



**SANTA YNEZ COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS' REGULAR MEETING  
Minutes of November 17, 2021**

**NOTE: This meeting was held via teleconference, pursuant to AB 361**

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

President Jones called the meeting to order at 5:30 pm.

**2. ROLL CALL:**

Secretary Berry called the roll. Directors Present: D'Ambra, Beard, Redfern, Jones via zoom. Van Pelt was absent. Staff Present: General Manager Jose Acosta, Secretary/Treasurer Wendy Berry

**3. PLEDGE OF ALLEGIANCE**

**4. DIRECTORS COMMENTS:**

Director Jones would like to see serving sewer to the SYV as a future agenda item

**5. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

None

**6. REPORTS:**

**A. Manager Report** – Completed final walk throughs for Horizon Drive mainline extension project with SCI staff and district staff.

Collaborated and provide documents and information for personnel committee and negotiation team.

Investigated and obtained information for district video camera system, determined we will need to reset the current system or decide to remove and install different cameras, to have access. Audio system has been removed from service.

Completed required CSDA ethics and sexual harassment prevention courses.

Prior to December 1<sup>st</sup>, I will be providing all Board members with the required documents for the General Manager's performance evaluation. Annually, the Board shall provide a performance evaluation for the General Manager, this item will be placed on the December Board meeting agenda.

**B. Legal Counsel:** No report

**C. Secretary/Treasurer Report** – Nigro and Nigro finished the audit and the new financial software training was completed for now. In March, we will begin the budget training.

**D. Committee Report** - The Ad Hoc committee for negotiations continues to meet for negotiations.

**7. CONSENT ITEMS:**

- A. Approval of Regular Meeting Minutes of October 20, 2021.
- B. Approval of Special Meeting Minutes of November 1, 2021
- C. Treasurer's Report:
  - 1. Approval of Disbursements from October 16, 2021 through November 12, 2021

Director Redfern motioned to approve the consent agenda as presented, Director Beard seconded and the motion passed by a roll call vote.

**AYES: Redfern, Jones, D'Ambra, Beard Absent: Van Pelt**

**8. ACTION ITEMS:**

**A. Consideration and Adoption of Resolution No. 21-13** Authorizing Remote Teleconference Meetings of the District's Legislative Bodies Pursuant to Government Code Section 54953(e).

AB 361 requires the district to acknowledge that a state of emergency, declared by the Governor of California exists and that state or local officials have imposed or recommended measures to promote social distancing. The state of emergency declared by Governor Newsom remains in effect along with the attached document titled "Health Officials AB 361 Social Distance Recommendation", issued on September 28, 2021, by the Santa Barbara County Health Department, allows the Board to consider adoption of Resolution 21-13. The adoption of said resolution will allow the Board to continue conducting all public meetings using teleconferencing under Government Code 54953(e).

If the Board chooses to adopt Resolution 21-13, they will authorize the General Manager and district staff to continue taking all actions necessary to carry out the intent and purpose of said resolution, including conducting open and public meetings in accordance with Government Code 54953(e) and other applicable provisions of the Brown Act.

If the Board adopts Resolution 21-13 the effective date would be November 17, 2021, and expire on December 17, 2021, unless, on or before that date and every thirty (30) days thereafter, the Board adopts a subsequent resolution setting forth the findings required by Government Code section 54953(e)(3) to extend the timeframe that the district may continue conducting its public meetings via teleconference in compliance with government Code Section 54953(b)(3).

Director Beard motioned to approve Resolution 21-13, Director D'Ambra seconded, and the motion passed by a roll call vote:

**Ayes: Beard, Jones, Redfern, D'Ambra Absent: Van Pelt**

**B. Horizon Drive Mainline Extension Project Update: Construction Updates:** SCI has completed all contractual obligations. Staff, SCI and Mr. Kerr, construction manager conducted

a jobsite walkthrough on Friday October 22. There were a couple of concerns from residents along the easements and SCI returned to complete those tasks as well. The mainline is in place and ready for connection for the residences along Horizon Drive. The district engineer has reviewed and approved all as-builts.

