



**Santa Ynez Community Services District
Board of Directors Regular Meeting
Minutes from January 17, 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 5:30 PM.

- 2. ROLL CALL:** Board Secretary called roll: Directors present: Redfern, Beard, and Padelford; Director Jones via Zoom. Absent: Van Pelt. Staff Present: Loch Dreizler, General Manager; Alicia Marin, Board Secretary.

3. DIRECTOR'S COMMENTS:

Director Padelford inquired about the cost of a jetter. Mr. Dreizler will give that information at a future finance committee meeting.

4. PUBLIC COMMENT:

One public comment was given via Zoom that did not require Board Action.

5. REPORTS:

A. General Manager: Mr. Dreizler shared that the Calle Pico mainline extension construction has started, and that District staff and Cannon Engineering have been monitoring the progress daily. He said he would have more information regarding the ductile iron pipe replacement at an upcoming Wastewater Committee meeting.

B. Legal Counsel: NONE

C. Board Secretary: Ms. Marin shared that she started the webinar on records retention.

D. Committees: NONE

6. CONSENT ITEMS:

- A.** Regular Meeting Minutes of December 20, 2023
- B.** Disbursements 12/1/2023 – 12/31/2023
- C.** Monthly Bank Account Balance
- D.** Director's Meeting Attendance Tracker - December 21, 2023, to January 16, 2024

Director Jones motioned to approve the Consent Items, Director Beard seconded the motion, and the motion passed. Ayes: Redfern, Jones, Beard, Padelford. Noes: None. Absent: Van Pelt

7. ACTION ITEMS:

A. Nominee selection for the LAFCO Regular Special District Member

LAFCO candidate Craig Geyer was in attendance and expressed his desire to remain on the LAFCO board.

Director Jones motioned to authorize the District Board President to sign the official ballot for Craig Geyer as the District's LAFCO nominee. President Redfern seconded the motion, and the motion passed. Ayes: Redfern, Jones, Beard, Padelford. Noes: None. Absent: Van Pelt

B. Committees: Appoint Directors to Committees

Director Jones motioned to decommission the current Ad-Hoc Committees, as indicated in the table below. Director Beard seconded the motion, and it passed. Ayes: Redfern, Jones, Beard, Padelford. Noes: None. Absent: Van Pelt

Director Beard motioned to approve keeping the committees the same as last year, as indicated in the table below. President Redfern seconded the motion, and it passed. Ayes: Redfern, Jones, Beard, Padelford. Noes: None. Absent: Van Pelt

Standing Committees	2023	2024 Recommendations
Finance/Budget	Beard/Padelford	Beard/Padelford (no change)
Personnel	Jones/Redfern	Jones/Redfern (no change)
Wastewater Treatment	Redfern/Beard	Redfern/Beard (no change)
Community Interface	Van Pelt/Redfern	Van Pelt/Redfern (no change)
Ad Hoc Committees		
At-Large Elections	Recommend Decommission	
General Counsel RFP		
Municipal Services Review		

C. District Purchasing and Procurement, Introduction to the California Uniform Public Construction Act

Mr. Dreizler introduced the California Uniform Public Construction Accounting Act as an alternative to the requirement to bid formally on district projects over \$25,000. The act allows for an informal bidding process for District projects over \$25,000 but less than \$200,000.

No board action was necessary to be reviewed by the Finance Committee.

D. Maintain X - Presentation of Our Computerized Maintenance Management System (CMMS) Program for Work Orders and Task Tracking

Mr. Dreizler presented the District's new computerized maintenance management system.

No board action was necessary.

8. CLOSED SESSION: NONE

9. INFORMATIONAL ITEMS: NONE

10. ADJOURNMENT: Director Beard motioned to adjourn the meeting at 6:16 PM;
President Redfern 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 January 31, 2024**

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

The meeting was called to order at 9:40 AM.

Attendees: President Frank Redfern, Director David Beard, General Manager Loch Dreizler, Board Secretary Alicia Marin, Operations Supervisor Craig Kapner, and District Engineer Matt van der Linden.

- Mr. van der Linden shared that Cannon has compiled a draft bid schedule and started the District's ductile iron pipe repair/replacement project manual. After discussing the two repair options, the committee requested Cannon create two bids - one set of bid documents for the cure-in-place pipe option and one for the pipe bursting option.
- The committee discussed the larger project of expanding sewer to the western part of the District, the area approximately bounded east-west by Calzada Ave to Deer Trail, Stadium Way, and north-south by Country Road to Hwy 246 – generally as shown on a graphic developed by Cannon Engineering. The committee will discuss the logistics and the cost of the sewer expansion project with the board, possibly at a Special Meeting.
- Mr. Dreizler shared that the sacrificial anodes at the 246-pump station need to be inspected to confirm installation/condition and to make any necessary modifications.
- Mr. Dreizler shared that the City of Solvang manager responded affirmatively to the District's request to participate equitably with the same terms of funding as the City of Solvang for future upgrades to their wastewater treatment plant.

