



**Santa Ynez Community Services District  
Board of Directors Regular Meeting  
Minutes from March 19, 2025**

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

**1. CALL TO ORDER - 5:30 PM OPEN SESSION**

President Redfern called the meeting to order at 5:31 PM.

**2. ROLL CALL:**

The directors present at 5:31 PM were Redfern, Beard, Marymee, and Padelford. Director Kelleher arrived at 5:35 PM. The staff present included Loch Dreizler, General Manager/Treasurer, and Alicia Marin, Office Manager/Board Secretary.

**3. DIRECTOR'S COMMENTS:**

Director Marymee shared that he is considering running for an open CSDA Coastal Network Director position that covers Santa Cruz, San Benito, Monterey, San Luis Obispo, Santa Barbara, and Ventura counties.

President Redfern expressed concern about traffic safety with the District operations crew working in the streets. He mentioned the lack of an operations supervisor and requested that traffic safety and the operations supervisor be discussed in a future meeting. Mr. Dreizler recommended including these items in the next personnel committee meeting on April 1, 2025.

President Redfern also expressed interest in including the staff's pay in the consent items, as the Directors' pay is currently featured. Mr. Dreizler suggested omitting the dollar amounts from the Directors' consent spreadsheet and displaying only the meetings attended. He further noted that the staff's payroll is public knowledge, presented in the yearly budget. Additionally, it is accessible through organizations like Transparent California or by direct inquiry to the District.

**4. PUBLIC COMMENT:** None

**5. REPORTS:**

**A. General Manager:** Mr. Dreizler shared the following:

- i. County Supervisor Joan Hartmann will host a Community Meeting on "Preparing the Santa Ynez Valley for the Threat of Wildfire" on March 31, 2025, from 5:30 to 7:30 PM at the Solvang City Council Chamber. The meeting will also be livestreamed on YouTube.
- ii. The 2004 Chevy work truck was auctioned, and the District received \$12,600.
- iii. The manager at the City of Solvang requested a letter from the District, addressed to Senator Adam Schiff, to support Solvang's efforts to secure funding for their wastewater treatment plant project.
- iv. Insituform will begin the ductile iron pipe project on March 24th.
- v. The District will send flyers inquiring about water softener usage to properties connected to the wastewater system.

- vi. The RFP (request for proposal) for the District's rate study will be sent out in the next month or two.
- vii. Consent Item D was not included in the posted packet online but is now included for the board meeting.
- viii. The Community Interface Committee will meet on March 27<sup>th</sup> at 8:30 AM to discuss the district's strategic plan.

**B. Legal Counsel:** None [not in attendance]

**C. Board Secretary:**

- i. Mrs. Marin shared that all the Conflict of Interest forms [Form 700] for the Directors have been completed for the District.
- ii. She shared that she has started working on the 2025-26 budget with a draft to be discussed with the finance committee.

**D. Committees:** Directors Padelford and Beard shared about the meetings they attended. Upcoming meetings are as follows.

- i. Community Interface meeting – March 27, 2025, at 8:30 AM
- ii. Finance Committee meeting – April 1, 2025, at 9:30 AM
- iii. Personnel Committee meeting – April 1, 2025, at 10:30 AM

## 6. CONSENT ITEMS:

- A.** Regular Meeting Minutes from February 19, 2025.
- B.** Wastewater Committee Minutes from 03.05.25
- C.** Finance Committee Minutes from 03.05.25
- D.** Operations and Maintenance Activity Report [from prior month]
- E.** Previous Month's Disbursements
- F.** Monthly Bank Account Balance
- G.** Director's Meeting Attendance Tracker

Director Marymee motioned to approve the Consent Items, and Director Padelford seconded the motion. After a voice vote, the motion passed unanimously.

## 7. ACTION ITEMS:

**A. Board of Directors' Compensation Increase** – Adopt Resolution.

Director Padelford motioned to adopt Resolution No. 25-03, amending Section 21 of the Board Policy Manual to align it with the ordinance approved in January. Director Marymee seconded the motion. A voice vote was taken, and the motion passed unanimously..

