

SANTA YNEZ COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS

REGULAR MEETING  
June 21, 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 Special Meeting of May 18, 2017.
- B. Approval of Finance Committee Minutes of May 11, 2017.
- C. Approval of Disbursements from May 19, 2017 through June 21, 2017.

7. **ACTION ITEMS: (ACTION-ROLL CALL VOTE)**
  - A. (1) **PUBLIC HEARING:** Public hearing on electing to have sewer fees and charges collected on the tax roll for fiscal year 2017-2018 and directing and filing a report.
  - (2) Adopt Resolution 17-04, overruling objections and adopting report on sewer fees and charges to be collected on the tax roll for fiscal year 2017/2018.
  - B. Adoption of Ordinance O-17-01, Ordinance of the Board of Directors of the Santa Ynez Community Services District determining amount of real property tax to be levied within the Santa Ynez Community Services District in the Fiscal Year 2017-2018.

- C. Presentation for the Proposed Fiscal Year 2017/2018 budget.
- D. Adopt Resolution 17-05, Resolution of the Board of Directors of the Santa Ynez Community Services District fixing, approving, and adopting the budget for fiscal year 2017/2018.
- E. Adoption of Resolution 17-06, Resolution of the Board of Directors of the Santa Ynez Community Services District approving and adopting revised employee pay schedule for fiscal year 2017/2018.
- F. Adoption of Resolution 17-07, Resolution of the Board of Directors of the Santa Ynez Community Services District for the election of Directors to the Special District Risk Management Authority Board of Directors.
- G. Adoption of Resolution 17-08, Resolution of the Board of Directors of the Santa Ynez Community Services District authorizing deposit into Five Star Bank Public Investment Money Market Account.
- H. Adoption of the Ten-Year Capital Improvement Plan for fiscal year 2017/2018.
- I. Approve capacity fees effective July 1, 2017.
- J. Approve annexation fees effective July 1, 2017.
- K. Consideration and action to hire a facilitator to develop Board Policies and Procedures (No Staff Report).

8. **REPORTS:**

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

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

10. **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@syicsd.com](mailto:wendy@syicsd.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

SPECIAL MEETING MINUTES

May 18, 2017

5:30 P.M.

1070 Faraday, Santa Ynez, CA

**BOARD MEMBERS PRESENT:** David Higgins          Frank Mueller  
                                     David Seymour          Carl Maler

**OTHERS PRESENT:** Matt van der Linden, Carol Griese, Joan Jamieson, Ryan Toussaint, Winston Craven

1. **CALL TO ORDER:** President Seymour called the meeting to order at 5:35 p.m.
2. **ROLL CALL:** Higgins, Maler, Seymour Director Mueller joined the meeting at 5:54 p.m.  
Absent: Jones
3. **PLEDGE OF ALLEGIANCE:** Director Higgins led the Pledge of Allegiance
4. **DIRECTOR COMMENTS:** As part of the Board Policy and Procedure workshop, Director Seymour would like to adopt Rosenberg's Rules of Order.
5. **PUBLIC COMMENTS:** Matt van der Linden gave a report on the Solvang Wastewater Treatment Plant. City of Solvang has capacity for SYCSD and Solvang. Solvang is concerned about protecting the City's interest that is why they denied the District the extra capacity. Solvang hired Brian from Corolla Engineering to help with the denitrifying process because they have never denitrified before and to adjust the SCADA system. In April, Solvang began successfully denitrifying. Through the denitrifying process, Solvang's plant has lost capacity and once they fine tune the process, Solvang should regain the capacity that was lost. In next fiscal year, Solvang staff is proposing to their City Council to do a conceptual study to look at a plant upgrade to include additional capacity for SYCSD and Los Olivos and to restore the lost capacity.
6. **CONSENT AGENDA:**
  - A. Approval of Minutes of the Regular Meeting of April 19, 2017.
  - B. Approval of Minutes of the Special Meeting of April 19, 2017
  - C. Approval of Disbursements from April 20, 2017 through May 18, 2017

**Director Higgins motioned to approve the Consent Agenda as presented above, President Seymour seconded and the motion passed with three ayes: Higgins, Seymour, Maler absent: Mueller, Jones**

## 7. ACTION ITEMS:

- A. (1) **PUBLIC HEARING:** Public hearing on approval of installment payment plan, election to have installment payments collected on tax roll, and imposition of lien to secure payment for 3151 Samantha Dr., APN# 141-360-08. **The public hearing was opened at 5:50 p.m. and closed at 5:51 p.m. with no protests or objections.**
- (2) Adopt Resolution 17-02, Resolution of the Board of Directors of the Santa Ynez Community Services District approving Installment Payment Plan for 3151 Samantha Drive. This item was tabled until Director Mueller arrives. **Director Higgins motioned to (i) overrule any and all objections, (ii) accept the terms of the proposed installment payment plan, and (iii) adopt Resolution 17-02, Director Mueller seconded and the motion passed by a roll call vote: ayes; Mueller, Seymour, Higgins, Maler; absent: Jones**
- B. Adopt Resolution 17-03, Resolution of the Board of Directors of the Santa Ynez Community Services District electing to have sewer fees and charges collected on the tax roll for fiscal year 2017-2018, directing the preparation and filing a report, fixing the time and place for hearing and providing for notice thereof. **This Resolution will continue the District's procedure to collect sewer fees and charges on the tax roll as in previous years. A public hearing is scheduled for June 21, 2017 at 5:30 in the District's Board Room. Director Higgins motioned to adopt Resolution 17-03, Director Seymour seconded and the motion passed by a roll call vote: ayes; Seymour, Maler, Higgins, Mueller absent: Jones**
- C. Introduction and first reading of Ordinance O-17-01, Ordinance of the Board of Directors of the Santa Ynez Community Services District determining amount of real property tax to be levied within the Santa Ynez Community Services District in the Fiscal Year 2017-2018. **Staff introduced and read Ordinance O-17-01 in full.**
- D. Selecting a time and date for the Board workshop to review policies and procedures. **Saturday, June 17, 2017 is a tentative date to review the Board Policies and Procedures.**

## 8. INFORMATION ITEMS:

- A. Update on the proposal for Dunn School. **Dunn School contracted with the original Engineer who installed the advance septic system to help them with their non-compliance and doesn't need the District's services at this time.**
- B. Preliminary findings of the Grand Jury report for West Santa Ynez. **The District was never officially noticed on the Grand Jury report. Staff called the Grand Jury to**

find out why and because there were no findings the District is not required to respond. The Grand Jury published the report in the media because the report had beneficial information for the public to learn about the LAMP requirements and sewer requirements.

9. **REPORTS:**

A. **Manager's Report:** The General Manager attended Legislative Days for Special Districts in Sacramento. Jeff Hodge was elected as the Central Coast Representative for CSDA and the Vice Chair to the Legislative Committee. The CSDA takes an active role for legislation. Representatives from CALAFCO and the Little Hoover Commission also attended. AB 979 is to get Special District Representation for the 28 counties out of 58 that don't have Special District representation.

The new chlorine contact is being tested at the WWTP.  
General Manager will meet with a GIS representative.

B. **Legal Counsel's Report:** SB 229 deals with accessory dwelling units and junior units and if it passes the District will have to look at how the District charges capacity fees for those units

C. **Secretary/Treasurer Report:** The Secretary/Treasurer passed out the 2016 Brown Act Manual, Rosenberg's Rules of Order, Board Policy, and the Grand Jury Report and encourage the Board to read them for the good information that is provided. FEMA will be here on the 26<sup>th</sup> for an official meeting to review the information submitted on the claim forms.

D. **Committee Reports:** Finance Committee meet on May 11, 2017 and reviewed Five Star Bank information, proposed 2017/2018 budget, and the 10-year CIP Plan. Recommendation of the Finance Committee is to open a Five Star Account, adopt the 2017/2018 Budget and 10-year CIP.

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

11. **ADJOURNMENT:** Director Seymour adjourned the meeting at 6:52 p.m.



SANTA YNEZ COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS

Minutes of the Finance Committee  
May 11, 2017  
10:00 a.m.

**PRESENT:** David Higgins, Karen Jones

**ALSO**

**PRESENT:** Jeff Hodge, General Manager  
Wendy Berry, Secretary/Treasurer

1. **CALL TO ORDER:** The meeting was called to order at 10:03 a.m.
2. **REVIEW FIVE STAR MONEY MARKET ACCOUNT INFORMATION FOR POSSIBILITY OF OPENING A NEW INVESTMENT ACCOUNT.**  
Staff reviewed the Five Star Bank money market account with the Finance Committee. The Five Star Money Market account is currently paying .777% interest compounding monthly. Currently, the District's money market account with Rabobank pays .23%.
3. **REVIEW FISCAL YEAR 2017/2018 PROPOSED BUDGET:** Staff reviewed the draft 2017/2018 budget with the finance Committee. It is proposed the District will move \$132,619.00 into reserves.
4. **REVIEW PROPOSED FISCAL YEAR 2017/2018 10-YEAR CAPITAL IMPROVEMENT PLAN:** Staff reviewed the 2017/2018 10-Year capital improvement plan with the finance committee
5. **ADJOURNMENT:** The meeting was adjourned at 11:47 p.m.

