

SANTA YNEZ COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS

REGULAR MEETING MINUTES

April 19, 2017

5:30 P.M.

1070 Faraday, Santa Ynez, CA

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

**OTHERS PRESENT:** Ryan Toussaint, Joan Jamieson, Winston Craven, Terri Kaslow, Bob Field

1.     **CALL TO ORDER:** President Seymour called the meeting to order at 5:34 p.m.
2.     **ROLL CALL:** Maler, Higgins, Seymour, Mueller, Jones
3.     **PLEDGE OF ALLEGIANCE:** Director Higgins led the pledge of allegiance.
4.     **DIRECTOR COMMENTS:** None
5.     **PUBLIC COMMENTS:** Bob Field wanted to know why there was no reference to Los Olivos in the Director's comments. Karen Jones watched the meeting on the internet and said it was interesting with the large turnout of the people and LAFCO responded to the community. Jeff Hodge stated the last official action of the Board was to submit the letter that didn't oppose or wouldn't take any further action on Los Olivos.
6.     **CONSENT AGENDA:**
  - A. Approval of Minutes of the Regular Meeting of March 15, 2017. Item A was removed from the consent agenda by Director Jones.
  - B. Approval of disbursements from March 16, 2017 through April 19, 2017.
  - C. Cash position for Quarter ending 3/31/17 pursuant to Government Code §61053.

**Director Higgins motioned to approve items B and C of the consent agenda, Director Seymour seconded and the motion passed with five ayes: Seymour, Jones, Mueller, Higgins, Maler**

**Director Jones motioned to amend the minutes from the March 15, 2017 meeting to include she wants to be a member of the Ad Hoc committee to review the policies and procedures, Director Mueller seconded and the motion passed with five ayes:**

**Higgins, Seymour, Mueller, Jones, Maler.**

**Director Jones motioned to approve the minutes as amended, Director Higgins seconded and the motion passed with five ayes: Higgins, Seymour, Mueller, Maler, Jones.**

7. **ACTION ITEMS:**

- A. Approval of the Installment Payment Agreement for APN# 141-360-008.  
3151 Samantha Drive needs to connect to sewer and they are asking to be approved for the installment payment plan. **Director Seymour motioned to approve the Installment Payment Agreement for APN #141-360-08 and direct staff to undertake the proceedings to develop and bring back the Approval Resolution for the Installment Payment plan, Director Jones seconded and the motion passed by a roll call vote: ayes; Jones, Mueller, Seymour, Higgins, Maler.**
- B. Consideration and action regarding (A) Process for Development and review of revised policies and procedures applicable to the Board of Directors and staff, (B) use of committee for such development and review, and (C) appointment of committee members. **Director Higgins motioned to dissolve the AD Hoc committee established to review the policies and procedures and do the process in a Board workshop, Director Seymour seconded and the motion passed by a roll call vote: ayes; Higgins, Seymour, Mueller, Maler Noes; Jones.**
- C. Draft a formal agreement with Dunn School to assist in the undertaking of developing an operation manual for their wastewater system. Dunn school contacted the District to ask for help with developing an operation manual for their wastewater system because it is one of the items on their Notice of Violation. **Director Mueller motioned to direct staff to generate a proposal for Dunn School, Director Seymour seconded and the motion passed by a roll call vote: ayes; Jones, Mueller, Seymour, Higgins, Maler.**

8. **REPORTS:**

- A. Manager's Report
- Monthly Flows - Please see attached charts. In February, the large spike was Solvang working on repairing the neglected wet well. The increase from about February 18 through March 5<sup>th</sup> was due to the damaged sewer line taking in runoff water until it was fixed.
  - Solvang waste discharge permit violations. Attached is Solvang's required report. It shows violations that are caused by their experimentation trying to get their plant to meet new standards that are being required by the Regional Board. We have offered to help in any way needed. The District will be billed 20% for any fines or other learning costs associated with this required enhancement of the treatment plant.

- Chumash request for annexation of the 365 “Triangle” parcel. See attached email from Sam Cohen, Chumash Governmental Affairs and Legal Officer, to Paul Hood, Executive Director, Santa Barbara LAFCO.  
Bob Field in public comments on this item stated, he strongly suggests that the District does not get involved in this because it is not in the District’s Sphere of Influence.
- Santa Barbara CSDA monthly meeting – The next CSDA meeting will be held at the Santa Ynez Valley Marriott, Monday, April 24, 2016 at 5:30 p.m. Harry E. Hagen, Treasurer-Tax Collector-Public Administrator County of Santa Barbara
- The regular meeting has been cancelled and the District will have a special meeting on May 18, 2017.

**B. Legal Counsel Report**

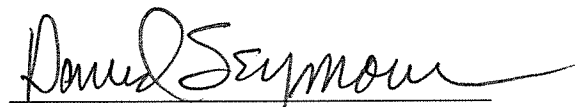
Existing law -Anyone can request to inspect all public documents during regular office hours at all times. Anyone can request a copy of a record, the agency must make the records promptly available. A new bill poses an agency can post an agency’s records on the internet website and refer a member of the public to the website when they make a request to inspect public records and a member of the public goes to the website and can’t get the information off the website, the District must make a copy available.  
SB 1436 before final action on the salary paid to the General Manager in open session, the District has to orally report a summary of the recommendation of the final action but doesn’t specify who makes that report.

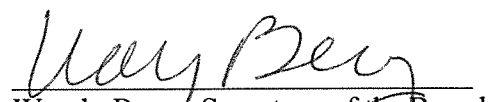
**C. Secretary Report**

- The budget committee needs to meet in May to review the draft budget.
- The Regular Meeting in May needs to be rescheduled, rescheduled date is May 18, 2017.
- The District received the SDRMA Safety allowance of \$1000.00.
- I attended the CalOES/FEMA training for the broken sewer line claim from the February storm. If approved, the District should be reimbursed for most of the costs spent to repair that line.

9. **ADJOURNMENT:** Director Seymour adjourned the meeting at 7:11 p.m.
10. **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS:** Employee Handbook, Sewer Code, Design Specifications, Mainline Extension Agreement, revise water softener ordinance.

APPROVED:

  
David Seymour, President of the Board

  
Wendy Berry, Secretary of the Board