

SANTA YNEZ COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors
FROM: Michael LeBrun, Interim General Manager
DATE: April 20, 2022
SUBJECT: Review Local Area Formation Commission (LAFCO) Municipal Services Review Process, consider Ad-Hoc Committee

Recommendation

Review and discuss LAFCO Municipal Services Review Process. Consider formation of an Ad-Hoc Committee to represent the District in the LAFCO process. Direct staff.

Policy Implications

LAFCO commenced a municipal service review for water, wastewater, recycled water and stormwater involved agencies within the County. The LAFCO review process provides an opportunity for the District to consider current service levels and future direction.

Fiscal Implications

In the long-term, LAFCO is the agency that controls activation of District latent powers, expansion and contraction of District services boundaries, and thereby can have significant fiscal implications.

Alternatives Considered

None

Discussion

Local Area Formation Commissions were established in the late 1950's/early 1960' to help local government deal with urban growth.

Santa Barbara LAFCO is made up of two members from the Board of Supervisors, two members from incorporated Cities within the County, two members from Special Districts within the County, and one member from the public at large.

On February 3, 2022, the Commission directed its staff to prepare an updated services review for water, wastewater, stormwater, and recycled water services within the County.

To begin the update process, LAFCO staff sent a questionnaire to all involved agencies. On March 30, your Board received a presentation on the process from LAFCO Executive Officer Mike Prater. and reviewed the LAFCO questionnaire and draft District response.

The Board asked staff to return with a discussion for formation of an Ad-Hoc Committee to engage in the process going forward.

Attachment:

MSR questions and answers

Municipal Service Review 2022

Following are Santa Ynez CSD's responses to Santa Barbara LAFCO's Comprehensive Water/Wastewater/Recycled Water/Stormwater Service & Sphere Review. Please refer to the Questionnaire for the specific questions.

A Overview:

- 1) Mailing address: PO Box 667 Santa Ynez, CA 93460 Physical Location: 1070 Faraday St. Santa Ynez, CA 93460
- 2) website; www.sycsd.com
- 3) Contact: Mike LeBrun, Interim General Manager mike@sycsd.com Wendy Berry Secretary/Treasurer wendy@sycsd.com 805-688-3008 office
- 4) Employees and status: 6 Fulltime employees including; General Manager (GM) (1) Secretary/Treasurer (1), Chief Plant Operator (CPO) (1), Operation/Supervisor (1), Collection Worker (2)
- 5) # of Operators – CPO (1) – Grade IV, Ops Supervisor(1) WW Collection Grade II, WW Collection Operators (1), WW Collection Operator OIT
- 6) Staffing Experience – Interim GM, Industry years 30 – agency years 3 months. Secretary/Treasurer, Industry – 30, Agency 9 years. Operations Supervisor, Industry 21 years Agency 21. Operator 1, – Industry 7 years, Agency 7 years. Operator 2 – Industry 3 months, Agency 3 months
- 7) Current Board: Karen Jones – President Term expires 2024, David Beard- Vice President Term expires 2022, Bob D'Ambra term expires 2022, Bradlee Van Pelt expires 2024, Frank Redfern term expires 2024
- 8) Board Background/Years on Board : Director Jones, stakeholder/customer since 1982, health care industry, raised three children who have brought six grandchildren. Founding President of the Santa Ynez Opportunity Shop, served as an Airport Authority Director 2017-2022, service to SYCSD since 2016 (6 years), Directors Beard and D'Ambra, service since 2018 (4 years), Director Redfern, service since 2019 (3 years), Director Van Pelt, service since 2021 (1 year).
- 9) CPO – WW Grade IV – 7 months, Operation Manager – WW Collection II 3 yrs. 10 months
- 10) Third Wednesday of the Month, 5:30 PM, at 1070 Faraday St Santa Ynez, CA 93460
- 11) Survey -yes

B. Boundaries:

- 1) There are no current plans or policy direction regarding jurisdictional boundaries. The District and its Board of Directors will be working in the months ahead to better define the District's Strategic plan and look forward to participating in the MSR process as part of this effort. The District will keep the Commission informed of its progress. We will provide update to answers on policy related questions if/when warranted.

2) There are no current plans or policy direction to regarding sphere of influence. The District and its Board of Directors will be working in the months ahead to better define the District's Strategic plan and look forward to participating in the MSR process as part of this effort.