APPROVED:

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David Higgins, Board of Directors

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Wendy Berry, Secretary of the Board





# Santa Ynez Community Services District

## Account QuickReport

As of June 21, 2017

Date	Num	Name	Amount	Tribe
05/19/2017	13520	Fastenel		\$ 103.75
05/19/2017	13521	FGL Environmental	\$ 130.00	
05/19/2017	13522	Jeff Hodge'	\$ 28.00	
05/19/2017	13523	RMC Water and Environment	\$ 2,330.00	
05/19/2017	13524	USA Blue Book		\$ 474.10
05/26/2017	13525	FGL Environmental		\$ 328.00
05/26/2017	13526	USA Blue Book		\$ 306.13
05/26/2017	13527	VCSDA	\$ 20.00	
06/12/2017	13536	FGL Environmental	\$ 90.00	
06/12/2017	13537	All Around Landscape Supply	\$ 24.32	\$ 183.12
06/12/2017	13538	Business Card	\$ 1,807.48	\$ 683.75
06/12/2017	13539	City of Solvang	\$ 18,000.00	
06/12/2017	13540	Coastal Copy	\$ 36.16	
06/12/2017	13541	Comcast	\$ 237.50	
06/12/2017	13542	Crystal Springs Water Co.		\$ 8.00
06/12/2017	13543	Fastenel		\$ 12.46
06/12/2017	13544	FGL Environmental		\$ 2,606.00
06/12/2017	13545	Frontier Communications	\$ 36.99	\$ 46.96
06/12/2017	13546	Hamner & Jewell	\$ 792.50	
06/12/2017	13547	Harrison Hardware	\$ 23.48	\$ 313.92
06/12/2017	13548	Health Sanitation Services	\$ 48.78	
06/12/2017	13549	Howell Moore & Gough LLP	\$ 4,556.00	
06/12/2017	13550	Lee Central Coast Newspapers	\$ 607.52	
06/12/2017	13551	Mission Communications, LLC		\$ 623.40
06/12/2017	13552	National Benefit Services, LLC	\$ 18.00	
06/12/2017	13553	PG&E	\$ 908.01	\$ 277.47
06/12/2017	13554	S.Y.R.W.C.D.	\$ 85.12	\$ 278.62
06/12/2017	13555	The Gas Company	\$ 21.75	
06/12/2017	13556	U.S. Postmaster	\$ 94.00	
06/12/2017	13557	Underground Service Alert/SC	\$ 36.00	
06/12/2017	13558	US Bank Voyager Fleet Sys.	\$ 155.31	
06/12/2017	13559	USA Blue Book		\$ 583.24
06/12/2017	13560	Verizon Wireless	\$ 253.71	\$ 53.70
06/16/2017	13567	All Around Landscape Supply		\$ 183.12
06/16/2017	13568	Cannon Associates	\$ 378.00	
06/16/2017	13569	FGL Environmental		\$ 52.00
06/16/2017	13570	Taft Electric		\$ 9,492.74
06/16/2017	13571	The Gas Company	\$ 21.18	
			<u>30,739.81</u>	<u>\$ 16,610.48</u>
Total			<u>47,350.29</u>	

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 Signature



**SANTA YNEZ  
COMMUNITY SERVICES DISTRICT  
STAFF REPORT**

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TO: BOARD OF DIRECTORS

PREPARED BY: Wendy Berry

FOR: REGULAR BOARD MEETING

DATE: June 21, 2017

ITEM: Resolution 17-04, overruling objections and adopting report on sewer fees and charges to be collected on the tax roll for fiscal year 2017-2018.

**SUMMARY:** A public hearing was advertised in the Santa Ynez Valley News on May 25 and June 1, 2017. Following a public hearing, if verbal and/or written protests are not presented by the majority of the record owners, the Board will proceed to have sewer fees and charges collected on the tax roll.

**RECOMMENDATION:** Adopt Resolution 17-04, overruling objections and adopting report on sewer fees and charges to be collected on tax roll for fiscal year 2017-2018.

**ATTACHMENTS:**

Resolution 17-04  
Resolution 17-03  
Proof of Publication  
Sewer Service Fee Schedule



RESOLUTION NO. 17-04

RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SANTA YNEZ COMMUNITY SERVICES DISTRICT  
OVERRULING OBJECTIONS AND ADOPTING REPORT  
ON SEWER FEES AND CHARGES TO BE COLLECTED  
ON TAX ROLL FOR FISCAL YEAR 2017-2018

WHEREAS, On May 18, 2017 the Board of Directors of the Santa Ynez Community Services District adopted Resolution No. 17-03, "Resolution of the Board of Directors of the Santa Ynez Community Services District Electing to Have Sewer Fees and Charges Collected on the Tax Roll for Fiscal year 2017-2018, Directing the Preparation and Filing of Report, Fixing Time and Place for Hearing, and Providing for Notice Thereof," which Resolution provides for the collection on the tax roll of (a) sewer service charges for fiscal year 2017-2018, (b) sewer availability charges for fiscal year 2017-2018, (c) certain sewer connection fees for which the District agreed to defer payment pursuant to installment payment plans with the property owners;

WHEREAS, pursuant to Resolution No. 17-03, District staff has prepared and filed with the Secretary of the Board a written report containing a description of each parcel of real property receiving service and/or facilities and the amount of the Sewer Fees and Charges for each such parcel (the "Report");

WHEREAS, in Resolution No. 17-03, this Board appointed the time and place of a hearing on the Report and directed the Secretary to provide notice of the hearing;

WHEREAS, such notice was given in the manner provided by law as appears by the affidavit of publication on file in the office of the Secretary; and

WHEREAS, a public hearing was held on June 21, 2017, at 5:30 p.m. at which the Board heard and considered all objections and protests to the Report.

NOW, THEREFORE, IT IS HEREBY FOUND AND ORDERED as follows:

1. That protest was not made by the owners of a majority of separate parcels of property described in the Report, and that all objections and protests to the Report are overruled.
2. The Report and the charges therein are adopted and determined to be final, and the charges shall be collected on the tax roll of the County of Santa Barbara in the manner provided by law.
3. The Secretary of the District is directed to file with the County Auditor-Controller of the Santa Barbara County, on or before the 10<sup>th</sup> day of August, 2017 a copy of the Report, upon which shall be endorsed over her

signature a statement that the report has been finally adopted by this Board.

4. The County Auditor-Controller of Santa Barbara County shall, upon receipt of the Report, enter the amount of the charges set forth therein against the respective lots or parcels as they appear on the assessment roll for Fiscal Year 2017-2018.

PASSED AND ADOPTED this 21st day of June, 2017, by the following vote of the Board of Directors of the Santa Ynez Community Services District:

AYES:

NOES:

ABSENT:

ABSTAIN:

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David Seymour, President of the  
Board of Directors

ATTEST:

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Wendy Berry, Secretary/Treasurer

RESOLUTION NO. 17-03

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA YNEZ  
COMMUNITY SERVICES DISTRICT ELECTING TO HAVE SEWER FEES AND  
CHARGES COLLECTED ON THE TAX ROLL FOR FISCAL YEAR 2017-2018,  
DIRECTING THE PREPARATION AND FILING OF REPORT, FIXING TIME AND  
PLACE FOR HEARING, AND PROVIDING FOR NOTICE THEREOF

WHEREAS, the Board of Directors of the Santa Ynez Community Services District, Santa Barbara County (the "District"), has passed and adopted ordinances prescribing sewer service charges, sewer availability charges and sewer capacity fees, and has approved installment payment plans providing for the deferred payment of sewer capacity fees and other expenses by certain property owners; and

WHEREAS, pursuant to California Health and Safety Code Section 5473 et seq., this Board desires to provide for the collection on the tax roll with the general taxes of (a) sewer service charges for fiscal year 2017-2018, (b) sewer availability charges for fiscal year 2017-2018, and (c) certain sewer capacity fees and other expenses for which the District agreed with the property owners to defer payment (collectively, the "Sewer Fees and Charges").

NOW, THEREFORE IT IS HEREBY RESOLVED AND ORDERED as follows:

1. Pursuant to Health and Safety Code Section 5473 the election is hereby made to have the Sewer Fees and Charges collected on the tax roll in the same manner, by the same persons, at the same time as, together with, and not separately from, the general taxes.
2. District staff is directed to prepare and file with the Secretary of the Board a written report containing a description of each parcel of real property receiving sewer service and/or facilities and the amount of the Sewer Fees and Charges for each such parcel (the "Report").
3. A hearing on the report shall be held before this Board on Wednesday, June 21, 2017, at 5:30 p.m., at 1070 Faraday Street, Santa Ynez, California.
4. Pursuant to Health and Safety Code Section 5473.1, the Secretary shall cause a notice of the filing of the Report and of the time and place set for the hearing, at which oral or written presentation can be made, to be published pursuant to Government Code Section 6066 once a week for two successive weeks preceding said hearing with at least five (5) days intervening between the respective publication dates, not counting such publication dates, and the first publication date being not less than fourteen (14) days prior to the date set for hearing, in the Santa Ynez

Valley News, a newspaper of general circulation printed and published within the County in which the District is located, there being no newspaper printed and published in the District.

5. The Secretary is hereby authorized and directed to sign and publish said notice on behalf of the Board as ordered above.
6. The above-mentioned notice shall be in the form set forth in Exhibit "A" attached hereto and by this reference made a part hereof.

PASSED AND ADOPTED this 18th day of May, 2017, by the following vote of the Board of Directors of the Santa Ynez Community Services District.

AYES: Maler, Higgins, Mueller, Seymour

NOES:

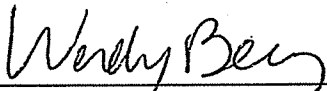
ABSENT: Jones

ABSTAIN:



David Seymour, President of the  
Board of Directors

ATTEST:



Wendy Berry, Secretary of the  
Board of Directors



EXHIBIT "A"

SANTA YNEZ COMMUNITY SERVICES DISTRICT  
NOTICE OF PUBLIC HEARING

NOTICE OF HEARING ON  
ELECTION TO HAVE SEWER FEES AND CHARGES  
COLLECTED ON THE TAX ROLL  
AND THE FILING OF A REPORT RELATED TO  
SUCH FEES AND CHARGES  
FOR THE FISCAL YEAR 2017-2018

NOTICE IS HEREBY GIVEN THAT, pursuant to Section 5473 and 5473a of the California Health and Safety Code, the Board of Directors of the Santa Ynez Community Services District has elected to have certain charges for wastewater services and/or facilities collected on the tax roll in the same manner as its general taxes, and has caused to be filed with its Secretary a written report containing (a) a description of each parcel of real property to which such services and/or facilities are to be provided for fiscal year 2017-2018, and (b) the amount of the fees and charges to be collected on the tax roll for each such parcel, such fees and charges having been computed in conformity with the ordinances adopted by the District.

NOTICE IS FURTHER GIVEN that on Wednesday, the 21<sup>st</sup> of June, 2017 at the hour of 5:30 p.m., at 1070 Faraday Street, Santa Ynez, California, the District's Board of Directors will hear and consider all protests and objections to the report. Oral or written presentations may be made.

A copy of the report is available for review at the District office, 1070 Faraday Street, Santa Ynez, California, during regular office hours, Monday through Friday.

By order of the Board of Directors of the Santa Ynez Community Sewer Services District.

