



Santa Ynez Community Services District
1070 Faraday Street, Santa Ynez, California 93460
Phone: (805) 688-3008 • Fax: (805) 688-3006

REGULAR BOARD MEETING AGENDA

To reduce the risk of spreading coronavirus (COVID-19) within the community, the Santa Ynez Community Services District will be practicing social distancing guidance as instructed by the Governor and the Center for Disease Control. This meeting is available via video conference on Zoom, and members of the public are encouraged to observe the meeting and offer public comment via Zoom. To join the meeting from a PC, Mac, iPad, iPhone or Android device with high-speed internet enter or click on <https://us02web.zoom.us/j/84179985467> and enter the Password 1070. The District Board Room will be open to the public for this meeting.

Date: Wednesday April 21, 2021
Time: 5:30 PM

Location: District Board Room
1070 Faraday Street
Santa Ynez, California

Board Members:

Karen Jones President
Bob D'Ambra, Director
David Beard, Director
Frank Redfern, Director
Bradlee Van Pelt, Director

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. DIRECTORS COMMENTS:**

This item is the opportunity for Board Members to make brief announcements or reports, ask questions related to District business, request Staff to report back on a particular matter, or request that an item be placed on the agenda for a future meeting.

- 5. PUBLIC COMMENT:** Members of the public may address the Board on any items of interest that are within the subject matter jurisdiction of the Board but that are not on the agenda (Government Code §54954.3). The public will be offered an opportunity to comment on agenda items when these items are presented.

6. REPORTS:

- A. General Manager
- B. Legal Counsel
- C. Secretary/Treasurer Report
- D. Committee Report

7. **CONSENT ITEMS:** The following items are considered routine and may be approved by a single action. If discussion is desired, items may be removed from the Consent Agenda by any Board member and will be considered separately. If an item is removed for discussion, separate action must be taken to approve the item. Board members may ask questions or request clarifications without removal of the item from the Consent Agenda. Members of the public may comment on Consent Agenda items prior to Board action.

- A. Approval of Regular Meeting Minutes of March 17, 2021.
- B. Approval of Special Meeting Minutes of March 24, 2021
- C. Approval of the Personnel Committee Meeting Minutes of March 31, 2021
- D. SYCSD Treasurer's Dashboard March Report
 - 1. Approval of Disbursements from March 12, 2021 through April 16, 2021
 - 2. Profit & Loss Budget Performance

8. **ACTION ITEMS**

A. Approve Resolution 21-01, a Resolution of the Board of Directors authorizing opening of Five Star Bank Checking account, closure of Mechanic's Bank checking and money market accounts and transfers of District funds: Discussion and approval to move the District's funds to a new financial institution (Action required: 1) receive staff report; 2) open public comment; 3) close public comment; 4) discussion, motion, roll call vote).

B. Horizon Drive Mainline Project Updates: Receive update on project including easement status and SRF loan process. (Action required: 1) receive staff report; 2) open public comment; 3) close public comment; 4) discussion, motion, roll call vote).

C. Discussion and possible action regarding formation of ad hoc collective bargaining committee to address renewal of union contract with Teamsters Local 986 (Action required: 1) receive staff report; 2) open public comment; 3) close public comment; 4) discussion, motion, roll call vote).

D. Discussion and possible action selecting a Board Member for representation at the SBCSDA meetings (Action required: 1) receive staff report; 2) open public comment; 3) close public comment; 4) discussion, motion, roll call vote).

E. Discussion and possible action of Board payments for trainings. (Action required: 1) receive staff report; 2) open public comment; 3) close public comment; 4) discussion, motion, roll call vote).

9. **INFORMATIONAL ITEMS:**

B. Treasurer Report – Submittal and review quarterly cash position pursuant to Government Code §61053 for quarter ending 03-31-21.

10. **ADJOURNMENT:** (Action required: by motion and voice vote adjourn meeting).
The next regular Board of Directors meeting is scheduled for Wednesday, May 19, 2021.

All comments concerning any item on the agenda are to be directed to the Board President.

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 1070 Faraday, Santa Ynez, California 93460.

Persons with disabilities who require any disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the meeting, are asked to contact the District's Board Secretary at least three (3) days prior to the meeting by telephone (805) 688-3008 or by email to wendy@syicsd.com.

Remote Access Instructions for Upcoming Board of Directors meeting on April 21, 2021

audio at 1 408-638-0968, Meeting ID: 84179985467; Password/Member ID 1070.

1. If you are joining the meeting via Zoom and wish to make a comment, press the "raise a hand" button or Q and A button. If you are joining the meeting by phone, press *9 to indicate a wish to make a comment. The chair will call you by name or phone number when it is your turn to comment. Speakers will be limited to 3 minutes each.
2. Individuals with disabilities who wish to request a reasonable modification or accommodation to observe and participate in the meeting remotely should contact the District by phone at (805) 688-3008 or by email at wendy@syicsd.com to resolve the request.
3. Members of the public may also attend the meeting in person and offer public comment at the location stated above. Appropriate social distancing practices will be required for all individuals attending the meeting in person.

Respectfully submitted,

Jose Acosta, General Manager

This is to certify that this agenda was posted at the Santa Ynez Community Services District Office and distributed according to requests on April 16, 2021.



Wendy Berry, Secretary/Treasurer

SANTA YNEZ COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Jose Acosta, General Manager
DATE: April 21, 2021
SUBJECT: General Managers Report

General Activities

- Attended special Board meeting regarding the easement acquisitions for the Horizon Drive project on March 24, 2021.
- Finalized the comparative rates chart to complete the final Rate Study report. Staff worked on sending out the Prop. 218 notice to all customers notifying them of the opportunity to voice their concerns on the proposed rate increases.
- Communicated with SYRWCD ID 1 regarding the Horizon Drive project. This communication will allow for staff to coordinate during the construction phase and dialogue throughout the project, in the event the contractor damages a water service line.
- Attended Personnel Committee meeting on March 31, 2021, to discuss representation on behalf of the CSD in upcoming employee bargaining unit negotiations.
- Communicated with representative from Dude Solutions regarding an asset management program. This program allows the District to manage, inventory, maintain, and service its facilities, tools, equipment, and infrastructure, while maintaining sound documentation and recordkeeping. One of the goals is to implement a Maintenance Management System for the CSD.
- Sent out a request for proposals for construction management service to numerous agencies. Received and reviewed submitted proposals. Sent out a few more request for proposals seeking to obtain more competitive and cost-efficient quotes.
- Conducted the construction pre-bid meeting for Horizon Drive project. Discussed the project and conducted an in the field inspection of the work site.
- Started communication with District engineer regarding the HWY 246 mainline stabilization project. Will reach out to Caltrans and setup an onsite meeting to review the location and share ideas.
- Sent out the District's March Newsletter, staff mailed out the newsletter to all residents within the District.



**SANTA YNEZ COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING
Minutes of March 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 5:34 pm.

2. ROLL CALL:

Secretary Berry called the roll. Directors Present: Jones, D'Ambra, Beard, Redfern Absent Van Pelt then joined the meeting at 5:41 p.m. by zoom. Staff Present: General Manager Jose Acosta, Secretary/Treasurer Wendy Berry, Rick Battles Legal Counsel joined the meeting by phone for the rate study and bank accounts.

