

**SANTA YNEZ COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS**

**REGULAR MEETING  
August 16, 2017  
5:30 P.M.  
1070 Faraday, Santa Ynez, CA**

**AGENDA**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **DIRECTOR COMMENTS:** Directors will give reports on any meetings that they attended on behalf of the District and/or choose to comment on various District activities.
5. **PUBLIC COMMENTS:** Members of the public may address the Board on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Government Code - §54954.3).
6. **CONSENT AGENDA: (ACTION-VOTE)**

The following items are considered routine and non-controversial and may be approved by one motion if no member of the Board asks to have an item removed. If discussion is desired, the item may be removed from the Consent Agenda by any Board member and will be considered separately. Questions or clarifications may be made by the Board members without removal from the Consent Agenda. All individual items on the Consent Agenda are approved by a single vote that approves the entire Consent Agenda, unless an item is pulled for separate consideration. Members of the public may comment on the Consent Agenda items.

- A. Approval of Minutes of the Regular Meeting of July 19, 2017.
- B. Approval of Disbursements from July 8, 2017 through August 11, 2017.

7. **ACTION ITEMS: (ACTION-ROLL CALL VOTE)**
  - A. Discussion and possible action on revision of the employee handbook.
  - B. Discussion and possible action on a community outreach plan.
  - C. Discussion and possible action regarding hiring a consultant for facilitation of a board policy workshop.

8. **INFORMATIONAL ITEMS:**
  - A. **TREASURER REPORT** – Submittal and review quarterly cash position pursuant to Government Code §61053 for quarter ending 06/30/17.

9. **REPORTS:**

- A. Manager's Report
- B. Legal Counsel's Report
- C. Secretary/Treasurer Report
- D. Committee Reports

10. Tentative agenda items: Sewer Code, Employee Handbook, Mainline Sewer Extension Agreement, Design Specifications, revise water softener ordinance.

11. **ADJOURNMENT**

Persons with disabilities who require any disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the meeting are asked to contact the District's Board Secretary at least three (3) days prior to the meeting by telephone (805) 688-3008 or by email to [wendy@sycsd.com](mailto:wendy@sycsd.com)

Any public records which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at the District's office located at 1070 Faraday, Santa Ynez, California 93460

**SANTA YNEZ COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS**

**REGULAR MEETING MINUTES**

**July 19, 2017**

**5:30 P.M.**

**1070 Faraday, Santa Ynez, CA**

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

**ABSENT:** David Higgins

**OTHERS PRESENT:** Jeff Hodge-General Manager, Wendy Berry-Secretary/Treasurer, Rick Battles-Legal Counsel, Robert Jones, Jay Freeman, Joan Jamieson,

1. **CALL TO ORDER:** Director Seymour called the meeting to order at 5:38 p.m.
2. **ROLL CALL:** Mueller, Seymour, Jones, Maler Absent: Higgins
3. **PLEDGE OF ALLEGIANCE:** Director Mueller lead the pledge of allegiance
4. **DIRECTOR COMMENTS:** Director Jones informed the Board on the Los Olivos/Santa Ynez Community Energy meeting hosted by 3<sup>rd</sup> District Supervisor in Los Olivos on July 20, 2017.
5. **PUBLIC COMMENTS:** None
6. **CONSENT AGENDA: (ACTION-VOTE)**

The following items are considered routine and non-controversial and may be approved by one motion if no member of the Board asks to have an item removed. If discussion is desired, the item may be removed from the Consent Agenda by any Board member and will be considered separately. Questions or clarifications may be made by the Board members without removal from the Consent Agenda. All individual items on the Consent Agenda are approved by a single vote that approves the entire Consent Agenda, unless an item is pulled for separate consideration. Members of the public may comment on the Consent Agenda items.

- A. Approval of Minutes of the Regular Meeting of June 21, 2017.
- B. Approval of Disbursements from June 22, 2017 through July 7, 2017.

**Director Mueller motioned to approve the consent agenda as presented above, Director Seymour seconded and the motion passed by four ayes: Seymour, Jones, Maler, Mueller.**

7. **ACTION ITEMS: (ACTION-ROLL CALL VOTE)**

No action items.

8. **REPORTS:**

- A. Manager's Report – Flow chart data April 2017 is 4,071,969, May is 4,040,454 and June is 3,729,147. Our staff meets with Solvang every Friday to do flow meter maintenance at the Fjord Dr. lift station.
- B. Legal Counsel's Report: Personal emails are not subject to public record but emails from personal emails regarding District business are subject to public record. Imperial County voters enacted a biosolid policy that restricts biosolid disposal. Proposition 218 requires notice given before fees are increased and San Diego has a law suit that says the only way to proportionately allocate sewer service charges based on water discharge. It went to an appeal and the plaintiffs were not required to file a written protest so therefore under 218 there is a valid law suit. AB 119 was signed into law that gives the Union representative mandatory access to employee orientation program. Personal email address is not subject to public records unless that email address has District business on it. Legal Counsel will sit on a CASA subcommittee to review information that affects Districts.
- C. Secretary/Treasurer Report: FEMA claim for the broken sewer line is finalized and FEMA is reviewing it. If approved, CAL OES will review it and if approved, a check will be sent. I am waiting on quotes for a facilitator to assist in rewriting the Board Policy Manual.
- D. Committee Reports: None
9. Tentative agenda items: Sewer Code, Employee Handbook, Mainline Sewer Extension Agreement, Design Specifications, revise water softener ordinance.
10. **ADJOURNMENT:** Director Seymour adjourned the meeting at 6:24 p.m.