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**PLEASE PUBLISH IN LEGAL ADS ON MAY 25, 2017 AND JUNE 1, 2017 IN  
THE SANTA YNEZ VALLEY NEWS**

Dated: May 19, 2017  
Wendy Berry, Secretary  
Santa Ynez Community Services District

**Please provide proof of publication**

# 2017/2018 Monthly Sewer Service Charges

User Classification	Flow/ Unit (gpd)	Unit of Measure	Strength Factor	ERU Multiple	Current FY 2017-18
<b>Residential Fixed Charges [1]</b>					
Single Family	215		1.00	1.00	\$68.65
Multi-family	215		1.00	1.00	\$68.65
Second Unit/Studios	160		1.00	0.74	\$51.10
<b>Mobile Home/Trailers</b>					
Manager Residence	215		1.00	1.00	\$68.65
Trailer Space <20 ft. wide	160	space	1.00	0.74	\$68.65
Trailer Space	215	space	1.00	1.00	\$68.65
Mobile Home Park Laundry	140		1.00	0.65	\$44.70
<b>Retirement Facility</b>					
Manager Residence	215		1.00	1.00	\$68.65
Rooms w/o Kitchens	100	room	1.00	0.47	\$31.94
Rooms w/ Kitchens	150	room	1.00	0.70	\$47.90
<b>Non-Residential Fixed Charges</b>					
<b>Motel/Hotel</b>					
Manager Residence	215		1.00	1.00	\$68.65
Rooms w/o Kitchens	100	room	1.00	0.47	\$31.94
Rooms w/ Kitchens	150	room	1.00	0.70	\$47.90
Laundrettes, per machine	160	machine	1.00	0.74	\$51.10
Beauty & Barber Shops	215		1.00	1.00	\$68.65
Each Sink Over 2	100	sink	1.00	0.47	\$31.94
Gas Station w/Restroom	325		1.00	1.51	\$103.79
Cocktail Lounge	430		1.00	2.00	\$137.32
Additional Seating	8	seat	1.00	0.04	\$2.55
Market, Major	750		1.76	6.14	\$421.52
Convenience Market	215		1.00	1.00	\$68.65
Convenience Market w/Deli	270		1.76	2.21	\$151.75
Deli	260		1.00	1.21	\$83.02
Office & Retail	215		1.00	1.00	\$68.65
Units w/o Toilets	100		1.00	0.47	\$31.94
Restaurant Full Service	600		1.76	4.91	\$337.22
Additional Seating - Food	12	seat	1.76	0.10	\$6.75
Additional Seating - Bar/Banquet	8	seat	1.00	0.04	\$2.55
Coffee Specialty Retail	270		1.00	1.26	\$86.22
Restaurant - Fast Food	240		1.76	1.96	\$134.88
YMCA [2]					-
<b>Institutional</b>					
Church	215		1.00	1.00	\$68.65
Pre/Elementary School, Per Student	7	student	1.00	0.03	\$2.06
High School, per Student	9	student	1.00	0.04	\$2.87
Museum	215		1.00	1.00	\$68.65
Post Office	215		1.00	1.00	\$68.65
Public Park	500		1.00	2.33	\$159.66
<b>Additional Sewer Service Charges</b>					
Senior Living					

Manager Residence	215		1.00	1.00	\$68.65
per Bed	125	bed	1.00	0.58	\$39.91
Food Service	600		1.76	4.91	\$337.22
Additional Seating (per seat)	12	seat	1.76	0.10	\$6.75
Recovery Ranch					
Manager Residence	215		1.00	1.00	\$68.65
per Bed	70	bed	1.00	0.33	\$22.35
Food Service	600		1.76	4.91	\$337.22
Additional Seating (per seat)	12	seat	1.76	0.10	\$6.75
Medical, Dental, Veterinarian					
Clinic or Building (per 1,000 sf)	300	1,000 sf	1.15	1.60	\$110.16
Billiard/Café (per 1,000 sf)	150	1,000 sf	1.15	0.80	\$55.08
Food Service	600		1.76	4.91	\$337.22
Additional Seating (per seat)	12	seat	1.76	0.10	\$6.75
Cocktail Lounge with Food	430		1.76	3.52	\$241.66
Additional Seating	8	seat	1.76	0.07	\$4.50
Car Wash	1,350	1.15	1.15	7.22	\$495.74
Winery and Wine Tasting	270		1.00	1.26	\$86.22
Wine Tasting with Food	430		1.76	3.52	\$241.66
Additional Seating	8		1.76	0.07	\$4.33

[1] All sewer service charges are effective July 1.

[2] The YMCA has a payment agreement based on annual flow.

\*\*\* Proof of Publication \*\*\*

PROOF OF PUBLICATION  
(2015.5 C.C.P.)

STATE OF CALIFORNIA.

SANTA YNEZ VALLEY NEWS

SANTA YNEZ COMMUNITY SERV DIST  
PO BOX 667  
SANTA YNEZ, CA 93460

ORDER NUMBER 105284

I AM THE PRINCIPAL CLERK OF THE PRINTER OF THE SANTA YNEZ VALLEY NEWS, NEWSPAPER OF GENERAL CIRCULATION, PRINTED AND PUBLISHED IN THE CITY OF SOLVANG, COUNTY OF SANTA BARBARA, AND WHICH NEWSPAPER HAS BEEN ADJUDGED A NEWSPAPER OF GENERAL CIRCULATION BY THE SUPERIOR COURT OF THE COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA, ADJUDICATION #47216.

THAT THE NOTICE OF WHICH THE ANNEXED IS A PRINTED COPY (SET IN TYPE NOT SMALLER THAN NONPAREIL), HAS BEEN PUBLISHED IN EACH REGULAR AND ENTIRE ISSUE OF SAID NEWSPAPER AND NOT IN ANY SUPPLEMENT THEREOF ON THE FOLLOWING DATES, TO-WIT:

I CERTIFY (OR DECLARE) UNDER PENALTY OF PERJURE THAT THE FOREGOING IS TRUE AND CORRECT.

PUBLISHED ON: 05/25/2017, 06/01/2017

TOTAL AD COST: 172.86

FILED ON: 6/1/2017

DATED AT SANTA MARIA, CA THIS 1<sup>ST</sup> DAY OF Jun,  
2017

SIGNATURE

*Dereasa Samureij*

EXHIBIT "A"

SANTA YNEZ COMMUNITY SERVICES DISTRICT  
NOTICE OF PUBLIC HEARING

NOTICE OF HEARING ON ELECTION TO HAVE SEWER FEES AND CHARGES COLLECTED ON THE TAX ROLL AND THE FILING OF A REPORT RELATED TO SUCH FEES AND CHARGES FOR THE FISCAL YEAR 2017-2018

NOTICE IS HEREBY GIVEN THAT, pursuant to Section 5473 and 5473a of the California Health and Safety Code, the Board of Directors of the Santa Ynez Community Services District has elected to have certain charges for wastewater services and/or facilities collected on the tax roll in the same manner as its general taxes, and has caused to be filed with its Secretary a written report containing (a) a description of each parcel of real property to which such services and/or facilities are to be provided for fiscal year 2017-2018, and (b) the amount of the fees and charges to be collected on the tax roll for each such parcel, such fees and charges having been computed in conformity with the ordinances adopted by the District.

NOTICE IS FURTHER GIVEN that on Wednesday, the 21st of June, 2017 at the hour of 5:30 p.m., at 1070 Faraday Street, Santa Ynez, California, the District's Board of Directors will hear and consider all protests and objections to the report. Oral or written presentations may be made.

A copy of the report is available for review at the District office, 1070 Faraday Street, Santa Ynez, California, during regular office hours, Monday through Friday.

By order of the Board of Directors of the Santa Ynez Community Sewer Services District.

Legal #105284  
Pub dates: May 25 & Jun 1, 2017

**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: June 21, 2017

ITEM: Adopt Ordinance O-17-01, an Ordinance of the Board of Directors of the Santa Ynez Community Services District determining the amount of real property tax to be levied within the Santa Ynez Community Services District in the fiscal year 2017-2018

**SUMMARY:** Ordinance O-17-01 was introduced at the Special Meeting on May 18, 2017. These fees are from the USDA Rural Development GO Bond that helped finance construction of the District's original sewer system in 1980. The 2017-2018 amount for USDA GO Bond is \$19,475.00. The balance of \$1,998.16 is paid by the six accounts that are invoiced because they are exempt from property tax which are (SYV High School, US Post Office, both College Schools, SY Park, SY Historical Society, and SYRWCD).

**RECOMMENDATION:** Adopt Ordinance O-17-01, an Ordinance of the Board of Directors of the Santa Ynez Community Services District determining the amount of real property tax to be levied within the Santa Ynez Community Services District in the fiscal year 2017-2018.

**ATTACHMENTS:**  
Ordinance O-17-01



**ORDINANCE NO. O-17-01**

**ORDINANCE OF THE BOARD OF DIRECTORS OF THE SANTA YNEZ  
COMMUNITY SERVICES DISTRICT DETERMINING AMOUNT OF REAL  
PROPERTY TAX TO BE LEVIED WITHIN THE SANTA YNEZ COMMUNITY  
SERVICES DISTRICT IN FISCAL YEAR 2017-2018**

WHEREAS, the Santa Ynez Community Services District issued USDA General Obligation Bond Series B in 1978 to finance infrastructure within the District (the "GO Bonds").

NOW, THEREFORE, the Board of Directors of the Santa Ynez Community Services District ordains as follows:

1. The minimum amount of money required by the District during the fiscal year ending June 30, 2018, for the purpose of paying the principal and interest on the heretofore issued GO Bonds, will be Seventeen Thousand four hundred seventy-six dollars and eighty-four cents (\$17,476.84), and that the Board of Directors does hereby fix said sum as the amount required by the District for such purposes to be raised by taxation during such fiscal year.

2. This ordinance shall go into effect immediately upon adoption.

PASSED AND ADOPTED this \_\_\_\_\_, 2017, by the following vote of the Board of Directors of the Santa Ynez Community Services District:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

ATTEST:

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

**SANTA YNEZ COMMUNITY SERVICES DISTRICT**  
**Ordinance O-17-01 Amount to be collected on Tax Roll 2017/2018**

Amount Due August 1, 2017		\$19,475.00
Amount Due February 1, 2018		\$ 0
	Total	\$19,475.00
	Less	
SYRWCD (\$5.58 x 12)		(66.96)
Museum (\$2.75 x 12)		(33.00)
Park (\$11.10 x 12)		(133.20)
College School I (\$51.58 x 12)		(618.96)
College School II (\$34.92 x 12)		(419.04)
Amount Billed to SYV High School (Annual)		(727.00)
	Total	(1998.16)
<b>Balance to be Collected on Tax Roll</b>		<b>\$17,476.84</b>

**Tax Levy Amount 2017-2018**



**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: June 21, 2017

ITEM: Adopt Resolution 17-05, Resolution of the Board of Directors of the Santa Ynez Community Services District fixing and approving the budget for fiscal year 2017-2018.

