



**Santa Ynez Community Services District  
Board of Directors Regular Meeting  
Minutes from October 15, 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 5:30 PM.

**2. ROLL CALL:**

The directors in attendance were Redfern, Beard, Padelford, and Marymee. Director Kelleher was absent. The staff in attendance were Loch Dreizler, General Manager and Treasurer, and Alicia Marin, Office Manager and Board Secretary.

**3. DIRECTOR'S COMMENTS:**

Directors Padelford and Marymee shared their appreciation for the District's scarecrow decoration that included public messaging about wastewater [e.g., "no wipes in pipes"].

**4. PUBLIC COMMENT:**

Alvie was in attendance and had no comment.

**5. REPORTS:**

**A. General Manager:**

- i. Mr. Dreizler introduced Chas Jordan, the productivity study consultant from Matrix Consulting Group. Mr. Jordan was on-site all day, meeting with staff and observing the board meeting.
- ii. There will be a Santa Barbara County Chapter of the CSDA meeting on October 27, 2025, at 5:30 in Goleta.
- iii. A letter and short survey were sent to the neighborhoods on Country Road, Tiana, and Deer Trail to gauge interest in sewer expansion in that area. He had already received six postcard surveys back.
- iv. He has been in contact with the County of Santa Barbara regarding installing a streetlight at Faraday and Manzana Streets.

The county is waiting on PG&E, and the process could take several months. Alvie shared that the SY Chamber is interested in street lighting for the downtown businesses. After some discussion, it was decided to put streetlights on the agenda for the November board meeting.

- v. The District decorated for Halloween with a scarecrow out front, with the assistance of all staff.

**B. Legal Counsel:** None. Mr. Dreizler noted that legal counsel will attend the November/December meeting and share updates on the Brown Act.

**C. Board Secretary:**

- i. Mrs. Marin shared that she will be attending the CSDA Board Secretary/Clerk Conference in Santa Rosa from October 27-30, 2025.

**D. Committees:** Upcoming committee meetings scheduled for the:

- i. Productivity Study Ad Hoc Committee – November 5, 2025, at 8:30 AM
- ii. Finance Committee – November 5, 2025, at 9:30 AM

**6. CONSENT ITEMS:**

- A.** Board Minutes from the previous regular Board meeting [September 17, 2025]
- B.** Ad-Hoc Committee Meeting Minutes from October 1, 2025
- C.** Previous Month's Activity Report
- D.** Previous Month's Disbursements
- E.** Previous Month's Bank Account Balance
- F.** FY 25 Q4 Financials & Variance Report
- G.** Directors' Meeting Attendance Tracker

Vice President Beard moved to approve the Consent Items, and Director Marymee seconded the motion. A voice vote was conducted. Ayes: Redfern, Beard, Padelford, Marymee. Absent: Kelleher. The motion passed unanimously.

**7. ACTION ITEMS:**

- A. Review of Records for Destruction based on the District Record Retention Policy.**

President Redfern had some questions on the Retention Policy [Resolution 06-08]. He inquired as to what would be considered an “Incident Report”. Staff will find the answer and inform the Board at a future meeting.

Director Padelford motioned to approve the destruction of district records as indicated in Table 1 below. Director Marymee seconded the motion. A voice vote was conducted. Ayes: Redfern, Beard, Padelford, Marymee. Absent: Kelleher. The motion passed unanimously.

**Table 1 - Records for Destruction**

<b>Department</b>	<b>Year</b>	<b>Shred or Erase</b>	<b>Description</b>
Financial Records	2017-18	2024	Bank reconciliations
Financial Records	2018-19	2025	Bank reconciliations
Financial Records	2017-2018	2023-2024	Accounts Payable/Receivable & Journal Entries
Financial Records	2018-2019	2024-2025	Accounts Payable/Receivable & Journal Entries
Administrative	Thru 10/2021	10/2025	Recordings of district meetings
Employment Records	2016-2017	2024-2025	Federal state reports, DE-9s, 941s, payroll reports
Miscellaneous	2016	2024	Certificates of Election for F. Mueller & C. Maler
Miscellaneous	Thru 10/2023	10/2025	Public Records Requests

**B. Development of Virtual Meeting Guidelines to Enhance Security and Ensure Compliance with Open Meeting Laws – Specifically “Zoom Bombers”**

Mr. Dreizler shared that there are various ways that Zoom or online public meetings can be disrupted, such as someone sharing an

inappropriate video, photo, or spoken communication. Fortunately, there are ways that the meeting host can prevent this from happening. Some options include, muting or turning off the camera of attendees, only allow online attendees through the Zoom “waiting room”, and simply turning off the TV.

Mr. Dreizler shared that he created guidelines as indicated in the board memo as well as adding a point at the end of the agenda about “virtual meeting conduct.”

No formal board action was required.

**C. Review and approve the Installment Payment Plan agreement for 2810 Mission Drive.**

Mr. Dreizler shared that this property has been annexed into the District and the homeowner wants to connect to sewer and use the payment plan option. He explained that lien would be placed on the property as well.

Vice President Beard moved to that the District accept the costs and terms outlined in the attached agreement, approve the installment payment plan agreement, and direct staff to publish a notice of protest hearing and bring the approval resolution to the Board at the next regular Board meeting. Director Padelford seconded the motion. A voice vote was conducted. Ayes: Redfern, Beard, Padelford, Marymee. Absent: Kelleher. The motion passed unanimously.