APPROVED:

\_\_\_\_\_  
David Seymour, President of the Board

\_\_\_\_\_  
Wendy Berry, Secretary of the Board

Santa Ynez Community Services District

Account QuickReport

As of August 11, 2017

Date	Num	Name	Amount	Tribe
07/19/2017	13630	Business Card	\$ 2,787.08	\$ 1,721.47
07/19/2017	13631	Cannon Associates	\$ 793.45	
07/19/2017	13632	Crystal Springs Water Co.		\$ 8.00
07/19/2017	13633	Fedak and Brown LLP	\$ 4,120.00	
07/19/2017	13634	FGL Environmental	\$ 294.00	\$ 518.00
07/19/2017	13635	Hamner & Jewell	\$ 742.90	
07/19/2017	13636	LAFCO	\$ 1,004.00	
07/19/2017	13637	Lee Central Coast Newspapers	\$ 252.70	
07/19/2017	13638	National Benefit Services, LLC	\$ 18.00	
07/19/2017	13639	Nielsen Bldg. Materials, Inc.	\$ 35.20	
07/19/2017	13640	RMC Water and Environment	\$ 8,348.65	
07/19/2017	13641	Santa Ynez Chamber	\$ 175.00	
07/19/2017	13642	Stanley Convergent Security Solutions-HSM	\$ 82.28	
07/19/2017	13643	The Gas Company	\$ 17.22	
07/19/2017	13644	US Bank Voyager Fleet Sys.	\$ 240.54	
07/21/2017	13646	Jeff Hodge'	\$ 135.00	
07/21/2017	13651	Santa Barbara Co. Special Districts Assoc	\$ 80.00	
07/26/2017	13660	All Around Landscape Supply	\$ 6.66	
07/26/2017	13661	Joe McCollum'	\$ 86.39	
07/26/2017	13662	City of Solvang	\$ 18,000.00	
07/26/2017	13664	Howell Moore & Gough LLP	\$ 3,845.00	
07/26/2017	13665	PG&E	\$ 109.58	
07/26/2017	13666	Wells Fargo Vendor Fin	\$ 160.55	
07/26/2017	13667	USA Blue Book	\$ 801.47	\$ 401.85
07/28/2017	EFT	PG&E	\$ 878.29	\$ 277.74
08/07/2017	13676	Comcast	\$ 312.56	
08/07/2017	13677	FGL Environmental	\$ 401.85	\$ 834.15
08/07/2017	13678	Frontier Communications	\$ 38.01	\$ 47.08
08/07/2017	13679	Staples	\$ 25.62	
08/07/2017	13680	Coastal Copy	\$ 57.63	
08/07/2017	13681	FGL Environmental	\$ -	\$ 314.00
08/07/2017	13682	Harrison Hardware	\$ 262.41	\$ 88.78
08/07/2017	13683	Health Sanitation Services	\$ 50.91	
08/07/2017	13684	Verizon Wireless	\$ 253.67	\$ 53.74
08/07/2017	13685	Crystal Springs Water Co.		\$ 15.80
08/07/2017	13686	Fastenel	\$ -	\$ 213.24
08/07/2017	13687	FGL Environmental		\$ 178.00
08/07/2017	13688	Howell Moore & Gough LLP	\$ 1,952.00	
08/07/2017	13689	Steve's Wheel and Tire	\$ 357.19	
08/07/2017	13690	Underground Service Alert/SC	\$ 26.50	
08/07/2017	13691	USA Blue Book		\$ 314.19
08/07/2017	13692	Wendy Berry'	\$ 232.19	
08/11/2017	13706	City of Solvang	\$ 18,000.00	
08/11/2017	13705	Ecology Water Systems Tech		\$ 1,530.00
08/11/2017	13704	FGL Environmental	\$ 90.00	
08/11/2017	13703	National Benefit Services, LLC	\$ 18.00	
08/11/2017	13702	Nielsen Bldg. Materials, Inc.	\$ 34.22	
08/11/2017	13701	S.Y.R.W.C.D.	\$ 89.42	\$ 46.42
08/11/2017	13700	Santa Barbara Co. Special Districts Assoc	\$ 120.00	
08/11/2017	13699	Stanley Convergent Security Solutions-HSM	\$ 82.28	
08/11/2017	13698	US Bank Voyager Fleet Sys.	\$ 140.02	
08/11/2017	13697	USA Blue Book		\$ 143.09
08/11/2017	13696	Valley Tool Rentals		\$ 100.65
			<u>65,558.44</u>	<u>\$ 6,806.20</u>
			<u>72,364.64</u>	



**SANTA YNEZ  
COMMUNITY SERVICES DISTRICT  
STAFF REPORT**

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TO: BOARD OF DIRECTORS

PREPARED BY: Jeff Hodge, General Manager

FOR: REGULAR BOARD MEETING

DATE: August 16, 2017

ITEM: Discussion and possible action on revision of the employee handbook.

**SUMMARY:** The employee handbook has been on the tentative agenda items for some time and at the July 19, 2017 Board meeting, the Directors agreed to have it on the next agenda. The employee handbook needs revision to bring it current. The handbook was last updated in 2012.

**RECOMMENDATION:** Provide staff with direction to hire Liebert Cassidy Whitmore to review and update the employee handbook

**ATTACHMENTS:**

Quote from Liebert Cassidy Whitmore  
Email from CPS HR Consulting



July 20, 2017

**VIA EMAIL**  
**wendy@sycsd.com**

Ms. Wendy Berry  
Secretary/Treasurer  
Santa Ynez Community Services District  
P.O. Box 667  
Santa Ynez, CA 93460

**Re: *Liebert Cassidy Whitmore Proposal to Review and Update Employee Handbook***

Dear Ms. Berry:

Thank you for the opportunity to submit information on our availability and experience in the updating and revision of Employee Handbooks and personnel policies. We would welcome the opportunity to provide this service to the Santa Ynez Community Services District. This letter is an explanation of our qualifications and the services we would provide.

**Firm Background and Qualifications**

Liebert Cassidy Whitmore (LCW) specializes in assisting public entities and represents hundreds of local government agencies throughout California in all aspects of labor relations and employment law. We have been involved in employment law, labor relations consultation, negotiations, training, administrative hearings, arbitrations and litigation since our inception in 1980. We have 90 attorneys on staff and offices in Los Angeles, San Diego, Fresno, San Francisco and Sacramento. We are highly regarded by public agencies throughout the state because of our commitment to quality work and effective advocacy.

In the last fiscal year alone, we reviewed and revised the personnel policies and procedures of over 40 public agencies. We are also innovators in creating the Liebert Model Personnel Policy Portal (LMP3) – a digital resource for public employers who are looking to update their agency’s personnel policies on their own or with minimal outside help.

We are pioneers in the field of preventive client education. Through our Employment Relations Consortiums (ERCs) and customized training, we continue to offer comprehensive training programs to public officials, managers, supervisors, and agency professional staff on a regular basis. In fact, last year we conducted more than 800 presentations across the state in areas such as performance management, documentation, harassment, and discrimination.



