



**Santa Ynez Community Services District
Board of Directors Regular Meeting
Minutes from October 18, 2023**

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 5:32 PM.

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

3. DIRECTOR'S COMMENTS: Director Padelford noted the hours that are posted on the front door of the building and inquired if they were different. Mr. Dreizler replied that the lunch hour had been adjusted to 12-1 to align with regular business hours. Director Van Pelt shared that he still needs to connect with President Redfern to walk downtown Santa Ynez at night to look at the current lighting and determine where a new light post should go. Director Padelford said that the corner of Manzana and Faraday would be a good location due to fewer houses in the area.

4. PUBLIC COMMENT: None

5. REPORTS:

A. General Manager:

Mr. Dreizler shared that he recently took a class on capital improvement planning to gain insight into the District's planning. He also noted preliminary plans for a small hotel for the neighboring property at 1060 Faraday St. He shared that Assembly Bill 557 (AB 557) regarding emergency remote meetings passed, making it easier to have remote meetings during a declared emergency. Mr. Dreizler also shared that he has had meetings with the District's new General Counsel, Jeff Hoskinson and that Mr. Hoskinson will join the next personnel meeting remotely (meeting date and time to be determined).

B. Legal Counsel: None

C. Board Secretary:

Ms. Marin shared that Eide Bailly has completed the 2022-2023 annual audit work, and the auditors will be getting financials to review to Eide Bailly and the District in the next 3-4 weeks. She also shared that she will attend the CSDA Board Secretary/Clerk Conference in Monterey, CA, from November 6-8 to get additional training and network with other districts' representatives. Ms. Marin also shared that she has been cleaning and decluttering the office and learning about the history of the District through the process. Vice President Jones inquired if any of the found photographs would be digitally stored, and Ms. Marin shared that idea is a future goal.

D. Committees: The Wastewater and Finance Committee meetings were proposed for November 8 but will now be held on November 1 at 9 AM and 10 AM, respectively. The Personnel Committee meeting was proposed for November 1 but will be moved to a *to-be-determined* date due to conflicting schedules.

6. CONSENT ITEMS:

- A. Approval of Regular Meeting Minutes from September 20, 2023
- B. Wastewater Committee Meeting Minutes from October 3, 2023
- C. Personnel Committee Meeting Minutes from October 4, 2023
- D. Special Board Meeting Minutes from October 4, 2023
- E. Disbursements from 9/1/2023 – 9/30/2023
- F. Director's Meeting Attendance Tracker – September 19 to October 17, 2023

Director Van Pelt commented on the items discussed at the Wastewater Committee Meeting. He mentioned the Highway 246 erosion problem that might be addressed with District County Supervisor Joan Hartmann. Vice President Jones suggested regular meetings with the county of Santa Barbara to maintain good communication regarding road projects in the District. Additionally, Mr. Dreizler shared that the Wastewater Committee is looking to do a larger project in the District, to which Director Beard expressed his thoughts regarding being in communication with the City of Solvang regarding their wastewater treatment plant expansion and its funding.

Director Beard motioned to approve the Consent Items, Director Padelford seconded the motion, and the motion passed unanimously.

7. ACTION ITEMS:

A. Planwest presentation about proposed District Divisions – draft map hearing.

1. Jason Barnes of Planwest joined the meeting with a PowerPoint presentation on the two previously proposed maps of the district divisions and a new third option.
2. Mr. Barnes showed the new third map option, which captured the Skyline Park mutual water company into one division and kept the Deer Trail neighborhood intact in another. Directors Beard and Van Pelt affirmed that this third option solved their concerns about splitting their neighborhoods into separate divisions.
3. Mr. Barnes shared that this new option three has the lowest standard deviation of all the map options. The average standard deviation must be lower than 10%, and this map option was 2.2%.
4. Ludwig, a member of the public watching the meeting online, asked if he could see the map showing the sewer connection status. Mr. Barnes showed the map as requested, and Mr. Dreizler explained that he could also go to the District's website and look at the interactive map there or come into the office anytime.
5. Mr. Dreizler asked Mr. Barnes for guidance on whether or not the Board can vote on a map option at this board meeting or if they have to wait until the November 15 board meetings. Mr. Barnes replied that the Board has to wait until the November meeting, and there should be a resolution.
6. President Redfern asked for clarification on when the District has to implement the district divisions. Mr. Dreizler said that the District could wait to implement until 2026, 2028, or after the 2030 census. President Redfern asked if all the work to

determine the voting districts would have to be redone if the District opted to wait to implement. Mr. Barnes explained that the District would not have to do all this work over again if the population remained similar to what it is currently. They would have to look at the new census data and ensure the divisions' standard deviation is still under 10%.