**8. INFORMATIONAL ITEMS: None**

**ADJOURNMENT:** Director Padelford motioned to adjourn the meeting at 6:04 PM; Director Marymee seconded the motion. Ayes: Redfern, Beard, Padelford, Marymee. Absent: Kelleher. 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  
FINANCE COMMITTEE MEETING**

Minutes of November 12, 2025

**NOTE: This meeting will be held in person and via Zoom.**

The meeting was called to order at 9:30 AM.

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

**A. Rate Study Discussion**

- Alice Bou, Michael Cronan, and Chris Fisher from Willdan Financial Services joined via Zoom to give a presentation on the rate study.
- They shared different models for potential rate increases for the District, for the five years starting fiscal year 2026-27.
  - They noted that currently the District is in good financial standing and is operating well.
  - The City of Solvang's WWTP upgrades are the driving force behind the need to raise rates for the District.

**B. Request for Proposal (Financial Investment Services)**

- Mr. Dreizler shared that he has sent out an RFP for Financial Investment Services, due November 25, 2025.
- He also shared a letter from Mark Edelman of King Capital, explaining his opinion that it may make more sense for the District to continue its current course because most financial investment service companies will charge a significant fee that reduces the money the District would earn from its investments. To be considered when reviewing responses to the RFP.

**C. Certificates of Deposit**

- Mr. Dreizler shared that one of the District's certificates of deposit (CDs) has matured and the Board will need to decide what to do with the funds: either reinvest with an approximate 3.6% interest rate or transfer the funds to the District's money market account with approximately a 4% interest rate.

**D. Survey Results**

- Mr. Dreizler shared the results of the sewer interest survey of Country Road, Tiana Drive, and Deer Trail. Per the results, the Tiana Drive and Deer Trail area has the most positive interest.

- He also shared that a resident of Country Road came into the office and shared that while she wasn't interested in sewer on her street, she appreciated the FAQ sheet that the District provided.

**E. Other items specific to District Finance**

- Nothing further discussed

APPROVED:

ATTEST:

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Tina Padelford, Director

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Alicia Marin, Board Secretary



**SANTA YNEZ COMMUNITY SERVICES DISTRICT**  
**AD-HOC COMMITTEE MEETING**  
**Minutes of November 13, 2025**

This meeting was originally scheduled for November 12, 2025, at 8:30 AM but was rescheduled because of an emergency involving Chas Jordan of Matrix Consulting.

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

The meeting was called to order at 2:00 PM.

**Attendees:** President Frank Redfern, Director Brett Marymee, General Manager Loch Dreizler, and Office Manager Alicia Marin. Chas Jordan and Jen Winter of Matrix Consulting joined via Zoom.

**A. Update on tasks completed to date**

- Mr. Jordan stated that the Current State Assessment has been completed. He mentioned that he has sent out requests to other districts for information to complete the Comparative Data Collection. As of today, he has not received responses from most of the districts.

**B. Review and discuss future milestones**

- Director Marymee asked for a schedule to determine the project's completion timeline.

**C. Other items specific to the productivity study.**

- Nothing else discussed

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 October 2025**

#### Report Purpose

This report summarizes the District's operations and maintenance, enabling the Board of Directors and ratepayers to reference our performance, ensure regulatory compliance, and plan for future maintenance and operational needs.

- **PERSONNEL**

- Met with Operations staff daily.
  - (1) CWEA 2 Operator, (1) CWEA 1 Operator, (1) - (OIT)
- Met with the Office Manager/Board Secretary weekly
- Met with the Wastewater Treatment Plant Operator weekly

- **OPERATIONAL DATA**

- Flow Data (77% of total capacity)
  - October 2025: 186,925 average daily flow in gallons (66%)
  - October 2025: 33,643 average daily flow in gallons of recycled water to Solvang from the Chumash (12% of total capacity).
  - October 2025: 170,579 average daily flow in gallons (60%)
- System Performance
  - Lift Stations – Regular O&M, confirm emergency bypass procedures at Golden Inn and Reservation
  - Generators – Regular O&M
  - Set monthly sampler: monitor Chloride, Sodium, and Total Dissolved Solids for Solvang's WWTP

- **MAINTENANCE ACTIVITIES**

- Preventive Maintenance
  - 43 Misc. Manholes and Clean-outs Inspected, uncovered manhole 0.
  - 136 Work Orders Completed
  - Manhole raised/repared at MH0126, 1 Cleanout, Creek MH Prep
  - Mainlines Flushed: about 80% completed through the end of October – total flushing this month: 4,150' MH0266 to MH0278
  - (5) Smart Covers: standard monthly O&M