APPROVED:

ATTEST:

Frank Redfern, Board President

Alicia Marin, Board Secretary



**SANTA YNEZ COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE MEETING
Minutes of February 8, 2024**

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

The meeting was called to order at 9:30 AM.

Attendees: President Frank Redfern, Director Karen Jones, General Manager Loch Dreizler, and Office Manager/Board Secretary Alicia Marin

- Mr. Dreizler shared that there was a minor injury to one of the operations staff during the storm on Sunday - 2/4/24, and a workman's comp claim has been filed.
- Employee Handbook Review Update – Employees have been able to review the handbook and give input. Mr. Dreizler will send the final draft to the attorney for review.
- The Operations Supervisor gave several months' notice and plans on leaving the District at the beginning of July. Advertising for the position will begin in March. Ideally, the new supervisor would start in June and overlap with the current supervisor for some training.

APPROVED:

ATTEST:

Frank Redfern, Board President

Alicia Marin, Board Secretary



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

Minutes of February 14, 2024

NOTE: This meeting was in-person, with legal counsel attending via Zoom.

The meeting was called to order at 9:40 AM.

Attendees: Director Tina Padelford, Director David Beard, General Manager Loch Dreizler, and Board Secretary Alicia Marin attended in person. General Legal Counsel Jeff Hoskinson and Legal Counsel Robert Anslow attended via Zoom.

Expansion Project funding

Legal Counsel Robert Anslow gave an overview of how the District could fund the large sewer project for the western portion of Santa Ynez's Service Area. Options include Creating a Mello-Roos District, Assessment District, Grant Funding, State funding via the State Revolving Fund, or Federal funding through the USDA. However, he recommended that staff communicate with a community financial advisor as the next step.

Terminating Rick Battles' contract

The Finance Committee recommends that the Board consider terminating Rick Battles' contract.

Budget calendar for the next fiscal year.

Staff and Finance Committee are on track with the budget calendar.

California Uniform Public Construction Cost Accounting Act (CUPCCAA)

The Finance Committee recommends that the Board consider adopting CUPCCAA at the next Board meeting.

New Maintenance Vehicle

Staff discussed the need to replace the 20-year-old 2004 work truck. The Finance Committee recommends that the Board consider purchasing a new vehicle at a future Board meeting.

APPROVED:

ATTEST:

Frank Redfern, Board President

Alicia Marin, Board Secretary

Santa Ynez Community Services District Account Balances

As of January 31, 2024

Alicia Marin, Board Secretary

ACCOUNT	01/31/2024 Balance	12/31/2023 Balance	01/31/2023 Balance	Month-to-Month Comparison	Year-to-Year Comparison
Checking	\$ 1,158,761.35	\$ 1,207,114.71	\$ 678,310.15	\$ (48,353.36)	\$ 480,451.20
Five Star Money Market	\$ 3,826,599.12	\$ 3,813,923.76	\$ 4,348,256.26	\$ 12,675.36	\$ (521,657.14)
Horizon Drive Reserve	\$ 130,529.06	\$ 130,096.69	\$ 206,904.83	\$ 432.37	\$ (76,375.77)
Mechanic's Bank Money Market	\$ 5,294.41	\$ 5,364.31	\$ 4,873.76	\$ (69.90)	\$ 420.65
Local Agency Investment Fund (LAIF)	\$ 170,246.72	\$ 168,553.41	\$ 164,636.09	\$ 1,693.31	\$ 5,610.63
King's Capital (CD's)	\$ 929,133.80	\$ 927,255.36	\$ 597,080.44	\$ 1,878.44	\$ 332,053.36
TOTAL	\$ 6,220,564.46	\$ 6,252,308.24	\$ 6,000,061.53	\$ (31,743.78)	\$ 220,502.93