7. Director Van Pelt requested a Special Meeting to discuss the map options and implementation date. The Special Board Meeting was held on October 25, 2023, at 10 AM.

B. Bank Balance/Treasurer's Report – balance comparisons to the previous year.

1. Mr. Dreizler shared that the bank balance report is a precursor to the Finance Committee meeting. The Finance Committee will determine what further reporting can be done to show the Board the District's financial health. Mr. Dreizler noted that the District has more money than last year at this time.
2. Director Padelford inquired about the absence of petty cash, and Mr. Dreizler explained it's no longer practical as it is hard to manage. Director Beard asked about the necessity of the Mechanics Bank account, and Mr. Dreizler said that the District's safety deposit box is located there. Ms. Marin shared that having a local bank for incidental cash is convenient.

8. CLOSED SESSION: None

9. INFORMATIONAL ITEMS:

Mr. Dreizler shared that the boardroom had purchased a new TV. The larger size will make viewing items on the screen easier for the Board, staff, and public.

Additionally, the following Santa Barbara County CSDA chapter meeting will be held on Monday, October 23, and any members of the Board are welcome to join.

10. ADJOURNMENT: Director Van Pelt motioned to adjourn the meeting at 6:37 PM; President Redfern seconded the motion, and the motion passed unanimously.

APPROVED:

Frank Redfern, Board President

ATTEST:

Alicia Marin, Board Secretary



**SANTA YNEZ COMMUNITY SERVICES DISTRICT
WASTEWATER TREATMENT COMMITTEE MEETING
Minutes of November 1, 2023**

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

The meeting was called to order at 9:02 AM.

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

- Mr. Dreizler shared that a section of pipe between Tivola and Sagunto needs repair. Mr. Kapner stated that he investigated the history of that pipe, which is 12" ductile iron, and that it has been cleaned by flailing but has not been relined. After discussing the cost of relining the pipe, President Redfern suggested that the pipe could be flailed [cleaned] again so that a camera could be run down the line to see the state of the pipe before spending money on relining the pipe. Director Beard and Mr. Kapner agreed that was a good course of action. Mr. Kapner said he would look into getting quotes on the cost of cleaning the line. President Redfern inquired about other sections of pipe composed of ductile iron and that the District should also determine the condition of those pipes as part of our regular preventative maintenance.
- Mr. Kapner shared that manhole MH190 between Tivola and Sagunto needs attention as it is now exposed 3-4 feet above the bottom of the Zanja de Cota Creek due to the 2022-23 winter rains, causing erosion in the creek embankments. After some discussion, Mr. Kapner expressed that MH190 could likely be eliminated. President Redfern asked if the height of MH190 could be lowered so that the creek waters would flow over the top versus around it.
- Mr. Dreizler shared a draft letter to the City of Solvang written by the District's general legal counsel regarding loan/grant recognition that Santa Ynez CSD will be able to participate equitably with the same terms of funding as the City of Solvang for their wastewater treatment plant improvements. President Redfern and Director Beard agreed that the letter was well written. Both Directors confirmed that it would benefit the District to send a DRAFT version to the City of Solvang as soon as possible.

APPROVED:

ATTEST:

David Beard, Committee Member

Alicia Marin, Board Secretary



**SANTA YNEZ COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE MEETING
Minutes of November 1, 2023**

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

The meeting was called to order at 10:02 AM.

Attendees: Director Tina Padelford, Director David Beard, General Manager Loch Dreizler, Board Secretary Alicia Marin, and Mark Edelman from King Capital Advisors.

Review the Investment Policy to verify conformity.

- Mark Edelman from King Capital Advisors discussed the Santa Ynez Certificate of Deposit Portfolio. One CD recently matured and is currently earning interest in a money market account. Mark also shared the current FDIC CD interest rates and times.
- The Committee recommended reinvesting the recently matured CD and to consider investing additional funds in Certificated of Deposit.

Review the Reserve Policy to verify conformity.

- The committee requested that Staff bring a review of existing reserves to the Board of Directors.

Review what Reports will be presented at future Board meetings.