- Mainlines Videoed: D.I.P. Lines MH0067-0068, MH0067-0190
  - Monthly Generator Tests – Staff (monthly) + SLO Powerhouse (3 times/yr)
- Repairs
  - Emergency Repairs – no emergency repairs
  - Equipment Failures – no equipment failures
- **ENVIRONMENTAL IMPACT - POTENTIAL**
  - Overflows and Spills – No Spills
  - Wastewater Quality – Monthly testing of the waste stream for Chloride, Sodium & TDS
- **PUBLIC INTERACTIONS**
  - 2 customer service counter encounters
  - Upcoming Outreach Programs – expansion surveys board meeting
  - Phone calls – 37 inbound, 26 outbound
- **INSPECTIONS AND COMPLIANCE**
  - Inspections
    - 18 Dig Alerts
    - Quarterly Fats, Oils, and Grease Inspections:
      - All inspections up to date
  - Permit Compliance
    - Permit: Order 2022-0103-DWQ
      - Statewide Waste Discharge Requirements (WDR)
      - Statewide General Order for Sanitary Sewer Systems
    - Sewer System Management Plan (SSMP)
      - Strive to review and Update One Chapter monthly and revise as necessary, beginning in May 2025.
- **SAFETY AND TRAINING**
  - Safety Incidents – no incidents
  - Safety Training / Inspections
    - Safety Inspections – Eye wash stations, fire extinguishers, and AED monthly
    - Holiday Safety – Special Districts Association Distribution

- **FUTURE PLANNING OR STRATEGIC INITIATIVES**

- Long-term goals – continue expansion within our sphere of influence
- 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

**Attachments:** Additional Maintenance graphics may be distributed at the meeting.

**SANTA YNEZ COMMUNITY SERVICES DISTRICT**

**Disbursements 10/01-10/31/25**

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

<b>Payment Type</b>	<b>Date</b>	<b>Check #</b>	<b>Vendor/Employee/Payee</b>	<b>Amount</b>
Check	10/8/2025	18319	Brenntag Pacific, Inc.	\$ 1,173.95
Check	10/8/2025	18320	USABlueBook	\$ 344.48
Check	10/8/2025	18321	Willdan Financial Services	\$ 1,930.00
Check	10/14/2025	21122-21123	Director Payroll Checks	\$ 528.98
Check	10/15/2025	18322	Alicia Marin	\$ 255.00
Check	10/15/2025	18323	Brenntag Pacific, Inc.	\$ 1,120.44
Check	10/15/2025	18324	City of Solvang	\$ 20,000.00
Check	10/15/2025	18325	County of SB Resource Recovery &Waste Mgm	\$ 40.00
Check	10/15/2025	18326	Ecology Water Systems Tech., LLC	\$ 3,355.00
Check	10/15/2025	18327	FGL (Fruit Growers Laboratory) Environmental	\$ 694.00
Check	10/15/2025	18328	Inklings Printing Co.	\$ 53.82
Check	10/15/2025	18329	Jessie's Spotless Cleaning	\$ 130.00
Check	10/15/2025	18330	Mountain Spring Water	\$ 95.90
Check	10/15/2025	18331	Nielsen Building Materials	\$ 70.91
Check	10/15/2025	18332	Nigro & Nigro	\$ 4,500.00
Check	10/15/2025	18333	O'Connor Pest Control	\$ 92.00
Check	10/15/2025	18334	SiteOne Landscape Supply, LLC	\$ 260.67
Check	10/15/2025	18335	Smith's Alarms & Electronics Inc	\$ 210.00
Check	10/15/2025	18336	Underground Service Alert/SC	\$ 64.00
Check	10/15/2025	18337	ZWorld GIS	\$ 1,275.00
Check	10/21/2025	18338	Intechrity IT Solutions	\$ 500.00
Check	10/21/2025	18339	Marborg Industries	\$ 79.81
ACH	10/4/2025	PR 25.10.04	Staff Payroll	\$ 35,927.31
ACH	10/7/2025	ACH251007A	PG&E (Pacific Gas & Electric) - <i>Chumash Street Lights</i>	\$ 85.21
ACH	10/7/2025	ACH251007B	PG&E (Pacific Gas & Electric) - <i>SYCSD District Office</i>	\$ 454.49
ACH	10/7/2025	ACH251007C	PG&E (Pacific Gas & Electric) - <i>Chumash Res. Lift Station</i>	\$ 464.84
ACH	10/7/2025	ACH251007D	PG&E (Pacific Gas & Electric) - <i>Hwy 246 Pump Station</i>	\$ 1,480.78
ACH	10/8/2025	ACH251008	Verizon Wireless	\$ 245.14
ACH	10/14/2025	ACH251014A	Frontier	\$ 60.38
ACH	10/14/2025	ACH251014B	NBS (National Benefit Svcs) Contributions	\$ 3,596.46
ACH	10/14/2025	ACH251014C	NBS (National Benefit Svcs) Contributions	\$ 2,137.45
ACH	10/14/2025	DirPR 25.10	Director Payroll	\$ 889.24
ACH	10/15/2025	ACH251015A	SYRWCD ID#1 (Santa Ynez River Water Conservation District ID#1)	\$ 53.03
ACH	10/15/2025	ACH251015B	SYRWCD ID#1 (Santa Ynez River Water Conservation District ID#1)	\$ 83.93
ACH	10/16/2025	ACH251016	National Benefit Svcs Operations	\$ 18.00
ACH	10/18/2025	PR 25.10.18	Staff Payroll	\$ 28,023.48
ACH	10/24/2025	ACH251024A	NBS (National Benefit Svcs) Contributions	\$ 2,192.56
ACH	10/24/2025	ACH251024B	NBS (National Benefit Svcs) Contributions	\$ 3,317.18
ACH	10/27/2025	ACH251027	Five Star CC (credit card) - <i>Detail on Separate Page</i>	\$ 5,474.35
ACH	10/28/2025	ACH251028	SoCalGas	\$ 25.27

