



**Santa Ynez Community Services District
Board of Directors Regular Meeting
Minutes from March 20, 2024**

NOTE: This Meeting was held in person, and a Zoom link was provided on the Agenda

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

President Redfern called the meeting to order at 5:33 PM.

- 2. ROLL CALL:** The board secretary called the roll. The directors presented via Zoom were Redfern, Van Pelt, Padelford, and Director Jones. Director Beard arrived at 5:39 PM. Staff Present: Loch Dreizler, General Manager; Alicia Marin, Board Secretary; Jeff Hoskinson, General Legal Counsel via Zoom.

3. DIRECTOR'S COMMENTS:

President Redfern and Vice President Van Pelt shared that they looked at the corner of Manzana and Faraday Streets and other areas in the District at night to assess the need for street lighting. It was discussed that district lighting should be a future agenda item.

4. PUBLIC COMMENT:

None

5. REPORTS:

A. General Manager: Mr. Dreizler shared that the District's Operations Supervisor gave written notice and will leave on July 5, 2024. Staff will advertise for the position on various online platforms. He shared that Martin's sewer connection project on Calle Pico is done with only clean-up left. He shared that community member Randy Pace in Janin Acres continues to move forward with trying to connect to the District's mainline on Hwy 246 by working with Caltrans. He also shared that he attended an introductory meeting about the County of Santa Barbara Emergency Operations Center in Santa Maria. He also said the employee handbook will be approved for the next board meeting. Finally, he shared he will go on a short vacation from 3/22-3/26/24.

B. Legal Counsel: Mr. Hoskinson shared a proposition that might end up on the November 2024 ballot that may impact Prop 218 before the California Supreme Court in litigation.

C. Board Secretary: Ms. Marin shared that she could bill Harry's House for several months of past sewer usage and has them on regular billing going forward. She also shared that the Conflict of Interest filings for the board members have been completed.

D. Committees: The next Wastewater Committee meeting is set for March 28 at 8:30 AM, and the Finance Committee meeting for March 28 at 9:30 AM.

6. CONSENT ITEMS:

- A. Regular Meeting Minutes of February 21, 2024
- B. Previous Month's Disbursements [2/1/2024 – 2/29/2024]
- C. Monthly Bank Account Balance
- D. Director's Meeting Attendance Tracker from February 21, 2024

Director Jones moved to approve the Consent Items, Vice President Van Pelt seconded it, and the motion passed unanimously.

7. ACTION ITEMS:

A. We are developing a Board Policy relative to receiving public comments and authorizing a corresponding amendment to the existing board policy manual.

Vice President Van Pelt motioned to adopt Resolution 24-03, Adopting Board Policy, relative to receiving public comments and authorizing the corresponding amendment to the board policy manual. Director Beard seconded it, and the motion was passed unanimously.

B. Record Retention Policy Review and Discussion, Consider Destroying Staff Recommended Records.

The board and staff discussed the District's current Records Retention Policy and the items on the staff's recommended list of records to destroy.

Vice President Van Pelt motioned to approve the destruction of district records as indicated in Table 1 below, except the items in the Administrative department [recordings of district meetings]. Director Padelford seconded the motion, and it was passed unanimously.

Table 1 - Records for Destruction

Department	Year	Shred or Erase	Description
Financial Records	2015-2016	2022	Bank reconciliations
Financial Records	2016-2017	2020-2022	Accounts Payable/Receivable & Journal Entries
Financial Records	2017-2018	2023	Accounts Payable and Accounts Receivable files
Financial Records	2018-2019	2022	Accounts Payable
Administrative	Thru 12/2022	03/2024	Recordings of district meetings
Employment Records	2014-2015	2022	Employee timesheets
Employment Records	2015	2018	2015 Collections operator applications

C. Purchase a new Ford F-250 Operations and Maintenance Vehicle.

The board discussed purchasing a new operations vehicle to replace the 2004 Chevy work truck. Mr. Dreizler shared that the 2004 Chevy work truck was fully depreciated in 2014.

Director Padelford motioned to approve the purchase of a new, gas-powered Ford F250 XLT Regular Cab pickup truck from Santa Maria Ford for the price of \$65,238.86 plus a \$5,000 contingency for any potential documentation or fabrication modifications. Director Beard seconded the motion. A roll call vote was taken: Ayes: Beard, Padelford, Van Pelt; Noes: Redfern, Jones. The motion passed with a 3-2 majority vote.

8. CLOSED SESSION: NONE

9. INFORMATIONAL ITEMS: Director Beard requested that the Board Policy Manual be reviewed regarding director attendance. Mr. Dreizler stated that an ad-hoc committee could be formed at the next board meeting to review the Board Policy Manual.

10. ADJOURNMENT: President Redfern motioned to adjourn the meeting at 6:46 PM; Director Padelford seconded the motion, and the motion passed unanimously.