**SUMMARY:** Staff reviewed the proposed budget to the Finance committee on May 11, 2017. Each year the Budget is presented to the Board. It is projected \$132,619.00 will be moved to reserves.

**RECOMMENDATION:** Adopt Resolution 17-05, Resolution of the Board of Directors of the Santa Ynez Community Services District fixing, approving and adopting the 2017/2018 budget.

**ATTACHMENTS:**  
Resolution 17-05  
2017/2018 Budget

**RESOLUTION NO. 17-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SANTA YNEZ COMMUNITY SERVICES  
DISTRICT FIXING AND APPROVING THE BUDGET  
FOR FISCAL YEAR 2017-2018**

RESOLVED, by the Board of Directors of the Santa Ynez Community Services District, Santa Barbara County, California that the budget for the Fiscal Year 2017-2018 for the Santa Ynez Community Services District, on file with the Secretary and heretofore reviewed and considered by this Board, is hereby fixed and approved.

PASSED AND ADOPTED this 21st day of June, 2017, by the following vote of the Board of Directors of the Santa Ynez Community Services District.

AYES:

NOES:

ABSENT:

ABSTAIN:

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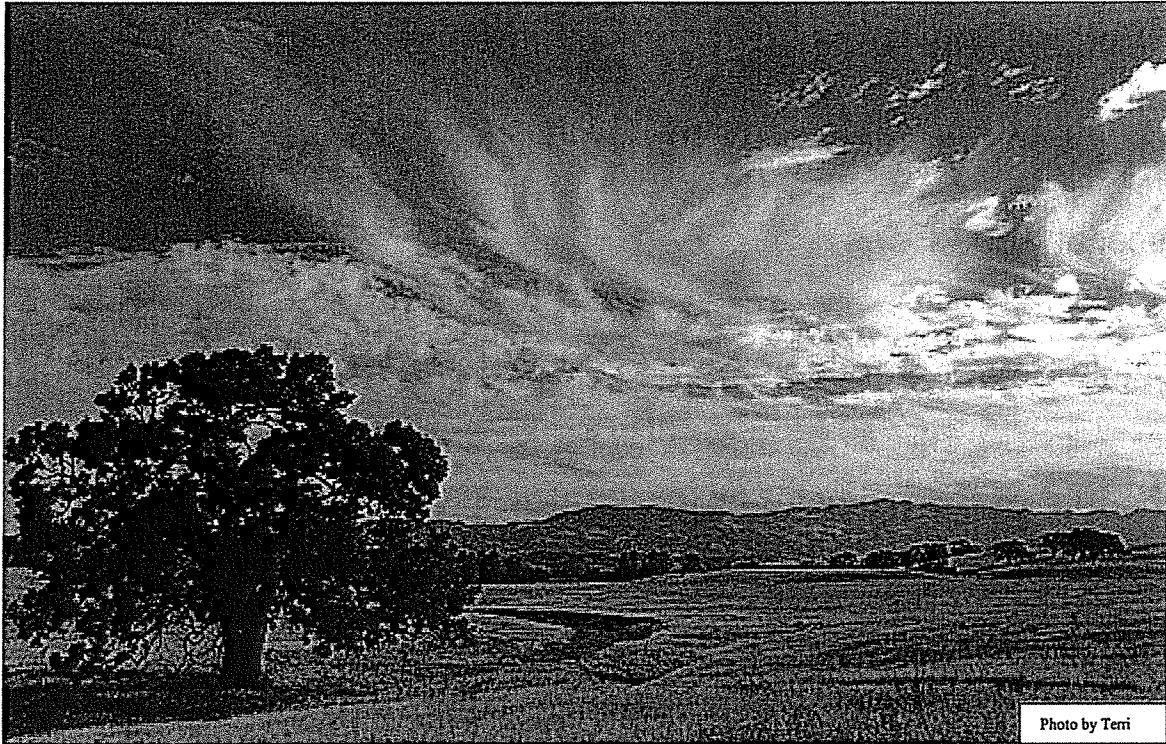
David Seymour, President of the  
Board of Directors

ATTEST:

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Wendy Berry, Secretary of the  
Board of Directors

# SANTA YNEZ COMMUNITY SERVICES DISTRICT



## BUDGET 2017/2018

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## SANTA YNEZ COMMUNITY SERVICES DISTRICT

The mission of the District is to respond to the needs of its citizens and represent them, as a group, at local and regional levels in solving local problems affecting the common good.

To fulfill that mission, the Board of Directors of the Santa Ynez Community Services District is committed to the following legislative policy:

- To respond to community needs within the District's sphere of influence (said sphere being subject to future revision and amendment pursuant to Government Code) to the full extent of the District's authority and the purposes for which it was formed;
- To support orderly growth and development which is essential to the social, fiscal and economic well-being of the community as an integral part of the Santa Ynez Valley and which responds sensitively to environmental concerns and available natural resources; and
- To set priorities for community services by weighing actual and future needs against all available financial resources and to manage public funds in a manner both fiscally sound and conservative.

The Board further finds that the common good is best served when all policies are based upon the most complete information that can be assembled, the counsel of reliable, independent experts is sought, and the District is administered fairly, objectively and without deference to special or self-interests.

# SANTA YNEZ COMMUNITY SERVICES DISTRICT

## BOARD OF DIRECTORS

(Five-member Board of Directors elected at-large)

Meetings 3<sup>rd</sup> Wednesday of the month, at 5:30 p.m.  
District Office

President, David Seymour

Vice-President, Frank Mueller

Board Member, Karen Jones

Board Member, David Higgins

Board Member, Carl Maler

## STAFF

General Manager, Jeff Hodge

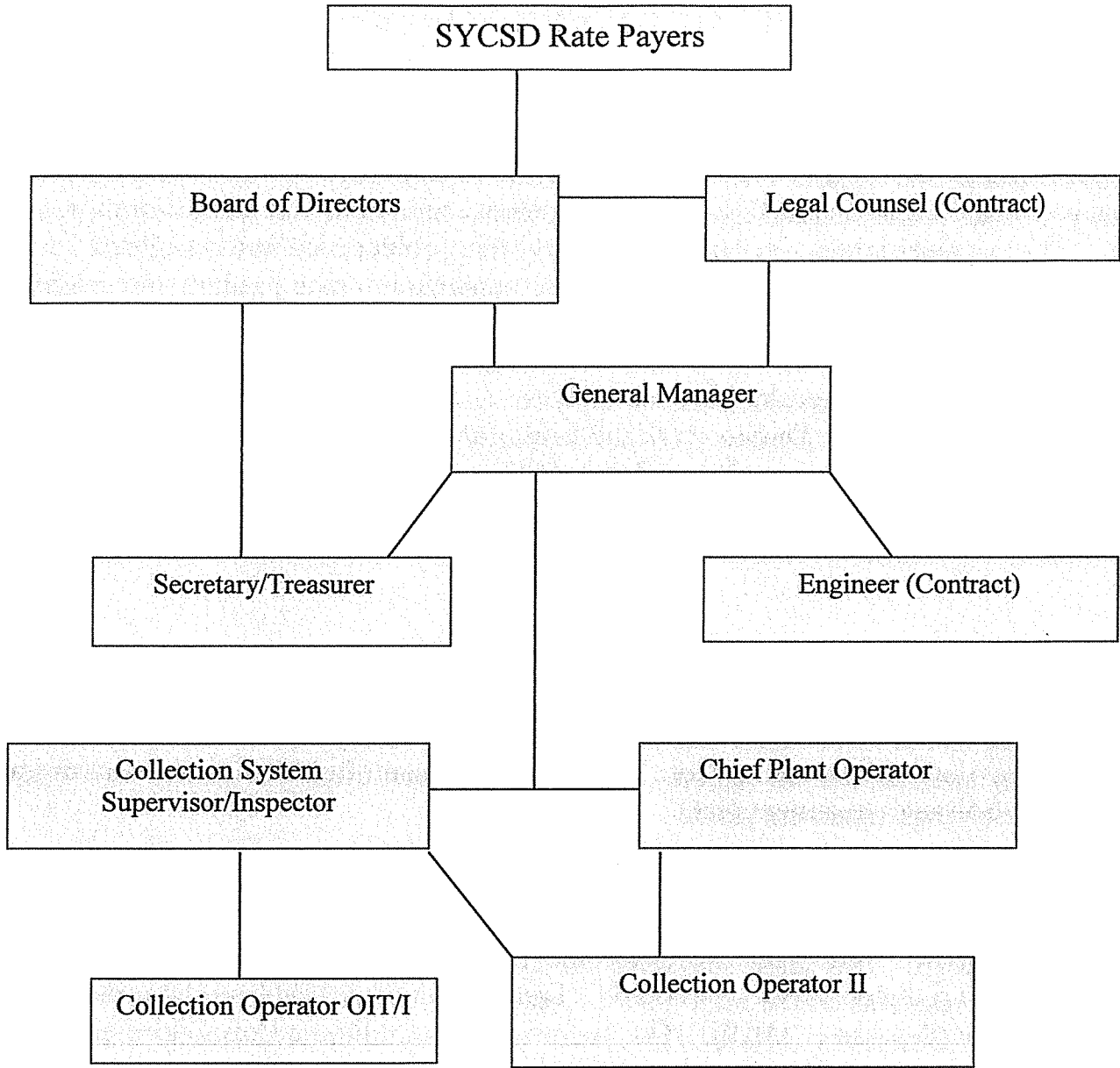
Secretary/Treasurer, Wendy Berry

Operation Supervisor/Inspector, Shannon Stewart

Chief Plant Operator, Kevin McKennon

Collection Operator II/WWTP Operator, Craig Kapner

Collection Operator I, Fabian Torres



## WHAT IS THE SANTA YNEZ COMMUNITY SERVICES DISTRICT?

The Santa Ynez Community Services District was formed in 1971 by citizens in the area for the purpose of obtaining and providing community sewage disposal services in the Santa Ynez area (approximately one square mile). In January 1974 State and County health departments determined a health hazard existed due to septic systems, and a building moratorium was put on the area. The original system was built to address this problem and was completed in 1981. Subsequent to this there have been extensions to the mainline to make public sewer available to residents who have come to the District requesting service.