3. PLEDGE OF ALLEGIANCE

4. DIRECTORS COMMENTS:
No comments

5. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA
No public comment

6. CONSENT ITEMS:

- A. Approval of Regular Meeting Minutes of February 17, 2021.
- B. Approval of the Special Meeting Minutes of March 10, 2021
- C. Approval of the Finance Committee Meeting Minutes of March 11, 2021
- D. SYCSD Treasurer's Dashboard February Report
 - 1. Approval of Disbursements from February 13, 2021 to March 11, 2021
 - 2. Profit & Loss Budget Performance

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

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

7. ACTION ITEMS:

A. Rate Study: Discussion and approval of rate study presented by Clayton Tuckfield, rate consultant. At the February 17, 2021 regular Board meeting, your Board voted for Clayton

Tuckfield and Associates, rate consultant, to finalize the wastewater rate study with the option of 0% increase for the first year and 4.25% for the following four years for fiscal years 2021-22 through 2025-2026 and to have Clayton Tuckfield review the capacity fees.

The CSD conducts a wastewater rate study every 5 years. The previous wastewater rate study was approved and adopted on May 18, 2016 by District Ordinance O-16-02. The current wastewater rate study is due to expire on June 30, 2021. The abandonment of septic tanks is not included in the costs from the District and the property owners are responsible for all costs associated with a septic tank. Director D'Ambra motioned to approve the rate study with the change to include a graph for the rates presented by Joe Barget, Director Van Pelt seconded and the motion passed by a roll call vote:

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

B. Review, discussion and authorization of District's bank accounts:

Last year, Rabobank switched to Mechanics Bank. At that time, the District's checking account was switched from a flat fee service charge of \$75-115.00 based on wire and ach's to an analysis service charge based on bank balance and transactions. The service charges increased between \$166.40 - \$287.03, however the District did receive credits to offset the charges which brought the services fees down between \$91.77-\$150.95. The \$150.95 is February's bank service fees. With the District being on analysis, the District is charged for every transaction and then given an earning credit based on bank balance to offset the bank service charges, however this earning credit is subject to change based on the financial market and the interest earned in the accounts is used in their calculation to offset the fees. Based on the February analysis, the District would need \$1,028,000.00 in deposit with Mechanic's bank to avoid any fees and would not earn interest.

Montecito Bank and Trust would put us on an analysis service charge as well, but their rates and interest rates are more competitive. In their checking account the District would have to maintain an average balance of \$185,000.00 in order to avoid any fees. This would give us to direct deposit, ach and wire transactions and interest.

Five Star Bank is willing to give the District free checking, free services and also earn interest on the accounts. One reason is because the District has a money market with them that has a balance of \$3.8 million. One possible issue with Five Star Bank is that they are not local but they will provide a remote deposit machine to make deposits that will automatically credit to our account.

Director D'Ambra motioned for staff to open new bank accounts with Five Star Bank and bring back a Resolution for approval at the April meeting, Director Redfern seconded and the motion passed by a roll call vote:

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

C. Horizon Drive Mainline Project Updates: Staff is still waiting for the State to rank the projects, that have been submitted for financing. Once a ranking has been completed the CSD will have a better understanding of our status. Staff will reach out to CSDA for another rate quote. Hamner, Jewell and Associates is continuing in its efforts to finalize and the presentation of offer documents for two remaining property easements. Staff and Jennifer, of Hamner, Jewell and Associates, conducted an on-site visit at the Hart property, concerns and

suggestions were shared and have been reviewed by Staff. Final offer packages have been presented to both remaining easement property owners for consideration. The monitoring wells are showing the groundwater levels continuing to recede. The current groundwater levels are close to 18 feet below surface. The bid documents will be finalized, and staff will send out the invite to bid. The District Engineer will add to the bid documents a cutoff point, a due date for final addendums and have the District sign off on the plans. Staff recommends having a closed session. Board consensus is to hold the closed session on March 24, 2021 at 4:30 p.m.

D. Newsletter: In June 2020, your Board approved sending out a semiannual newsletter. The first one was sent out June 2020. Board consensus is for staff to make the rate study info change and then send out the newsletter.

E. CSDA Board of Directors Call for Nominations Seat A Coastal Network: The CSDA leadership is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered three-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member in good standing and located within the geographic network that they seek to represent. The Board made no nominations however, Director Van Pelt may be interested and if so, staff will add this item to the special meeting agenda on March 24, 2021.

F. Approval of City of Solvang's final invoice for fiscal year 2019/2020: Staff received the final invoice and back up documentation from the City of Solvang. The District's total flows for the year were 45.269 million gallons which equates to 19.795% of the WWTP total flow. The district is responsible for their share of 19.795% of total expenses, administrative fees, and project costs under \$50,000.00. The following are the amounts reflective of these obligated costs: total annual expenditures, \$250,973, administrative fee, \$49,680, and capital costs under \$50k, \$14,308.00. For projects with capital costs over \$50,000.00 the District is responsible for 20% of the costs; the costs for this item were pertaining to the land acquisition for the WWTP upgrade, in the amount of \$14,391.00. The District pays \$20,000.00 per month to offset the costs, for a total of \$240,000.00. Total expenses, billed to the CSD, for the year were \$329,352.00, with the deposit of \$240,000.00, the CSD has a remaining balance of \$89,352.00.

Staff reviewed the final bill with the Finance Committee and then followed up with questions to send to Solvang for clarification. Director Beard motioned to approve the City of Solvang's final invoice for \$89,532.00, Director D'Ambra seconded, and the motion passed by a roll call vote:

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

8. INFORMATIONAL ITEMS:
None

9. REPORTS:

A. Manager's Report –

Communicated with City of Solvang City Administrator regarding the reformation of the Joint Wastewater Committee. Submitted a letter on behalf of the CSD, making the request. The request was mentioned at their March 8 Council meeting and will be formally presented, for consideration at their March 22, Council meeting.

City of Solvang awarded the contract for the Aeration system upgrade project to Cushman construction at their March 8 meeting. They will conduct a pre-construction walk through on May 6, CSD staff will be available to attend as well.

Staff has been working on registering the board for the CSDA Governance training on March 24-25. Also, submitting application for scholarships to cover the costs, saving the CSD the costs for these fees.

Collaborating with district engineer and legal counsel to finalize the bids documents and drawings for presentation and approval to the Board. Setting the timeline for the project, release for inviting bids, commencement dates, and completion dates.

Continued working with Hamner, Jewell and Associates regarding the easement procurements. General Manager and Hamner, Jewell and Assoc. Rep made a visit to speak with Mr. Hart on March 2. Mr. Hart made some suggestions and presented their concerns. The Harts have been presented with a final offer letter this past week.

Staff worked on completion of a final draft of the District newsletter that will be mailed out next week.

Conducted joint staff meeting with City of Solvang WWTP staff and Public Works Director. Discussed plant upgrades and collaboration for planning for the upcoming projects.

Communicated with Clayton Tuckfield, financial consultant regarding the final rate study documents and presentation for Board review and approval.

Prepared and attended Special Board meeting on March 10, to review, discuss and finalize bid document for Horizon Drive project. Also attended CSD Finance Committee meeting on March 11, to discuss City of Solvang final invoice and District switching of bank accounts.

Spoke with Jason Banta of City of Solvang, regarding final invoice for the CSD costs sharing for WWTP.

Each Director was awarded the CSDA scholarship for the Board training so the District will be reimbursed once the training is completed.

