



**Santa Ynez Community Services District  
Board of Directors Regular Meeting  
Minutes from November 15, 2023**

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

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

President Redfern called the meeting to order at 5:29 PM.

**2. ROLL CALL:** Board Secretary called roll: Directors present: Redfern, Beard, Van Pelt, and Padelford; Director Jones via Zoom. Staff Present: Loch Dreizler, General Manager; Alicia Marin, Board Secretary.

**3. DIRECTOR'S COMMENTS:** Vice President Jones said she completed the ethics training class [per AB 1234]. Director Van Pelt inquired if there was a response about the Highway 246 future bike lane with Santa Barbara County's Association of Governments (SBCAG). Staff will make additional inquiries.

**4. PUBLIC COMMENT:** Barney Hanly, Hanly General Engineering Corporation, and Jack Martin, a property owner on Calle Pico, discussed the construction of the Calle Pico mainline sewer extension and the slurry requirement as trench backfill material. After a brief discussion, it was determined that Mr. Martin would contact the General Manager by email about their proposed alternative fill material.

**5. REPORTS:**

**A. General Manager:**

Mr. Dreizler reported that PG&E got back to him regarding his questions about lighting in the District, and he will supply more information to PG&E. He also shared that he has contacted the Santa Barbara County elections office regarding changing from at-large voting to voting divisions. He also shared that Mr. Hoskinson, legal counsel, will be attending the next Personnel Committee meeting on November 22, 2023.

**B. Legal Counsel:** None

**C. Board Secretary:**

Ms. Marin shared her positive experience at the Board Secretary/Clerk Conference that she attended November 6-8, where she met Jeff Hoskinson, our District legal counsel, who was also in attendance.

**D. Committees:** The Personnel and Wastewater Committee meetings will be held at 9 AM and 10 AM, respectively, on November 22, 2023.

**6. CONSENT ITEMS:**

**A.** Regular Meeting Minutes from October 18, 2023

**B.** Wastewater Committee Meeting Minutes from November 1, 2023

- C. Finance Committee Meeting Minutes from November 1, 2023
- D. Special Board Meeting Minutes from October 25, 2023
- E. Disbursements 10/1/2023 – 10/31/2023
- F. Monthly Bank Account Balance
- G. Director's Meeting Attendance Tracker - October 18, 2023 to November 14, 2023
- H. Past Board President reimbursement for Agenda Meetings with the General Manager

Vice President Jones motioned to approve the Consent Items with revisions of removing the first paragraph under agenda item 6F and the items numbered 2 through 6 under agenda item 7A in the Regular Meeting Minutes from October 18, 2023. President Redfern seconded the motion, and the motion passed unanimously.

**7. ACTION ITEMS:**

**A. Reserve Policy – Review and discuss the reserve policy established in Resolution 15-01.** Informative discussion regarding the reserve policy: no board action was required.

**B. Investment Policy and Certificates of Deposit - The Finance Committee and Staff recommended investing more reserve funds in Certificates of Deposit.** Vice President Jones motioned to Approve the District's Treasurer to invest in two additional Certificates of Deposit (CDs) of \$150,000 each with King Capital Advisors. Director Beard seconded the motion, and the motion passed unanimously.

Director Van Pelt motioned to approve the District's Treasurer to reinvest the recently matured Certificate of Deposit (CDs) of approximately \$208,000 with King Capital Advisors. Director Padelford seconded the motion, and the motion passed unanimously.

**C. Capital Improvement Plans - Review and discuss the following Capital Improvement Projects.** The Board and staff discussed the Capital Projects included in the 2023-24 budget and deferred Capital Projects, which included ductile iron pipe repairs and a new work truck.

Director Van Pelt motioned to send the deferred Capital Budget items to the Finance Committee for discussion and have the committee return to the December meeting with a recommendation for the Board. Vice President Jones seconded the motion, and the motion passed unanimously.