### **Our Approach**

By the nature of our practice, we are knowledgeable in the ever-changing field of employment law and have a deep understanding of the issues being faced by public agencies. Typically our work in this area consists of the following steps:

1. Reviewing existing personnel rules/policies.
2. Discussing with staff the areas of the agency's employee rules/policies requiring substantive revision.
3. Preparing a revised draft of the agency's personnel rules/policies that is consistent with the agency's needs. The draft will be in the format you require, such as a draft that has deletions indicated by strike outs and new language indicated by highlights. The draft will either include annotations or a separate letter explaining major changes within 60 days of receiving feedback from the agency.
4. Incorporate any other appropriate changes suggested by the agency.
5. Provide a final draft of the personnel rules/policies within 30 days of receipt of changes.

After an in-depth review of the documents, the majority of time would be spent revising the Employee Handbook. We would also participate in telephonic meetings, as needed, to discuss background information.

### **Our Staff**

In addition to being a law firm to our clients, we are also a trusted human resources consultant and partner. Our legal practice allows us to stay knowledgeable in the ever-changing field of employment law, including risks and best practices within public entities. Through our regular interaction with clients, we are aware of the issues currently being faced by public agencies in California and, through our regular research, we are aware of the issues being litigated across the country in the area of personnel and employment law.

We serve our clients with the attorneys best suited for the task and aim to be a trusted team member with our clients and provide a team approach to their legal services.

Our attorneys are state-wide leaders in advising public entities on their employee rules and regulations in accordance with current laws. We frequently perform reviews of public agency personnel rules, administrative policies and employee handbooks, as well as laws and regulations of public retirement plans, unfair labor practices, leave and disability issues, the Fair Labor Standards Act, and disciplinary actions.

Ms. Wendy Berry

Re: *Liebert Cassidy Whitmore Proposal to Review and Update Employee Handbook*

July 20, 2017

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We are frequently complimented on our level of communication with our clients. Throughout the process, we will provide ongoing status reports and will regularly provide check-ins to keep you abreast of developments.

### **Pricing**

We understand the need to manage the cost of legal services and frequently work with clients to create budgets and cost strategies that suit them. Additionally, because our practice is statewide we share briefs, motions, points and authorities, research memos and opinion letters so that we do not research issues and principles of law that other members of the firm have recently worked on. Of course, we provide the most updated briefs and arguments in the course of our practicing efficiently and effectively.

My hourly rate as a Partner is \$350 per hour. The hourly rate for Associate attorneys, who may provide assistance on this project, is between \$200 and \$285 per hour.

After reviewing your current Employee Handbook, we estimate our cost to update it would be \$15,000-\$18,000 based on the amount of time it will take to update it. This represents our best estimate of what the audit will cost when done properly. We do not provide artificially low estimates in order to secure work. We always strive to work as efficiently as possible with the intent of meeting or beating our estimate.

Unlike many firms, we do not bill for secretarial time or telephone charges. Facsimile transmissions are billed at the rate of \$.25 per page for outgoing faxes only. Documents are sent electronically unless specifically requested otherwise, or when electronic transmission is not an option. Copying is charged at fifteen cents (\$.15) per page. Additional prints, postage and special deliveries (i.e. Fed-Ex, UPS, DHL, messenger service), and other hired deliveries completed at the request of the client or necessary to comply with court or other deadlines will also be billed to the client.

Our firm bills for travel time at the attorney's hourly rate - for the time it takes to travel from the office to our client and back, or the time it takes from the attorney's residence to our client and back, whichever is less. Importantly, we do not double bill for our travel time; our travel billing is prorated by the time we spend on billable work for the district or other clients, like phone calls and dictation.

### **Model Personnel Policy Portal**

Our firm launched the innovative Liebert Model Personnel Policy Portal (LMP3) last year to provide an option for agencies that wish to update their own personnel policies. This resource can help you in your goal and help you ensure that nothing important is left out. Our subscribers have access to all required and suggested policies in Word and PDF formats, along with tips on how to customize and implement them. Each policy also cites the statute or reason it is recommended for inclusion. The three year subscription is available for \$5,000 and subscribers receive all the policies as well as updates to those policies throughout the three year

Ms. Wendy Berry

**Re:** *Liebert Cassidy Whitmore Proposal to Review and Update Employee Handbook*

July 20, 2017

Page 4

period. If needed we can split that subscription fee into two equal payments of \$2,500 so that the District could spread the cost to multiple fiscal years.

The LMP3 allows you to download the full Model Personnel Policy handbook or individual policies. It gives you guidelines on customizing the policies to your District. Additionally, subscribers also receive a 10% discount on our hourly rates for our help customizing the policies or reviewing your customization.

For more information about this service, you can visit <http://liebertlibrary.com/> which shows details, including a timeline of policies that have required updating since 2000, a video on how the LMP3 works, and a list of the policies included in the service.

Thank you for the opportunity to present this proposal. We would welcome the opportunity to assist the District in the review and revision of your Employee Handbook. If you have any questions, you may contact me directly at (310) 981-2044 or [oyee@lcwlegal.com](mailto:oyee@lcwlegal.com), or Jennifer Franka at (310) 981-2057 or [jfranka@lcwlegal.com](mailto:jfranka@lcwlegal.com).

Very truly yours,

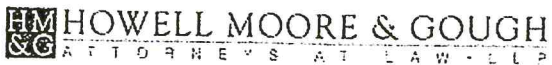
LIEBERT CASSIDY WHITMORE



T. Oliver Yee  
Partner

TOY:jjf

Phone: (805) 962-0524 ext 11 | Fax: (805) 962-0534  
Email: [rbattles@hmglaw.com](mailto:rbattles@hmglaw.com) | Website: [www.hmglaw.com](http://www.hmglaw.com)



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**From:** Geralyn Gorshing [<mailto:ggorshing@cpshr.us>]  
**Sent:** Thursday, August 3, 2017 5:58 AM  
**To:** Edward Thoits <[ethoits@hmglaw.com](mailto:ethoits@hmglaw.com)>  
**Subject:** RE: CONTACT AN HR SPECIALIST FORM (Ed Thoits)

Hi Ed,

My apologies for the delay in getting back to you. I'm on vacation this week but trying to stay on top of emails while I'm gone.

It's truly hard to quote a price without knowing the full scope of work (i.e. do they have an existing manual- or are we starting from scratch). However, these projects typically run between \$8-15,000. I'd say for the size of the special district it would most likely be on the lower end.

I appreciate the referral and we'll do a great job for your client. Please let me know the next step.

Thank you and have a nice day.