**B. Purchase the Iris Mainline Sewer Camera for approximately \$49,000**

Mr. Dreizler shared that the District's sewer camera is over 20 years old and the asset has been fully depreciated. The board discussed the proposed camera, it's warranty, where it and its components are manufactured, and the availability of replacement parts.

Vice President Beard motioned to approve the purchase of the Iris Mainline sewer camera for \$49,000, including tax, shipping costs, and a 10% contingency and an extended warranty if it is available for less than \$3,000. Director Marymee seconded the motion. A voice vote was taken and the motion passed unanimously.

**C. Staff Demonstration of Maintain X, The District’s Work Order System**

Mr. Dreizler shared a demonstration of MaintainX and explained how employing a work order system benefits the District. It serves as a “living document” and generates a history, particularly helpful for personnel transitions.

- 8. INFORMATIONAL ITEMS:** Mr. Dreizler shared a reminder that the April 16<sup>th</sup> board meeting is coming up quickly.
- 9. ADJOURNMENT:** Director Padelford motioned to adjourn the meeting at 6:39 PM; Vice President Beard seconded the motion. A voice vote was taken, and the motion passed unanimously.

APPROVED:

ATTEST:

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Frank Redfern, Board President

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Alicia Marin, Board Secretary



**SANTA YNEZ COMMUNITY SERVICES DISTRICT  
COMMUNITY INTERFACE COMMITTEE MEETING**

**Minutes of March 27, 2025**

**NOTE: This meeting was in-person, and a Zoom link was not provided on the Agenda.**

The meeting was called to order at 8:33 AM.

The attendees were President Frank Redfern, Director Brett Marymee, General Manager Loch Dreizler, and Office Manager/Board Secretary Alicia Marin.

- A. Strategic Planning Considerations:** Mr. Dreizler talked about the following with an eye toward the Strategic Plan.
- Strategic planning will involve contributions from various committees along with community outreach.
  - There was preliminary discussion about hiring a mediator for a future community/Board strategic planning workshop.
  - There is a need for infrastructure to accommodate the potential population increase in the valley, which may result from more ADUs or new construction.
- B. Regionalization/Consolidation Considerations**
- The committee discussed a comprehensive overview of potential regionalization of wastewater services in the Santa Ynez Valley.
  - Time, cost, and expectations are crucial factors in attracting interest from other agencies and assessing the assets, benefits, and motivations for consolidation.
- C. Other Community Interface Committee Considerations**
- President Redfern discussed the need for additional lighting at the intersection of Faraday and Sagunto streets, particularly near the SY Kitchen restaurant.
  - Director Marymee shared insights from a tour with the United Water Conservation District in Oxnard concerning water maintenance and its relevance to the Santa Ynez Valley's water supply.
  - Additionally, Director Marymee requested that a link be added to our website for the Santa Ynez River Water Conservation District, Parent Agency.

APPROVED:

ATTEST:

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Frank Redfern, Board President

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Alicia Marin, Board Secretary



**SANTA YNEZ COMMUNITY SERVICES DISTRICT  
FINANCE COMMITTEE MEETING  
Minutes of April 1, 2025**

**NOTE: This meeting was held in person.**

The meeting was called to order at 9:33 AM.

Attendees: Vice President David Beard, Director Tina Padelford, General Manager Loch Dreizler, and Office Manager Alicia Marin

**A. Draft Budget Review**

- Mr. Dreizler shared an overview of the 2025/26 budget draft, highlighting that revenue is projected to increase by approximately \$225,000 while expenses are expected to rise by only \$121,000.
- Mrs. Marin pointed out some adjustments made to the budget to better reflect the District's actual numbers. These adjustments include modifying revenue to account for charges placed on the tax roll, updating the figures to reflect actual utility expenditures, and adjusting for the anticipated annual flow reconciliation charges from the City of Solvang.
- The committee concurred that an estimate of \$450,000 for the ductile iron pipe project should be incorporated to reflect in the 2025 actuals, with a reminder that the reserves fund capital projects.
- The committee agreed that employee salaries must be reviewed and revised.