3) The District currently provides wastewater collection and treatment operation and maintenance services to the Santa Ynez Band of Chumash Indians. LAFCO approved outside user agreements for the District to serve two parcels in Janin Acres (outside our boundary). These agreements have NOT been acted upon.

4) Not that we are aware of.

5) The District has not considered consolidation or reorganization in the past 5 years. The District welcomes evaluation that could lead to improvement in services to our customers and residents within our services area.

C. Service Provisions:

The District provides waste water collection and lighting services. Wastewater is transmitted to the City of Solvang Wastewater Treatment Plant for treatment

The District, by contract, maintains and operates the wastewater collection system, including three lift stations, and wastewater treatment plant for the Santa Ynez Band of Chumash Indians (Chumash) . The Chumash wastewater system serves the Chumash reservation lands which are outside the District's services boundary. The Chumash treatment plant produces effluent water that is suitable for reclaim. This reclaim water is utilized by the Chumash on tribal lands.

The District does not have a Groundwater Sustainability Plan.

D. Connection Types: 733 wastewater connections, 61 of which are commercial, 672 single family dwellings. 73 of the properties connected have an additional dwelling units (ADU).

E. Population

1) Based on the number of residential connections and an estimated average population of 3 persons per connection; the District serves approximately 2,000 persons. The 2020 population of the District services boundary is approximately 4,505 (<https://www.california-demographics.com/santa-ynez-demographics>). According to the estimates published in the Santa Barbara County 2050 Forecast report, the service area population in 2025 will be about 4658, in year 2030 about 4,726, in year 2035 about 4,794.

2) Yes, population growth will most likely lead to additional connections and service commitments which in turn will reduce excess capacity.

3) We are not aware of any disadvantage communities within or adjacent to our boundary.

F. Capacity and System Demands

1)The District owns a 20% share of the City of Solvang's 1.5 million gallon per day (mgd) wastewater plant, equating to a treatment capacity of 300,000 gallons per day (gpd).

2) In 2021 the SYCSD sent an average of 138,628 gpd to the City of Solvang Wastewater facility. In February 2022, the District sent an average of 133,867 gpd to the City of Solvang Wastewater Treatment Plant.

3) The 2021 average wastewater flow equates to about 189 gallons wastewater per day per connection, 206 gallons of wastewater per day per residential connection, and about 69 gallons of wastewater per day per person (using an assumed 3 persons per connection)..

4) The SYCSD collection system has 733 connections, 386 manholes, about 15 miles of gravity flow sewer lines (7.53 miles of 8-inch VCP gravity line, , 4.25 miles of 12-inch VCP gravity line, 1 mile of 10-inch gravity line and 2.1 miles of 15-inch VCP gravity line), nearly one mile of sewer force main and two lift stations.

5) SYCSD tracks the quantity, strength and quality of the wastewater that is sent to the City of Solvang.

G. Treatment Plants, Boosters, Lift Stations

1-10) The District contracts with the City of Solvang to treat and dispose of the District's wastewater. The City of Solvang operates and maintains a 1.5 MGD Sequencing Batch Reactor (SBR) activated sludge wastewater treatment plant built in 1997. The District owns a 20% share of the City's treatment plant capacity, or 300,000 gallons per day of capacity. The treatment plant is located at 101 S. Alisal Rd. Solvang, CA 93463.

The City of Solvang is in the process of upgrading their wastewater treatment facility. Phase 1 was completed in December 2021 and consisted of replacing the mixing and aeration system. Phase 2 of the upgrade is planned for 2022/2023.

The District collects and transports wastewater to the City of Solvang via it's collection system which includes gravity lines and force main lines and two lift stations.

The 246 lift station, located at Highway 246 and Valley St. at the entrance to the Chumash Casino. This lift station was completely rebuilt and replaced in 2014 and pumps 1240 gpm. The second district owned lift station is the Golden Inn lift Station located at 890 N. Refugio Rd at the Golden Inn Senior facility. The District accepted dedication of this lift station in 2020, The Golden Inn lift station pumps 268 gpm.

By contract, the District operates and maintains the Santa Ynez Band of Chumash Indians Wastewater Reclamation Facility, Kalawa Shaq pump station, two casino lift stations and collection lines located at 3400 Highway 246, Santa Ynez, CA 93460. The Chumash Wastewater Reclamation Facility is a 320,000 gpd membrane bioreactor (MBR) with chlorine disinfection and Title 22 Recycled Water Distribution of 200,000 gpd. The wastewater treatment plant was built in 2005 and upgraded to a MBR plant in 2015 and covers approximately ¼ acre. Treated wastewater is used for irrigation on the reservation and/or discharged to the nearby creek. Biosolids from the treatment plant are composted off-site.