**8. CLOSED SESSION:** None

**9. INFORMATIONAL ITEMS:**

Mr. Dreizler shared that the District received payment from a lien on the Burtness property at 3463 Sagunto.

**10. ADJOURNMENT:** Director Beard motioned to adjourn the meeting at 7:14 PM; Director Padelford seconded the motion, and the motion passed unanimously.

APPROVED:

ATTEST:

---

Frank Redfern, Board President

---

Alicia Marin, Board Secretary



**SANTA YNEZ COMMUNITY SERVICES DISTRICT  
WASTEWATER TREATMENT COMMITTEE MEETING  
Minutes of November 22, 2023**

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

The meeting was called to order at 10:00 AM.

Attendees: President Frank Redfern, Director David Beard, General Manager Loch Dreizler, Board Secretary Alicia Marin, Operations Supervisor Craig Kapner, and District Engineer Matt van der Linden via Zoom.

- Mr. Dreizler shared staff observations and locations of the ductile iron pipes in the District. There was discussion on the different options for repairing or replacing the section of pipe between Tivola and Sagunto and throughout the District. It was determined that the pipes in the District would be inspected to assess their condition and begin steps to develop construction documents for the purpose of developing an Invitation to Bid.
- Mr. Dreizler shared that a member of the public, Barney Hanly, attended the November 15, 2023 board meeting. There was discussion regarding the construction of the sewer line at 3025 Calle Pico regarding the contractor using native soil or slurry as a backfill. The committee recommended some additional assurance for the compaction of native soil from a minimum of 5 years but with the possibility of 10 years. Mr. Dreizler will contact the District's legal counsel for additional input.

APPROVED:

ATTEST:

\_\_\_\_\_  
Frank Redfern, Board President

\_\_\_\_\_  
Alicia Marin, Board Secretary



**SANTA YNEZ COMMUNITY SERVICES DISTRICT  
PERSONNEL COMMITTEE MEETING  
Minutes of November 22, 2023**

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

The meeting was called to order at 9:00 AM.

Attendees: President Frank Redfern, Vice President Karen Jonees, General Manager Loch Dreizler

- The committee discussed the GM Performance Review procedures with legal counsel for the upcoming December Board Meeting.
- The committee had an informal Performance Review discussion with the General Manager. The General Manager shared a typical hourly work distribution graphic.
- Employee Handbook Review Update – Employees have had an opportunity to review the handbook, and the General Manager is making modifications for committee review.

APPROVED:

ATTEST:

\_\_\_\_\_  
Frank Redfern, Board President

\_\_\_\_\_  
Alicia Marin, Board Secretary



**SANTA YNEZ COMMUNITY SERVICES DISTRICT**  
**FINANCE COMMITTEE MEETING**  
**Minutes of December 4, 2023**

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

The meeting was called to order at 9:31 AM.

Attendees: Director Tina Padelford, Director David Beard, General Manager Loch Dreizler, and Board Secretary Alicia Marin.

**Project preliminary cost estimates for ductile iron pipe rehabilitation or removal.**

- The Committee discussed the cost of three options: replacing or rehabilitating the 12” ductile iron pipe section from MH0178 to MH0194, approximately 400 linear feet.
  - Option 1: Cured-in-place-pipe (CIPP). It has an average 50-year lifespan
  - Option 2: Pipe bursting. It has an average life span of 90 years and is estimated at roughly twice the cost of CIPP.
  - Option 3: Open trench replacement. It has an average lifespan like a pipe bursting and is estimated at roughly three times the cost of CIPP.
- The next step is to inspect and assess the District’s Ductile Iron Pipe (DIP) condition and begin steps to develop construction documents to develop an Invitation to Bid.

**Rate determinations are based on the Capital Improvement Plan preliminary estimate by Cannon Engineering.**

The Committee discussed how Capital Improvement Plans determine future sewer rates. The rates are determined, in part, by estimating future capital expenses such as vehicles, repairs, replacement, or purchasing new items.