APPROVED:

ATTEST:

Frank Redfern, Board President

Alicia Marin, Board Secretary



**SANTA YNEZ COMMUNITY SERVICES DISTRICT
WASTEWATER TREATMENT COMMITTEE MEETING
Minutes of March 28, 2024**

NOTE: This meeting was held in person.

The meeting was called to order at 8:32 AM.

Attendees: President Frank Redfern, Director David Beard, General Manager Loch Dreizler, and Board Secretary Alicia Marin.

Ductile Iron Pipe Discussion, Construction Documents Update

Mr. Dreizler shared a 5-month timeline for the request for proposal (RFP) for the ductile iron pipe replacement, with construction possibly beginning as early as the beginning of August 2024. The committee discussed the timeline, and Mr. Dreizler will continue communicating with Cannon regarding the RFP process.

District Wastewater Expansion Project

The committee discussed the larger district wastewater expansion project, which would provide sewer to the unconnected portion of the District's western part at an estimated cost of \$15-20 million. It was determined that the District would consider another open house or special board meeting to align with Santa Ynez Days.

Other Items Regarding the Wastewater Collection System

Mr. Dreizler shared that the two Lucky Lane connections are working through the easement process with the Santa Barbara Housing Authority/Golden Inn. A small portion of their connection is located on the Golden Inn property at an existing manhole.

APPROVED:

ATTEST:

Frank Redfern, Board President

Alicia Marin, Board Secretary



**SANTA YNEZ COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE MEETING**

Minutes of March 28, 2024

NOTE: This meeting was in-person.

The meeting was called to order at 9:31 AM.

Attendees: Director Tina Padelford, Director David Beard, General Manager Loch Dreizler, and Board Secretary Alicia Marin.

Director's Comments: Director Padelford inquired about acquiring dashcams for the District's work trucks. The General Manager recommended discussing this in a forthcoming committee meeting – perhaps the future Ad-hoc policy committee.

Expansion Project funding

Mr. Dreizler summarized the different options available to fund the expansion project. The committee discussed surveying the residents in the expansion area [the west side of the District] to determine their interest in sewers before continuing to finance the project.

Budget calendar for the next fiscal year.

Staff shared a rough draft of the 2024/25 budget, highlighting some revenue increases and reallocating expenses. Staff and the Finance Committee are on track with the budget calendar to get board approval for the budget at the June 2024 board meeting.

Discuss the COLA increase for next year.

The Finance Committee recommends that the District provide a COLA increase for 2024/24. The amount will be determined at the next budget committee meeting and approved by the Board – currently estimated at 3.5%

Discuss Health Care increase for next year.

The committee discussed the cost of health care for District employees. Staff will investigate different plans available for the next renewal period, which occurs at the end of the year.

City of Solvang – Wastewater Treatment Plant

Mr. Dreizler will get the latest estimates on costs associated with Solvang's wastewater treatment plant project to budget more accurately for the 2024/25 budget.

Other Budget, Reserve, or Other Financial Items

The committee discussed upcoming capital improvement projects, including the ductile iron pipe repair project, estimated at between \$750k and \$1.5 mm, and the relining of a manhole, estimated at \$80k. Both projects are dependent on a contractual bidding process and board approval.

APPROVED:

ATTEST:

David Beard, Director

Alicia Marin, Board Secretary

SANTA YNEZ COMMUNITY SERVICES DISTRICT**Disbursements 03/01-03/31/24**

Date	Check #	Vendor/Employee/Payee	Amount
03/05/2024	17770	Atkinson, Andelson, Loya, Ruud & Romo	\$ 889.35
03/05/2024	17771	Brenntag Pacific, Inc.	\$ 2,305.12
03/05/2024	17772	Coastal Copy, Inc.	\$ 54.15
03/05/2024	17773	Comcast 5809	\$ 692.66
03/05/2024	17774	Dahl Air Conditioning Inc.	\$ 310.00
03/05/2024	17775	Douglas Doors	\$ 2,384.89
03/05/2024	17776	eFuel, LLC	\$ 452.55
03/05/2024	17777	Eide Bailly LLP	\$ 667.00
03/05/2024	17778	Harrison Hardware	\$ 494.92
03/05/2024	17779	Nielsen Building Materials	\$ 78.10
03/05/2024	17780	O'Connor Pest Control	\$ 85.00
03/05/2024	17781	WM Corporate Services, Inc.	\$ 66.08
03/11/2024	17782	Eide Bailly LLP	\$ 899.20
03/11/2024	17783	FGL Environmental	\$ 891.00
03/20/2024	17784	Air Pollution Control District	\$ 536.48
03/20/2024	17785	Brenntag Pacific, Inc.	\$ 2,116.65
03/20/2024	17786	Cal-Coast Irrigation, Inc.	\$ 64.22
03/20/2024	17787	City of Solvang	\$ 20,000.00
03/20/2024	17788	Comcast 5776	\$ 358.93
03/20/2024	17789	Ecology Water Systems Tech., LLC	\$ 3,110.00
03/20/2024	17790	Fastenal Company	\$ 554.03
03/20/2024	17791	Frontier	\$ 43.37
03/20/2024	17792	Howell Moore & Gough LLP	\$ 1,540.00
03/20/2024	17793	Jessie's Spotless Cleaning	\$ 130.00
03/20/2024	17794	Mountain Spring Water	\$ 77.95
03/20/2024	17795	Reece Plumbing	\$ 157.87
03/20/2024	17796	Santa Barbara County Water Agency	\$ 170.97
03/20/2024	17797	Smith's Alarms & Electronics Inc	\$ 90.00
03/20/2024	17798	SYRWCD ID#1	\$ 92.76
03/20/2024	17799	Underground Service Alert/SC	\$ 39.75
03/20/2024	17800	USABlueBook	\$ 971.07
03/20/2024	17801	Wells Fargo Vendor Financial Svcs, LLC	\$ 134.69
03/20/2024	17802	ZWorld GIS	\$ 1,275.00
03/27/2024	17803	Atkinson, Andelson, Loya, Ruud & Romo	\$ 3,633.53
03/27/2024	17804	David Beard-1	\$ 517.38
03/27/2024	17805	Douglas Doors	\$ 3,434.89
03/27/2024	17806	Harrison Hardware	\$ 610.19
03/27/2024	17807	Mission Communications, LLC	\$ 659.40