**SANTA YNEZ COMMUNITY SERVICES DISTRICT**

**Disbursements 10/01-10/31/25**

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

<b>Payment Type</b>	<b>Date</b>	<b>Check #</b>	<b>Vendor/Employee/Payee</b>	<b>Amount</b>
ACH	10/29/2025	ACH251029	Comcast	\$ 89.95
		<b>Number of Checks:</b>	<b>22</b>	<b>\$ 36,773.96</b>
		<b>Number of ACHs:</b>	<b>19</b>	<b>\$ 84,619.05</b>
			<b>TOTAL Disbursements:</b>	<b>\$ 121,393.01</b>

## Five Star CC - Detail of CC Charges for Payment Made on 10/27/25

Payment Type	Date	Check #	Vendor/Employee/Payee	Amount
Credit Card Charge	09/01/2025	CC250901	The Home Depot	(1,615.17)
Credit Card Charge	09/04/2025	CC250904	CSDA (California Special Districts Association)	760.00
Credit Card Charge	09/05/2025	CC250905	Amazon	140.06
Credit Card Charge	09/05/2025	CC250905A	Jim's Service Station	122.01
Credit Card Charge	09/05/2025	CC250905B	Farm Supply Company	344.76
Credit Card Charge	09/06/2025	CC250906	Uline	397.04
Credit Card Charge	09/06/2025	CC250906	Quill Corporation	19.30
Credit Card Charge	09/09/2025	CC250909	Microsoft	75.00
Credit Card Charge	09/10/2025	CC250713	Amazon	23.69
Credit Card Charge	09/10/2025	CC250910	HiWAAY Information Service	5.00
Credit Card Charge	09/10/2025	CC250910A	EPA Sales	1,640.88
Credit Card Charge	09/10/2025	CC250910B	Pryor Tools	101.00
Credit Card Charge	09/12/2025	CC250912	Jim's Service Station	90.58
Credit Card Charge	09/12/2025	CC250912	RingCentral Inc.	193.48
Credit Card Charge	09/12/2025	CC250912	The Home Depot	519.24
Credit Card Charge	09/16/2025	CC250916	DPIP Co. Inc	157.64
Credit Card Charge	09/16/2025	CC250916	Farm Supply Company	67.11
Credit Card Charge	09/18/2025	CC250918	Jim's Service Station	112.54
Credit Card Charge	09/19/2025	CC250919	Batteries Plus	169.61
Credit Card Charge	09/23/2025	CC250923	Adobe	47.98
Credit Card Charge	09/23/2025	CC250923A	Nielsen Building Materials	24.57
Credit Card Charge	09/23/2025	CC250923B	Jim's Service Station	47.32
Credit Card Charge	09/23/2025	CC250923C	Jim's Service Station	35.01
Credit Card Charge	09/24/2025	CC250924	Chumash Gas Station	106.46
Credit Card Charge	09/24/2025	CC250924	Duraware.com	264.60
Credit Card Charge	09/26/2025	CC250926A	Insight Vision LLC	771.73
Credit Card Charge	09/26/2025	CC250926B	Central City Tool Supply	61.98
Credit Card Charge	09/26/2025	CC250926C	The Home Depot	735.15
Credit Card Charge	09/27/2025	CC250927A	Amazon	10.76
Credit Card Charge	09/27/2025	CC250927B	Amazon	32.52
Credit Card Charge	09/29/2025	CC250929	Microsoft	12.50
<b>Total Five Star CC</b>				<b>5,474.35</b>

**Santa Ynez Community Services District**  
**Account Balances**  
**As of October 31, 2025**

Alicia Marin, Board Secretary

ACCOUNT	10/31/2025 Balance	09/30/2025 Balance	10/31/2024 Balance	<i>Month-to-Month Comparison</i>	<i>Year-to-Year Comparison</i>
Checking	\$ 97,893.82	\$ 106,582.41	\$ 166,878.56	\$ (8,688.59)	\$ (68,984.74)
Five Star Money Market	\$ 5,607,299.70	\$ 5,662,134.94	\$ 4,815,321.50	\$ (54,835.24)	\$ 791,978.20
Horizon Drive Reserve	\$ 140,823.29	\$ 140,319.70	\$ 134,845.72	\$ 503.59	\$ 5,977.57
Mechanic's Bank Money Market (CLOSED 07/2025)	\$ -	\$ -	\$ 5,295.20	\$ -	\$ (5,295.20)
Local Agency Investment Fund (LAIF)	\$ 184,043.02	\$ 182,054.29	\$ 176,070.71	\$ 1,988.73	\$ 7,972.31
King's Capital (CD's)	\$ 597,277.06	\$ 588,783.72	\$ 963,609.85	\$ 8,493.34	\$ (366,332.79)
<b>TOTAL</b>	<b>\$ 6,627,336.89</b>	<b>\$ 6,679,875.06</b>	<b>\$ 6,262,021.54</b>	<b>\$ (52,538.17)</b>	<b>\$ 365,315.35</b>