The Santa Ynez Community Services District is an independent special district created under section 61000, Title 6, Division 2 of the Community Services District Law of the State of California. The District is governed by a Board of Directors consisting of five elected members serving four year terms. Board members must reside in the District. As a local government, we are accessible to our customers and as an enterprise district we charge only those who receive the service.

The SYCSD owns 0.30 gpd capacity in the City of Solvang 1.5 mgd wastewater treatment plant. The SYCSD collection system has 693 connections, 372 manholes, 7.4 miles of 8 inch VCP gravity line, 4,415 feet of force main, 4.25 miles of 12 inch VCP gravity line and 2.1 miles of 15 inch VCP gravity line and one lift station. The SYCSD's main trunk line carries an average of 140,000 gpd to Solvang's treatment plant.

The Chumash Tribe owns 0.088 gpd of the SYCSD's capacity. The Chumash Tribe has constructed a wastewater treatment plant with a capacity of 400,000 gallons per day (gpd), which was upgraded in 2015. This plant will serve the Casino, Hotel, administration buildings, and approximately 350 residents on the reservation. Treatment includes Biological Nutrient Removal (BNR), Membrane Bioreactor (MBR). The system utilizes to different disposal methods which are NPDES into the Zanja Cota Creek and by Title 22 for reuse and irrigation purposes for unrestricted uses on Tribal and State of California lands. The SYCSD is has been under contract with the Chumash since 1983 to maintain the Chumash collection system and wastewater plant. The SYCSD Board of Directors believes it is in the best interest of the community to have a governmental agency manage the Chumash wastewater treatment plant. The Tribe's collection system has 1.8 miles of 8 inch VCP gravity sewer, 33 manholes, .9 miles of 4-inch sewer force main and two lift stations.



#	Description	Actual 14/15	Actual 15/16	Budget 16/17 Estimated	Budget 17/18
<b>REVENUE ENTERPRISE FUND</b>					
31020	Annexation Fees	\$1,972	\$-	\$-	\$-
31025	Rents/Leases	\$780	\$550	\$400	\$350
31035	Administrative Fees	\$750	\$-	\$375	\$-
31037	WWTP Admin Fee	\$18,567	\$19,301	\$18,000	\$18,000
31038	WWTP Overhead Contribution	\$20,221	\$16,016	\$18,000	\$16,000
31050	Connections Fee	\$438,041	\$135,307	\$5,498	\$5,708
31080	Property Tax	\$158,477	\$162,718	\$160,000	\$160,000
31090	Inspection Fees	\$300	\$100	\$175	\$115
31100	Interest Income	\$5,268	\$6,493	\$4,000	\$5,000
31110	Project 1 & 2 W.S. Extension	\$13,185	\$-	\$-	\$-
31120	WWTP Reimbursable	\$391,613	\$416,261	\$403,825	\$409,825
31125	Tribe Reimbursable	\$62,503	\$63,156	\$64,100	\$65,100
31126	Tribe Admin Fee	\$6,507	\$5,851	\$6,000	\$4,000
31127	Tribe Overhead Contribution	\$3,791	\$2,402	\$3,000	\$2,400
31140	New Construction Laterals	\$250	\$250	\$-	\$-
31160	Tribe Revenue/OH & admin	\$-	\$-	\$-	\$-
31190	Sewer Benefit Fees	\$38,200	\$37,968	\$37,900	\$37,500
32075	Reimbursed Expenses	\$-	\$525	\$-	\$-
32078	Grant Income		\$145,000		\$75,000
32085	Miscellaneous Income	\$7,632	\$2,817	\$-	\$-
32086	Golden Inn Reimbursable		\$10,058	\$-	\$-
41000	Sewer Service Fees	\$827,569	\$871,748	\$850,000	\$950,000
	<b>Total Revenue</b>	<b>\$1,995,626</b>	<b>\$1,896,521</b>	<b>\$1,571,273</b>	<b>\$1,748,998</b>

Account #	Description	Actual 14/15	Actual 15/16	Budget 16/17	Budget 17/18
<b>EXPENSE ENTERPRISE FUND</b>					
<b>Administration</b>					
51010	Salaries	\$61,094	\$72,961	\$90,000	\$103,000
51020	Employee Benefits	\$26,935	\$35,209	\$30,000	\$70,000
51027	Payroll Taxes	\$1,388	\$1,396	\$2,200	\$2,200
51016	Medical Exam				
51070	Insurance	\$1,332	\$1,599	\$3,100	\$4,000
51080	Membership	\$2,550	\$2,819	\$4,000	\$4,000
51096	Bond Fee			\$46	\$46
51110	Contract Services	\$-	\$-	\$-	\$-
51111	Computer Operations	\$2,778	\$5,116	\$15,000	\$15,000
51113	LAFCO	\$1,422	\$1,229	\$1,500	\$1,700
51114	Property Tax Fee County of SB	\$1,508	\$2,073	\$2,100	\$2,700
51120	Professional Services		\$19,208	\$25,000	\$35,000
51121	Legal Services	\$14,437	\$15,697	\$25,000	\$25,000
51123	Audit Contract	\$10,000	\$10,000	\$10,500	\$10,750
51125	Postage	\$320	\$525	\$500	\$500
51126	Office Supplies	\$2,621	\$2,443	\$3,000	\$3,500
51130	Printing & Publishing	\$352	\$1,461	\$1,500	\$2,000
51154	Office Machines	\$856	\$775	\$1,000	\$1,000
51160	Educations & Seminars	\$1,043	\$1,514	\$4,000	\$4,000
51170	Travel & Meetings	\$1,424	\$3,038	\$3,000	\$5,000
51193	Telephone	\$1,134	\$1,191	\$1,500	\$1,500
51198	Miscellaneous Refunds	\$-	\$2,630	\$-	\$-
	<b>Total Administration Expense</b>	<b>\$131,194</b>	<b>\$180,884</b>	<b>\$222,946</b>	<b>\$290,896</b>
<b>Building Expense</b>					
52226	Supplies	\$113	\$1,075	\$800	\$800
52270	Insurance	\$1,825	\$3,000	\$1,400	\$2,000
52290	Utilities	\$3,791	\$3,990	\$4,500	\$4,500
52293	Maintenance	\$1,578	\$6,147	\$5,000	\$13,000
52294	Alarm System	\$912	\$918	\$1,100	\$1,100
	<b>Total Building Expense</b>	<b>\$8,219</b>	<b>\$15,130</b>	<b>\$12,800</b>	<b>\$21,400</b>

Account #	Description	Actual 14/15	Actual 15/16	Budget 16/17	Budget 17/18
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**Operations**

55010		\$227,674	\$236,263	\$280,000	\$288,000
55015	Uniforms	\$1,293	\$1,259	\$1,600	\$1,600
55016	Medical Exams	\$-	\$675	\$-	\$-
55020	Employee Benefits	\$66,737	\$79,733	\$90,000	\$98,000
55027	Payroll Taxes	\$4,488	\$5,024	\$6,600	\$6,600
55029	Dig Alert	\$263	\$299	\$350	\$350
55060	Gas/Oil/Fuel	\$3,971	\$2,306	\$3,000	\$3,000
55070	Insurance	\$11,095	\$15,123	\$15,000	\$18,000
55071	Legal Services	\$12,919	\$15,845	\$25,000	\$25,000
55072	Engineering Contract	\$-	\$2,079	\$-	\$-
55080	Membership Dues	\$2,847	\$2,719	\$3,500	\$3,500
55100	Operating Supplies	\$945	\$2,190	\$6,000	\$6,000
55105	Small Tools & Equipment	\$7,435	\$1,147	\$8,000	\$8,000
55111	Computer Operations	\$-	\$2,290	\$5,000	\$5,000
55125	Postage	\$132	\$545	\$100	\$300
55126	Office Supplies	\$2,272	\$948	\$2,000	\$3,000
55130	Printing & Publishing	\$-	\$175	\$500	\$600
55140	Permit Fees	\$2,497	\$2,920	\$3,000	\$3,000
55151	R & M Operations	\$8,446	\$1,595	\$16,000	\$24,000
55152	Pump Station	\$1,159	\$2,972		\$3,000
55153	R & M Vehicles	\$1,897	\$1,935	\$3,000	\$3,000
55154	R & M Office Machines	\$1,129	\$1,684	\$3,500	\$3,500
55156	Lab Testing		\$630	\$2,000	\$3,000
55160	Education & Seminars	\$1,354	\$4,516	\$5,000	\$5,000
55170	Travel & Meetings	\$912	\$2,663	\$3,000	\$3,000
55190	Utilities	\$13,000	\$13,465	\$15,000	\$17,000
55195	Valley Gardens		\$368	\$-	\$-
55197	Los Olivos		\$13,254	\$-	\$-
55199	Golden Inn		\$9,874	\$-	\$-
55200	Wastewater Treatment Plant	\$216,000	\$216,000	\$216,000	\$216,000
55201	Solvang Projects				\$76,000
55310	246 Pump Station		\$8,738		\$-
66900	Reconciliation Discrepancies				\$-
<b>Total Operation Expense</b>		<b>\$588,465</b>	<b>\$649,234</b>	<b>\$713,150</b>	<b>\$823,450</b>
<b>TOTAL ENTERPRISE FUND</b>		<b>\$727,878</b>	<b>\$845,248</b>	<b>\$948,896</b>	<b>\$1,135,746</b>

Account #	Description	Actual 14/15	Actual 15/16	Budget 16/17	Budget 17/18
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**To Reserves**

31020	Annexation fee	\$1,972	\$-	\$-	\$-
31050	Connection fee	\$438,041	\$135,307	\$5,498	\$5,708
	Street Light Reserves	\$2,605	\$2,831	\$2,831	\$2,831
	Revenue over Expense	\$827,735	\$915,966	\$148,954	\$132,619
	<b>To Capital Reserve</b>	<b>\$1,270,353</b>	<b>\$1,054,104</b>	<b>\$157,283</b>	<b>\$141,158</b>