B. Legal Counsel's Report – The vote by a Board needs to be recorded and the American Rescue Plan Act allocates money to State, Cities and counties but can be transferred to special districts.

C. Secretary/Treasurer's Report – Staff will bring proposals for banking services to the March meeting, ethics and harassment training are due and 700 forms are due by April 1st.

D. Committee Reports – The finance committee met to review the City of Solvang's final bill.

10. ADJOURNMENT. Director Beard motioned to adjourn the meeting at 7:41 p.m.,

Director Redfern 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, April 21, 2021.

APPROVED:

Karen Jones, President Board of Directors

ATTEST:

Wendy Berry, Secretary Board of Directors



**SANTA YNEZ COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' SPECIAL MEETING
Minutes of March 24, 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:

President Jones called the meeting to order at 5:35 pm.

2. ROLL CALL:

Secretary Berry called the roll. Directors Present: D'Ambra, Beard, Redfern, Jones, Absent: Van Pelt. Staff Present: General Manager Jose Acosta, Secretary/Treasurer Wendy Berry. Legal Counsel, Rick Battles by phone Others in Attendance: Jennifer Mizrahi and Cathy Springford from Hamner and Jewell.

3. PLEDGE OF ALLEGIANCE

4. CLOSED SESSION

A. Public comments on closed session item: No public was in attendance.

B. Closed session conference with legal counsel - anticipated litigation

Initiation of litigation pursuant to Government Code Section 54956.9(d)(4): Two (2) potential cases. The Board went into closed session at 5:36 p.m.

C. Open session report on action taken in closed session.

The Board reported out of closed session at 6:18 p.m. with no reportable action.

5. ADJOURNMENT:

Director Beard motioned to adjourn the meeting at 6:19 p.m.,
Director D'Ambra seconded, and the motion passed by a roll call vote:

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

The next regular Board of Directors meeting is scheduled for Wednesday, April 21, 2021.

APPROVED:

Karen Jones, President Board of Directors

ATTEST:

Wendy Berry, Secretary Board of Directors



**SANTA YNEZ COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE MEETING
Minutes of March 31, 2021**

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

1. 8:00 CALL TO ORDER/ROLL CALL:

Karen Jones called the meeting to order at 8:00 AM. Staff present: General Manager Jose Acosta and Director Jones and Director Redfern

2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No public was in attendance.

3. DISCUSSION OF UPCOMING NEGOTIATIONS WITH THE TEAMSTER'S UNION.

The committee discussed who would be on the negotiating committee for the upcoming negotiations with the Local 986 Teamster Union. The committee agreed to form an ad hoc committee for negotiation purposes and bring it to the Board as an agenda item at its April meeting.

4. ADJOURNMENT. Karen Jones adjourned the meeting at 8:30 AM.

APPROVED:

Karen Jones, President Board of Directors

ATTEST:

Wendy Berry, Secretary Board of Directors

Santa Ynez Community Services District Treasurer's Dashboard Report

"March 2021"		
Account Balance as of February 28, 2021		
Institution	Balance	Percent of Total
Rabobank Checking	\$ 37,922.77	0.84%
Rabobank Money Market	\$ 461,255.52	10.24%
Five Star	\$ 3,841,061.95	85.31%
LAIF	\$ 162,289.19	3.60%
CD's	\$ 1.82	0.00%
Total	\$ 4,502,531.25	100.00%

Monthly Revenue	
	Amount
Buy-In Fee	\$ 3,989.56
Sewer Benefit Fee	
Capacity Fee/Inspection/Plan Check	\$ 17,708.33
Contract Agencies	
Installment Plan/Go Bond	\$ 13,185.00
Sewer Service	
Prop Tax	
Interest	\$ 1,365.51
Miscellaneous	
Inspection/Plan Fees	
Total Revenue	\$ 36,248.40

Monthly Expenses	
Administration	\$ 15,206.52
Building	\$ 662.31
Operations	\$ 148,151.18
Street Lights	
Contract Agencies	\$ 31,771.02
Total Expenses	\$ 195,791.03

Account Balance as of March 31, 2021		
Institution	Balance	Percent of Total
Rabobank Checking	\$ 19,445.46	0.44%
Rabobank Money Market	\$ 351,771.07	8.04%
Five Star	\$ 3,842,411.39	87.81%
LAIF	\$ 162,289.19	3.71%
CD's	\$ 1.82	0.00%
Total	\$ 4,375,918.93	100.00%

Variance - Accounts Payable \$ (32,930.31)

Santa Ynez Community Services District Account QuickReport

As of April 16, 2021

Date	Num	Name	Amount	Tribe
03/16/2021	EFT-680	Ready Fresh by Nestle		12.70
03/17/2021	15901	California Secretary of the State	40.00	
03/17/2021	15902	USA Blue Book		374.85
03/25/2021	15908	City of Solvang	89,236.00	
03/25/2021	15909	Coastal Copy	195.26	
03/25/2021	15911	Viking Press, Inc.	310.00	
04/01/2021	EFT-692	Staples	152.97	
04/01/2021	EFT-693	The Gas Company	82.63	
04/02/2021	EFT-694	US Bank Voyager Fleet Sys.	368.39	
04/02/2021	EFT-695	Umpqua Bank	7,907.20	582.14
04/05/2021	EFT-696	PG&E	1,057.90	321.88
04/12/2021	EFT-697	Ready Fresh by Nestle		45.64
04/12/2021	EFT-698	The Gas Company	84.41	
04/16/2021	15913	SiteOne Landscape Supply		10.42
04/16/2021	15916	FGL Environmental		552.00
04/16/2021	15917	FGL Environmental		520.00
04/16/2021	15918	Brenntag Pacific Inc.		4,094.64
04/16/2021	15919	City of Solvang	20,000.00	
04/16/2021	15920	County of SB Public Works	19.00	
04/16/2021	15921	Dig Safe c/Underground service Alert/SC	160.52	
04/16/2021	15922	Fastenel	118.53	
04/16/2021	15923	FGL Environmental		1,258.00
04/16/2021	15924	Health Sanitation Services	54.42	
04/16/2021	15925	Howell Moore & Gough LLP	6,769.50	
04/16/2021	15926	Mission Communications, LLC		563.40
04/16/2021	15927	Mountain Spring	33.00	
04/16/2021	15928	National Benefit Services, LLC	18.00	
04/16/2021	15929	O'Conner Pest Control	170.00	
04/16/2021	15930	Rio Vista Chevrolet	61.88	
04/16/2021	15931	S.Y.R.W.C.D.	66.72	51.57
04/16/2021	15932	SDRMA	358.99	
04/16/2021	15933	SiteOne Landscape Supply		154.45
04/16/2021	15934	SYV Computer Center	240.00	
04/16/2021	15935	Todd Pipe & Supply	44.68	
04/16/2021	15936	Tuckfield & Associates	782.22	
04/16/2021	15937	Underground Service Alert/SC	41.35	
04/16/2021	15938	USA Blue Book		1,135.76
04/16/2021	15939	Verizon Wireless	192.13	51.02
04/16/2021	15940	Wells Fargo Vendor Fin	134.69	
			128,700.39	9,728.47
Total			138,428.86	

Santa Ynez Community Services District
Profit & Loss Budget Performance
 March 2021