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

Date	Payment Type	Check #	Vendor/Employee/Payee	Check Amount
01/09/2024	Check	17717	Atkinson, Andelson, Loya, Ruud & Romo	\$ 4,474.58
01/09/2024	Check	17718	Buellflat Rock Company, Inc.	\$ 225.14
01/09/2024	Check	17719	Comcast 5809	\$ 692.66
01/09/2024	Check	17720	FGL Environmental	\$ 817.00
01/09/2024	Check	17721	Harrison Hardware	\$ 108.31
01/09/2024	Check	17722	Howell Moore & Gough LLP	\$ 1,540.00
01/09/2024	Check	17723	Jessie's Spotless Cleaning	\$ 130.00
01/09/2024	Check	17724	Mountain Spring Water	\$ 78.00
01/09/2024	Check	17725	R.C.E. Enterprises	\$ 540.00
01/09/2024	Check	17726	USABlueBook	\$ 303.65
01/09/2024	Check	17727	Wells Fargo Vendor Financial Svcs, LLC	\$ 134.69
01/09/2024	Check	17728	WM Corporate Services, Inc.	\$ 66.08
01/17/2024	Check	17729	A-OK Power Equipment	\$ 405.97
01/17/2024	Check	17730	Brenntag Pacific, Inc.	\$ 832.50
01/17/2024	Check	17731	City of Solvang	\$ 20,000.00
01/17/2024	Check	17732	Comcast 5776	\$ 358.93
01/17/2024	Check	17733	Jessie's Spotless Cleaning	\$ 130.00
01/17/2024	Check	17734	Smith's Alarms & Electronics Inc	\$ 210.00
01/17/2024	Check	17735	Streamline	\$ 2,016.00
01/17/2024	Check	17736	ZWorld GIS	\$ 1,275.00
01/30/2024	Check	17737	Atkinson, Andelson, Loya, Ruud & Romo	\$ 5,457.38
01/30/2024	Check	17738	Brenntag Pacific, Inc.	\$ 3,067.90
01/30/2024	Check	17739	Cannon Corporation	\$ 6,088.25
01/30/2024	Check	17740	Central Coast Safety Training	\$ 81.00
01/30/2024	Check	17741	Eide Bailly LLP	\$ 2,988.90
01/30/2024	Check	17742	Frontier	\$ 43.43
01/30/2024	Check	17743	Harrison Hardware	\$ 320.41
01/30/2024	Check	17744	Intechrity IT Solutions	\$ 7,812.50
01/30/2024	Check	17745	Iron Mountain	\$ 2,988.93
01/30/2024	Check	17746	Underground Service Alert/SC	\$ 24.00
01/30/2024	Check	17747	Verizon Wireless	\$ 256.60
01/23/2024	ACH	ACH20240123	NBS Contribs	\$ 5,346.83
01/25/2024	ACH	ACH20240125	US Bank Voyager	\$ 250.70
01/26/2024	ACH	ACH20240126	Five Star CC	\$ 3,146.43
01/30/2024	ACH	ACH20240130	SoCalGas	\$ 100.60
01/16/2024	ACH	ACH2024016	National Benefit Svcs Operations	\$ 1,236.00
01/03/2024	ACH	ACH240103	PG&E	\$ 99.16
01/03/2024	ACH	ACH240103	SoCalGas	\$ 83.52

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

Date	Payment Type	Check #	Vendor/Employee/Payee	Check Amount
01/08/2024	ACH	ACH240108	PG&E	\$ 1,915.89
01/08/2024	ACH	ACH240108	NBS Contribs	\$ 5,271.53
01/09/2024	ACH	ACH240109	Verizon Wireless	\$ 256.50
01/12/2024	ACH	ACH240112	SYRWCD #1	\$ 126.66
		Number of Checks:	31	\$ 63,467.81
		Number of ACHs:	11	\$ 17,833.82
			TOTAL Disbursements:	\$ 81,301.63

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	1/17/2024	\$ 175.00	\$ -	\$ 175.00	\$ 175.00	\$ 175.00
Special Board Meetings						
Sub-Total		\$ 175.00	\$ -	\$ 175.00	\$ 175.00	\$ 175.00
Standing Committees (\$87.50)						
Finance	2/14/2024			\$ 87.50		\$ 87.50
Personnel	2/8/2024	\$ 87.50			\$ 87.50	
Community Interface						
Wastewater Treatment	1/31/2024	\$ 87.50		\$ 87.50		
Sub-Total		\$ 175.00	\$ -	\$ 175.00	\$ 87.50	\$ 87.50
Ad-Hoc Committees (\$87.50)						
Sub-Total		\$ -	\$ -	\$ -	\$ -	\$ -
Other Meetings (\$87.50)						
Pre-Agenda with GM	2/13/2024	\$ 87.50				
CSDA Meeting						
Miscellaneous						
Sub-Total		\$ 87.50	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 437.50	\$ -	\$ 350.00	\$ 262.50	\$ 262.50