**Santa Ynez Community Services District  
Budget to Actual (Unaudited)  
For the Period July 1, 2025 to September 30, 2025**

	<b>A</b>	<b>B</b>	<b>C=A-B</b>	<b>D=A/B</b>
	<b>FY 26 YTD September 2025</b>	<b>FY 26 Adopted Budget</b>	<b>FY 26 Budget Variance</b>	<b>YTD Target 25%</b>
<b>1 REVENUE</b>				
<b>2 Operating Revenue</b>				
3 Sewer Service Fees	\$ 54,134	\$ 1,532,000	\$ (1,477,866)	4%
4 Sewer Benefit Fees	(813)	39,200	(40,013)	-2%
5 Other Charges for Services	1,182	4,880	(3,698)	24%
<b>6 Total Operating Revenue</b>	<b>54,503</b>	<b>1,576,080</b>	<b>(1,521,577)</b>	<b>3%</b>
<b>7 Non-Operating Revenue</b>				
8 Property Taxes	-	239,732	(239,732)	0%
9 Annexation Fees	-	3,300	(3,300)	0%
10 Chumash Reservation Contract	115,704	466,430	(350,726)	25%
11 Investment Earnings	64,111	183,000	(118,889)	35%
12 Unrealized Gain / (Loss)	777	-	777	N/A
13 Other Revenue	349	900	(551)	39%
<b>14 Total Non-Operating Revenue</b>	<b>180,941</b>	<b>893,362</b>	<b>(712,421)</b>	<b>20%</b>
<b>15 Capital Contributions</b>				
16 Capacity Fees	10,823	103,769	(92,946)	10%
<b>17 Total Capital Contributions</b>	<b>10,823</b>	<b>103,769</b>	<b>(92,946)</b>	<b>10%</b>
<b>18 TOTAL REVENUE</b>	<b>246,267</b>	<b>2,573,211</b>	<b>(2,326,944)</b>	<b>10%</b>
<b>19 EXPENSES</b>				
<b>20 Operations Expenses</b>				
21 Salaries	88,667	408,700	(320,033)	22%
22 Employee Benefits	28,305	131,700	(103,395)	21%
23 Insurance	24,355	27,600	(3,245)	88%
24 Legal Services	-	35,000	(35,000)	0%
25 Consulting Fees	4,660	65,000	(60,340)	7%
26 Memberships and Subscriptions	786	4,000	(3,214)	20%
27 Office and Miscellaneous Expenses	1,541	7,750	(6,209)	20%
28 Employee Meetings, Seminars, and Travel	123	6,000	(5,877)	2%
29 Repair and Maintenance	9,525	22,600	(13,075)	42%
30 Computer Operations	4,496	9,900	(5,404)	45%
31 Permit Fees	-	6,500	(6,500)	0%
32 Collection System	10,144	10,000	144	101%
33 Pump Station	1,478	15,800	(14,322)	9%
34 Vehicle Repair and Maintenance	461	5,600	(5,139)	8%
35 Lab Testing	199	2,500	(2,301)	8%
36 Utilities	6,907	30,600	(23,693)	23%
37 Project/GIS	4,650	15,300	(10,650)	30%
38 Solvang Flow Charges	60,000	280,000	(220,000)	21%
39 Solvang Capital Improvements	-	182,000	(182,000)	0%
<b>40 Total Operations Expenses</b>	<b>\$ 246,296</b>	<b>\$ 1,266,550</b>	<b>\$ (1,020,254)</b>	<b>19%</b>



**Santa Ynez Community Services District  
Budget to Actual (Unaudited)  
For the Period July 1, 2025 to September 30, 2025**

	<b>A</b>		<b>B</b>		<b>C=A-B</b>		<b>D=A/B</b>
	<b>FY 26 YTD September 2025</b>		<b>FY 26 Adopted Budget</b>		<b>FY 26 Budget Variance</b>		<b>YTD Target 25%</b>
<b>41 General and Administrative Expenses</b>							
42 Salaries	\$ 34,385	\$	136,900	\$	(102,515)		25%
43 Employee Benefits	7,998		33,975		(25,977)		24%
44 Insurance	12,127		11,400		727		106%
45 Memberships and Subscriptions	3,429		7,700		(4,271)		45%
46 Computer Operations	3,876		7,400		(3,524)		52%
47 LAFCO Fees	1,604		1,700		(96)		94%
48 Property Tax Fees	-		2,400		(2,400)		0%
49 Legal Services	606		46,300		(45,694)		1%
50 Consulting Fees	-		5,000		(5,000)		0%
51 Audit and Accounting Services	14,710		40,000		(25,290)		37%
52 Office and Miscellaneous Expenses	2,728		16,466		(13,738)		17%
53 Employee Meetings, Seminars, and Travel	1,015		7,000		(5,985)		15%
54 Utilities	435		1,700		(1,265)		26%
<b>55 Total General and Administrative Expenses</b>	<b>82,914</b>		<b>317,941</b>		<b>(235,027)</b>		<b>26%</b>
<b>56 Building Expenses</b>							
57 Utilities	2,336		10,200		(7,864)		23%
58 Repair and Maintenance	2,076		8,500		(6,424)		24%
59 Insurance	3,865		5,300		(1,435)		73%
<b>60 Total Building Expense</b>	<b>8,276</b>		<b>24,000</b>		<b>(15,724)</b>		<b>34%</b>
<b>61 Chumash WWTP Expenses</b>							
62 Salaries	46,428		175,100		(128,672)		27%
63 Employee Benefits	14,659		59,900		(45,241)		24%
64 Utilities	62		300		(238)		21%
65 Repair and Maintenance	17,392		93,700		(76,308)		19%
66 Memberships and Subscriptions	-		1,000		(1,000)		0%
67 Computer Operations	15		1,100		(1,085)		1%
68 Employee Meetings, Seminars, and Travel	-		2,000		(2,000)		0%
69 Lab Testing	1,604		17,800		(16,196)		9%
70 Insurance	6,145		7,000		(855)		88%
71 Office and Miscellaneous Expenses	158		2,200		(2,042)		7%
<b>72 Total Chumash WWTP Expenses</b>	<b>\$ 86,463</b>	<b>\$</b>	<b>360,100</b>		<b>(273,637)</b>		<b>24%</b>