The Santa Ynez Band is initiating a study to increase treatment and reclamation capacity of its wastewater facility. The District operates and maintains the facility by contract and has no intention of handling or treating in District generated wastewater at the facility.

G. (un-numbered) Are there any plans to upgrade current treatment plants or construct new treatment plants. Not Applicable

H. Finances

- 1) Financials- attached
- 2) Budget – attached
- 3) Capital Improvement Plan – attached
- 4) Any Pension Obligation – N/A
- 5) Ending Fund Balance - attached
- 6 total fund balance/2021 annual revenue – attached
- 7) Revenue source – The District’s main revenue is from sewer fees and sewer benefit fees. We also receive property tax revenue and capacity fees and annexation fees when residents connect and/or annex into the District.

- 8) No COVID money applied for or received.

I. Water Source

Section is Not Applicable

J. Shared services

As stated in Section G, the District operates by contract, the Santa Ynez Band of Chumash Indians Wastewater Reclamation Facility, Kalawa Shaq pump station and collection lines located at 3400 Highway 246, Santa Ynez, CA 93460.

In February 2019, the District became the Wastewater Contract Operator for the City of Buellton, due to the City of Buellton losing their Wastewater Chief Plant Operator. In 2021, that permit expired and the District did not renew it since services were no longer needed.

K. Distribution/Collection Maintenance

The District has nearly 15 miles of sewer lines that are inspected, cleaned, and otherwise maintained on regular basis. Additionally, sewer collection lines are video inspected on an as needed basis. Maintenance (inspect, clean, repair as needed) of the District’s two lift stations is performed weekly.

L. Other Information

- 1) Attached
- 2) Attached
- 3) Attached
- 4) N/A
- 5) Attached
- 6) Not applicable
- 7) Not directly. No

- 8) We track our current number of connections and sewage flow and compare this to our system conveyance capacity and treatment capacity. The District does not direct growth perse, we do track growth and prepare for additional service levels when need is projected.
- 9) Planning requirements that are allowing additional dwellings are impacting our projections for sewer capacity.
- 10) Santa Barbara County and State of California financial records and CIQWS for sewer spills. We have an annual financial audit. We hold Air Pollution Control District permits for one of our standby generators.
- 11) We keep an active and updated website and publish a biannual newsletter.
- 12) The District, under the direction and oversight of the CA Regional Water Quality Board maintains a Sanitary Sewer Management Plan.
- 13) In November 2021, the District completed a \$1.3M project to extend sewer main to Horizon Drive. Also in 2021, the District completed a rate study and adopted a five-year rate plan that supports our Capital Improvement Plan and the upgrade of Solvang's wastewater treatment plant.
- 14) Expanding sewer collection within community which can generate concerns about growth inducement and forced connection.
- 15) California Special Districts Association (CSDA) and the Santa Barbara chapter of CSDA
- 16) The District recognizes our rural area is growing quickly. We are interested in providing excellent, cost-effective services to our community. Any analyses that supports this goal is welcome.

LOCAL AGENCY FORMATION COMMISSION OF SANTA BARBARA COUNTY

**Comprehensive Water/Wastewater/Recycled
Water/Stormwater Service & Sphere Review (Survey
Questions – Deadline is March 31, 2022)**

****Please refer to page 7 for information on how to respond to this survey****

Survey Questions	Agency Response
<p>A. Overview:</p> <p>1) Administrative Office Address and Mailing Address (if different)</p> <p>2) Website Address</p> <p>3) Contact Information of LAFCO Liaison (for any follow-up questions)</p> <p>4) Number of Employees for entire agency. Please indicate whether employees are full-time, part-time, contract, etc.</p> <p>5) Number of Operators and their Grade Levels. Number of Emergency Operators available.</p> <p>6) Staffing experience and tenure to the agency. Please indicate # years each employee has been in the industry and the number of years with the current agency.</p> <p>7) Current Board/Council Members and Term Limits. Please indicate who is the current Board Chair/President.</p> <p>8) Board/Council Members background and years on the board. Background example indicate educator, finance, etc.</p> <p>9) Current Plant/Operations Manager. Please list for both Water Treatment and Wastewater Treatment, if applicable. Please indicate the number of years serving as the current Manager.</p> <p>10) Regular Board meeting date and location.</p> <p>11) Would you be able to participate in an online short survey as well or further encourage citizen participation in an online survey?</p>	<p>EXAMPLES: GM (1), Plant Manager (1) Operators (4) all grade levels, Admin (3), Other Staff (5)</p> <p>EXAMPLES: Supervisor (1) grade 4; or Operators (3) grade 1, etc</p> <p>EXAMPLES: Plant Manager 10 years in Industry w/ 3 years with the current agency.</p> <p>EXAMPLES: John/Jane Smith, Vice Chair – Nurse Jim/Sara Jones, President – Retail Sales</p>

