



**SANTA YNEZ COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS' REGULAR MEETING  
Minutes of April 21, 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 5:38 pm.

**2. ROLL CALL:**

Secretary Berry called the roll. Directors Present: Jones, D'Ambra, Beard, Redfern, Van Pelt. 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:**

Director Van Pelt apologized for missing the special meeting

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

Fred Kovol commented to not give up on the City of Solvang rejecting the prior council's proposal to run the City's WWTP and combining forces. The City stumbled along the way on how to manage the water.

**6. REPORTS:**

**A. General Manager**

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.

It is Administrative Professional day and thank you to the Secretary/Treasurer for all her help and hard work.

B. Legal Counsel – If hired on contract basis, prevailing wage would be paid because it would be considered public works

C. Secretary/Treasurer Report – the new website went live last Friday and staff needs to schedule a budget meeting

D. Committee Report – The Personnel Committee met to discuss the upcoming negotiations with the Teamsters.

## **7. CONSENT ITEMS:**

- 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

Director D'Ambra 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, Van Pelt**

## **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:** Fred Kovol stated he uses Union Bank and  
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the District should look at other financial institutions for the best cost benefit. Five Star is not charging fees and will save the District approximately \$2000.00 per year. Director Beard motioned to approve Resolution 21-01, Director D'Ambra seconded and the motion passed by a roll call vote:

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

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

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.

All three agreements will be finalized and paid once the project has a construction contract in place and funding is secured for the project.

The monitoring wells are showing the groundwater levels continuing to recede.

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.

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.

**C. Discussion and possible action regarding formation of ad hoc collective bargaining committee to address renewal of union contract with Teamsters Local 986.** The employees of the District are represented by Teamsters Local 986 and the memorandum of understanding will expire June 30, 2021. Director Beard motioned to form an adhoc committee with Directors Jones and Redfern for the purposes of negotiations with the Teamsters Local 986 and to consult the labor attorney as needed, Director D'Ambra seconded and the motion passed by a roll call vote:

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

**D. Discussion and possible action selecting a Board Member for representation at the SBCSDA meetings.** The Board policy states at the regular board meeting in December, a representative is selected to represent the District in accordance to the SBCSDA's constitution/bylaws and another member of the Board as an alternate. Past practice has been for the Board President to be the representative. SBCSDA meets quarterly by zoom due to COVID. Prior to COVID, the meetings were attended in person and rotated between South and North County. Director Van Pelt recused himself because of a possible financial interest.

Director Beard motioned to appoint Director Van Pelt as the SBCSDA representative and have any board member as the alternate, Director Redfern seconded and the motion passed by a roll call vote:

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

**E. Discussion and possible action of Board payments for trainings.** The Board Policy specifies which meetings, committees and trainings are reimbursable without specific Board approval and the policy allows for trainings to be approved for payment by Board approval. The Board of Directors attended a Board Governance training which is not one of the covered trainings so Board approval is needed in order to pay the Board Members. Director Van Pelt motioned to approve payment for the attendance at the Board Governance training on March 24 and 25, 2021, Director D'Ambra seconded and the motion passed by a roll call vote:

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

**9. INFORMATIONAL ITEMS:**

B. Treasurer Report – Submittal and review quarterly cash position pursuant to Government Code §61053 for quarter ending 03-31-21. The Mechanics money market earned \$48.61 in interest with a balance of \$351,771.07, LAIF earned \$256.19 in interest with an interest rate of .41% for a total of \$162,289.19, Five Star money market earned \$4,498.42 in interest with an interest rate of .407% for a balance of \$3,842,411.39. Total cash is \$4,375,918,.93.

**10. ADJOURNMENT.** Director Beard motioned to adjourn the meeting at 7:14 p.m., Director Van Pelt 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, June 16, 2021.

APPROVED:

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Karen Jones, President Board of Directors

ATTEST:

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Wendy Berry, Secretary Board of Directors