The Finance Committee favored moving from strictly a reserve in lieu of depreciation to a more definitive asset/depreciation type reserve, possibly including some specified reserves.

**Budget calendar for the next fiscal year.**

The Committee reviewed the draft budget calendar, noting that the budget process for the 2024-25 budget will start at the finance committee meeting in February 2024.

APPROVED:

ATTEST:

\_\_\_\_\_  
Frank Redfern, Board President

\_\_\_\_\_  
Alicia Marin, Board Secretary

**SANTA YNEZ COMMUNITY SERVICES DISTRICT****Disbursements 11/01-11/30/23**

<b>Payment Type</b>	<b>Check #</b>	<b>Vendor/Employee/Payee</b>	<b>Check Amount</b>	<b>Date</b>
Check	17643	Alicia Marin	\$ 133.50	11/01/2023
Check	17644	Brenntag Pacific, Inc.	\$ 999.43	11/01/2023
Check	17645	Coastal Copy, Inc.	\$ 94.04	11/01/2023
Check	17646	Environmental Health Services	\$ 718.00	11/01/2023
Check	17647	Harrison Hardware	\$ 189.85	11/01/2023
Check	17648	O'Connor Pest Control	\$ 85.00	11/01/2023
Check	17649	SYV Computer Center	\$ 150.00	11/01/2023
Check	17650	USABlueBook	\$ 2,661.21	11/01/2023
Check	17651	Viking Press	\$ 162.04	11/01/2023
Check	17652	Brenntag Pacific, Inc.	\$ 3,159.68	11/14/2023
Check	17653	Cal-Coast Irrigation, Inc.	\$ 34.86	11/14/2023
Check	17654	Cannon Corporation	\$ 553.50	11/14/2023
Check	17655	City of Solvang	\$ 20,000.00	11/14/2023
Check	17656	Comcast 5776	\$ 354.86	11/14/2023
Check	17657	Comcast 5809	\$ 687.66	11/14/2023
Check	17658	FGL Environmental	\$ 798.00	11/14/2023
Check	17659	Howell Moore & Gough LLP	\$ 1,540.00	11/14/2023
Check	17660	Iron Mountain	\$ 234.40	11/14/2023
Check	17661	Mountain Spring Water	\$ 30.10	11/14/2023
Check	17662	SiteOne Landscape Supply, LLC	\$ 30.56	11/14/2023
Check	17663	Smith's Alarms & Electronics Inc	\$ 335.00	11/14/2023
Check	17664	Smith & Loveless Inc.	\$ 2,789.58	11/14/2023
Check	17665	SYV Computer Center	\$ 225.00	11/14/2023
Check	17666	Underground Service Alert/SC	\$ 29.25	11/14/2023
Check	17667	Valley Tool Rentals	\$ 687.42	11/14/2023
Check	17668	Wells Fargo Vendor Financial Svcs, LLC	\$ 174.41	11/14/2023
Check	17669	WM Corporate Services, Inc.	\$ 66.08	11/14/2023
Check	17670	ZWorld GIS	\$ 1,275.00	11/14/2023
Check	17671	Atkinson, Andelson, Loya, Ruud & Romo	\$ 3,702.83	11/28/2023
Check	17672	Cal-Coast Irrigation, Inc.	\$ 60.91	11/28/2023
Check	17673	Ecology Water Systems Tech., LLC	\$ 3,144.80	11/28/2023
Check	17674	Eide Bailly LLP	\$ 11,843.85	11/28/2023
Check	17675	Frontier	\$ 43.26	11/28/2023
Check	17676	Hamon Overhead Door Company Inc.	\$ 182.31	11/28/2023
Check	17677	Harrison Hardware	\$ 161.17	11/28/2023
Check	17678	James J. Chaja	\$ 150.00	11/28/2023
Check	17679	Jessie's Spotless Cleaning	\$ 130.00	11/28/2023
Check	17680	PumpMan SoCal	\$ 4,804.00	11/28/2023
Check	17681	Smith's Alarms & Electronics Inc	\$ 943.74	11/28/2023
Check	17682	SYV Computer Center	\$ 170.42	11/28/2023