**Capital Projects**

	Transfer In from Reserves				\$708,000
55201	Solvang Capital	\$25,106	\$103,700	\$-	\$-
55306	Projects	\$15,762	\$-	\$-	\$-
	Capacity Fee Study			\$7,000	\$-
	Study of analysis of capacity			\$25,000	
	West SY		\$384,203	\$-	\$-
	Grease Interceptor Long Horn			\$8,000	\$-
	Replace 2004 Chevy Truck				\$40,000
	Sewer Main Repair			\$85,000	\$85,000
	Reseal Parking Lot			\$15,000	\$-
	Horizon Line				\$563,000
	GIS				\$10,000
	Fjord Drive Metering Manhole				\$10,000
	Steal Building			\$30,000	\$-
		\$40,868	\$487,903	\$170,000	\$708,000

Account #	Description	Actual 14/15	Actual 15/16	Budget 16/17	Budget 17/18
<b>EXPENSE TRIBE</b>					
<b>Tribe Collection System</b>					
57110	Salaries	\$41,751	\$33,744	\$35,000	\$36,000
57120	Benefits	\$11,624	\$12,429	\$12,000	\$12,000
57127	Payroll Taxes	\$835	\$870	\$2,000	\$2,000
57151	Repair & Maintenance	\$5,269	\$2,573	\$5,500	\$5,500
57170	Insurance	\$984	\$2,528	\$4,600	\$4,600
57190	Utilities	\$4,844	\$5,159	\$5,000	\$5,000
	<b>Total Tribe Collection</b>	<b>\$65,307</b>	<b>\$57,303</b>	<b>\$64,100</b>	<b>\$65,100</b>
<b>Tribe Wastewater Plant</b>					
57210	Salaries	\$199,601	\$217,875	\$220,000	\$226,000
57215	Uniforms	\$-	\$201	\$525	\$525
57220	Benefits	\$49,844	\$61,738	\$59,000	\$59,000
57227	Payroll Taxes	\$3,804	\$4,543	\$5,100	\$5,100
57251	Repairs & Maintenance	\$56,335	\$28,671	\$40,000	\$40,000
57252	Education/Seminars	\$1,898	\$2,394	\$3,000	\$3,000
57253	Travel & Meetings	\$331	\$-	\$300	\$300
57256	Lab Testing	\$16,698	\$27,266	\$30,000	\$30,000
57270	Insurance	\$4,403	\$9,732	\$14,000	\$14,000
57272	Engineering		\$4,452		
57275	Membership Dues	\$300	\$300	\$1,200	\$1,200
57280	Operating Supplies	\$38,830	\$25,104	\$30,000	\$30,000
57291	Office supplies		\$136		
57293	Telephone	\$520	\$466	\$700	\$700
	<b>Total WWTP</b>	<b>\$372,564</b>	<b>\$382,878</b>	<b>\$403,825</b>	<b>\$409,825</b>
	<b>TOTAL Tribe &amp; WWTP</b>	<b>\$437,871</b>	<b>\$440,181</b>	<b>\$467,925</b>	<b>\$474,925</b>

Account #	Description	Actual 14/15	Actual 15/16	Budget 16/17	Budget 17/18
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**STREET LIGHT FUND**

31080	Property Taxes	\$4,000	\$4,000	\$4,000	\$4,000
53100	Street Lights	\$1,395	\$1,169	\$1,400	\$1,400
	Street Light Reserve	\$2,605	\$2,831	\$2,600	\$2,600
		<u>\$4,000</u>	<u>\$4,000</u>	<u>\$4,000</u>	<u>\$4,000</u>

**BONDS  
REVENUE GENERAL  
OBLIGATION BOND**

31075	GO Bond Taxes	\$20,976	\$20,080	\$18,877	\$19,475
31104	Interest Income	\$-	\$-	\$-	\$-
	<b>TOTAL GO BOND REVENUE</b>	<u>\$20,976</u>	<u>\$20,080</u>	<u>\$18,877</u>	<u>\$19,475</u>

**EXPENSE GENERAL  
OBLIGATION BOND**

25300	Debt Service - Principal	\$-	\$-	\$-	\$-
51096	Bond Admin Fee	\$46	\$-	\$-	\$-
51135	Debt Service - Interest	\$-	\$-	\$-	\$-
	<b>TOTAL GO BOND EXPENSE</b>	<u>\$46</u>	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>

**REVENUE STATE REVOLVING  
FUND**

31200	SRF Taxes	\$1,208	\$1,132	\$-	\$-
31106	Interest Income	\$-	\$-	\$-	\$-
	<b>TOTAL SRF REVENUE</b>	<u>\$1,208</u>	<u>\$1,132</u>	<u>\$-</u>	<u>\$-</u>

**EXPENSE STATE REVOLVING  
FUND**

25500	Loan Principal	\$-	\$-	\$-	\$-
51136	Loan Interest	\$-	\$-	\$-	\$-
	<b>TOTAL SRF EXPENSE</b>	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>

## Description of Funds

### **Revenue**

<b>31020 Annexation Fees</b>	\$-
New Properties annexed into District	
<b>31025 Rents/Leases</b>	\$350
<b>31035 Administrative Fee -</b>	\$-
Charged for Annexation	
<b>31037 WWTP Admin Fee</b>	\$18,000
5% fee per contract	
<b>31038 WWTP Overhead Contribution</b>	\$16,000
<b>31050 Connections Fees -</b>	\$5,708
If any, will move to reserves per policy	
<b>31080 Property Tax -</b>	\$160,000
Ad-valorem tax assessed on all properties annexed to the District, projected by the County.	
<b>31090 Inspection Fees -</b>	\$115
\$115 per inspection	
<b>31100 Interest Income -</b>	\$5,000
Interest on investments	
<b>31120 WWTP Reimbursable</b>	\$409,825
Reimbursement for expenses on WWTP	
<b>31125 Tribe Reimbursable</b>	
Reimbursement for expenses for the Tribe	\$65,100
<b>31126 Tribe Admin Fee</b>	\$4,000
10% fee per contract	
<b>31127 Tribe Overhead Contribution</b>	\$2,400
<b>31140 New Construction Lateral</b>	\$-
\$350 per for saddle and labor	

31190 Sewer Benefit Fees -	\$37,500
Includes all properties annexed to the District that have public sewers available. Collected on property tax roll. Fee is \$49.28	
32078 Grant Income	\$75,000
Monies received for Reuse Study	
32085 Miscellaneous Income -	\$-
Unknown income (i.e insurance refund, etc)	
41000 Sewer Service Fees -	\$950,000
Income from sewer service fees, includes a 3.75% increase per Tuckfield & Assoc. Rate Study 2016	

**Expense Administration**

51010 Salaries -	
General Manager 38%, Secretary/Treasurer 35%, Directors	
51020 Employee Benefits -	\$70,000
401a, 457 Plan and Section 125 Plan	
51027 Payroll Taxes -	\$2,200
Directors, General Manger and Secretary/Treasurer	
51070 Insurance -	\$4,000
Estimated cost for general liability, property, and workers' comp	
51080 Membership	\$4,000
Memberships to various agencies	
51096 Bond Fee	\$46
51111 Computer Operations -	\$15,000
Tech repair, QuickBooks updates, laptop, new website	
51113 LAFCO -	\$1,700



Estimated annual fee per LAFCO budget

51114	<b>Property Tax Fee SB County</b>	\$2,700
51120	<b>Professional Services</b> Easements, Engineers, Studies	\$35,000
51121	<b>Legal Services -</b> Estimated legal fees	\$25,000
51123	<b>Audit Contract -</b> Annual financial audit and State Controller Report	\$10,750
51125	<b>Postage -</b> Estimated postage	\$500
51126	<b>Office Supplies -</b> Estimated annual expense & replacement of one new computer	\$3,500
51130	<b>Printing &amp; Publishing -</b> Public notices, advertisements	\$2,000
51154	<b>Office Machines -</b> Copy machine lease and maintenance	\$1,000
51160	<b>Education &amp; Seminars -</b> For Directors and employees.	\$4,000
51170	<b>Travel &amp; Meetings -</b> For Directors and employees to attend meetings, including monthly SBCSDA	\$5,000
51193	<b>Telephone -</b> Office Telephones & Fax	\$1,500

**Expense Building**

52226	<b>Supplies -</b> Cleaning supplies	\$800
52270	<b>Insurance -</b> Property / General Liability	\$2,000
52290	<b>Utilities -</b> PG&E / Gas / Water / HSS	\$4,500

52293	<b>Maintenance -</b> Miscellaneous maintenance, reseal parking lot	\$13,000
52294	<b>Alarm System -</b> Fire & Security Services and Monitoring	\$1,100
55010	<b>Salaries -</b>  42% GM, 65% Secretary/Treasurer, 51% Supervisor, 33% Operator II, 41% Op II	\$288,000.00
55015	<b>Uniforms -</b> \$400 per employee for pants, shirts, steel toe boots	\$1,600.00
55016	<b>Medical Exams -</b>	\$-
55020	<b>Employee Benefits -</b> 401a, 457 Plan and Section 125 Plan	\$98,000.00
55027	<b>Payroll Taxes -</b> For positions listed in salary	\$6,600.00
55029	<b>Dig Alert -</b> Estimated expense	\$350.00
55060	<b>Gas/Oil/Fuel -</b> Trucks, jetter, generators	\$3,000.00
55070	<b>Insurance -</b> Estimated cost for general liability, property, workers' comp	\$18,000.00
55071	<b>Legal Services -</b> Estimated expense	\$25,000.00
55080	<b>Membership Dues -</b> CWEA, CSDA, SB-CSDA, CA Rural Water	\$3,500.00
55100	<b>Operating Supplies -</b> Supplies needed for the collection system	\$6,000.00
55105	<b>Small Tools &amp; Equipment -</b>	\$8,000.00

Miscellaneous small tools

55111	<b>Computer Operations -</b> Software Updates, network harddrive for backups	\$5,000.00
55125	<b>Postage -</b> Estimated expense	\$300.00
55126	<b>Office Supplies -</b> Estimated annual expense	\$3,000.00
55130	<b>Printing &amp; Publishing -</b> Door hangers, business cards	\$600.00
55140	<b>Permit Fees -</b> SWRCB for collection system & SB County Air Pollution for generator	\$3,000.00
55151	<b>Repair &amp; Maintenance -</b> ongoing maintenance, grease interceptor	\$24,000.00
55152	<b>Pump Station</b> ongoing maintenance	\$3,000.00
55153	<b>Repair &amp; Maintenance - Vehicle</b> General repair and tires for the 2004, 2007 pick-ups, jetter, pump trailer	\$3,000.00
55154	<b>Repair &amp; Maintenance Office Machines-</b> Copy machine lease and maintenance	\$3,500.00
55156	<b>Lab Testing</b> Manhole 33, 62	\$3,000.00
55160	<b>Education &amp; Seminars -</b> Classes for the operations staff	\$5,000.00
55170	<b>Travel &amp; Meetings -</b> For operations staff	\$3,000.00
55190	<b>Utilities -</b> Highway 246 Pump Station	\$17,000.00
55200	<b>Solvang WWTP -</b> Estimated cost of percentage for operation & maintenance of	\$216,000.00