Ordinary Income/Expense	Mar 21	Jul '20 - Mar 21	Annual Budget
Income			
32075 · Reimbursed Expenses	0.00	4,168.02	0.00
31020 · Buy-In Fee	3,989.56	3,989.56	0.00
31035 · Administrative Fee			
31039 · Buellton City Admin Fee	0.00	0.00	0.00
31036 · Administration Fee	0.00	0.00	0.00
31127 · Tribe Overhead Contrib.	0.00	0.00	3,000.00
31126 · Tribe Administrative Fee	0.00	3,185.53	3,460.00
31037 · WWTP Admin Fee	0.00	14,362.78	17,000.00
31038 · WWTP Overhead Contribution	0.00	0.00	16,000.00
Total 31035 · Administrative Fee	0.00	17,548.31	39,460.00
31025 · Rental Fees	0.00	0.00	500.00
31050 · Capacity Fees	17,363.33	68,185.65	0.00
31075 · G.O. Bond Income	0.00	10.45	0.00
31080 · Property Tax Revenue	0.00	108,042.21	180,000.00
31089 · Plan Check Fees	0.00	1,050.00	0.00
31090 · Inspection Fees	345.00	1,035.00	0.00
31100 · Interest Earned			
31101 · Local Agency Investment Fund	0.00	643.78	0.00
31103 · Money Market Account-Rabobank	15.55	304.93	0.00
31105 · County Santa Barbara	0.00	256.89	0.00
31124 · Certificate of Deposit	0.00	0.00	0.00
31128 · Rabobank	0.52	4.97	0.00
31131 · Five Star Bank	1,349.44	18,288.30	0.00
31100 · Interest Earned - Other	0.00	0.00	35,000.00
Total 31100 · Interest Earned	1,365.51	19,498.87	35,000.00
31110 · Sewer Extension Fee Proj 1, 2	13,185.00	13,185.00	
31120 · WWTP Monthly Charge	0.00	305,110.74	351,000.00
31122 · Buellton City Charge	0.00	0.00	0.00
31125 · Tribe Monthly Charge	0.00	31,855.25	34,700.00
31140 · New Construction/Laterals	0.00	0.00	0.00
31190 · Sewer Benefit Fees	0.00	21,532.40	38,000.00
31200 · Installment Plan	0.00	890.99	1,793.00
32085 · Misc.Cash & Checks	0.00	125.12	
32086 · Golden Inn Reimbursable	0.00	0.00	0.00
41000 · Sewer Service Fees	0.00	671,676.98	1,150,000.00
Total Income	36,248.40	1,267,904.55	1,830,453.00
Gross Profit	36,248.40	1,267,904.55	1,830,453.00
Expense			
51114 · Property Tax Fee County of SB	0.00	0.00	2,800.00
51198 · Miscellaneous Refunds'	0.00	0.00	
55198 · Janin Acres'	0.00	36.00	
55199 · Golden Inn	0.00	0.00	0.00
59000 · W. Side Swr Line Ext. Const in			
59005 · Horizon/Stadium	3,969.08	81,428.58	0.00
Total 59000 · W. Side Swr Line Ext. Const in	3,969.08	81,428.58	0.00
54000 · City of Buellton			
54010 · Salaries	0.00	0.00	0.00
54020 · Employee Benefits	0.00	0.00	0.00
Total 54000 · City of Buellton	0.00	0.00	0.00
51000 · Administration			

Santa Ynez Community Services District Profit & Loss Budget Performance

March 2021

	Mar 21	Jul '20 - Mar 21	Annual Budget
51005 · Bank Service Charges	143.68	995.10	1,700.00
51010 · Salaries	6,469.52	71,615.63	110,000.00
51020 · Employee Benefits			
51022 · Vacation/Sick Leave Accrual	0.00	667.14	0.00
51025 · Health Insurance Allowance	2,073.00	12,526.57	0.00
51026 · Retirement	680.37	8,818.59	0.00
51027 · Taxes Due	101.08	1,214.11	4,000.00
51020 · Employee Benefits - Other	0.00	0.00	40,000.00
Total 51020 · Employee Benefits	2,854.45	23,226.41	44,000.00
51040 · Election's Fees	0.00	0.00	1,100.00
51070 · Insurance	0.00	507.16	600.00
51080 · Membership	1,082.21	6,469.11	6,000.00
51090 · Office Expense			
51125 · Postage	114.00	227.40	1,200.00
51126 · Office Supplies	21.74	836.25	1,000.00
Total 51090 · Office Expense	135.74	1,063.65	2,200.00
51111 · Computer Operations	300.00	4,606.72	5,000.00
51113 · LAFCO Pro Rata Share	0.00	0.00	1,200.00
51120 · Professional Services			
51118 · Retirement Service Fee	0.00	1,258.00	0.00
51128 · Consultant Fees	2,527.28	19,368.18	0.00
51121 · Legal Services	0.00	29,851.35	40,000.00
51122 · Engineering Services	0.00	0.00	0.00
51123 · Audit Contract	0.00	6,701.00	12,500.00
51120 · Professional Services - Other	0.00	0.00	25,000.00
Total 51120 · Professional Services	2,527.28	57,178.53	77,500.00
51130 · Printing & Publication	0.00	1,463.51	7,000.00
51150 · Repair & Maintenance.			
51154 · Office Machine	195.26	748.32	3,500.00
Total 51150 · Repair & Maintenance.	195.26	748.32	3,500.00
51160 · Education & Seminars	915.00	1,200.00	6,000.00
51170 · Meetings & Travel	0.00	51.06	5,000.00
51190 · Utilities			
51193 · Telephone	583.38	2,715.28	4,000.00
Total 51190 · Utilities	583.38	2,715.28	4,000.00
Total 51000 · Administration	15,206.52	171,840.48	274,800.00
52200 · Building			
52226 · Supplies	12.27	1,036.99	1,200.00
52270 · Insurance	0.00	2,130.49	2,000.00
52290 · Utilities	435.04	3,867.85	5,100.00
52293 · Maintenance	215.00	2,679.15	5,000.00
52294 · Alarm System	0.00	285.42	1,500.00
Total 52200 · Building	662.31	9,999.90	14,800.00
53000 · Street Lighting			
53100 · Utilities	0.00	696.09	1,395.00
Total 53000 · Street Lighting	0.00	696.09	1,395.00
55000 · Operations			
55010 · Salaries	20,635.41	171,547.20	250,000.00
55015 · Uniforms	0.00	1,446.19	1,500.00
55016 · Medical Exam	0.00	185.00	0.00
55020 · Employee Benefits			
55025 · Health Insurance Allow.	6,138.59	52,560.39	0.00

Santa Ynez Community Services District Profit & Loss Budget Performance March 2021