Geralyn

**From:** Edward Thoits [<mailto:ethoits@hmglaw.com>]  
**Sent:** Wednesday, August 2, 2017 8:17 AM  
**To:** Geralyn Gorshing <[ggorshing@cpshr.us](mailto:ggorshing@cpshr.us)>  
**Subject:** RE: CONTACT AN HR SPECIALIST FORM (Ed Thoits)

Hi Geralyn,

Thanks very much for the prompt reply. I will pass your contact information on to our client. Is there a typical range of fees for assisting a smaller special district (fewer than 25 employees) with such a project? Thanks again for your help, and I look forward to connecting you and our client.

Ed

**Edward C. Thoits, Esq.**  
Howell Moore & Gough LLP  
812 Presidio Avenue | Santa Barbara, CA 93101  
Phone: (805) 962-0524 ext 20 | Fax: (805) 962-0534  
Email: [ethoits@hmglaw.com](mailto:ethoits@hmglaw.com) | Website: [www.hmglaw.com](http://www.hmglaw.com)



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**Geralyn Gorshing**

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**SANTA YNEZ  
COMMUNITY SERVICES DISTRICT  
STAFF REPORT**

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TO: BOARD OF DIRECTORS

PREPARED BY: Wendy Berry, Secretary/Treasurer

FOR: REGULAR BOARD MEETING

DATE: August 16, 2017

ITEM: Discussion and possible action on a community outreach plan

**SUMMARY:** Looking for collaborative and beneficial opportunities and ways for outreach to better serve the needs of the District's customers through partnerships with other agencies and community events sponsored and in conjunction with other private and public partners locally and regionally.

**RECOMMENDATION:**

**ATTACHMENTS:**

None





**SANTA YNEZ  
COMMUNITY SERVICES DISTRICT  
STAFF REPORT**

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TO: BOARD OF DIRECTORS

PREPARED BY: Wendy Berry, Secretary/Treasurer

FOR: REGULAR BOARD MEETING

DATE: August 16, 2017

ITEM: Discussion and possible action regarding hiring a consultant for facilitation of a board policy workshop.

**SUMMARY:** At the June 21, 2017 regular board meeting, the Board of Directors voted to table hiring a facilitator until the Board reviewed the current policy and staff received costs for a facilitator. The Secretary/Treasurer contacted CSDA to find names of facilitators for the Board Policy workshop. CSDA recommended David Aranda and BHI Management Consulting. Attached is a quote for David Aranda or Brent Ives with two different alternatives.

**RECOMMENDATION:**

**ATTACHMENTS:**  
Quote from BHI Consulting

# **BHI MANAGEMENT CONSULTING**

"Organizational Efficiency for Public Agencies"

Ms. Wendy Berry  
Santa Ynez Community Services District  
1070 Faraday St.  
Santa Ynez, CA 93460

July 24, 2017

## **Subject: Proposal to facilitate a Board Policies Workshop**

Dear Ms. Berry,

This proposal letter outlines the basic approach that BHI Management Consulting will take for preparation, conducting, de-briefing and report for leading the Board of Directors (Board) through a half-day workshop to review Board Policies. Reviewing Board policies as a Board on a periodic basis is a best practice for any public agency. That being said, it must be done thoroughly and done well. We applaud the District in taking this valuable step.

Mr. David Aranda, BHI Sr. Consultant, will be the primary trainer/facilitator assigned to this project. His professional introduction and our references for similar projects are also included.

### **The project will proceed as follows:**

1. Preparation - Consultant will first request all relevant documentation for review allowing added context and background for the workshop. Consultant and BHI Principal, Brent Ives, will conduct a pre-workshop teleconference with District General Manager to discuss background for and particular needs of the workshop.

2. Workshop - Consultant will prepare for and facilitate a half-day workshop session with the Board of Directors to achieve agreed upon deliverables with the topics generally surrounding the Role of the Board and Best Governance Practices. General topics anticipated are:

1. An overview on the importance of good Board policy
2. A discussion of those policies with which Boards commonly struggle
3. A thorough deep-dive on specific District policies in question at SYCSD.

3. De-brief - Consultant and Brent Ives will conduct a de-brief teleconference with the District General Manager and Board President (or designated sub-set) to discuss the results of the workshop, findings from the workshop, and initial recommendations of the District.

4. Report – Consultants will provide a brief written report outlining the results of the workshop and recommendations for the District in these areas.

## ***BHI MANAGEMENT CONSULTING***

"Organizational Efficiency for Public Agencies"

**Options** – At times a broader and more specified pre-workshop review is needed. The optional assessments proposed below could assist with the Consultant being more aware of and prepared to address specific conditions that are present in the agency or that individual Board members may hold.

### **Cost** –

Base-cost for Services - BHI Management Consulting proposes the fixed fee of \$3200.00, plus customary expenses relating to attendance at the workshop and any teleconference fees. Expenses are not expected to exceed \$450.

**Additional assessment (Optional)** – This additional scope would include the Consultant interviewing each Board member via telephone prior to the workshop. This allows each member to engage individually with impressions of Board policies and overall Board performance. It especially provides the Consultant a more detailed picture of issues and opportunities surrounding Board policies and to have an acquaintance with each Board member. The interviews would be scheduled through the District at the Board member's convenience. Adding this to the scope of work is an additional of \$1200.00 to the Base-cost above for a total of \$4400.00, plus costs. Should face-to-face interviews be preferred, the additional cost would be \$2400.00 above the Base-cost above for a total of \$5600.00, plus one additional trip - \$450.

### **Primary Consultant Introduction** –

David Aranda has been a General Manager of California Special Districts for over 20 years and brings 15 years in executive management in the private sector. He is a known subject matter expert in local agency governance for California Special Districts, teaching thousands in good board work across California. David has taught the class in Governance Foundations and a broad range of other relevant topics for the California Special Districts Association for over 15 years. He offers his experience and background through BHI to a wide variety of clients in the State. David will gather inputs for the workshop, develop a guiding powerpoint, facilitate the workshop and be the point contact for follow-up for with District providing service throughout the project.