**B. Rate Study Calendar for 2025/26**

- Mr. Dreizler shared the calendar for getting a rate study conducted for the District. Staff should have an RFP (request for proposal) ready to send out by the end of April.
- The committee discussed conducting a rate study, allowing the board to decide how, when, and if to raise rates.

**C. Future Sewer Expansion Deposit Discussion**

- Mr. Dreizler shared questions to consider when asking for a deposit to secure interest in future sewer expansion. Some questions to consider are:
  - How much of a deposit would the District charge?
  - What are the benefits of depositing to the homeowner and the District?
  - What if a homeowner is interested but is unwilling to pay a deposit?
  - How to reconcile when the project's actual cost is not determined until there is a bid?
- The committee discussed a "letter of intent" as an alternative to requesting a deposit.

**D. District's Certificates of Deposit**

- Mr. Dreizler shared a report with the current Certificates of Deposit balances, and that the two CDs that are coming due will be discussed at the May board meeting.

**E. Other Topics/Projects Related to the District's finances**

- No other items discussed.

APPROVED:

ATTEST:

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Frank Redfern, Board President

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Alicia Marin, Board Secretary

**SANTA YNEZ COMMUNITY SERVICES DISTRICT  
PERSONNEL COMMITTEE MEETING**

Minutes of April 1, 2025

**NOTE: This meeting was held in person.**

The meeting was called to order at 10:35 AM.

Attendees: Director Tina Padelford, Director Don Kelleher, General Manager Loch Dreizler, and Office Manager Alicia Marin

**A. Day-to-day O&M [Operations & Maintenance] and Board Policy**

- Mr. Dreizler shared that the Board Directors are responsible for discussing and creating policies for the District while minimizing involvement in its day-to-day operations. He acknowledged that this District is unique due to its small size and sole focus on one area: wastewater. Therefore, maintaining a separation between policy-making and daily operations can be challenging.

**B. Supervisor Position**

- Mr. Dreizler shared the District’s organizational chart, explaining the current operations supervisor’s situation.
  - Mr. Dreizler shares supervisory duties with Jeremy Chaja, the Chumash WWTP operator. While Mr. Dreizler mainly handles the administrative side, Mr. Chaja is mainly responsible for the technical side.
- Currently, the District has three Operators-in-Training (OIT), all actively working on obtaining their CWEA 1 or 2 certifications and all with upcoming test dates.
- He shared that he plans to have an acting supervisor in the next 12 to 18 months, depending on the newly hired operator’s ability to pass both the CWEA 1 and 2 tests. The operator cannot take the CWEA 2 test until he has two years of field experience. However, he can assume the role officially at 18 months.

**C. Traffic Safety**

- Mr. Dreizler shared the “Temporary Traffic Controls” section for work less than one hour from the California MUTCD [Manual on Uniform Traffic Control Devices] 2014 edition, page 1129, which outlines the best traffic control plan to implement.
- The operations staff has completed two traffic safety classes in the past 6 months and has adhered to the Temporary Traffic Controls as referenced.
- Mr. Dreizler explained that there are amber-colored strobe/flashing lights on both work trucks to alert the public to road work, and there are plans to replace a defective light bar on the jetter. Additionally, a mechanism is in place to develop a traffic control plan before each jetting session.
- The committee also discussed clothing alternatives for the operations staff.

APPROVED:

ATTEST:

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Frank Redfern, Board President

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Alicia Marin, Board Secretary

Santa Ynez Community Services District

**Monthly Activity Report for February 2025**

Report Purpose

This report summarizes District operations and maintenance so that the Board of Directors and ratepayers can reference our performance, ensure regulatory compliance, and plan for future maintenance and operational needs.