	Mar 21	Jul '20 - Mar 21	Annual Budget
55026 · Retirement	2,791.77	26,960.48	0.00
55027 · Taxes Due	339.28	3,706.09	6,000.00
55020 · Employee Benefits - Other	0.00	0.00	115,000.00
Total 55020 · Employee Benefits	9,269.64	83,226.96	121,000.00
55029 · Dig Alert	41.53	386.07	550.00
55060 · Gas, Oil & Fuel	156.06	2,228.25	4,000.00
55070 · Insurance	0.00	25,268.82	26,000.00
55071 · Legal Services	0.00	2,380.00	30,000.00
55080 · Membership/Subscriptions	0.00	1,476.40	6,000.00
55100 · Operating Supplies	38.12	4,435.84	7,000.00
55105 · Small Tools & Equipment	-6.28	748.08	6,000.00
55111 · Computer Operations	469.99	1,045.63	5,000.00
55125 · Postage Expense	0.00	3.20	500.00
55126 · Office Supplies	152.97	429.61	1,500.00
55130 · Print/Publish	310.00	391.89	1,000.00
55139 · Depreciation Expense	0.00	0.00	0.00
55140 · Permit Fees	0.00	850.31	3,000.00
55150 · Repair & Maintenance			
55151 · Collection System	0.00	74.21	6,000.00
55152 · Pump Station	341.25	6,142.86	5,000.00
55153 · Vehicle	0.00	1,630.24	6,000.00
55154 · Office Machines	134.69	1,373.42	3,000.00
55150 · Repair & Maintenance - Other	0.00	0.00	0.00
Total 55150 · Repair & Maintenance	475.94	9,220.73	20,000.00
55156 · Lab Testing	360.00	3,042.00	5,000.00
55160 · Education & Seminars	0.00	327.50	6,000.00
55170 · Meetings & Travel	0.00	117.07	4,000.00
55190 · Utilities			
55191 · Electric	0.00	4,278.13	0.00
55193 · Telephone	1,317.72	7,071.29	0.00
55190 · Utilities - Other	0.00	1,343.92	20,000.00
Total 55190 · Utilities	1,317.72	12,693.34	20,000.00
55000 · Operations - Other	0.00	0.00	0.00
Total 55000 · Operations	33,221.10	321,450.09	518,050.00
55200 · Solvang WWTP Monthly Charge	20,000.00	180,000.00	240,000.00
55201 · Solvang WWTP Projects	89,236.00	89,236.00	0.00
55306 · Projects/GIS	1,725.00	6,725.00	0.00
57100 · Tribe Collection System			
57110 · Salaries	2,348.02	18,817.08	18,000.00
57120 · Employee Benefits	0.00	0.00	7,700.00
57125 · Health Insurance Allowance	684.07	5,570.58	0.00
57126 · Retirement	314.96	2,635.80	0.00
57127 · Taxes Due	38.05	404.31	500.00
57151 · Repair & Maintenance	0.00	862.61	2,000.00
57160 · Gas/Oil/Fuel	0.00	190.45	0.00
57170 · Insurance	0.00	2,381.57	2,500.00
57190 · Utilities	429.24	3,642.82	4,000.00
Total 57100 · Tribe Collection System	3,814.34	34,505.22	34,700.00
57200 · Tribe WWTP			
57210 · Salaries	14,664.24	148,192.71	155,000.00
57215 · Uniforms	0.00	120.68	500.00
57220 · Employee Benefits	0.00	0.00	71,000.00

**Santa Ynez Community Services District
 Profit & Loss Budget Performance
 March 2021**

	Mar 21	Jul '20 - Mar 21	Annual Budget
57225 · Health Insurance Allowance	3,054.78	40,564.78	0.00
57226 · Retirement	1,972.51	25,251.20	0.00
57227 · Taxes Due	255.68	3,222.55	5,000.00
57251 · Repairs & Maintenance	0.00	819.83	10,000.00
57252 · Education/Seminars	0.00	0.00	1,000.00
57253 · Travel & Meetings	0.00	0.00	1,000.00
57256 · Lab Testing	1,906.00	17,969.00	25,000.00
57270 · Insurance	0.00	17,777.80	14,000.00
57275 · Membership Dues	0.00	2,848.00	2,700.00
57280 · Operating Supplies	6,052.45	51,725.31	65,000.00
57293 · Telephone	51.02	513.01	800.00
Total 57200 · Tribe WWTP	27,956.68	309,004.87	351,000.00
9999999 · Payroll Expenses	0.00	-50.39	0.00
Total Expense	195,791.03	1,204,871.84	1,437,545.00
Net Ordinary Income	-159,542.63	63,032.71	392,908.00
Net Income	-159,542.63	63,032.71	392,908.00

SANTA YNEZ COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Wendy Berry, Secretary/Treasurer
DATE: April 21, 2021
SUBJECT: Approve Resolution 21-01, a Resolution of the Board of Directors authorizing opening a Five Star Bank checking account, closure of Mechanic's bank checking and money market accounts and transfers of District Funds.

Recommendation

Approve Resolution 21-01, a Resolution of the Board of Directors authorizing opening a Five Star Bank checking account, closure of Mechanic's bank checking and money market accounts and transfers of District Funds.

Policy Implications

The District has adopted Resolution 11-03, amending the statement of investment policy which regulates what the District does with its monies.

Government Code §53600 regulates investing, reinvesting, purchasing, acquiring, selling and managing the District's funds and Government Code §53630 et seq. requires public funds be collateralized at the financial institution.

Fiscal Implications

The District will save money from not incurring bank fees and will earn more interest on the Mechanics money market funds when they get transferred to Five Star money market.

Alternatives Considered

None

Discussion

At the March 17, 2021, the Board of Directors approved transferring the District funds to Five Star Bank and to bring back a Resolution authorizing to move the funds and open a checking account with Five Star bank.

Last year, Rabobank switched to Mechanics Bank. At that time, the District's checking account was switched from a flat fee service charge of \$75-115.00, based on wire and ACH's, to an analysis service charge based on bank balance and transactions. The service charges increased to amounts between \$166.40 - \$287.03, however the District did receive credits to off set these charges which brought the services fees down to amounts between \$91.77-\$150.95; the \$150.95 is February's bank service fees. With the District being on analysis, the District is charged for every transaction and then given an earning credit based on bank balance to offset the bank service charges, however this

earning credit is subject to change based on the financial market and the interest earned in the accounts is used in their calculation to offset the fees. Based on the February analysis, the District would need \$1,028,000.00 in deposits with Mechanic's bank to avoid any fees.

Staff contacted three local banks and the only bank that can adhere to the Government Code regulations for public funds is Montecito Bank and Trust however, Montecito Bank and Trust would put us on an analysis service charge as well, but their rates and interest rates are more competitive. In their checking account the District would have to maintain an average balance of \$185,000.00 to avoid any fees. This would give us access to direct deposit, ACH, wire transactions, and interest.

Five Star Bank is willing to give the District free checking, free services and also earn interest on the accounts. One reason for their willingness is because the District has a money market with them which has a balance of \$3.8 million. One possible issue with Five Star Bank is that they are not local, but they will provide a remote deposit machine to make deposits that will automatically credit to our account.

If the resolution gets approved, the closing of accounts will take several months to ensure all direct deposits are switched over to the new account and all checks have cleared Mechanics Bank.

Attachment:
Resolution 21-01

RESOLUTION NO. 21-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA YNEZ COMMUNITY SERVICES DISTRICT AUTHORIZING OPENING OF FIVE STAR BANK CHECKING ACCOUNT, CLOSURE OF MECHANIC'S BANK CHECKING AND MONEY MARKET ACCOUNTS, AND TRANSFERS OF DISTRICT FUNDS

WHEREAS, pursuant to California Government Code Section 53646, on April 20, 2011, the Board of Directors (the "Board") of the Santa Ynez Community Services District (the "District") adopted Resolution No. 11-03 approving a revised and updated statement of investment policy relating to the investment of District funds (the "Investment Policy").