### **Similar projects:**

- Las Gallinas Valley Sanitary District – Mark Williams, GM
- Henry Miller Reclamation District – Chase Hurley, GM
- Mt. View Sanitary District – Neal Allen, DM
- Marin/Sonoma Vector-Mosquito Control District – Phil Smith, GM
- Yorba Linda Water District – Mr. Marc Marcantonio, General Manager







**SANTA YNEZ COMMUNITY SERVICES DISTRICT**  
**MANAGER'S REPORT**  
**August 16, 2017**

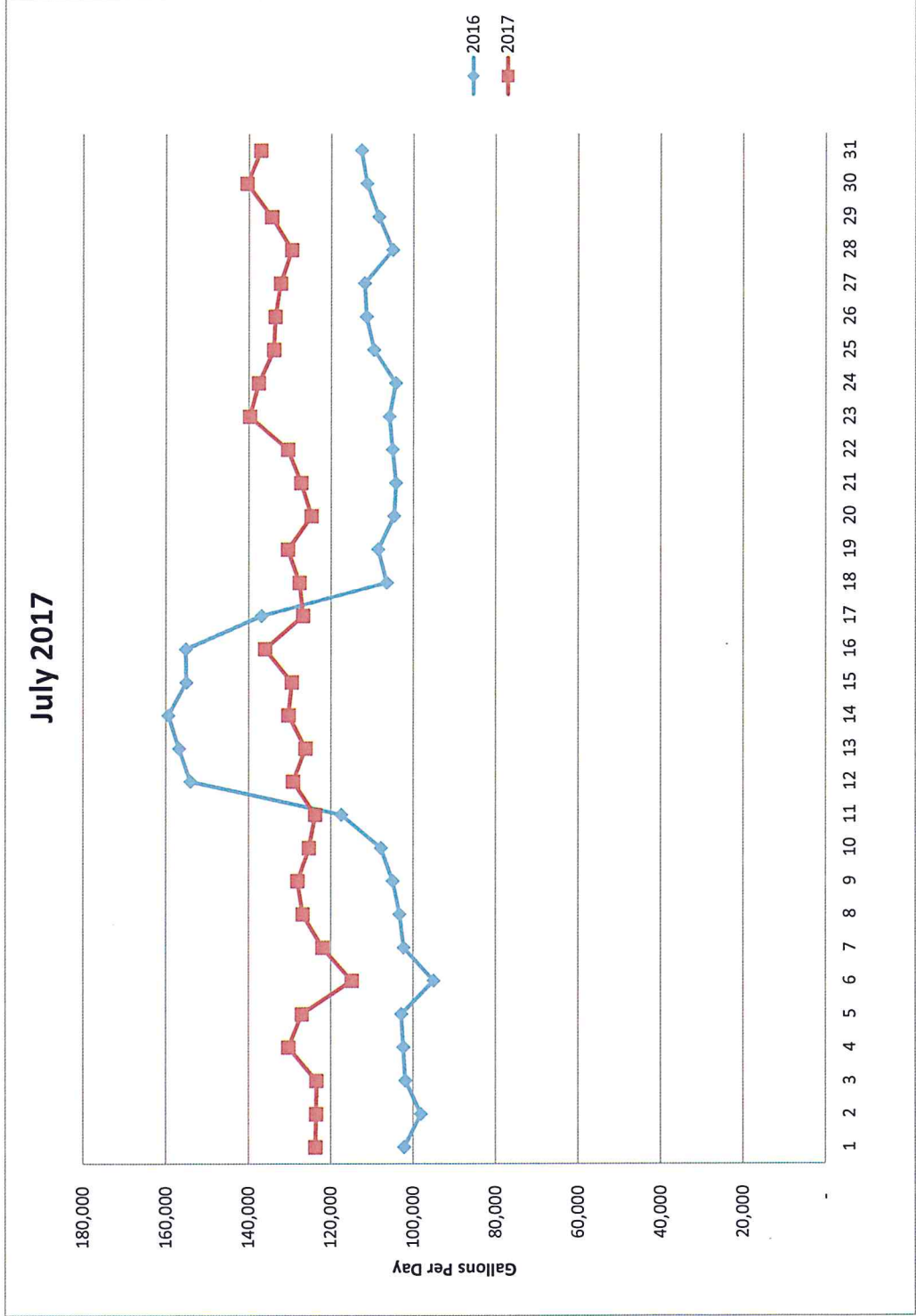
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- Monthly Flows - Please see attached charts.
- Fiber Optics – High Speed Board band.
- Right Hand turn lane Edison onto Highway 246.
- Microscope examination of Chumash Mixed Liquor performed by Dr. Richard.
- Santa Barbara CSDA monthly meeting – The next CSDA meeting will be held at Goleta Sanitary District the August 28, 2017 starting at 5:00 pm.



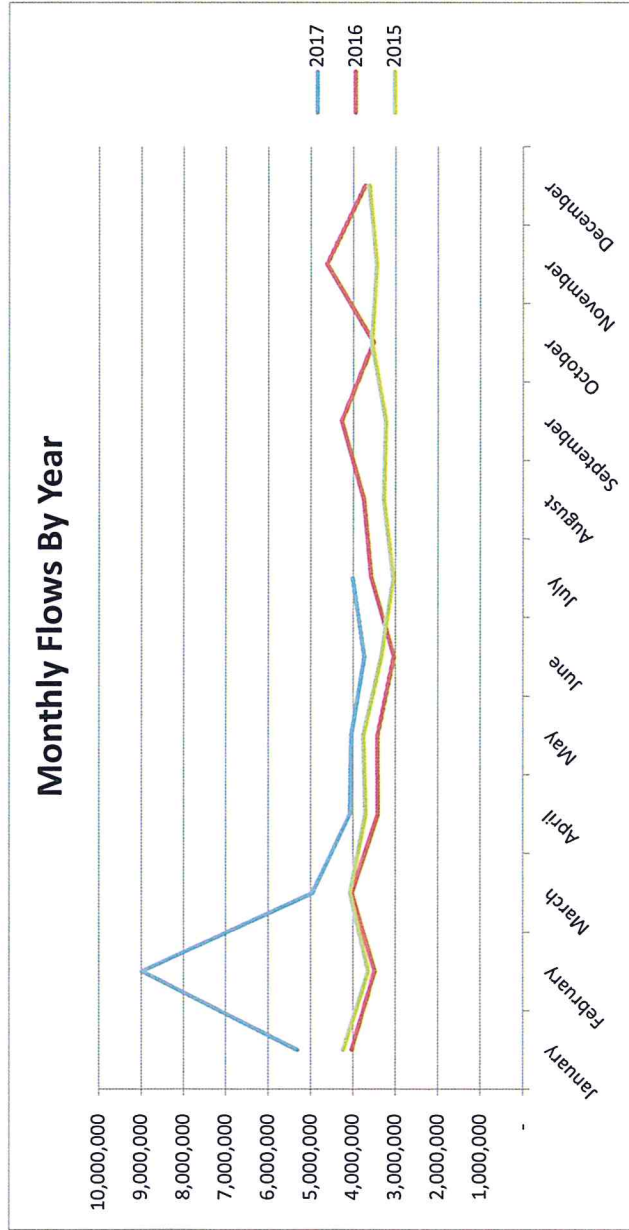


2016	2017
102,141	123,721
98,054	123,558
101,845	123,480
102,325	130,392
102,825	127,115
94,949	114,898
102,283	122,015
103,290	126,891
104,937	128,174
107,842	125,309
117,450	123,854
154,035	129,255
156,803	126,222
159,426	130,362
155,023	129,578
155,208	136,106
136,936	126,819
106,440	127,703
108,545	130,555
104,657	124,754
104,211	127,341
105,043	130,524
105,806	139,864
104,286	137,700
109,608	133,967
111,407	133,652
111,886	132,354
105,022	129,653
108,437	134,505
111,322	140,491
112,631	137,197
3,564,673	4,008,009