- **PERSONNEL**
  - 3 Operators in Training – Preparing for CWEA exam to become an operator 1 or 2
  - Met with the Office Manager/Board Secretary Weekly
  - Met with the Wastewater Treatment Plant Operator weekly
- **OPERATIONAL DATA**
  - Flow Data
    - March 2025: 158,043 average daily flow in gallons
    - March 2025: 32,948 average daily flow Chumash recycled to Solvang
    - March 2024: 184,684 average daily flow in gallons
  - System Performance
    - Lift Stations – performed well, nothing beyond regular O&M
    - Smart Covers – performed well, nothing beyond regular O&M
    - Generators performed well, and there was nothing beyond regular O&M
- **MAINTENANCE ACTIVITIES**
  - Preventive Maintenance
    - 0 Manholes Inspected – See attached graphic (distributed at Board Mtg.
    - No manholes were repaired. Staff training on raising manholes is now scheduled for March.
    - Mainlines Flushed: See attached graphics (distributed at Board Mtg.)
    - (5) Smart Covers: 1 Smart Cover needed adjustments this month.
    - Mainlines Videoed – camera approved purchase at last meeting
  - Repairs
    - Emergency Repairs – no emergency repairs
    - Equipment Failures – no equipment failures
- **ENVIRONMENTAL IMPACT – POTENTIAL**
  - Overflows and Spills – No overflows to report
  - Wastewater Quality – Began testing waste stream for Chloride, Sodium & TDS
- **PUBLIC INTERACTIONS**
  - Number of Customer Service contacts: zero at the counter and two online
  - Contractor contacts at the counter or online: no contractors this month
  - Upcoming Outreach Programs – water softeners.
  - Phone calls – 101 inbound, 9 outbound, 14 internal



- **INSPECTIONS AND COMPLIANCE**
  - Inspections
    - 26 Dig Alerts Inspected
    - Quarterly Fats, Oils, and Grease Inspections: none in January
      - Mavericks (pass)
      - Genievieve (pass)
      - SY Kitchen x 2 (pass)
      - Pony Espresso (re-inspection)
      - Dos Carlitos (pass)
      - Ellie's Tap and Vine (pass)
  - Permit Compliance
    - Permit: Order 2022-0103-DWQ
      - Statewide Waste Discharge Requirements (WDR)
      - Statewide General Order for Sanitary Sewer Systems
    - Sewer System Management Plan (SSMP)
      - Review and Update One Chapter monthly and revise as necessary, beginning in May.
- **SAFETY AND TRAINING**
  - Safety Incidents – no incidents
  - Safety Training / Inspections
    - Safety Inspections – Eye wash stations, fire extinguishers, and AED monthly
    - Ladder Safety – Monthly Safety handout from our Risk Management Agency
- **FUTURE PLANNING OR STRATEGIC INITIATIVES**
  - Long-term goals – continue expansion within our sphere of influence
  - Upcoming projects – Ductile Iron Pipelining Project in late March, early April
  - Upcoming SB County road resurfacing projects – Spring of 2025:
    - Tyndall Street
    - Country Road, Country Lane, Country Way, and Country Court
    - Remington Road
    - Brandon Road
  - System expansions – discussing County Road, Upper Deer Trail, and Stadium.
- **CHUMASH WWTP**
  - Permit: Order WQ 2022-0103-DWQ
    - Recycled Wastewater
  - Work under EPA NPDES Permit # CA 0050008
    - Treated Wastewater to Surface Water
    - NPDES = National Pollutant Discharge Elimination System
    - EPA = Environmental Protection Agency
    - Currently in the process of renewing the permit with the EPA – Meeting April

**Attachments:** [Maintenance graphics will be distributed at the meeting.](#)

# SANTA YNEZ COMMUNITY SERVICES DISTRICT

## Disbursements 03/01-03/31/25

SYCSD Budget: [www.sycsd.com/budgets](http://www.sycsd.com/budgets)