WHEREAS, the purpose of the Investment Policy is to provide guidelines for the prudent investment of the District's temporarily idle cash, and outline the policies for maximizing the efficiency of the District's cash management system. The ultimate goal of the Investment Policy is to enhance the economic status of the District while protecting its cash.

WHEREAS, the Board desires to authorize (i) the opening of a new checking account at Five Star Bank, (ii) the closing of the District's existing checking account at Mechanic's Bank and the transfer of all funds from that account into the District's new checking account at Five Star Bank, and (iii) the closing of the District's existing money market account at Mechanic's Bank and the transfer of all funds from that account into the District's existing money market account at Five Star Bank.

WHEREAS, the Board has determined that the foregoing actions are permitted under the terms of the Investment Policy and by applicable law.

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

1. The District is hereby authorized to (i) open a new checking account at Five Star Bank, (ii) close the District's existing checking account at Mechanic's Bank and transfer all funds from that account into the District's new checking account at Five Star Bank, and (iii)

close the District's existing money market account at Mechanic's Bank and transfer all funds from that account into the District's existing money market account at Five Star Bank

2. The District's Treasurer is hereby authorized and directed to complete and sign any required paperwork, to transfer funds, and to take such other actions and may be necessary to carry out the purpose and intent of the foregoing resolution.

PASSED AND ADOPTED this 21st day of April 2021, 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

MEMORANDUM

TO: Board of Directors
FROM: Jose Acosta, General Manager
DATE: April 21, 2021
SUBJECT: Horizon Drive Project Updates: Clean Water State Revolving Fund Loan Application, Easements, Monitoring Wells, and Engineering Services

Recommendation

Review Horizon Drive project updates including easement status, loan application status, monitoring wells status, and engineering services. Board can provide direction to Staff.

Policy Implications

The Board directed staff to continue with submission of the SRF loan application for financing of the Horizon Drive project, continue supporting Hamner and Jewell throughout the easement procurement process, and proceed with proposal of construction of two monitoring wells for water level concerns. Staff and District Engineer have maintained communication regarding the status of the Horizon Drive project.

Fiscal Implications

The February 4, 2020, right of way acquisition (easement) services agreement with Hamner, Jewell & Associates has a not to exceed amount of \$23,500. This is a time and materials consulting agreement. At the February 17, 2021 regular board meeting, the Board approved a contract extension of \$7,500.00 with Hamner and Jewell to finish the easement procurement process and continue to assist the District on the lien clearance/title analysis for all three properties. This cost does not include the actual cost of the easements. The estimated amount for the loan through CWSRF is \$700,000. The proposal cost for construction of the two monitoring wells is \$5,950. The Board has also received alternative financing options for this project.

Alternatives Considered

The only alternative to the three easements is to find another alignment for the Horizon Drive pipeline or simply not pursue any mainline project. The alternative to obtaining a loan through CWSRF is to seek a loan through CSDA Financing.

Discussion

The item today provides the Board with an update of the Horizon Drive project inclusive of the property easement status, CWSRF application status, monitoring wells status, and an update on engineering services.

1. **Loan Application:** Staff has been contacted by the SWRCB regarding the need to complete a Historic Properties Identification Report. The report would require the district to contract with an archeologist to complete the report. The report would identify any historic properties with the project vicinity, "a historic property is a prehistoric or historic district, site, building,

structure, or object that is eligible for or listed on the National Register of Historic Places (NRHP)". The report will need to be submitted for review and final approval for the loan to proceed.

Staff will reach out to CSDA for an updated loan term sheet and present to the Board for approval at the May 19, 2021 Board meeting. The Board will need to authorize Staff to accept the terms of the loan, complete the process to have funds awarded for the project and approve a resolution for the CSDA loan application for reimbursement. The anticipated loan amount will be for \$800,000. This amount will cover the costs that the CSD can be reimbursed for, work completed prior to construction of the project and funds to cover the bid construction and construction management costs.

2. **Easements:** Hamner, Jewell and Associates have continued their efforts on securing the easement agreements with all three property owners. A final agreement was presented to Mr. and Mrs. Hart, based on the direction provided from the Board, and the agreement has been signed by Mr. and Mrs. Hart. The agreement for Mrs. Larson was presented and directed to her legal council Mr. Collison. Mr. Collison maintained open and direct dialogue with HJA, leading to an agreement to be finalized and awaiting signature by Mrs. Larson. All three agreements will be finalized and paid once the project has a construction contract in place and funding is secured for the project.
3. **Monitoring Wells:** The monitoring wells are showing the groundwater levels continuing to recede. The current groundwater levels are close to 25 feet below surface, at the monitoring well located in the middle of Horizon Drive. The monitoring well located near Refugio Drive has consistently shown the water table to be below the 30' mark the well was drilled at.
4. **Engineering Services:** The bid documents were released on March 17, 2021, posted on the district website, and advertised in the local newspapers. Staff has received minimal inquiries regarding the project and bid documents. Staff has sent out a request for proposals for construction management service to five engineering firms, two responded they cannot provide the services at this time, one did not reply and two have provided quotes. Staff is going to send out the request to several more firms to get more competitive and cost saving quotes.
5. **Bid Process-** A mandatory pre-bid meeting was conducted on Tuesday April 13, 2021 at 1:00 PM. There were approximately 8 companies represented at the meeting. The meeting started at the district office to discuss the bid documents, administrative details, bid timelines, and answer any questions from the contractors. The second part of the meeting included an onsite, in the field, visit. The field visit allowed the contractors to view the project site in person and ask any other questions they may have had.

SANTA YNEZ COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Jose Acosta, General Manager
Rick Battles, Legal Counsel
DATE: April 21, 2021
SUBJECT: Discussion and Possible Action Regarding Formation of an Ad Hoc Collective Bargaining Committee to Address Renewal of Union Contract with Teamsters Local 986

Recommendation

Formation of an Ad Hoc committee to address negotiations and the renewal of the contract with represented employees of the District.

Policy Implications

The employees of the District are represented by Teamsters Local 986 Union as a bargaining unit. The current contract with the bargaining unit is set to expire on June 30, 2021. The Board must decide who will represent the District during these negotiations.

Fiscal Implications

The fiscal implications will be subject to Board member participation in the Ad Hoc committee and frequency of the meetings. Each Board member will be eligible for payment when participating in the meetings as representatives of the District. Other fiscal implications will depend on the use and inclusion of legal counsel throughout the negotiation process.

Alternatives Considered

The alternatives to be discussed by the Board are formation of an Ad Hoc committee, standing committee or other methods of district representation.

Discussion

The employees of the District are represented by Teamster Local 986 Union as a bargaining unit. The District and the employee bargaining unit are currently bound by a three-year contract. This current contract is set to expire on June 30, 2021 and will need to be renegotiated.

This agenda item is included to allow the Board to discuss how and by whom the District will be represented throughout the negotiation process. The recommendations from the District's Personnel Committee, as discussed at its March 31, 2021 meeting, are as follows:

- The Board should authorize an Ad Hoc committee to be formed and allow the members of the Ad Hoc committee to act as representatives of the District.
- The Board members placed on this committee should be Board members Jones and Redfern.

- The Board will select legal counsel, who will participate in the negotiations, in a capacity determined by the Board.

The discussion and action on this matter should be limited to formation of the Ad Hoc committee, participants on the committee, the process of conducting and reporting to the Board on the negotiations, and selection and participation of legal counsel.