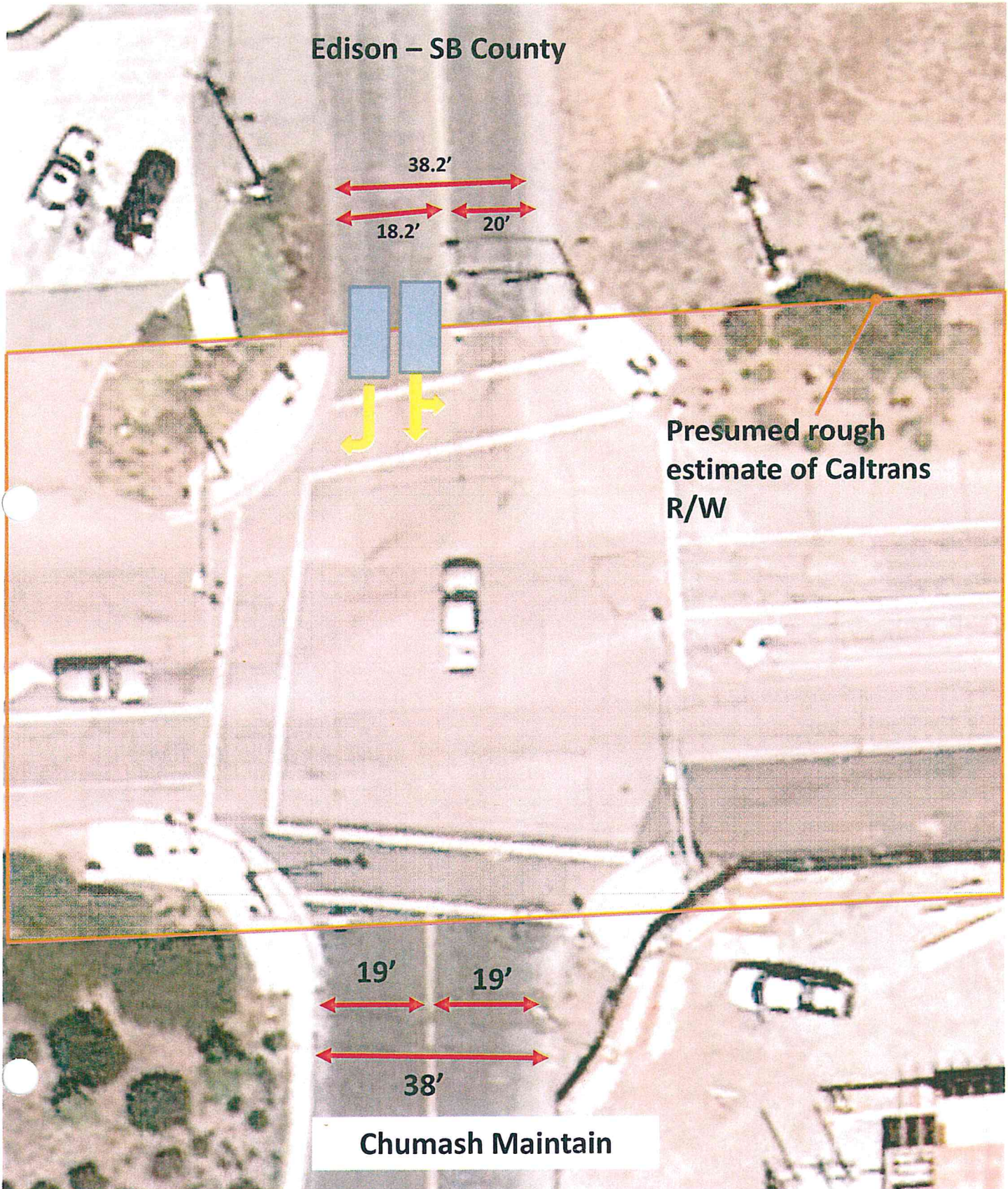


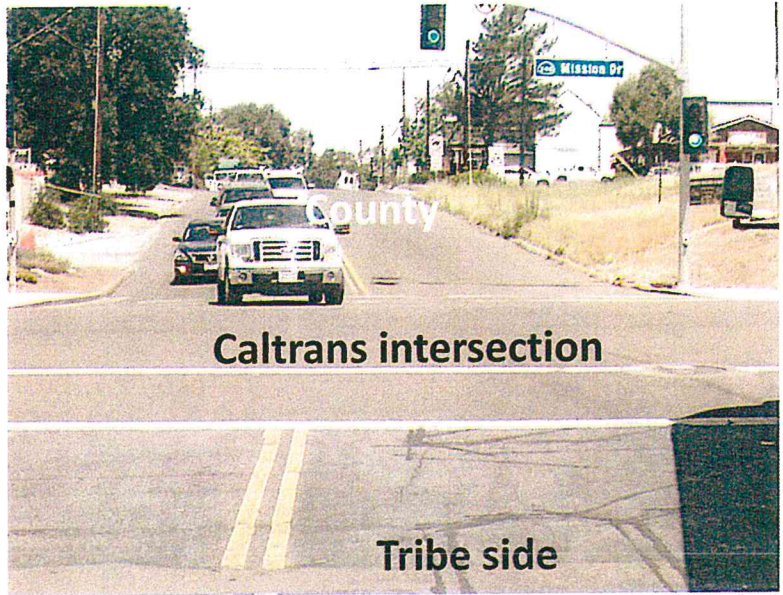
Month	2017	2016	2015
January	5,313,172	4,023,127	4,239,964
February	8,982,232	3,477,651	3,643,087
March	4,954,366	4,022,593	4,067,640
April	4,071,969	3,407,108	3,709,183
May	4,040,454	3,412,552	3,762,398
June	3,729,147	3,028,791	3,338,299
July	4,008,009	3,564,673	3,057,424
August		3,734,929	3,276,738
September		4,260,748	3,230,276
October		3,515,710	3,560,768
November		4,615,455	3,453,513
December		3,705,089	3,624,864
	96,163	122,653	117,710





Cars coming south on Edison to SR246 – can fit 2 cars in practice, but people need to hug centerline for the right turn vehicles to get by.





