



**SANTA YNEZ COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS' REGULAR MEETING  
Minutes of July 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 5:32 pm.

**2. ROLL CALL:**

Secretary Berry called the roll. Directors Present: Jones, D'Ambra, Redfern, Van Pelt via zoom  
Absent: Beard Staff Present: General Manager Jose Acosta, Secretary/Treasurer Wendy Berry,  
Legal Counsel Rick Battles by zoom

**3. PLEDGE OF ALLEGIANCE**

**4. DIRECTORS COMMENTS:**

The District needs to continue managing legal fees.

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

None

**6. REPORTS:**

**A. Manager Report**

Chief Plant Operator- We conducted interview of three very qualified candidates, each possessing the required certification and experience. The position was offered and accepted by Jeremy Chaja. Jeremy's start date will be July 28, 2021.

Staff attended the quarterly joint staff meeting with the City of Solvang WW personnel and the Director of Public works. Updates were provided on Horizon Drive project and upgrades at the City of Solvang WWTP.

Attended meeting with Chumash, Pace Engineering, Schwing and District reps to discuss possible improvements of the membrane filtration system at the WWTP.

Zoom meeting with Nigro and Nigro auditors to discuss the required documents and actions needed from district staff to complete the annual audit.

Collaborated with contractor to hold a community meeting with residents of Horizon Drive to discuss the project. Also, addressed some of the residents concerns and questions. Provided a pamphlet to residents with some project information and costs projections.

Staff reevaluated the possible connections for the Horizon Drive project and assesses there are 23 possible lots that would be able to connect to the project when they make their connection. This figure was included in the updated capacity fees for the residents.

Yesterday I had my one-year anniversary and thank you

**B. Legal Counsel** – Abstaining without conflict of interest is not encouraged but nothing in the law prevents one from doing it. Abstaining must be used when there is a conflict of interest.

**C. Secretary/Treasurer Report** – We need to work on scheduling the ethics and harassment class and the audit for fiscal year 20-21 has been started.

**D. Committee Report** - None

## **7. CONSENT ITEMS:**

- A. Approval of Regular Meeting Minutes of June 16, 2021.
- B. Approval of Special meeting Minutes of June 22, 2021
- C. Treasurer's Report:
  - 1. Approval of Disbursements from June 12, 2021 through July 16, 2021
  - 2. Profit & Loss Budget Performance for June 2021

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

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

### **1. ACTION ITEMS:**

**A.(1) PUBLIC HEARING:** Public hearing on increase of capacity charges for the fiscal year 2021-2022. The public hearing was open at 5:51 p.m. and Fred Kovol mentioned the District should become one with Solvang to have a larger customer base to spread out the cost amongst customers. The public hearing was closed at 6:00 p.m.

**(2) Approval of Resolution No. 21-10:** Resolution of the Board of Directors of the Santa Ynez Community Services District approving preliminary environmental review form, authorizing notice of exemption, and setting forth findings relating to proposed capacity fee increase.

**(3) Approval of Ordinance No. O-21-03:** Ordinance of the Board of Directors of the Santa Ynez Community Services District increasing capacity fees.

Director Van Pelt motioned to direct staff to invite Clayton Tuckfield from Tuckfield & Assoc. to the August regular meeting and to table approving Resolution 21-10 and Ordinance O-21-03, Director D'Ambra seconded and the motion passed by a roll call vote.

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

**B. Consideration and action regarding unauthorized connection at 3463 Sagunto St.:** The property at 3463 Sagunto Street has connected an outhouse bathroom while building the SFD on this property. The capacity, annexation fees and permit fees were paid after the agenda was posted and prior to the meeting. The project application and construction plans have not been submitted for approval. The outhouse has been connected to sewer for approximately four or five years. Director D'Ambra motioned to direct staff to send a letter to collect a 10% penalty on the \$8821.76 that was just paid and three years of back sewer service fees, and then to impose a penalty of 10% if not paid within 15 days and add 1.5% penalty per month on all charges for three years, Director Redfern seconded and the motion passed by a roll call vote:

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

**C. Horizon Drive Mainline Extension Project Update:** SCI has mobilized and setup their staging area on the east end of Horizon Drive within a property they have leased from the landowners. The plan is to start the work on Horizon Drive, then proceeding along the easements, connecting out on Horizon Drive. Marking of the project area and other utilities has been completed, along with potholing for utilities. As approved, Mr. Kerr has been involved with the project as the construction manager and continues to work with district staff in communicating project updates. Staff has taken on the role of construction management in a shared capacity with Mr. Kerr.

**D. Approve annexation fees for 2021-2022:** The annexation fee will change from \$1644.78 to \$1639.85 due to three parcels on Sienna Way being annexed.

Director Van Pelt motioned to approve the annexation fee for 2021-2022, Director D'Ambra seconded and the motion passed by a roll call vote:

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

**E. Approve 10-year Capital Improvement Plan (CIP):** At the January 20, 2021, Board meeting staff presented the CIP template for discussion, recommendation, and direction from the Board. The Board requested staff make a language adjustment for future Westside buildout on the plan. No other suggested changes were discussed at that time. Staff is presenting the CIP once again for Board review. Included in the updated CIP are the requested language changes and updated figures for the City of Solvang WWTP project costs, as approved by the City of Solvang Council. On an annual basis the CSD reviews the CIP template for all projects or major purchases of the CSD. Staff initiates the process of compilation of the CIP list based on field observations, equipment diagnostics, administrative software and services analysis, and future projects being considered by the CSD. Director Van Pelt motioned to approve the 10-year CIP, Director D'Ambra seconded and the motion passed by a roll call vote:

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

**F. Review and approve surplus property list:**

Per District Resolution No. 06-15 surplus property is referred to as any property that no longer has a useful life or deemed unusable for District use. On an annual basis, staff will review and inventory all district equipment and property to compile a listing of property, for presentation to the Board, as surplus property. The July 2021 surplus list included desk, chairs and cabinets from the front office and GM's office, Homelite trash pump, Briggs and Stratton Portable Gas

generator, Cambell Hausfeld air compressor. Director Redfern motioned to authorize the general manager to sell or dispose of the surplus items, Director D'Ambra seconded and the motion passed by a roll call vote:

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

**9. INFORMATIONAL ITEMS:**

Per Gov't Code §61053 requires a review of the quarterly cash position for the quarter ending 06-30-21. The District earned \$3710.87 in interest from mechanics bank of \$33.22, LAIF \$177, Five Star \$3499.00. with a total bank balance of \$4,782,088.85.

**10. ADJOURNMENT.** Director Redfern motioned to adjourn the meeting at 7:39 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, August 18, 2021.

APPROVED:

  
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Karen Jones, President Board of Directors

ATTEST:

  
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Wendy Berry, Secretary Board of Directors