SANTA YNEZ COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Wendy Berry, Secretary/Treasurer
DATE: April 21, 2021
SUBJECT: Discussion and Possible Action of selecting a Board Member for representation at the SBCSDA meetings.

Recommendation

Approve a representative and another member of the Board or staff member to serve as the alternate for the representation.

Policy Implications

Section 19: Membership in Associations of the District Amended and Restated Board Policy Manual allows for Board Members and/or staff to be the representative.

Fiscal Implications

The fiscal implications will be payment in the amount of \$50.00 per meeting and usually \$40 for dinner payable to the SBCSDA. Cost for dinner would only apply to the meetings held in-person.

Alternatives Considered

The alternative would be for the Board to not select a representative.

Discussion

Section 19 of the District Amended and Restated Board Policy Manual states at the regular meeting in December, a member of the Board shall be selected to represent the District in accordance with the SBCSDA's constitution/bylaws, and another member of the Board or staff member at the same time to be selected to serve as an alternate for the representation. A representative was not selected at the December meeting.

Since March of 2020, the meetings have been changed from monthly meetings to quarterly meetings and are currently being conducted by zoom.

Prior to COVID-19, the SBCSDA meeting locations would switch from being held in Santa Barbara and Buellton.

Past practice has been the Board President attended the meetings with the General Manager and the Secretary/Treasurer. However, since Covid-19, the Secretary/Treasurer has served as the District representative at the meetings and currently serves in the role of Vice-President of the SBCSDA Board.

Attachments

- **Amended and Restated Board Policy Manual Section 19- Membership in Associations**

on behalf of the District or commit the District to any policy, act, or expenditure.

Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.

Section 19. Membership in Associations

The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such membership as an opportunity for in-service training.

The Board of Directors shall maintain membership in the California Special Districts Association and shall insure that annual dues are paid when due.

The Board of Directors shall maintain membership in the Santa Barbara Chapter of the California Special Districts Association (SBCSDA) and shall insure that annual dues are paid when due.

At the regular meeting in December, a member of the Board shall be selected to represent the District in accordance with SBCSDA's constitution/bylaws, and another member of the Board or staff member shall at the same time be selected to serve as an alternate for the representation.

SANTA YNEZ COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Jose Acosta, General Manager
DATE: April 21, 2021

SUBJECT: Discussion and Possible Action of Board Payments for Trainings

Recommendation

Approve Board payment for attendance at Board Governance training on March 24-25, 2021.

Policy Implications

The District Amended and Restated Board Policy Manual allows for Board members to be compensated for attendance at approved trainings.

Fiscal Implications

The fiscal implications will be payment in the amount of \$500, \$50/ day per Board member in attendance.

Alternatives Considered

The alternative would be for the Board to not approve this compensation.

Discussion

Section 20 Board Compensation, Travel Expenses, Training, addresses the approved meetings and trainings which qualify for compensation and reimbursement. Subsection "Purpose- It is recognized that the Districts Directors are required...No compensation or expenses for meetings or services shall be paid without the express authorization of the Board, except as provided below. The Board may deviate from these policies on a case-by-case basis to address specific circumstances as may be determined by the Board...". Also, Subsection "Limitations- All expenses that do not fall within the travel reimbursement polices of this section...shall be approved by the Board, in a public meeting before the expense is incurred." These pages of the policy are attached for Board review.

This section does specify which meetings, committees and trainings are reimbursable without specific Board approval. As the Board Governance training on March 24-25, 2021 is not specified in this section, the Board can authorize compensation for each Board member in attendance at the training.

The total amount of compensation would be up to \$500, \$50/day per Board member.

Attachments

- **Amended and Restated Board Policy Manual Section 20- Board Compensation, Travel Expenses, Training**

on behalf of the District or commit the District to any policy, act, or expenditure.

Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the community as a whole.

Section 19. Membership in Associations

The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such membership as an opportunity for in-service training.

The Board of Directors shall maintain membership in the California Special Districts Association and shall insure that annual dues are paid when due.

The Board of Directors shall maintain membership in the Santa Barbara Chapter of the California Special Districts Association (SBCSDA) and shall insure that annual dues are paid when due.

At the regular meeting in December, a member of the Board shall be selected to represent the District in accordance with SBCSDA's constitution/bylaws, and another member of the Board or staff member shall at the same time be selected to serve as an alternate for the representation.

Section 20. Board Compensation, Travel Expenses, Training

Purpose

It is recognized that the District's Directors are required to attend meetings and render various services in connection with the performance of their duties as Board members. Section 61047 of the Community Services District Law (the "CSD Law") provides that, unless an increase is authorized pursuant to Section 20200 et seq. of the Water Code, the compensation for Directors shall not exceed \$100.00 for each day of service, not to exceed six (6) days of service in a month. This Section sets forth the compensation and expense policies of the District relative to such services. No compensation or

expenses for meetings or services shall be paid without the express authorization of the Board, except as provided below. The Board may deviate from these policies on a case-by-case basis to address specific circumstances as may be determined by the Board, subject to the limitations of the CSD Law and other applicable provisions of law.

Board and Committee Meetings

The Board holds regular meetings on the third Wednesday of each month and holds special meetings as provided by law. In addition, the Board has established various standing committees to address specific ongoing issues and periodically establishes ad hoc committees to address matters that are not within the purview of any of the District's standing committees. Subject to the provisions and limitations of this Section, Directors shall be compensated at the rate of \$100.00 for attendance at all regularly scheduled board meetings and special board meetings. Directors shall be compensated at the rate of \$50.00 for attendance at standing committee meetings and ad hoc committee meetings, together with any expenses incident thereto.

Additional Services

The Board periodically requests that Directors attend meetings of other agencies and organizations at which matters that pertain to or affect the District are to be discussed and/or acted upon. Directors render services to the District by attending and participating in such meetings. For all services identified in this Section 3, Directors shall be compensated at the rate of \$50.00, together with any expenses incident thereto.

Maximum Compensation

The maximum compensation a Director is entitled to receive for attendance at Board and committee meetings and for rendering other services is \$600.00 per month.

Expenses

The District shall pay expenses incident to any meeting or other services for which (i) compensation is payable to the Director, as provided above, or (ii) compensation is not payable to the Director, but the payment of expenses has been approved by express

authorization of the Board. The payment of expenses shall not be limited to the number of meetings attended in a calendar month.

Travel Expenses – Purpose

It shall be the policy of the District to reimburse Directors for travel expenses that are necessary, reasonable, ordinary, legitimate, permissible, and actually incurred when traveling on authorized District business, provided the expenses are authorized pursuant to above, are fully documented by receipts or other records, and are itemized on an approved Expense Reimbursement Report. It shall be the responsibility of each Director, within two (2) weeks after travel is completed, to submit a properly completed Expense Reimbursement Report together with supporting documentation in accordance with this Section. All documents related to reimbursable expenditures are public records subject to disclosure under the California Public Records Act.

Registration

Registration fees for approved conferences, seminars, workshops and meetings shall be a District expense and shall be paid in advance directly by the District.

Transportation

Transportation costs for approved travel shall be a District expense. If travel is to be completed by use of a personal vehicle, the vehicle owner shall submit to the District proof of adequate insurance prior to travel. When a personal vehicle is used, the owner will be compensated for mileage at the rates provided in Internal Revenue Service Publication 463 or any successor publication. When available, Directors shall use government and group rates offered by transportation providers. In the case of air travel, under no circumstances will the reimbursement for airfare exceed the cost of the lowest available round trip airfare from Santa Barbara or Santa Maria to the meeting site.