**Santa Ynez Community Services District  
Budget to Actual (Unaudited)  
For the Period July 1, 2025 to September 30, 2025**

	<b>A</b>	<b>B</b>	<b>C=A-B</b>	<b>D=A/B</b>
	<b>FY 26 YTD September 2025</b>	<b>FY 26 Adopted Budget</b>	<b>FY 26 Budget Variance</b>	<b>YTD Target 25%</b>
<b>73 Tribe Collection System Expenses</b>				
74 Salaries	\$ 8,369	\$ 42,800	\$ (34,431)	20%
75 Employee Benefits	2,901	14,100	(11,199)	21%
76 Utilities	1,706	8,500	(6,794)	20%
77 Pump Station	1,082	7,000	(5,918)	15%
78 Repair and Maintenance	229	6,100	(5,871)	4%
79 Permit Fees	-	400	(400)	0%
80 Insurance	1,287	1,400	(113)	92%
<b>81 Total Tribe Collection System Expenses</b>	<b>15,574</b>	<b>80,300</b>	<b>(64,726)</b>	<b>19%</b>
<b>82 TOTAL EXPENSES</b>	<b>439,523</b>	<b>2,048,891</b>	<b>\$ (1,609,368)</b>	<b>21%</b>
<b>83 NET REVENUE / (EXPENSES)</b>	<b>(193,257)</b>	<b>524,320</b>	<b>(717,577)</b>	
<b>84 Capital Expenditures</b>				
85 Sewer Main Repair Projects	-	250,000	(250,000)	0%
86 Sewer Expansion	-	65,000	(65,000)	0%
<b>87 Total Capital Expenditures</b>	<b>-</b>	<b>315,000</b>	<b>(315,000)</b>	<b>0%</b>
<b>88 Debt Service</b>				
89 Horizon Loan Principal	53,136	53,100	36	100%
90 Horizon Loan Interest	33,680	33,700	(20)	100%
<b>91 Total Debt Service</b>	<b>86,816</b>	<b>86,800</b>	<b>16</b>	<b>100%</b>
<b>92 NET INCREASE (DECREASE) to RESERVES</b>	<b>\$ (280,072)</b>	<b>\$ 122,520</b>	<b>\$ (402,592)</b>	

**Santa Ynez Community Services District  
Variance Analysis  
September 2025 – 25% Year to Date (YTD)**

## **Revenue**

### **Operating Revenue**

**Line 3 – Sewer Service Fees** include sewer service fees for connected parcels. YTD will trend under budget until fees are collected via the tax roll in April.

**Line 4 – Sewer Benefit Fees** include fixed sewer fees for every parcel where sewer service is available. These fees include those billed through the District and fees for new connections. The fee does not increase, but the number of parcels assessed may increase annually. YTD will trend under budget until fees are collected via the tax roll in April. The negative activity reflects credits for prior year adjustments.

**Line 5 – Other Charges for Services** include plan check, inspection, and Board room rental fees.

### **Non-Operating Revenue**

**Line 8 – Property Taxes** include Ad Valorem tax revenue assessed by Santa Barbara County for all properties annexed to the District. There is no activity YTD. The majority of assessments are recorded in December and April.

**Line 9 – Annexation Fees** include fees for annexing properties to the District that are currently outside the District boundaries.

**Line 10 – Chumash Reservation Contract** includes reimbursement of expenses from operations of the Chumash Wastewater Treatment Plant, reservation lift station, and collection. Includes an administration charge for District costs, including utilities, computers, and supplies.

**Line 11 – Investment Earnings** include earnings from cash and investments held with Five Star Bank, Mechanics Bank, King Capital Advisors (CDs), and the Local Agency Investment Fund (LAIF).

**Line 12 – Unrealized Gain/ (Loss)** includes fair market value adjustments on certain investments. This line is not budgeted.

**Line 13 – Other Revenue** includes miscellaneous reimbursements and other income not accounted for in the above accounts.

**Line 16 – Capacity Fees** include fees to connect to the District's sewer line for purchasing future capacity in the City of Solvang Wastewater Treatment Plant.

**Santa Ynez Community Services District  
Variance Analysis  
September 2025 – 25% Year to Date (YTD)**

## **Expenses**

### **Operations**

**Line 21 – Salaries** include 55% of General Manager and 45% of Officer Manager/Board Secretary salaries. YTD may fluctuate throughout the year depending on the location of jobs that are performed.