Staff is awaiting all FINAL invoices to be submitted, to allow ALL costs to be shared with Mr. Clayton Tuckfield, to allow a final Horizon Drive capacity fee study to be presented. The Board has provided direction to staff that the district can call a special Board meeting once we are prepared to provide this information to the customers, for connection.

**C. Approval of and authorization to file Notice of Completion for the Horizon Drive Mainline Extension Project.** Specialty Construction Incorporated (SCI) has completed all contractual obligations for the Horizon Drive Mainline extension project. The next required step is recording the notice of completion with the County of Santa Barbara. Attached is a copy of the notice of completion for review, staff will complete the required signatures and submit a copy on behalf of the district.

SCI had completed all their contractual requirements by the end of October, but an official date of completion will take effect once the Board has approved the notice of completion. Upon acceptance and execution of the notice of completion, a thirty-five (35) day window will commence; at the conclusion of these thirty-five (35) days the district will release the final payment, inclusive of all retention fees, to SCI, completing the contract for the Horizon Drive mainline extension project.

Staff will then finalize the total project costs and collaborate with Clayton Tuckfield and Associates for preparation of the capacity fees, for adoption by the Board at the next regular meeting.

Director Beard motioned to accept the work by the contractor, approve final payment to the contractor in the amount of \$54,250.45 and make the final payment 35 days after filing of the Notice of Completion, and direct staff to prepare and file the Notice of Completion with the County of Santa Barbara, Director D'Ambra seconded the motion and the motion passed by a roll call vote:

**AYES: Beard, Jones, Redfern, D'Ambra Absent: Van Pelt**

**D. Approval of Resolution 21-11 Resolution of the Board of Directors of the Santa Ynez Community Services District approving to keep open the Mechanics Bank Money Market Account.** District staff opened up the Five Star checking account and has transitioned all checks, electronic funds transfers and automatic payments to the Five Star Checking account. The District has closed the Mechanic's Bank checking account. Staff has also transferred all but \$5000.00 from the Money Market account into the Five Star Checking account. Staff checked with Mechanic's Bank about the minimum balance to keep open the money market account without being charged bank fees. The minimum balance is \$3000.00. Staff believes it is in the best interest of the District to keep open the money market account with a minimum balance of \$3000.00 to avoid fees. This will give District staff access to cash, if needed.

Director Beard motioned to approve Resolution 21-11, approving to keep open the Mechanics Bank money market account with a minimum of \$3000.00, Director Redfern seconded and the motion passed by a roll call vote:

**AYES: Beard, Jones, Redfern, D'Ambra Absent: Van Pelt**

**9. INFORMATIONAL ITEMS:**

None

**10. LABOR NEGOTIATIONS:**

**A. Closed session:**

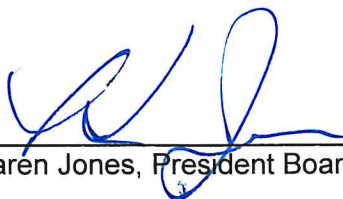
- **Public comments on closed session agenda item:** No public was in attendance  
The Board entered into closed session at 6:12 p.m.
- Closed session conference with labor negotiators pursuant to Government Code 54957.6
- Agency designated representatives: Nate Kowalski, Legal Counsel, Director Redfern, Director Jones
- Employee organization: Teamsters Local 986

**Open session report on closed session agenda item:** The Board came out of closed session at 6:45 p.m. with no reportable action.

**11. ADJOURNMENT.** Director D'Ambra motioned to adjourn the meeting at 6.46 p.m., Director Beard seconded, and the motion passed by a roll call vote:

**AYES: Jones, D'Ambra, Redfern, Beard Absent: Van Pelt**

The next regular Board of Director's meeting is scheduled for Wednesday, December 15, 2021.  
APPROVED:

  
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Karen Jones, President Board of Directors

ATTEST:

  
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Wendy Berry, Secretary Board of Directors