- The Board reviewed the following documents and determined
 - Presented Monthly
Disbursements and Bank Account Summary
 - Presented Quarterly
Budget to Actual
Reserve Update Quarterly comparison
 - Presented Annually
Statement of Investment Policy

APPROVED:

ATTEST:

David Beard, Committee Member

Alicia Marin, Board Secretary



**Santa Ynez Community Services District
Board of Directors Special Meeting
Minutes from October 25, 2023**

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

- 1. CALL TO ORDER AND FLAG SALUTE:** President Redfern called the meeting to order at 10:01 AM.
- 2. ROLL CALL:** Board Secretary called roll: Directors present: Redfern, Beard, Padelford, and Van Pelt; Director Jones via Zoom. Staff Present: Loch Dreizler, General Manager/Treasurer; Alicia Marin, Office Manager/Secretary.
- 3. DIRECTORS COMMENTS:**

Director Van Pelt thanked Mr. Dreizler for the information on the Highway 246 update and contact information.
- 4. PUBLIC COMMENT:** None
- 5. REPORTS:** None for the Special Meeting
- 6. CONSENT ITEMS:** None for the Special Meeting
- 7. ACTION ITEMS:**

A. Discuss District Voting Divisions – Map Selection, Determining an Implementation Date, and Determining the Resolution Approval Process, if necessary.

Mr. Dreizler started the discussion by reiterating that the District Voting Divisions item has been on the Board’s Agenda for four regular meetings, so the public and the Board have had opportunities to share their thoughts, concerns, opinions, and appreciation.

President Redfern asked if waiting to implement the divisions until after the 2030 census increases the legal risk to the District. Mr. Dreizler stated that the only way to mitigate all risks is to start the voting by divisions as soon as possible. Directors Van Pelt and Beard noted that the District has done its due diligence in this matter, so the risk to the District is minimal because determining divisions has been completed in good faith.

After further discussion, the Board agreed to choose the map option and discuss the implementation date at a future Board meeting. Vice President Jones directed staff to correspond with the Santa Barbara County Elections Office to determine the cost and process of voting by divisions.

Vice President Jones motioned to approve map draft option 3 for creating voting divisions, as presented by Planwest Partners. President Redfern seconded the motion, and the motion passed unanimously.

- 8. INFORMATIONAL ITEMS:** None for the Special Meeting
- 9. CLOSED SESSION:** None for the Special Meeting
- 10. ADJOURNMENT:** Director Beard motioned to adjourn the meeting at 10:28 AM; President Redfern seconded the motion, and the motion passed unanimously.

APPROVED:

ATTEST:

Frank Redfern, Board President
Consent Item C

Alicia Marin, Board Secretary

SANTA YNEZ COMMUNITY SERVICES DISTRICT**Disbursements 10/01-10/31/23**

Payment Type	Check #	Vendor/Employee/Payee	Check Amount	Date
Check	17603	Brenntag Pacific, Inc.	\$ 2,780.16	10/05/2023
Check	17604	Cnty of SB Resource Recovery & Waste Mgmt	\$ 243.00	10/05/2023
Check	17605	Coastal Copy, Inc.	\$ 64.47	10/05/2023
Check	17606	County of Santa Barbara	\$ 1,356.00	10/05/2023
Check	17607	Eide Bailly LLP	\$ 4,428.60	10/05/2023
Check	17608	FGL Environmental	\$ 613.00	10/05/2023
Check	17609	Howell Moore & Gough LLP	\$ 2,610.30	10/05/2023
Check	17610	San Luis Powerhouse	\$ 1,017.85	10/05/2023
Check	17611	Smith & Loveless Inc.	\$ 2,992.22	10/05/2023
Check	17612	The General Engineering Company	\$ 1,134.60	10/05/2023
Check	17613	Valley Tool Rentals	\$ 141.94	10/05/2023
Check	17614	Wells Fargo Vendor Financial Svcs, LLC	\$ 134.69	10/05/2023
Check	17615	WM Corporate Services, Inc.	\$ 66.08	10/05/2023
Check	17616	Brenntag Pacific, Inc.	\$ 928.57	10/18/2023
Check	17617	Buellflat Rock Company, Inc.	\$ 2,116.35	10/18/2023
Check	17618	Cannon Corporation	\$ 520.50	10/18/2023
Check	17619	City of Solvang	\$ 20,000.00	10/18/2023
Check	17620	Comcast 5776	\$ 268.26	10/18/2023
Check	17621	Comcast 5809	\$ 687.66	10/18/2023
Check	17622	Frontier	\$ 43.23	10/18/2023
Check	17623	Loch Dreizler	\$ 1,457.35	10/18/2023
Check	17624	Mountain Spring Water	\$ 77.95	10/18/2023
Check	17625	O'Connor Pest Control	\$ 85.00	10/18/2023
Check	17626	Pacific Petroleum California, Inc.	\$ 1,013.10	10/18/2023
Check	17627	Planwest Partners, Inc.	\$ 1,810.00	10/18/2023
Check	17629	Smith's Alarms & Electronics Inc	\$ 952.49	10/18/2023
Check	17630	Taft Electric Company	\$ 345.00	10/18/2023
Check	17631	Underground Service Alert/SC	\$ 34.50	10/18/2023
Check	17632	ZWorld GIS	\$ 1,275.00	10/18/2023
Check	17633	Atkinson, Andelson, Loya, Ruud & Romo	\$ 118.13	10/25/2023
Check	17634	Craig Kapner	\$ 591.94	10/25/2023
Check	17635	Fabian Torres	\$ 294.20	10/25/2023
Check	17636	James J. Chaja	\$ 352.97	10/25/2023
Check	17637	Jessie's Spotless Cleaning	\$ 130.00	10/25/2023
Check	17638	Jose Acosta	\$ 627.53	10/25/2023
Check	17639	Santa Barbara County Chapter of the CSDA	\$ 120.00	10/25/2023
Check	17640	SiteOne Landscape Supply, LLC	\$ 33.66	10/25/2023
Check	17641	Valley Tool Rentals	\$ 142.13	10/25/2023
Check	17642	Verizon Wireless	\$ 256.50	10/25/2023
Number of Checks: 39			\$ 51,864.93	

