

SANTA YNEZ COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS

REGULAR MEETING MINUTES

March 21, 2018

5:30 P.M.

1070 Faraday, Santa Ynez, CA

**BOARD MEMBERS PRESENT:** David Seymour, Karen Jones, Carl Maler, David Higgins, Frank Mueller

**OTHERS PRESENT:** Jeff Hodge-General Manager, Wendy Berry-Secretary/Treasurer, Rick Battles-Legal Counsel

1. **CALL TO ORDER:** Director Higgins called the meeting to order at 5:30 p.m.
2. **ROLL CALL:** Jones, Seymour, Higgins, Maler, Mueller
3. **PLEDGE OF ALLEGIANCE:** David Seymour led the Pledge of Allegiance.
4. **DIRECTOR COMMENTS:** None
5. **PUBLIC COMMENTS:** None
6. **CONSENT AGENDA: (ACTION-VOTE)**

The following items are considered routine and non-controversial and may be approved by one motion if no member of the Board asks to have an item removed. If discussion is desired, the item may be removed from the Consent Agenda by any Board member and will be considered separately. Questions or clarifications may be made by the Board members without removal from the Consent Agenda. All individual items on the Consent Agenda are approved by a single vote that approves the entire Consent Agenda, unless an item is pulled for separate consideration. Members of the public may comment on the Consent Agenda items.

A. Approval of Minutes of the Regular Meeting of February 21, 2018.

B. Approval of Disbursements from February 17, 2018 through March 17, 2018.

**Director Seymour motioned to approve the consent agenda as presented above, Director Mueller seconded, and the motion passed by a roll call vote; ayes: Jones, Seymour, Higgins, Maler, Mueller**

7. **ACTION ITEMS: (ACTION-ROLL CALL VOTE)**

A. Adopt Resolution 18-02, Resolution of the Board of Directors of the Santa Ynez Community Services District adopting a social media policy. **Director Seymour motion to adopt resolution 18-02 adopting a social media policy, Director Higgins seconded and the motion passed by a roll call vote; ayes: Higgins, Maler, Mueller, Seymour Noes: Jones**

- B. Appointment of Ad Hoc Committee for Recycled Water Facilities Plan Study. **Director Seymour motioned to appoint Director Higgins and Director Jones to the Adhoc committee for the Recycled Water facilities plan, Director Mueller seconded and the motion passed by a roll call vote; ayes: Higgins, Jones, Maler, Mueller, Seymour.**
- C. Authorization to purchase 3 Smart Covers to monitor for leaks or overflows and Comply with the Sanitary Sewer Management Plan (SSMP). **Director Higgins motioned to purchase three smart covers to monitor for leaks or overflow and comply with the SSMP and the biannual active site maintenance, Director Jones seconded and the motion passed by a roll call vote; ayes: Higgins, Jones, Maler, Mueller, Seymour.**
- D. Authorization for professional services to evaluate slope erosion at the Zanja Cota Creek in Cal Trans right-of-Way. **Director Seymour motioned to direct staff to bring back a proposal for professional services to evaluate the slope erosion at the Zanja Cota Creek in Cal Tran right of way, Director Higgins seconded and the motion passed by a roll call vote; ayes: Higgins, Jones, Maler, Mueller, Seymour.**
- E. Adopt Resolution 18-03, Resolution of the Board of Directors of the Santa Ynez Community Services District authorizing the General Manager to open a commercial credit card account. **Director Higgins motioned to adopt Resolution 18-03 authorizing the General Manager to open a commercial credit card account and, designate Jeff Hodge, General Manager as the authorized official, Director Mueller seconded and the motion passed by a roll call vote; ayes: Higgins, Jones, Maler, Mueller, Seymour.**
- F. Consideration and action regarding conversion of a guest house 1120 Cuesta Street. **Item F was moved before item A because the property owner was present. The second unit is 1392 square feet so it does not qualify as an accessory dwelling unit. The property has been connected to the District's sewer line since 1986 and capacity and sewer fees have never been paid. There is no documentation that the septic tank has been abandoned. Emails were sent prior to the final notice about disconnection and no answer was received. Director Higgins motioned to charge one year of sewer service charge of \$794.04 and assess the capacity fee of \$5929.13, Director Mueller seconded and the motion passed by a roll call: ayes; Higgins, Jones, Maler, Mueller, Seymour**