**Line 22 – Employee Benefits** include health insurance, retirement, and additional retirement contributions paid by the District.

**Line 23 – Insurance** includes property, general liability, and worker's compensation insurance. YTD is trending over budget at 88% due to premiums paid in full at the beginning of the year.

**Line 24 – Legal Services** include general legal fees paid by the District.

**Line 25 – Consultant Fees** include professional services for demographers and engineering. YTD is trending under budget at 7% due to the timing of services.

**Line 26 – Memberships and Subscriptions** include staff memberships and subscriptions such as the CA Water Environment Association (CWEA).

**Line 27 – Office and Miscellaneous Expenses** include printing and publications, postage, office equipment, supplies, and uniforms for operations staff.

**Line 28 – Employee Meetings, Seminars, and Travel** includes training for operations staff and certifications and travel for Directors, GM, Secretary/Treasurer.

**Line 29 – Repair and Maintenance** includes miscellaneous repairs and maintenance, including equipment repairs and maintenance. YTD is trending over budget at 42% due to the timing of repairs.

**Line 30 – Computer Operations** include prorated costs for QuickBooks software, and computer support for staff. YTD is trending over budget at 45% due to the timing of software subscription payments.

**Line 31 – Permit Fees** include air pollution control fees.

**Line 32 – Collection System** includes repairs and maintenance of the collection system. YTD is over budget due to annual fees expensed at the beginning of the year.

**Line 33 – Pump Station** includes repairs and maintenance on 246 and Golden Inn pump stations.

**Line 34 – Vehicle Repair and Maintenance** includes routine repair and maintenance costs of District-owned vehicles.

**Santa Ynez Community Services District  
Variance Analysis  
September 2025 – 25% Year to Date (YTD)**

**Line 35 – Lab Testing** includes testing of manholes to verify the composition and strength of wastewater.

**Line 36 – Utilities** includes electric for pump stations.

**Line 37 – Project/GIS** includes monthly Geographic Information System support charges.

**Line 38 - Solvang Flow Charges** includes a monthly charge for the treatment of wastewater and project costs at the Wastewater Treatment Plant.

**Line 39 - Solvang Capital Improvements** – The District has little control over Solvang's annual Wastewater Treatment Plant capital expenditures and pays approximately 20% of their capital improvements. Payments occur in June.

**General and Administrative**

**Line 42 – Salaries** include 35% of the General Manager and 45% of the Office Manager/Board Secretary salaries. YTD may fluctuate throughout the year depending on the location of jobs that are performed.

**Line 43 – Employee Benefits** include health insurance, retirement, and supplemental retirement contributions paid by the District.

**Line 44 – Insurance** includes property, general liability, and worker's compensation insurance. YTD is over budget due to premiums paid in full at the beginning of the year.

**Line 45 – Memberships and Subscriptions** include staff memberships and subscriptions such as the California Special Districts Association and the Chamber of Commerce. YTD is trending over budget at 45% due to the timing of renewals.

**Line 46 – Computer Operations** include prorated costs for QuickBooks software, and computer support for staff. YTD is trending over budget at 52% due to annual subscriptions expensed at the beginning of the year.

**Line 47 – LAFCO Fees** include an estimated local Agency Commission Formation (LAFCO) budget cost. YTD is trending over budget at 94% due to the timing of fees.,

**Line 48 – Property Tax Fees** include County charges for collecting property taxes.

**Line 49 – Legal Services** include general legal fees paid by the District.

**Line 50 – Consultant Fees** include professional services for demographers and engineering.

**Line 51 – Audit and Accounting Services** include costs for an annual external audit of the financial statements and services to assist with accounting and audit preparation. YTD is trending over budget at 37% due to audit preparation and fieldwork performed at the beginning of the year.

**Santa Ynez Community Services District  
Variance Analysis  
September 2025 – 25% Year to Date (YTD)**

**Line 52 – Office and Miscellaneous Expenses** include printing and publications, postage, office equipment, supplies, pre-screening exams, uniforms, bank charges, payroll processing fees, and retirement service fees.

**Line 53 – Employee Meetings, Seminars, and Travel** include educational and training opportunities for staff and Board members.

**Line 54 – Utilities** include telephone and internet charges for the District office.

**Building**

**Line 57 – Utilities** include the District's water, electric, and gas charges.

**Line 58 – Repair and Maintenance** includes miscellaneous building repairs and maintenance, including parking, flooring, windows, pest control, and cleaning.

**Line 59 – Insurance** includes property, general liability, and worker's compensation insurance. YTD is trending over budget at 73% due to premiums paid in full at the beginning of the year.

**Chumash Wastewater Treatment Plant (WWTP)**

**Line 62 – Salaries** include 96% of the Chief Plant Operator, 5% of the General Manager, 5% of the Office Manager, and District staff by actual hours worked. YTD may fluctuate throughout the year depending on the location of jobs that are performed.

**Line 63 – Employee Benefits** include health insurance, retirement, and additional retirement contributions paid by the District.

**Line 64 – Utilities** include fuel and telephone charges for the WWTP.

**Line 65 – Repair and Maintenance** includes repairs and maintenance at the WWTP.

**Line 66 – Memberships and Subscriptions** include staff memberships and subscriptions such as the California Water Environment Association and Grade IV operator certificates.