Payment Type	Date	Check #	Vendor/Employee/Payee	Amount
Check	3/10/2025	18122	Brenntag Pacific, Inc.	\$ 955.48
Check	3/10/2025	18123	Coastal Copy, Inc.	\$ 74.93
Check	3/10/2025	18124	Comcast 7439	\$ 99.95
Check	3/10/2025	18125	FGL (Fruit Growers Laboratory) Environmental	\$ 359.00
Check	3/10/2025	18126	Mountain Spring Water	\$ 97.05
Check	3/10/2025	18127	SiteOne Landscape Supply, LLC	\$ 189.24
Check	3/10/2025	18128	SmartCover Systems	\$ 16,668.00
Check	3/10/2025	18129	USABlueBook	\$ 803.57
Check	3/19/2025	18130	Brenntag Pacific, Inc.	\$ 955.48
Check	3/19/2025	18131	Cannon Corporation	\$ 851.00
Check	3/19/2025	18132	City of Solvang	\$ 20,000.00
Check	3/19/2025	18133	Cnty of SB Resource Recovery & Waste Mgmt	\$ 40.00
Check	3/19/2025	18134	Dahl Air Conditioning Inc.	\$ 310.00
Check	3/19/2025	18135	Intechrity IT Solutions	\$ 1,103.75
Check	3/19/2025	18136	Jessie's Spotless Cleaning	\$ 130.00
Check	3/19/2025	18137	Lompoc Excel Personnel Svs Inc	\$ 139.52
Check	3/19/2025	18138	Marborg Industries	\$ 77.10
Check	3/19/2025	18139	Nielsen Building Materials	\$ 173.45
Check	3/19/2025	18140	O'Connor Pest Control	\$ 92.00
Check	3/19/2025	18141	Reece Plumbing	\$ 58.55
Check	3/19/2025	18142	SiteOne Landscape Supply, LLC	\$ 326.83
Check	3/19/2025	18143	Smith's Alarms & Electronics Inc	\$ 90.00
Check	3/19/2025	18144	Underground Service Alert/SC	\$ 45.15
Check	3/19/2025	18145	USABlueBook	\$ 143.38
Check	3/19/2025	18146	Wells Fargo Vendor Financial Svcs, LLC	\$ 134.69
Check	3/19/2025	18147	ZWorld GIS	\$ 1,275.00
Check	3/26/2025	18148	Atkinson, Andelson, Loya, Ruud & Romo	\$ 2,153.04
Check	3/26/2025	18149	Eide Bailly LLP	\$ 1,994.00
Check	3/26/2025	18150	Harrison Hardware	\$ 519.01
Check	3/14/2025	21104-21108	Director Payroll Checks	\$ 1,456.48
ACH	3/8/2025	PR 25.03.08	Staff Payroll	\$ 32,192.46
ACH	3/22/2025	PR 25.03.22	Staff Payroll	\$ 25,520.10
ACH	3/14/2025	DirPR 25.03	Director Payroll ACH	\$ 657.67
ACH	3/3/2025	ACH250303	SoCalGas	\$ 152.46
ACH	3/4/2025	ACH250304A	PG&E (Pacific Gas & Electric) - <i>District Street Lights</i>	\$ 105.15
ACH	3/4/2025	ACH250304B	NBS (National Benefit Svcs) Contributions	\$ 2,038.45
ACH	3/4/2025	ACH250304C	NBS (National Benefit Svcs) Contributions	\$ 3,304.14

# SANTA YNEZ COMMUNITY SERVICES DISTRICT

**Disbursements 03/01-03/31/25**

SYCSD Budget: [www.sycsd.com/budgets](http://www.sycsd.com/budgets)