## 8. REPORTS:

### A. General Manager Report:

**Monthly Flows - Please see attached charts.**

- **Santa Barbara Staff Person of the Year Award 2017 – Wendy Berry was recognized by the SB CSDA chapter with the Staff Person of the Year Award at the February 26<sup>th</sup> chapter meeting.**
- **GIS Implementation – 75% done on incorporating as-builts into the GIS system.**
- **Continuing to make Sand and Sand Bags available during rain/storm events.**
- **Filing paperwork to place Horizon and Stadium Septic to Sewer projects in the que for possible future funding.**

- Legislative update -SB831, SB 929 & Prop 68.
- Fiber Optics – Probable installation has now been scheduled for May 18, 2018.
- SB LAFCO election Monday 26 March 2018 at the Santa Ynez Valley Marriott, 5:00 p.m.
- Santa Barbara CSDA monthly meeting – The next CSDA meeting will be held at Santa Ynez Valley Marriott the March 26, 2018 starting at 6:00 p.m.
- Valley Gardens sewer installation is almost complete

B. Legal Counsel's Report – None

C. Secretary/Treasurer Report: **The District received a SDLF scholarship for Director Higgins to attend the SDA conference in Monterey**  
**700 forms are due by April 1, 2018.**

D. Committee Reports – None

9. A. Closed Session: Conference with labor negotiator(s)  
(Pursuant to Government Code 54957.6)  
Employee organization: Teamsters Local 986  
**The labor negotiators are Nate Kowalski, Legal counsel and Jeff Hodge, General Manager. The Board entered into closed session at 7:20 p.m.**

B. Open Session report on action taken in closed session

**The Board entered back into open session at 8:10 p.m. with no action to report.**

10. Tentative agenda items: Sewer Code, Employee Handbook, Mainline Sewer Extension Agreement, Design Specifications, revise water softener ordinance.

11. **ADJOURNMENT:** Director Higgins adjourned the meeting at 8:11 p.m.

APPROVED:

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David Higgins, President of the Board

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Wendy Berry, Secretary of the Board



## Wendy Berry

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**From:** Wendy Berry  
**ent:** Wednesday, January 10, 2018 2:45 PM  
**o:** 'Sophie Calvin'  
**Subject:** RE: Project application.doc

Hi Sophie, the connection fees for the ADU is \$\$5,276.93. Please send us a check and if you are redoing the sewer pipes and connection the District will need to approve those. Thanks, Wendy

**From:** Sophie Calvin [mailto:sophiecalvin@gmail.com]  
**Sent:** Tuesday, January 2, 2018 1:17 PM  
**To:** Wendy Berry <wendy@syicsd.com>  
**Cc:** Peter Burtness <pjburtness@gmail.com>  
**Subject:** Re: Project application.doc

Happy new year Wendy,

Attached is the application and set of plans for 1120 Cuesta Street / Burtness property.  
Please contact me if you have questions.

Thank you,

Sophie Calvin  
Calvin Design  
805-969-0559

On Tue, Dec 19, 2017 at 3:24 PM, Wendy Berry <[wendy@syicsd.com](mailto:wendy@syicsd.com)> wrote:

Hi Sophie, here is the project application. Please send it back with a complete set of plans. Thanks so much,

Wendy Berry

SYICSD

PO Box 667

Santa Ynez, CA 93460

805-688-3008

## Wendy Berry

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**From:** Wendy Berry  
**Sent:** Wednesday, January 24, 2018 9:43 AM  
**To:** 'pjburtness@gmail.com'  
**Cc:** 'sophiecalvin@gmail.com'  
**Subject:** 1120 Cuesta

Dear Mr. Burtness,

Sophie Calvin contacted us about the conversion of the guest house to an accessory dwelling unit. The connection fees for that conversion are \$5,276.93 and are due by February 7, 2018. Please call if you have any questions.

Wendy Berry  
SYCSD  
PO Box 667  
Santa Ynez, Ca 93460  
805-688-3008

## Wendy Berry

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**From:** Peter Burtness <pjburtness@gmail.com>  
**ent:** Wednesday, January 24, 2018 1:17 PM  
**fo:** Wendy Berry  
**Subject:** Re: 1120 Cuesta  
**Attachments:** ADU connection fee doc.pdf

Wendy,

I believe that the existing guest house was accepted as "legal non-conforming" by county planning due to its existence for the last 50 years, and our evidence of permits for the existing structure. We have not seen a condition letter from SB county that requires paying the additional fee (I could be mistaken - this may still be coming). Some additional explanation will be needed by your district for charging a fee for a connection to a building that predates construction of a sewer system in Santa Ynez.