**Line 67 – Computer Operations** include prorated costs for computer support for staff, WWTP email expense, and computer supplies.

**Line 68 – Employee Meetings, Seminars, and Travel** includes educational and training opportunities for staff.

**Line 69 – Lab Testing** includes testing of wastewater for permit compliance.

**Line 70 – Insurance** includes worker's compensation insurance for District staff based on hours worked. YTD is trending over budget at 88% due to premiums paid in full at the beginning of the year.

**Santa Ynez Community Services District  
Variance Analysis  
September 2025 – 25% Year to Date (YTD)**

**Line 71 – Office and Miscellaneous Expenses** include staff uniforms and other expenses.

**Tribe Collection System**

**Line 74 – Salaries** include 5% of General Manager, 5% of Office Manager, and District staff for actual hours worked. YTD may fluctuate throughout the year depending on the location of jobs that are performed.

**Line 75 – Employee Benefits** include health insurance, retirement, and supplemental retirement contributions paid by the District.

**Line 76 – Utilities** include electric and telephone charges for the lift station.

**Line 77 – Pump Station** includes repairs and maintenance on 246 and Golden Inn pump stations.

**Line 78 – Repair and Maintenance** includes repairs and maintenance for the Reservation lift station and collection lines. YTD is trending under budget at 4% due to the timing of repairs.

**Line 79 – Permit Fees** include air pollution control fees.

**Line 80 – Insurance** includes worker's compensation insurance for District staff based on hours worked. YTD is trending over budget at 92% due to premiums paid in full at the beginning of the year.

**Capital and Debt Service**

**Line 85 – Sewer Main Repair Projects** include non-specified repairs such as manhole rings and covers.

**Line 86 – Sewer Expansion** includes planning and outreach for future sewer expansion.

**Line 89 - Horizon Loan Principal** includes the annual principal installment for the agreement with Municipal Finance Corporation for the cost of constructing improvements at the wastewater facilities. YTD has met budget due to the payment made at the beginning of the year.

**Line 90 - Horizon Loan Interest** includes the annual interest installment for the agreement with Municipal Finance Corporation for the cost of constructing improvements at the wastewater facilities. YTD has met budget due to the payment made at the beginning of the year.

**Line 92 – Net Increase (Decrease) to Reserves** is the year-to-date increase or (decrease to) Operating Reserves. YTD is a \$280,072 decrease to reserves. This will fluctuate throughout the year based on the timing of revenue and expenses.



**Balance Sheet (Unaudited)**  
**District Total**  
**As of September 30, 2025**

1	<b>ASSETS</b>		
2	<b>Cash and Investments</b>		
3	Checking	\$	89,556
4	Money Market		5,662,135
5	Certificate of Deposit		588,784
6	Local Agency Investment Fund		182,406
7	<b>Total Cash and Investments</b>		<u>6,522,880</u>
8	<b>Other Current Assets</b>		
9	Accounts Receivable		302,050
10	Interest Receivable		4,189
11	Prepaid Expense		6,945
12	<b>Total Other Current Assets</b>		<u>313,184</u>
13	<b>Non-Current Assets</b>		
14	Restricted Cash - Horizon Drive		140,320
15	Capital Assets (Less Accumulated Depreciation)		4,334,841
16	<b>Total Non-Current Assets</b>		<u>4,475,161</u>
17	<b>TOTAL ASSETS</b>		<u><u>11,311,225</u></u>
18	<b>LIABILITIES</b>		
19	<b>Current Liabilities</b>		
20	Accounts Payable		18,983
21	Payroll and Retirement Payable		2,176
22	Interest Payable		31,558
23	<b>Long-term Liabilities - due in one year</b>		
24	Debt Payable, Current Portion		53,136
25	<b>Total Current Liabilities</b>		<u>105,853</u>
26	<b>Long-Term Liabilities</b>		
27	Vacation Payable		67,580
28	Debt Payable, Long-term Portion		1,096,362
29	<b>Total Long-Term Liabilities</b>		<u>1,163,942</u>
30	<b>TOTAL LIABILITIES</b>		<u><u>1,269,795</u></u>
31	<b>FUND BALANCE</b>		
32	Fund Balance		10,321,503
33	Net Revenue/(Expenses)		(280,072)
34	<b>TOTAL FUND BALANCE</b>		<u><u>10,041,430</u></u>
35	<b>TOTAL LIABILITIES AND FUND BALANCE</b>	\$	<u><u>11,311,225</u></u>

Board Meeting Attendance						
Board Meetings	Date	Frank Redfern	David Beard	Tina Padelford	Brett Marymee	Don Kelleher
Regular Board Meeting	10/15/2025	x	x	x	x	
Special Board Meeting						
<b>Sub-Total</b>						
Standing Committees						
Wastewater Treatment						
Finance	11/12/2025		x	x		
Personnel						
Community Interface						
Ad-Hoc Committees						
Productivity Study-informal	11/12/2025	x			x	
Productivity Study	11/13/2025	x			x	
Other Meetings						
Pre-Agenda with GM	11/10/2025	x				
Other						
<b>TOTAL Number of Meetings</b>		<b>4</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>0</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>					