**SANTA YNEZ COMMUNITY SERVICES DISTRICT****Disbursements 11/01-11/30/23**

<b>Payment Type</b>	<b>Check #</b>	<b>Vendor/Employee/Payee</b>	<b>Check Amount</b>	<b>Date</b>
Check	17683	Verizon Wireless	\$ 256.50	11/28/2023
Check	17684	Secretary of State	\$ 1.00	11/29/2023
ACH	ACH20231103	PG&E	\$ 99.16	11/03/2023
ACH	ACH20231107	PG&E	\$ 1,796.95	11/07/2023
ACH	ACH20231115	National Benefit Svcs Operations	\$ 18.00	11/15/2023
ACH	ACH20231115	NBS Contribs	\$ 5,138.26	11/15/2023
ACH	ACH20231116	SYRWCD #1	\$ 142.11	11/16/2023
ACH	ACH20231127	US Bank Voyager	\$ 799.69	11/27/2023
ACH	ACH20231127	Five Star CC	\$ 931.14	11/27/2023
ACH	ACH20231129	SoCalGas	\$ 38.98	11/29/2023
ACH	ACH20231129	NBS Contribs	\$ 5,181.66	11/29/2023
<b>Number of ACHs: 7</b>			<b>\$ 14,145.95</b>	
<b>Number of Checks: 37</b>			<b>\$ 77,939.17</b>	
<b>TOTAL Disbursements:</b>			<b>\$ 77,957.17</b>	

**Santa Ynez Community Services District**

**Account Balances  
As of November 30, 2023**

Alicia Marin, Board Secretary

<b>Account</b>	<b>11/30/2023 Balance</b>
Checking	\$ 536,372.43
Five Star Money Market	\$ 3,801,694.56
Horizon Drive Reserve	\$ 129,679.54
Mechanic's Bank Money Market	\$ 5,364.22
Local Agency Investment Fund (LAIF)	\$ 168,553.41
King's Capital (CD's)	\$ 923,686.27
<b>TOTAL</b>	<b>\$ 5,565,350.43</b>



<b>Board Meeting Attendance</b> (max \$1,050 per month per director)						
<b>Board Meetings (\$175)</b>	<b>Date</b>	<b>Frank Redfern</b>	<b>Karen Jones</b>	<b>David Beard</b>	<b>Bradlee Van Pelt</b>	<b>Tina Padelford</b>
Regular Board Meeting	11/15/2023	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00
Special Board Meetings						
<b>Sub-Total</b>		<b>\$ 175.00</b>	<b>\$ 175.00</b>	<b>\$ 175.00</b>	<b>\$ 175.00</b>	<b>\$ 175.00</b>
<b>Standing Committees (\$87.50)</b>						
Finance	12/4/2023			\$ 87.50		\$ 87.50
Personnel	11/22/2023	\$ 87.50	\$ 87.50			
Community Interface						
Wastewater Treatment	11/22/2023	\$ 87.50		\$ 87.50		
<b>Sub-Total</b>		<b>\$ 175.00</b>	<b>\$ 87.50</b>	<b>\$ 175.00</b>	<b>\$ -</b>	<b>\$ 87.50</b>
<b>Ad-Hoc Committees (\$87.50)</b>						
District Divisions						
<b>Sub-Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Meetings (\$87.50)</b>						
Pre-Agenda with GM	12/8/2023	\$ 87.50				
CSDA Meeting						
Miscellaneous-Pine Street Sewer Connex.	11/14/2023	\$ 87.50				
<b>Sub-Total</b>		<b>\$ 175.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL</b>		<b>\$ 525.00</b>	<b>\$ 262.50</b>	<b>\$ 350.00</b>	<b>\$ 175.00</b>	<b>\$ 262.50</b>