Solvang WWTP

55201 Solvang Projects \$76,000.00  
Solvang Capital Projects

**Capital Reserve -** \$132,619.00  
The balance of  
revenue/expense

**From Reserves**

Sewer Main Repairs \$85,000.00  
Operation Vehicle \$40,000.00  
  
Horizon Line \$563,000.00  
GIS \$10,000.00  
Metering Manhole Fjord Drive \$10,000.00

**Street Lights**

31080 **Property Tax -** \$1,400.00  
Estimated taxes for street lights  
  
53100 **Street Lights -** \$2,600.00  
Estimated expense for street light power  
  
**Street Light Reserve -** \$4,000.00  
Reserve to fund future development

**Expense - Tribe**

**Collection System**

57110 **Salaries -** \$36,000.00  
10% GM, 17% Op Supervisor, 21% Op II, 14% Op I  
  
57120 **Benefits -** \$12,000.00  
401a, 457 Plan, Section 125 Plan  
  
57227 **Payroll Taxes -** \$2,000.00  
% of taxes based on salary  
  
57151 **Repair & Maintenance -** \$5,500.00  
Estimated cost  
  
57170 **Insurance -** \$4,600.00  
% of estimated cost

57190 **Utilities -** \$5,000.00  
Electric, telephone, water for pump station

**Overhead Contribution -**  
This is calculated at year end.

**Administrative Fee -** \$4,000.00  
10% of maintenance & operations of the Tribe's collection system

**WWTP**

57210 **Salaries -** \$226,000.00  
10% GM/100% Chief Plant Operator/32% Op  
Supervisor/  
44% Operator II/45% Operator I

57215 **Uniforms -** \$525.00  
Pants, shirts, steeltoe boots

57220 **Benefits -** \$59,000.00  
SEP-IRA, 457 Plan, Section 125

57227 **Payroll Taxes -** \$5,100.00  
% based on  
salaries

57251 **Repair & Maintenance -** \$40,000.00  
Estimated cost

57252 **Education/Seminars -** \$3,000.00  
For both operators

57253 **Travel/Meetings -** \$300.00  
For both operators

57256 **Lab Testing -** \$30,000.00  
Includes all lab  
tests

57270 **Insurance -** \$14,000.00  
% of estimated expense

**Membership**  
57275 **Dues -** \$1,200.00  
Annual  
certification

57280 **Operation Supplies -** \$30,000.00  
Estimated cost for plant supplies

57291	<b>Office Supplies</b> Estimated cost	\$700.00
57293	<b>Telephone -</b> Cell phone and radio for operator	
	<b>Overhead Contribution -</b> This is calculated at year end	\$16,000.00
	<b>Administrative Fee -</b> 5% of maintenance & operation of the Tribe's WWTP	\$18,000.00

**Revenue - Bonds**

31075	<b>GO Bonds Taxes -</b> Fund 3567 tax roll, Started 1979	\$19,475.00
31104	<b>Interest Income -</b> Interest earned on fund	

**Expense - Bonds**

25300	<b>Debt Service Principal -</b> Due on 8/1. Pay off 2017	
51096	Bond Admin Fee	\$46.00

# Miscellaneous Fees

Plan Check Fee	\$175.00 minimum based on project type and size
Annexation Admin Fee	\$375.00
Annexation Buy in Fee	\$2,858.29
First Inspection Fee	\$115.00 minimum
Each Additional Inspection Fee	\$57.50 minimum
Project 1 & 2 Fees	\$13,185.00
New Construction Lateral Fee	4" - \$365.00 / 6" - \$465.00
Copy fee 8x 11	\$.25
8 x 14	\$.35
11 x17	\$.45
Color Copy	\$.50

2017/2018

Monthly Sewer Service Charges

User	Flow/ Unit (gpd)	Unit of Measure	Strength Factor	ERU Multiple	Current FY 2017-18
<b>Residential Fixed Charges [1]</b>					
Single Family	215		1.00	1.00	\$68.65
Multi-family	215		1.00	1.00	\$68.65
Second Unit/Studios	160		1.00	0.74	\$51.10
<b>Mobile Home/Trailers</b>					
Manager Residence	215		1.00	1.00	\$68.65
Trailer Space <20 ft. wide	160	space	1.00	0.74	\$68.65
Trailer Space	215	space	1.00	1.00	\$68.65
Mobile Home Park Laundry	140		1.00	0.65	\$44.70
<b>Retirement Facility</b>					
Manager Residence	215		1.00	1.00	\$68.65
Rooms w/o Kitchens	100	room	1.00	0.47	\$31.94
Rooms w/ Kitchens	150	room	1.00	0.70	\$47.90
<b>Non-Residential Fixed Charges</b>					
<b>Motel/Hotel</b>					
Manager Residence	215		1.00	1.00	\$68.65
Rooms w/o Kitchens	100	room	1.00	0.47	\$31.94
Rooms w/ Kitchens	150	room	1.00	0.70	\$47.90
Laundrettes, per machine	160	machine	1.00	0.74	\$51.10
Beauty & Barber Shops	215		1.00	1.00	\$68.65
Each Sink Over 2	100	sink	1.00	0.47	\$31.94
Gas Station w/Restroom	325		1.00	1.51	\$103.79
Cocktail Lounge	430		1.00	2.00	\$137.32
Additional Seating	8	seat	1.00	0.04	\$2.55
Market, Major	750		1.76	6.14	\$421.52
Convenience Market	215		1.00	1.00	\$68.65
Convenience Market w/Deli	270		1.76	2.21	\$151.75
Deli	260		1.00	1.21	\$83.02
Office & Retail	215		1.00	1.00	\$68.65
Units w/o Toilets	100		1.00	0.47	\$31.94
Restaurant Full Service	600		1.76	4.91	\$337.22
Additional Seating - Food	12	seat	1.76	0.10	\$6.75
Additional Seating - Bar/Banqu	8	seat	1.00	0.04	\$2.55
Coffee Specialty Retail	270		1.00	1.26	\$86.22
Restaurant - Fast Food	240		1.76	1.96	\$134.88
YMCA [2]					-



2017/2018

Monthly Sewer Service Charges

Continued

User	Flow/ Unit (gpd)	Unit of Measure	Strength Factor	ERU Multiple	Current FY 2017- 18
<b>Institutional</b>					
Church	215		1.00	1.00	\$68.65
Pre/Elementary School, Per Student	7	student	1.00	0.03	\$2.06
High School, per Student	9	student	1.00	0.04	\$2.87
Museum	215		1.00	1.00	\$68.65
Post Office	215		1.00	1.00	\$68.65
Public Park	500		1.00	2.33	\$159.66
<b>Additional Sewer Service Charges</b>					
<b>Senior Living</b>					
Manager Residence	215		1.00	1.00	\$68.65
per Bed	125	bed	1.00	0.58	\$39.91
Food Service	600		1.76	4.91	\$337.22
Additional Seating (per seat)	12	seat	1.76	0.10	\$6.75
<b>Recovery Ranch</b>					
Manager Residence	215		1.00	1.00	\$68.65
per Bed	70	bed	1.00	0.33	\$22.35
Food Service	600		1.76	4.91	\$337.22
Additional Seating (per seat)	12	seat	1.76	0.10	\$6.75
<b>Medical, Dental, Veterinarian</b>					
Clinic or Building (per 1,000 sf)	300	1,000 sf	1.15	1.60	\$110.16
Billiard/Café (per 1,000 sf)	150	1,000 sf	1.15	0.80	\$55.08
Food Service	600		1.76	4.91	\$337.22
Additional Seating (per seat)	12	seat	1.76	0.10	\$6.75
Cocktail Lounge with Food	430		1.76	3.52	\$241.66
Additional Seating	8	seat	1.76	0.07	\$4.50
Car Wash	1,350	1.15	1.15	7.22	\$495.74
Winery and Wine Tasting	270		1.00	1.26	\$86.22
Wine Tasting with Food	430		1.76	3.52	\$241.66
Additional Seating	8		1.76	0.07	\$4.33
[1] All sewer service charges are effective July 1.					
[2] The YMCA has a payment agreement based on annual flow.					