Looking North



# Michael Richard Wastewater Microbiology LLC

Michael Richard, Ph.D  
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2708 Redwing Road, Fort Collins, CO 80526  
Phone/Fax: 970-223-6571

July 30, 2017

MEMO TO: Jeff Hodge

Phone: 805/245-8370  
805/688-3008

FROM: Michael Richard, Ph.D

email: jhodge@sycsd.com

**RE: Microscopic Examination Results for a Chumash BNR Sample Dated 7/21/17 from class.**

Following are microscopic examination results for a Chumash BNR sample dated 7/21/17 from the microscope class at the Leadville School. Following is a summary of findings.

Filaments were present at abundant, causing inter-floc bridging. This sludge settled slowly due to the filaments with a SSV30 = 95%. The sludge flocs were firm and irregular in shape. Floc size ranged from 50 to 600 um in diameter, normal in size. Higher life forms present were some testate amoeba only. Polysaccharide in the flocs was normal by staining, an indication of good nutrient supply. Some phosphorus accumulating organisms (PAO) were present. Also present was a very common amount of nitrifying bacteria (*Nitrosomonas* and *Nitrobacter*). Filaments present were:

RANK	FILAMENTOUS ORGANISM	ABUNDANCE
1	type 0914	abundant
1	type 1851	abundant
2	<i>Nostocoida limicola</i> I	very common
3	<i>Nocardia</i>	common
3	<i>Thiothrix</i> I	common
4	<i>Thiothrix</i> II	some

## Significance of Findings

The MLSS was healthy with a normal floc size, a normal sludge polysaccharide, and some higher life forms. Filaments were high in amount at abundant and causing an open-floc structure. Present were an abundant amount of type 0914 and type 1851, a very common amount of *N. limicola* I, a common amount of *Thiothrix* I and *Nocardia*, and some *Thiothrix* II.

These filaments have several causes. Type 0914, *N. limicola* I and *Thiothrix* I and II are caused by septicity - specifically the short-chain organic acids that are formed at this condition. Type 1851 is caused by a long sludge age and higher MLSS concentration (termed low F/M). *Nocardia* is caused by fat, oil and grease (FOG). PAO indicate a high amount of organic acids and an anaerobic phase in the treatment process.

J. Hodge  
Page 2  
7/30/17

The causes for the filaments are septicity, a longer sludge age and higher MLSS concentration, and FOG. Since this is a BNR system, the time at anoxic or anaerobic conditions may be too short or the organic acid addition too high, and some is remaining in the aerated phase (>100 mg/L) and causing much of the filament growth. I don't know if you have to remove phosphorus, but some PAO were present. If not, then the anoxic phase is too "anoxic", with a redox value below -250 mv. It should be -100 to -150 mv for denitrification and <-250 mv for P removal.

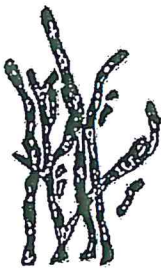
I am emailing this report. Please give me a call at 970-223-6571 or email me if you have any questions or wish to discuss these findings.

Sincerely,

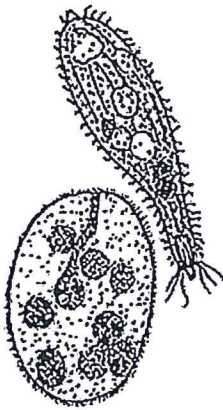
Michael Richard, Ph.D.



## Microorganisms that Clean our Wastewater



Bacteria in all the video in the background FLOC. It doesn't move. You can click here to see a photo.



**Bacteria:** Our wastewater treatment plant works like a river. Our aeration basins have two kinds of water:

- Gently flowing water that does not have a lot of oxygen
- While water that has lots of oxygen

We pump lots of compressed air into some of our aeration basins to make them frothy, like white water.

Some bacteria like white water better. Some prefer gently flowing water better. We need both kinds of bacteria to clean the water.

**Swimming Ciliates:** These one-celled microorganisms are covered with cilia, or hair-like projections. The cilia are used to move the ciliate around and to capture food. Food vacuoles are formed which are like little membrane sacks that store food as well as digesting it.

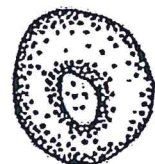
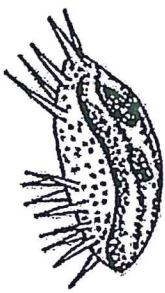
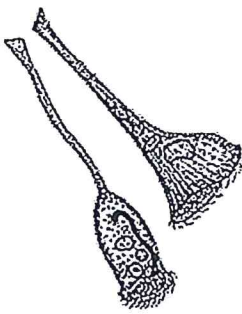
The swimming ciliates reproduce by dividing, but can also share DNA with another cell before dividing.

**Crawling Ciliates:** Crawling ciliates are like swimming ciliates except that their cilia are found on the lower surface of their body. The cilia has also fused together to form what is called "cirt" or thicker cilia. These cirt look legs and they are used for crawling. The crawling ciliates are not very good at swimming.

**Stalked Ciliates:** Stalked ciliates are single-celled organisms that grow a stalk or filament that can rapidly coil up like a spring to avoid danger.

These cells reproduce by division into two daughter cells. One of the cells will keep the stalk, but the other will become a free-swimming cell until it finds a place to attach. It will then grow a stalk and stay there. Like other ciliates, these cells can share DNA with another cell before division.

To find food, stalked ciliates use the cilia which are located around the top of the cell.

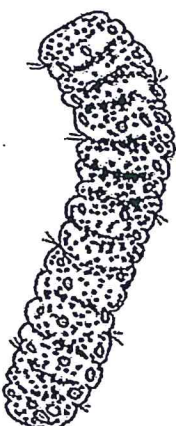
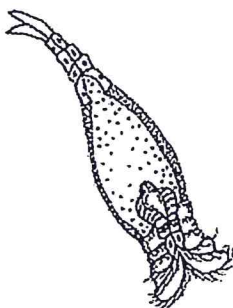


Shelled Amoeba



Amoeba (naked)  
(It's the splash, not the moving cell)

No flagellate video



**Amoebas:** When amoebas sense food nearby they extend a pseudopod (false foot) and surround the food, bringing it into their cell.

