seconded and the motion passed by a roll call vote: ayes; Redfern, Beard, Jones, Mueller, Redfern

7. **ACTION ITEMS: (ACTION-ROLL CALL VOTE)**
 - A. **Audit Report:** Receive presentation from the District’s auditor Jeff Palmer and accept the audit report for June 30, 2019 as submitted by Fedak and Brown. **Jeff Palmer presented the financial statements for fiscal year 2018/2019. Director Mueller motioned to accept the audit report for 2018/2019, Director D’Ambra seconded and the motion passed by a roll call vote: ayes; Beard, Redfern, Mueller, Jones, D’Ambra.**

- B. Discussion and possible action regarding mainline extension on Horizon Drive. **Legal Counsel prepared a draft report on the steps needed to complete the Horizon Drive mainline extension project. Director Beard motioned to direct staff to move forward with the easement acquisition, to move forward with the environmental review process, to research additional financing information, analyze applicability of the installment payment plan, assemble cost information, and have the engineer finalize construction plans, Director D'Ambra seconded. The motion was amended and approved to include notifying the Horizon residents of the meeting at least 10 days prior to the meeting. The motion passed by a roll call vote: ayes; Beard, Redfern, Jones, Mueller D'Ambra.**
- C. Consideration and approval of Agreement for Professional Services with Water Systems Consulting, Inc. **Director Beard motioned to approve the agreement for professional services with Water Systems Consulting, Inc. changing the signature to be the Board President and the Board Secretary not the General Manager. Director Mueller seconded and the motion passed by a roll call vote: ayes; Beard, Jones, Redfern, D'Ambra, Mueller.**
- D. Discussion and action relating to resignation of General Manager, interim staffing, transitional issues, and recruitment to fill vacant position. (No staff report.) **Nate Kowalski, labor legal counsel joined into the meeting by phone. Nate reported Jeff Hodge is waiting for the Board to ratify his settlement agreement. Director Beard motioned to ratify and approve Jeff Hodge's settlement agreement and deliver it to Jeff Hodge's legal counsel once signed by Jeff Hodge, Director Mueller seconded and the motion passed by a roll call vote: ayes; Beard, Jones, D'Ambra, Redfern, Mueller. Director Beard motioned to form an Ad Hoc committee and appoint Directors Mueller and D'Ambra for the purpose of recruiting an interim and/or permanent General Manager, Director Mueller seconded and the motion passed by a roll call vote: ayes; Beard, Redfern, Mueller, Jones, D'Ambra. Director Redfern motioned to authorize Director Beard to sign bank reconciliations, time sheets and invoices, Director D'Ambra will be his backup if Director Beard is unavailable, Director Mueller seconded and the motion passed by a roll call vote: ayes; Beard, Jones, Mueller, Redfern, D'Ambra.**
- E. Approval of mid-year budget report for fiscal year 2019/2020. **The District's revenue is at 55% and expenses are at 39.5%. Director Mueller motioned to approve the mid-year budget and bring back mid-year budget adjustments once costs are determined, Director Beard seconded, and the motion passed by a roll call vote: ayes; Beard, Jones, Redfern, Mueller, D'Ambra.**
- F. Discussion and possible action regarding Certificate of Deposit. **The Farmers Bank & Trust CD came due. The current CD rate available is 1.75% through Cantella and First Bank is offering 1.85%. Five Star Bank money market account is currently paying 2.043%. Director Beard motioned to move the CD into the Five Star account and review the interest rates in six months, Director D'Ambra seconded and the motion passed by a roll call vote: ayes; Beard, Redfern, Jones, Mueller, D'Ambra.**

- G. Discussion and possible action regarding joint public outreach with other local agencies regarding improving the efficiency of wastewater services in the Santa Ynez Valley. (No staff report.) **This item will be a future agenda item. The Board took an intermission.**

8. **INFORMATIONAL ITEMS:**

- A. Treasurer Report – Submittal and review quarterly cash position pursuant to Government Code §61053 for quarter ending 12-31-19. **The District received \$35,815.00 in interest in all the bank accounts. The interest rate was 2.3% in LAIF and 2.341% in the Five Star account, and total cash is \$4,414,169.00.**

9. **REPORTS:**

A. Manager's Report- None

B. Legal Counsel's Report – **Rick mentioned to recognize Wendy for helping and taking care of things during the transition, Kevin will be meeting with the City of Solvang to review and interview the Engineers on January 2. The Board thanked Rick and the other staff for also being a tremendous help.**

C. Secretary/Treasurer's Report – **SB County hired Sousa Construction and MNS will be starting the Faraday storm drain project Staff has begun reviewing and updating the Sanitary Sewer Management plan (SSMP) with Causey Consulting.**

D. Committee Reports

10. Tentative agenda items: Solvang WWTP upgrade, alternatives for wastewater treatment, Sewer Code Design Specifications, Joint public Outreach with other public agencies.

11. **ADJOURNMENT**

The meeting was adjourned at 8:21 p.m.

APPROVED:

Karen Jones, President of the Board

Wendy Berry, Secretary of the Board

**SANTA YNEZ COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

SPECIAL MEETING MINUTES

February 3, 2020

4:30 P.M.

1070 Faraday, Santa Ynez, CA. 93460

BOARD MEMBERS PRESENT: David Beard, Karen Jones, Frank Mueller, Bob D'Ambra, and Frank Redfern

OTHERS PRESENT: Rick Battles – Legal Counsel by phone

1. **CALL TO ORDER:** The meeting was called to order at 4:33 p.m.
2. **ROLL CALL:** Director Beard, Director Jones, Director Mueller, Director D'Ambra, Director Redfern
3. **CLOSED SESSION: PUBLIC EMPLOYMENT**
 - A. Public comments on closed session agenda item: **No public attendance**
 - B. Enter in closed session pursuant to Government Code Section 54957(b)(1) – Public Employment
Title: Interim General Manager
The Board conducted interviews with two potential candidates.
 - C. Reconvene to open session and public report on action (if any) taken in closed session. **The Board reconvened at 6:21 into open session and the Board acted to unanimously offer the Interim General Manager position to John D'Ornellas subject to a background, reference check and other contingencies.**
4. **CLOSED SESSION – LABOR NEGOTIATIONS**
 - A. Public comments on closed session agenda item: **No public in attendance**
 - B. Designation of Labor negotiator: **The Board voted 5/0 to appoint Nate Kowalski as the labor Negotiator and to reschedule the closed session to Monday, February 10, 202 at 5:30 p.m.**
 - C. Enter in closed session pursuant to Government Code Section 54957.6 - Conference with labor negotiator: Agency designated representative: Nate Kowalski
Unrepresented employee: Interim General Manager
The Board did not enter into closed session.
 - D. Reconvene to open session and public report on action (if any) taken in closed session

4. **ADJOURNMENT:** The meeting was adjourned at 6:29 p.m.

APPROVED:

Karen Jones, President of the Board

Wendy Berry, Secretary of the Board