SANTA YNEZ COMMUNITY SERVICES DISTRICT**Disbursements 10/01-10/31/23**

Payment Type	Check #	Vendor/Employee/Payee	Check Amount	Date
ACH	ACH20231002	NBS Contribs	\$ 5,095.37	10/02/2023
ACH	ACH20231003	PG&E	\$ 98.80	10/03/2023
ACH	ACH20231010	PG&E	\$ 1,807.55	10/10/2023
ACH	ACH20231012	SYRWCD #1	\$ 142.11	10/12/2023
ACH	ACH20231017	NBS Contribs	\$ 5,306.71	10/17/2023
ACH	ACH20231019	National Benefit Svcs Operations	\$ 18.00	10/19/2023
ACH	ACH20231025	US Bank Voyager	\$ 580.38	10/25/2023
ACH	ACH20231030	NBS Contribs	\$ 5,188.99	10/30/2023
ACH	ACH20231030	SoCalGas	\$ 23.17	10/30/2023
Number of ACHs: 9			\$ 18,261.08	
TOTAL Disbursements:			\$ 70,126.01	

Santa Ynez Community Services District

**Account Balances
As of October 31, 2023**

Alicia Marin, Board Secretary

Account	10/31/2023 Balance
Checking	\$ 609,512.16
Five Star Money Market	\$ 4,089,854.04
Horizon Drive Reserve	\$ 129,291.87
Mechanic's Bank Money Market	\$ 5,364.13
Local Agency Investment Fund (LAIF)	\$ 168,553.41
King's Capital (CD's)	\$ 622,721.14
TOTAL	\$ 5,625,296.75

Board Meeting Attendance (max \$1,050 per month per director)						
Board Meetings (\$175)	Date	Frank Redfern	Karen Jones	David Beard	Bradlee Van Pelt	Tina Padelford
Regular Board Meeting	10/18/2023	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00
Special Board Meetings - Districting	10/25/2023	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00
Sub-Total		\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
Standing Committees (\$87.50)						
Finance	11/1/2023			\$ 87.50		\$ 87.50
Personnel - Employee Handbook						
Community Interface						
Wastewater Treatment	11/1/2023	\$ 87.50		\$ 87.50		
Sub-Total		\$ 87.50	\$ -	\$ 175.00	\$ -	\$ 87.50
Ad-Hoc Committees (\$87.50)						
District Divisions						
Sub-Total		\$ -	\$ -	\$ -	\$ -	\$ -
Other Meetings (\$87.50)						
Pre-Agenda with GM	11/7/2023	\$ 87.50				
CSDA Meeting	10/23/2023	\$ 87.50				
Miscellaneous						
Sub-Total		\$ 175.00	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 612.50	\$ 350.00	\$ 525.00	\$ 350.00	\$ 437.50



SANTA YNEZ COMMUNITY SERVICES DISTRICT
Reimbursement Request – Board President Meetings with General Manager
January 2022 through December 2022

The current Vice President, Karen Jones, requested that she be reimbursed for serving as the District’s Board president from January 2022 through December 2022 for 12 agenda preparation meetings with the General Manager. If approved, the reimbursement will be \$50 per meeting, for \$600 total.

About half of the meetings would have been with Jose Acosta, and the other half documented by the current General Manager, Loch Dreizler, from July through December 2022.

APPROVED:

ATTEST:

Frank Redfern, Board President

Alicia Marin, Board Secretary