SANTA YNEZ COMMUNITY SERVICES DISTRICT**Disbursements 03/01-03/31/24**

Date	Check #	Vendor/Employee/Payee	Amount
03/27/2024	17808	Verizon Wireless	\$ 256.60
03/05/2024	ACH20240305	PG&E	\$ 106.16
03/06/2024	ACH20240306	NBS Contribs	\$ 5,444.20
03/07/2024	ACH20240307	Verizon Wireless	\$ 256.60
03/11/2024	ACH20240311	PG&E	\$ 2,765.02
03/12/2024	ACH20240312	SYRWCD ID#1	\$ 121.51
03/15/2024	ACH20240315	NBS Contribs	\$ 5,258.93
03/26/2024	ACH20240326	Five Star CC	\$ 2,774.27
03/27/2024	ACH20240327	SoCalGas	\$ 113.74
03/15/2024	ACH240315	National Benefit Svcs Operations	\$ 18.00
03/26/2024	ACH240326	US Bank Voyager	\$ 574.01
Number of Checks: 39			\$ 50,845.75
Number of ACHs: 10			\$ 17,432.44
TOTAL Disbursements:			\$ 68,278.19

Santa Ynez Community Services District Account Balances

As of March 31, 2024

Alicia Marin, Board Secretary

ACCOUNT	03/31/2024 Balance	02/29/2024 Balance	03/31/2023 Balance	Month-to-Month Comparison	Year-to-Year Comparison
Checking	\$ 924,379.33	\$ 1,066,510.94	\$ 864,432.01	\$ (142,131.61)	\$ 59,947.32
Five Star Money Market	\$ 3,852,164.21	\$ 3,838,772.00	\$ 4,015,197.43	\$ 13,392.21	\$ (163,033.22)
Horizon Drive Reserve	\$ 130,944.29	\$ 130,944.29	\$ 207,739.71	\$ -	\$ (76,795.42)
Mechanic's Bank Money Market	\$ 5,294.57	\$ 5,294.49	\$ 5,095.96	\$ 0.08	\$ 198.61
Local Agency Investment Fund (LAIF)	\$ 170,246.72	\$ 170,246.72	\$ 164,636.09	\$ -	\$ 5,610.63
King's Capital (CD's)	\$ 927,346.22	\$ 927,783.30	\$ 595,506.63	\$ (437.08)	\$ 331,839.59
TOTAL	\$ 6,010,375.34	\$ 6,139,551.74	\$ 5,852,607.83	\$ (129,176.40)	\$ 157,767.51

Board Meeting Attendance (max \$1,050 per month per director)						
Board Meetings (\$175)	Date	Frank Redfern	Bradlee Van Pelt	David Beard	Karen Jones	Tina Padelford
Regular Board Meeting	3/20/2024	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00
Special Board Meetings						
Sub-Total		\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00
Standing Committees (\$87.50)						
Finance	3/28/2024			\$ 87.50		\$ 87.50
Personnel						
Community Interface						
Wastewater Treatment	3/28/2024	\$ 87.50		\$ 87.50		
Sub-Total		\$ 87.50	\$ -	\$ 175.00	\$ -	\$ 87.50
Ad-Hoc Committees (\$87.50)						
Sub-Total		\$ -	\$ -	\$ -	\$ -	\$ -
Other Meetings (\$87.50)						
Pre-Agenda with GM	4/9/2024	\$ 87.50				
CSDA Meeting						
Misc						
Sub-Total		\$ 87.50	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 350.00	\$ 175.00	\$ 350.00	\$ 175.00	\$ 262.50