Lodging

Lodging costs for approved travel shall be an expense of the District. Where an overnight stay is required, Directors may arrange to have the District billed in advance for lodging expenses. If advance payment by the District is not possible, the Director may advance the

payment for lodging costs. If lodging is in connection with a conference or organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate is not available, Directors shall use government rates, if available, or shall use comparable lodging that is consistent with the requirements of this policy. Under no circumstances will the reimbursement for lodging exceed the cost of the lowest available single occupancy rate, plus tax. In addition, no reimbursement will be made for extra services or entertainment purchased by a Director.

Meals

Meal costs while on approved travel shall be an expense of the District. The maximum amount authorized for meal expenses for each day a Director is traveling to or from and/or is in attendance at a meeting, conference, or other activity authorized by the District shall be the current per diem amount for meals as provided in Internal revenue Service Publication 463 or any successor publication. Under no circumstances will the District pay for or reimburse any expenses for consumption of alcoholic beverages.

Method of Payment for Travel Expenses

Payment for travel and other expenses incurred in connection with authorized District related business is to be made in accordance with the following procedure:

(a) Advance Payments

Where travel has been authorized by the Board, the District may pay per diem meal expenses to a Director in advance and may prepay the costs of transportation, lodging and registration directly to the vendor. Requests for prepayment should be made to the District's General Manager.

(b) Use of District Credit Cards

The District's credit cards shall not be used, directly or indirectly, by Directors.

(c) Cash Reimbursement

The District shall reimburse Directors for expenses incurred in connection with travel previously authorized by the Board, provided the expenses are fully documented by receipts or other records, and are itemized on an approved Expense Reimbursement Report. The Expense Reimbursement Report and related documentation shall show detailed information regarding the date, nature and amount of the expense for all travel items except for per diem expenses. Lodging statements and other receipts pertinent to travel expenses shall be attached to the Expense Reimbursement Report so that any personal expenses can be identified and charged to the Director. A properly completed Expense Reimbursement Report together with supporting documentation shall be submitted to the General Manager within two (2) weeks following the completion of the authorized travel.

Reports

Directors shall provide brief reports on meetings attended at the expense of the District at the next regular board meeting.

Limitations

All expenses that do not fall within the travel reimbursement policies of this Section or within the reimbursable rates provided in Internal revenue Service Publication 463, if applicable, shall be approved by the Board, in a public meeting before the expense is incurred. Expenses associated with spouses, relatives, guests, friends, and/or any person other than the Director, shall not be paid by the District, nor shall such expenses be passed through the District's accounting system.

Ethics Training

- Purpose. The purpose of this Section is to set forth the ethics training requirements of the District, which are adopted in accordance with Assembly Bill 1234 (Government Code Section 53234 et seq.).

- Designated Officials. The provisions pertaining to ethics training shall apply to all “Designated Officials” of the District, which term is defined to include: (i) all Directors of the District, and (ii) the District’s General Manager, who are hereby designated by the Board to receive the training specified under this Section. All designated officials shall receive training in ethics pursuant to this Section.

- Definition of Ethics Laws. The term “Ethics Laws” includes, but is not limited to, the following:
 - (a) Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.

 - (b) Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.

 - (c) Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.

 - (d) Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.

- Training Requirements. Each designated official shall receive at least two (2) hours of training in general ethics principles and ethics laws relevant to his or her public service at least once every two years. Each designated official who commences service with the District on or after January 1, 2006, shall receive the training required by subdivision of this Section no

later than one (1) year from the first day of service with the District.

- District Obligations. The District shall provide information on training available to meet the requirements of this Section to its designated officials at least once annually. The District shall also maintain records indicating (i) the dates that designated officials satisfied the requirements of this Section, and (ii) the entity that provided the training. Said records shall be maintained for at least five (5) years after a designated official receives the training and are public records subject to disclosure under the California Public Records Act.

Sexual Harassment Prevention Training and Education

- Purpose. The purpose of this Section is to set forth the sexual harassment prevention training and education requirements of the District, which are adopted in accordance with Assembly Bill 1661 (Government Code Section 53237 et seq.).
- Designated Officials. All Directors of the District shall receive sexual harassment prevention training and education pursuant to this Section.
- Training Requirements. Each Director shall receive at least two (2) hours of sexual harassment prevention training and education within the first six (6) months of taking office, and every two (2) years thereafter. The training and education required by this Section shall include (i) information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against, and the prevention and correction of, sexual harassment and the remedies available to victims of sexual harassment in employment, and (ii) practical examples aimed at instructing the local agency official in the prevention of sexual harassment, discrimination, and retaliation.
- District Obligations. The District shall provide a recommendation on training available to meet the requirements

of this Section to each Director at least once in written form before the Director assumes office and every two (2) years thereafter. The District shall also maintain records indicating (i) the dates that Directors satisfied the requirements of this Section, and (ii) the entity that provided the training. Said records shall be maintained for at least five (5) years after a Director receives the training and are public records subject to disclose under the California Public Records Act.

Section 21. Copying Public Documents

Individuals requesting copies of public documents shall be charged twenty-five cents (\$.25) per sheet copied to defray expenses associated with the copying process.

Copies of agendas and other writing (except for privileged documents) distributed to a majority of the Board of Directors at open Board meeting shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged twenty-five cents (\$.25) per sheet.

Section 22. Public Outreach

In order to inform members of the public regarding the operations of the District and the business of the District's Board of Directors, the District will follow the notification procedures set forth below, in addition to such other procedures as may be required by law.

Routine Matters. A matter is deemed routine where it relates to the day to day operations of the District, upcoming Board meetings, agenda items, community relations, public service notifications, etc. District customers will be notified regarding routine matters by the posting of such matters on the District's website.

Community Interest Matters. A matter is deemed to be of community interest where an activity which the District is or plans to be engaged in could affect the fees charged to a District customer or a customer's

SANTA YNEZ COMMUNITY SERVICES DISTRICT
INVESTMENT REPORT
March 31, 2021

	Mechanics		Mechanics	LAI	Five Star	Morgan Stanley/ Farmers Bank and Trust	Total
	Checking	Money Market	Investment				Cash
12/31/2020	\$ 674,300.14	\$ 484,222.46	\$ 162,033.00		\$ 3,317,912.97	\$ 1.82	\$ 4,638,470.39
Deposits	\$ 464,647.31	\$ 125,000.00			\$ 520,000.00	\$ -	\$ 1,109,647.31
Disbursements	\$ (1,119,503.82)	\$ (257,500.00)			\$ -	\$ -	\$ (1,377,003.82)
Interest Earned	\$ 1.83	\$ 48.61	\$ 256.19		\$ 4,498.42	\$ -	\$ 4,805.05
Balance @ 03-31-21	\$ 19,445.46	\$ 351,771.07	\$ 162,289.19		\$ 3,842,411.39	\$ 1.82	\$ 4,375,918.93
Interest rate			Interest rate .41% quarterly		.407% monthly		
The SYCSD Third Quarter 2020/2021 investments are in compliance with Resolution No. 11-03 Investment Policy							
Wendy Berry, Secretary-Treasurer							