<p>B. Boundaries:</p> <ol style="list-style-type: none"> 1) Does your agency desire to change its existing jurisdictional boundary? If yes, please indicate the area(s) and reason(s). 2) Does your agency desire to change its existing sphere of influence boundary? If yes, please indicate the area(s) and reason(s). 3) Does your agency plan to or currently provide services outside its existing boundaries? If yes, please indicate the area(s) and reason(s). 4) Are there any overlaps or duplicate services being provided by another agency within your agency's boundaries? 5) Have consolidation or reorganization with others been considered in the past 5 years? Would this evaluation benefit your agency? 	
<p>C. Service Provisions</p> <p>Please indicate which services your agency provides related to the service review of Water/Wastewater/Recycled Water/Stormwater. Examples include</p> <ol style="list-style-type: none"> 1) Collection 2) Treatment 3) Disposal 4) Recycled Water Use (list level of treatment) 5) Stormwater Management 6) Groundwater Sustainability Agency Member 7) Other <p>Please indicate whether your agency provides these services in-house or by-contract with another agency within your boundaries, and whether your agency provides a service outside your boundaries.</p> <p>Please provide a current draft of your Groundwater Sustainability Plan (GSP).</p>	

<p>D. Connection Types</p> <p>1) Total number of water, wastewater connections for each following type.</p> <ul style="list-style-type: none"> a) Single Family b) Multi-Family c) Commercial d) Industrial e) Agricultural f) Other? 	
<p>E. Population</p> <p>1) Please provide population estimates for the following years: 2020, 2025, 2030, 2035, and 2040. If a population forecast is unavailable, please provide the current population count.</p> <p>2) Do you believe future population or housing will affect your agency's service capacity?</p> <p>3) Is your agency aware of any disadvantage communities within or adjacent to your boundary?</p>	
<p>F. Capacity and System Demands</p> <p>1) Please indicate the permitted capacity and any estimated equivalent units. Provide any State Permitting Documents.</p> <p>2) Estimated annual demand in gallons and AF</p> <p>3) Estimate gallons per day for each resident or equivalent unit.</p> <p>4) Distribution/Collection and Storage description.</p> <p>5) Any other Information your agency tracks?</p>	<p>EXAMPLES: 2020 Well A produced 22%, Well B produced 43%, etc. Or 1,800-2,000 gallons per minute, availability averaging 16,500 acre-feet per year</p> <p>estimated 129.3 gallons per day for each resident or 351.1 gallons per day for each occupied housing unit</p> <p>Maintains approximately 27.5 miles of various sized pipes. Two storage tanks that hold 1.8 million gallon of water.</p>

<p>G. Treatment Plants, Boosters, Lift Stations</p> <p>Please provide information for the following:</p> <ol style="list-style-type: none"> 1) Number of and type of treatment plants 2) Name and location of treatment plants 3) Built date of treatment plants 4) Current condition of treatment plants 5) Size, square footage/ acres of treatment plants 6) Number of Boosters and Lift Stations 7) Name/location of Boosters and Lift Stations 8) Current condition of Boosters and Lift Stations 9) Size, capacity of Boosters and Lift Stations 10) Disposal process <p>Are there any plans to upgrade current treatment plants or construct new treatment plants?</p>	<p>EXAMPLES:</p> <p>Describe treatment system and process.</p> <p>If available, a brief description of each pump station</p> <p>800 gpm, or 30hp motor, provide a brief description.</p> <p>Hauled off-site to landfill, percolation, etc.</p>
<p>H. Finances</p> <p>Please provide information for the following:</p> <ol style="list-style-type: none"> 1) Adopted Financial Statements (2018 to 2021) 2) Adopted/Proposed Budgets (2021 and 2022) 3) Capital Improvement Plans (if applicable) 4) Any Pension/OPEB Obligations and payments 5) Ending Fund Balance for 2021 6) Total Fund Balance/Annual Revenue for 2021 7) Revenue sources 8) COVID Fund/Refund Applications (ARPA, Cares Act, Grants, etc.) 	