**Shelled amoebas** make a shell either by secreting chemicals or by collecting particles to build the shell. Spaces are left in the shell so pseudopods can move past the shell and into the water to reach the food.

Amoebas eat bacteria, algae, and other single-celled organisms.

**Flagellates:** These single-celled organisms move by whipping around their flagella, a threadlike projection from the front of the cell.

**Rotifers:** The most common animals in the wastewater are rotifers. These microscopic animals feed on bacteria or algae or even microbes.

The body of a rotifer consists of three parts, the head (with cilia to bring in food) a tunk, and a tail or foot that it uses to attach itself.

Rotifers can reproduce sexually and lay eggs.

Except for their eyespot, rotifers are colorless.

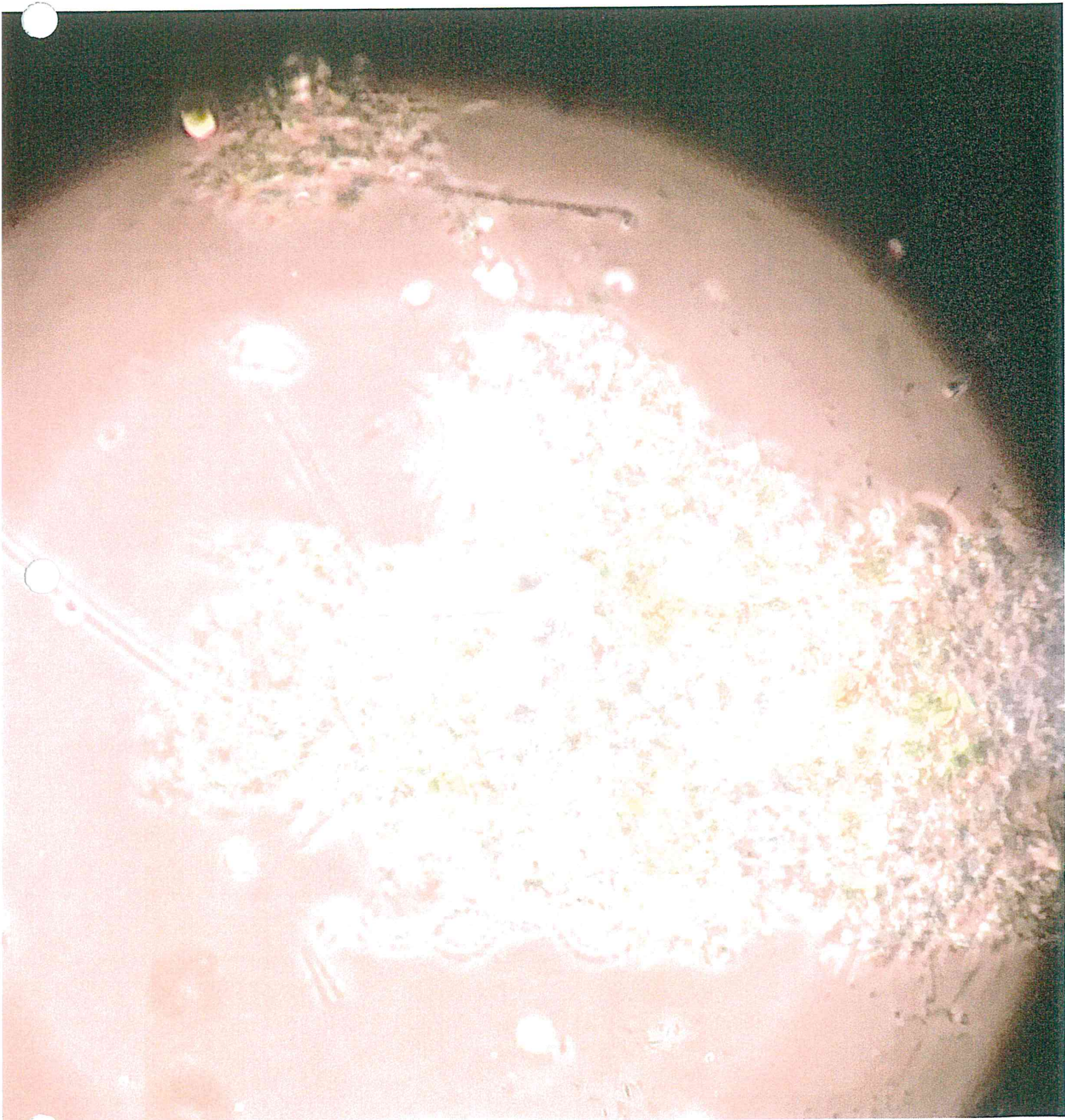
**Water Bears:** Although difficult, it might be possible to see a water bear without a microscope. These little animals can be as large as 1 mm or about one thirtieth of an inch. They do not swim and prefer to crawl. They suck the juices of plants or small animals.

Water bears are amazing animals and worth study.

Under extreme conditions the animal can reduce body moisture from 85% down to 3%. They can survive in this state for years. In 2007, water bears survived a trip into space for 10 days and survived with no air, no water, and intense rays from the sun.

**Bristle Worms:** These long, segmented worms have bright orange or pink spots. They reproduce by budding at a particular segment. They use their bristle-like setae to move. These animals are the largest animals in wastewater and can be as large as one quarter of an inch long.







# *Board Roles and Responsibilities*

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Angela Wendele  
Calif Rural Water Assoc

## **1) The Big Picture**

- a) What is my job?**
- b) How do I do my job?**

## **2) Doing My Part**

- a) Good meetings are a must**
- b) Officers are special people**
- c) Overseeing the supt/operator/manager (S/O/M)**
- d) Budgets and audits: do we have to?**
- e) The key to communications is U**
- f) Ignorance is no excuse**
- g) What in the world do we do with the experts?**

## **3) Getting Ready for the Future**

- a) Emergency plans**
- b) The next generation**

**Sample Rules and Regulations table of contents**

**Sample Policy Manual table of contents**

**Key points concerning parliamentary procedure**

**Preparing Job descriptions**

**Performance evaluations: comments and samples**

**Sample board / council member notebook**