Payment Type	Date	Check #	Vendor/Employee/Payee	Amount
ACH	3/6/2025	ACH250306A	NBS (National Benefit Svcs) Contributions	\$ 3,518.10
ACH	3/6/2025	ACH250306B	NBS (National Benefit Svcs) Contributions	\$ 1,985.00
ACH	3/10/2025	ACH250310A	Verizon Wireless	\$ 205.92
ACH	3/10/2025	ACH250310B	PG&E (Pacific Gas & Electric) - <i>Chumash Res. Lift Station</i>	\$ 579.30
ACH	3/10/2025	ACH250310C	PG&E (Pacific Gas & Electric) - <i>Hwy 246 Pump Station</i>	\$ 1,591.83
ACH	3/10/2025	ACH250310D	PG&E (Pacific Gas & Electric) - <i>Chumash Street Lights</i>	\$ 84.31
ACH	3/10/2025	ACH250310E	PG&E (Pacific Gas & Electric) - <i>SYCSD District Office</i>	\$ 553.03
ACH	3/12/2025	ACH250312A	SYRWCD ID#1 (Santa Ynez River Water Conservation District ID#1)	\$ 53.03
ACH	3/12/2025	ACH250312B	SYRWCD ID#1 (Santa Ynez River Water Conservation District ID#1)	\$ 94.23
ACH	3/13/2025	ACH250313	Frontier	\$ 60.63
ACH	3/14/2025	ACH250314A	NBS (National Benefit Svcs) Contributions	\$ 2,042.92
ACH	3/14/2025	ACH250314B	NBS (National Benefit Svcs) Contributions	\$ 3,611.98
ACH	3/18/2025	ACH250318	National Benefit Svcs Operations	\$ 15.00
ACH	3/26/2025	ACH250326	Five Star CC (credit card)	\$ 8,900.04
ACH	3/28/2025	ACH250328	Insight Vision LLC	\$ 46,271.43
		<b>Number of Checks:</b>	<b>30</b>	<b>\$ 51,315.65</b>
		<b>Number of ACHs:</b>	<b>22</b>	<b>\$ 133,537.18</b>
		<b>TOTAL Disbursements:</b>		<b>\$ 184,852.83</b>

## Santa Ynez Community Services District Account Balances

As of March 31, 2025

Alicia Marin, Board Secretary

ACCOUNT	03/31/2025 Balance	02/28/2025 Balance	03/31/2024 Balance	<i>Month-to-Month Comparison</i>	<i>Year-to-Year Comparison</i>
Checking	\$ 90,235.37	\$ 257,874.68	\$ 924,379.33	\$ (167,639.31)	\$ (834,143.96)
Five Star Money Market	\$ 5,361,812.72	\$ 5,441,809.15	\$ 3,852,164.21	\$ (79,996.43)	\$ 1,509,648.51
Horizon Drive Reserve	\$ 137,342.51	\$ 136,837.42	\$ 130,944.29	\$ 505.09	\$ 6,398.22
Mechanic's Bank Money Market	\$ 5,295.63	\$ 5,295.54	\$ 5,294.57	\$ 0.09	\$ 1.06
Local Agency Investment Fund (LAIF)	\$ 178,118.46	\$ 178,118.46	\$ 170,246.72	\$ -	\$ 7,871.74
King's Capital (CD's)	\$ 972,494.14	\$ 971,977.32	\$ 927,346.22	\$ 516.82	\$ 45,147.92
<b>TOTAL</b>	<b>\$ 6,745,298.83</b>	<b>\$ 6,991,912.57</b>	<b>\$ 6,010,375.34</b>	<b>\$ (246,613.74)</b>	<b>\$ 734,923.49</b>

Board Meeting Attendance						
Board Meetings	Date	Frank Redfern	David Beard	Tina Padelford	Brett Marymee	Don Kelleher
Regular Board Meeting	3/19/2025	x	x	x	x	x
Special Board Meeting						
<b>Sub-Total</b>						
Standing Committees						
Wastewater Treatment						
Finance	4/1/2025		x	x		
Personnel	4/1/2025			x		x
Community Interface	3/27/2025	x			x	
Ad-Hoc Committees						
Other Meetings						
Pre-Agenda with GM	4/8/2025	x				
SBC CSDA Meeting						
<b>TOTAL Number of Meetings</b>		<b>3</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>2</b>

"Just Cause" Attendance Tracker						
Directors may attend a meeting remotely up to two (2) times per calendar year for "just cause". (Per Brown Act, AB 2449 & AB 2302)		Frank Redfern	David Beard	Tina Padelford	Brett Marymee	Don Kelleher
	<i>Date (1)</i>			2/19/2025		
	<i>Date (2)</i>					