I am also confused by your charge for another reason: In another county district (Montecito) we are actually building a new structure, and changing an existing structure to an ADU. There we only have to pay for a new lateral (my recollection - \$635), and we were told by that district that state law does not allow them to charge a connection fee. Again, there we are actually building a new structure. I have attached a copy of the section of the state code.

If the rules are different for SYCSD then please explain. I can also provide the permit research showing that the structure's kitchen and bathroom facilities have existed since the around 1960. I would much rather not pay a large connection fee if I do not have to. Please feel free to call if you can explain the reasoning for this charge in further detail.

Thank you,

Peter Burtness  
805-550-4625

On Jan 24, 2018, at 9:42 AM, Wendy Berry <[wendy@sycsd.com](mailto:wendy@sycsd.com)> wrote:

Dear Mr. Burtness,

Sophie Calvin contacted us about the conversion of the guest house to an accessory dwelling unit. The connection fees for that conversion are \$5,276.93 and are due by February 7, 2018. Please call if you have any questions.

Wendy Berry  
SYCSD  
PO Box 667  
Santa Ynez, Ca 93460  
805-688-3008

## Wendy Berry

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**From:** Chris Burtness <burtnessc@gmail.com>  
**Sent:** Tuesday, March 13, 2018 10:00 PM  
**To:** Wendy Berry  
**Subject:** 1120 Cuesta Legal Nonconforming unit

Hi Wendy

Just a reminder that I would like to address the Board regarding our sewer connection at the above address. Please let me know the approximate time, placement on agenda and time allotted as I am a caregiver and evenings can get problematic.

As I mentioned today, I would like some historical info regarding the sewer district prior to the meeting.

Specifically:

When the District was formed

When the laterals were installed on Cuesta.

Thank you for your efforts

Respectfully  
Chris Burtness  
550-2509

Sent from my iPad



## Wendy Berry

---

**From:** Chris Burtness <burtnessc@gmail.com>  
**ent:** Friday, March 16, 2018 5:05 PM  
**ro:** Wendy Berry  
**Subject:** Re: 1120 Cuesta Legal Nonconforming unit

Hi Wendy

Thanks for finding the information.

Could you also let me know what the definition of "as-builts for line on Cuesta" specifically means. Also was there a deadline or penalty for not hooking up? I know septic were failing in SY and there was a moratorium on building. I would also like to know if there are more than one laterals coming off the main line on Cuesta for the 1120 Cuesta parcel.

Could you also send me the agenda for the meeting specifically letting me know where I would be able to speak.

Respectfully

Chris Burtness

Sent from my iPad

> On Mar 16, 2018, at 4:03 PM, Wendy Berry <wendy@syicsd.com> wrote:

>

> Hi Chris, confirming your item will be placed on the agenda and the meeting starts at 5:30 p.m. on March 21, 2018.

The District was formed in 1971 and the as-builts for line on Cuesta shows 1979. Thanks, Wendy

>

> -----Original Message-----

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> Sent from my iPad

## Wendy Berry

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**From:** Chris Burtness <burtnessc@gmail.com>  
**Sent:** Tuesday, March 20, 2018 1:47 PM  
**To:** Wendy Berry  
**Subject:** Re: 1120 Cuesta Legal Nonconforming unit

Hi Wendy,

Thanks again for info. I appreciate being bumped to beginning of the meeting. See you at 5:30 tomorrow. CB

On Tue, Mar 20, 2018 at 1:06 PM, Wendy Berry <wendy@syncsd.com> wrote:

Hi Chris, be here at 5:30 your item is last on the agenda but they will move it to the front of the meeting if you are present and you will speak on that item not at public comment. Also as-builts are the record drawings and the District never set a moratorium. Thanks, Wendy

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**From:** Chris Burtness <burtnessc@gmail.com>  
**Sent:** Tuesday, March 20, 2018 2:46 PM  
**To:** Wendy Berry  
**Subject:** Re: 1120 Cuesta Legal Nonconforming unit

Hey Wendy,

Could you please scan and send me a copy of the 83' or 84' application for a sewer hookup. I briefly saw it but can't remember details

Thanks CB

Sent from my iPad

On Mar 20, 2018, at 1:48 PM, Wendy Berry <[wendy@sycsd.com](mailto:wendy@sycsd.com)> wrote:

Perfect thanks. Wendy

**From:** Chris Burtness <burtnessc@gmail.com>  
**Sent:** Tuesday, March 20, 2018 1:47 PM  
**To:** Wendy Berry <[wendy@sycsd.com](mailto:wendy@sycsd.com)>  
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