<p>I. Water Supply Sources</p> <p>Please indicate which type of water supply and estimated acre-feet are available for your agency use. Examples include:</p> <ol style="list-style-type: none"> 1) Groundwater 2) Surface Water 3) State Water 4) Recycled Water 5) Desalination 6) River Alluvium 7) Other(s)? 	<p>(Acre-Feet Estimates for each)</p>
<p>J. Shared Services</p> <p>Please indicate whether your agency collaborates with other organizations through any of the following:</p> <ol style="list-style-type: none"> 1) Exchange Agreement 2) Wheeling Arrangements 3) Lease Agreement 4) Memorandum of Understanding 5) Joint Power Authorities/Agreements 6) Other Contracts? <p>Please name the organizations and purpose that your agency collaborates with and provide documents, if possible. LAFCO would like to highlight these partnerships and joint efforts.</p>	
<p>K. Distribution/Collection Maintenance</p> <p>Please indicate which Inspection, Repair, Replacement, Upgrade or Addition your agency addressed during FY 2016 to 2021. Also indicate how many miles of system lines were addressed for each FY from 2016-2021:</p> <ol style="list-style-type: none"> 1) Inspected 2) Cleaned 3) Replaced 4) Added 5) Video 6) Booster Stations addressed 7) Treatment Plant Upgrades, Repairs, 8) Other(s)? 9) Storm Drains 	<p>EXAMPLES:</p> <p>120 miles of lines inspected in 2020 10 miles cleaned in 2019 15 miles replaced in 2020 & 25 miles in 2019 4 miles added in 2021, 6 miles in 2019, 7 miles in 2016 1 Booster replaced at (location) in 2018 Upgrades include (list components) in 2017, 2018, 2019 30 drains cleaned each year</p>

L. Other Information

Please provide the following:

- 1) Rate Structure. Connection Fees, User Fees per Month for various types (SFR, MFR, MHP, Commercial, Industrial, etc)
- 2) Provide most recent Rate Study Report.
- 3) Does your agency have an emergency and disaster mitigation plan? If so, please provide a copy/link to review the document.
- 4) Does your agency have an Urban Water Management Plan? If so please provide a copy/link to review the document.
- 5) Does your agency have a Sewer System Management Plan? If so please provide a copy/link to review the document.
- 6) Please provide a copy/link to review the following documents? Master Plans, Strategic Plans, Conservation Plans, Reclaimed Water Reports/ Studies.
- 7) Has climate change affected your agency? Do you have a Climate Action plan?
- 8) How is your agency preparing for future service needs/demands? What strategies are used to direct growth/service demands where infrastructure is or will be available?
- 9) Are there any new or pending laws that have affected your agency? If so, please provide information on such laws/bills.
- 10) List agencies to which your agency is required to report and for what. Do you prepare or receive annual reports or inspections?
- 11) Describe your agencies efforts regarding Public Outreach?

EXAMPLES:

Please provide a sample billing residential of 10 units or equivalent for 1 unit = 100 cubic feet

<p>L. Other Information (continued)</p> <p>12) How are the operations of your agency routinely evaluated, and by whom? Any procedures, customer feedback, etc.?</p> <p>13) Are there any best practices or recent success stories you would like LAFCO to highlight in the upcoming service review?</p> <p>14) What opportunities/challenges does your agency face?</p> <p>15) What regional collaboration does your agency participate in?</p> <p>16) Are there any specific topics you would like LAFCO to analyze as part of the upcoming service review?</p>	
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LAFCO Staff Comments

Survey Responses: If the requested information is available on the agency's website or online, please provide the hyperlink and direct us to the proper location. We understand that your time is limited, and LAFCO staff can retrieve the information if pointed in the right direction.

Thank you for participating in LAFCO's survey. Please send your responses to LAFCO no later than **Thursday, March 31, 2022**. Responses can be sent by email at **lafco@sblafco.org**. Feel free to contact LAFCO staff if you have any questions. The LAFCO office number is 805-568-3391.