## Schedule of Capacity Charges

Line No.	Development Type	Use Description	Flow (gpd)	Strength Factor	ERU Ratio	Capacity Charge
<b>Residential</b>						
1	Single Family	Dwelling	215	1.00	1.00	\$5,929.13
2	Multi-family	Dwelling, Apartment, Condominiums	215	1.00	1.00	\$5,929.13
3	Second Unit/Studios	Dwelling, Studio, 1 and 2 bedroom Unit w/o laundry	160	1.00	0.74	\$4,412.92
4	Mobile Home/Trailers					
	Manager Residence	Dwelling	215	1.00	1.00	\$5,929.13
6	Trailer Space	Residence or Park	215	1.00	1.00	\$5,929.13
7	Mobile Home Park Laundry	Laundry	140	1.00	0.65	\$3,860.72
<b>Retirement Facility</b>						
8	Manager Residence	Dwelling	215	1.00	1.00	\$5,929.13
9	Rooms w/o Kitchens	Dwelling	100	1.00	0.47	\$2,758.19
10	Rooms w/ Kitchens	Dwelling	150	1.00	0.70	\$4,136.82
<b>Non-Residential</b>						
<b>Motel/Hotel</b>						
11	Manager Residence	Dwelling	215	1.00	1.00	\$5,929.13
12	Rooms w/o Kitchens	Guest House	100	1.00	0.47	\$2,758.19
13	Rooms w/ Kitchens	Guest House	150	1.00	0.70	\$4,136.82
14	Laundrettes, per machine	Each washing machine	160	1.00	0.74	\$4,412.92
15	Beauty & Barber Shops	Business	215	1.00	1.00	\$5,929.13
16	Each Sink Over 2	Station Chair	100	1.00	0.47	\$2,758.19
17	Gas Station w/Restroom	Business	325	1.00	1.51	\$8,963.42
18	Cocktail Lounge/Wine Tasting	Up to 50 seats	430	1.00	2.00	\$11,859.19
19	Additional Seating	Per seat	8	1.00	0.04	\$220.32
20	Market, Major	W/meat & produce dept (first 20 DFUs)	750	1.76	6.14	\$36,404.01
21	Convenience Market	No food preparation, dry goods only	215	1.00	1.00	\$5,929.13
22	Convenience Market w/Deli	Food preparation with sinks (first 20 DFUs)	270	1.76	2.21	\$13,105.81
23	Deli	Food preparation with sinks (first 20 DFUs)	260	1.00	1.21	\$7,170.18
24	Office & Retail	Professional & Commercial Retail	215	1.00	1.00	\$5,929.13
25	Units w/o Toilets	Each unit w/central toilet facility	100	1.00	0.47	\$2,758.19
26	Restaurant Full Service	Up to 21 seats	600	1.76	4.91	\$29,123.20
27	Additional Seating - Food	Per seat	12	1.76	0.10	\$582.87
28	Additional Seating - Bar/Banquet	Per seat	8	1.00	0.04	\$220.32
29	Coffee Specialty Retail	Up to 21 seats (incl 50% outdoors)	270	1.00	1.26	\$7,446.27
30	Restaurant - Fast Food	No seating (first 20 DFUs)	240	1.76	1.96	\$11,649.10
<b>Institutional</b>						
31	Church	Base rate	215	1.00	1.00	\$5,929.13
32	Pre/Elementary School, Per Student	Per student & staff	7	1.00	0.03	\$193.04
33	High School, per Student	Per student & staff w/kitchens and showers	9	1.00	0.04	\$248.21
34	Museum	Tax exempt	215	1.00	1.00	\$5,929.13
35	Post Office	Tax exempt	215	1.00	1.00	\$5,929.13
36	Public Park	Per toilet room	500	1.00	2.33	\$13,789.09
37	<b>Additional Sewer Service Charges</b>					
<b>Senior Living</b>						
39	Manager Residence	Dwelling	215	1.00	1.00	\$5,929.13
40	Per Bed	Per Bed	125	1.00	0.58	\$3,318.60
	Food Service	up to 21 seats	600	1.76	4.91	\$28,037.16
	Additional Seating (per Seat)	Per Seat	12	1.76	0.10	\$561.14
41	<b>Recovery Ranch</b>					
42	Manager Residence	Dwelling	215	1.00	1.00	\$5,929.13
43	per Bed	Per Bed	70	1.00	0.33	\$1,930.41
44	Food Service	Up to 21 seats	600	1.76	4.91	\$29,123.20
45	Additional Seating (per seat)	Per seat	12	1.76	0.10	\$582.87
46	<b>Medical, Dental, Veterinarian</b>					
47	Clinic or Building (per 1,000 sf)	Professional & Commercial, per 1,000 sf	300	1.15	1.60	\$9,514.19
48	Billiard/Café (per 1,000 sf)	per 1,000 sf	150	1.15	0.80	\$4,757.09
49	Food Service	Up to 21 seats	600	1.76	4.91	\$29,123.20
50	Additional Seating (per seat)	Per seat	12	1.76	0.10	\$582.87
51	Car Wash	Business	1,350	1.15	7.22	\$42,813.84
52	Cocktail Lounge with Food	Food preparation with sinks (first 20 DFUs)	430	1.76	3.52	\$20,870.54
53	Additional Seating	Per seat	8	1.76	0.07	\$388.29
54	Winery and Wine Tasting	No food preparation, dry goods only	270	1.00	1.26	\$7,445.88
55	Wine Tasting with Food	Food preparation with sinks (first 20 DFUs)	430	1.76	3.52	\$20,870.54
56	Additional Seating	Per seat	8	1.76	0.07	\$388.29

# SYCSD Debt @ June 30, 2017

The District is currently debt free

USDA General Obligation Bonds: Bonds issued in 1978 Series A for \$150,000 and Series B for \$350,000. On August 4, 1987, the District paid off the balance of the Series A Bonds totaling \$138,000. Interest rate on the bonds is 5% per annum and is payable on August 1 and February 1 each year. **The bonds were paid off as of June 30, 2014. The District will continue to receive revenue through 2017/18.**

SWRCB State Revolving Fund Loan: In December 1998 the District entered into a loan in the amount of \$410,106 for the Westside Sewer Extension. The loan is being repaid at \$26,573 per year and the interest rate on the loan is 2.60% for twenty years. **This debt was paid off in February 2014.**

Citizens Business Bank Installment Sale Agreement: On October 11, 2006 the District entered into an installment sale agreement in the amount of \$1,000,000. for the construction of a District office building. Interest rate on the loan is 5.20% per annum for twenty years and is payable on April 11<sup>th</sup> and October 11<sup>th</sup> each year. This debt was refinanced as of October 11, 2011 at 4.55%. **The loan was paid off June 20, 2014.**

## Debt Payoff:

Go Bond interest savings	\$7,899.02
RF Interest	\$9,871.39
<u>Citizen Bank</u>	<u>\$248,502.30</u>
Total Interest Savings	\$266,272.71

**RESOLUTION NO. 17-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SANTA YNEZ COMMUNITY SERVICES  
DISTRICT FIXING AND APPROVING THE BUDGET  
FOR FISCAL YEAR 2017-2018**

RESOLVED, by the Board of Directors of the Santa Ynez Community Services District, Santa Barbara County, California that the budget for the Fiscal Year 2017-2018 for the Santa Ynez Community Services District, on file with the Secretary and heretofore reviewed and considered by this Board, is hereby fixed and approved.

PASSED AND ADOPTED this 21st day of June 2017, by the following vote of the Board of Directors of the Santa Ynez Community Services District.

AYES:

NOES:

ABSENT:

ABSTAIN:

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David Seymour, President of the  
Board of Directors

ATTEST:

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Wendy Berry, Secretary of the  
Board of Directors

**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: June 21, 2017

ITEM: Adoption of Resolution 17-06, a Resolution of the Board of Directors of the Santa Ynez Community Services District approving and adopting revised employee pay schedule for fiscal year 2017/2018.

**SUMMARY:** Each year staff reviews data from the Bureau of Labor Statistics and calculates the Cost of Living Index (COLA). The data is used for the Los Angeles-Riverside Orange County, CA Consumer Price Index. The COLA is calculated from April of the previous year to March of the current year. The COLA for 2017 is 1.9%.

**RECOMMENDATION:** Adopt Resolution, 17-06, a Resolution of the Board of Directors of the Santa Ynez Community Services District approving and adopting revised employee pay schedule for fiscal year 2017/2018.

**ATTACHMENTS:**

Resolution 17-06  
Bureau of Labor Statistics  
17/18 Pay Schedule  
16/17 Pay Schedule

**RESOLUTION NO. 17-06**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SANTA YNEZ COMMUNITY SERVICES DISTRICT  
APPROVING AND ADOPTING REVISED EMPLOYEE  
PAY SCHEDULE**

**WHEREAS**, the adopted Employee Handbook, Section II-H states the pay schedule will be adopted by the Board, except that the Board may at any regular or special meeting duly called for that purpose, adjust the pay ranges; and

**WHEREAS**, the Board desires to revise the adopted 2016-2017 Pay Schedule to reflect changes per the Bureau of Labor Statistics Cost of Living Index; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Santa Ynez Community Services District as follows:

1. **Adoption of Revised Pay Schedule.** The Board of Directors hereby approves and adopts the revised pay schedule attached hereto and incorporated herein by this reference, (the "2017-2018 Pay Schedule"), effective as of July 1, 2017.

2. **Requirements Applicable to Revised Pay Schedule.** The 2017-2018 Pay Schedule shall be immediately accessible and available for public review from the District during normal business hours and shall be retained by the District and available for public inspection for not less than five years.

3. **Future Revisions.** Any revisions which are made to the 2017-2018 Pay Schedule in the future shall be approved and adopted by the Board of Directors in accordance with the requirements of applicable public meetings laws and shall comply in all other respects with Title 2, California Code of Regulations Section 570.5.

**PASSED AND ADOPTED** this 21st day of June 2017, by the following vote of the Board of Directors of the Santa Ynez Community Services District:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

\_\_\_\_\_  
David M. Seymour, President  
of the Board of Directors

**ATTEST:**

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

## Energy

The energy index advanced 0.3 percent over the month. The increase was mainly due to higher prices for electricity (1.1 percent). Prices for natural gas service decreased 0.6 percent and prices for gasoline edged down 0.2 percent for the same period.

Energy prices rose 5.6 percent over the year, largely due to higher prices for gasoline (7.3 percent). Prices paid for natural gas service advanced 5.3 percent, and prices for electricity rose 2.4 percent during the past year.

## All items less food and energy

The index for all items less food and energy edged up 0.2 percent in April. Higher prices for other goods and services (5.2 percent) and recreation (0.8 percent) were partially offset by lower prices for apparel (-2.9 percent) and shelter (-0.1 percent).

Over the year, the index for all items less food and energy increased 2.7 percent. Components contributing to the increase included other goods and services (5.3 percent) and shelter (4.7 percent). Partly offsetting the increases were price declines in apparel (-4.1 percent) and education and communication (-2.7 percent).

**Table A. Los Angeles-Riverside-Orange County CPI-U monthly and annual percent changes (not seasonally adjusted)**

Month	2012		2013		2014		2015		2016		2017	
	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual
January	0.8	2.1	0.8	2.0	0.5	0.8	-0.3	-0.1	0.7	3.1	0.9	2.1
February	0.5	2.1	0.7	2.2	0.5	0.5	0.7	0.1	0.0	2.4	0.6	2.7
March	1.0	2.0	0.1	1.3	0.6	1.0	1.0	0.5	0.3	1.7	0.3	2.7
April	0.0	1.5	-0.4	0.9	0.0	1.4	-0.1	0.5	0.2	2.0	0.2	2.7
May	0.1	1.6	0.1	1.0	0.4	1.7	1.0	1.1	0.5	1.4		
June	-0.4	1.6	-0.1	1.4	0.1	1.8	-0.3	0.8	0.1	1.8		
July	-0.1	1.9	-0.1	1.3	0.1	2.0	0.7	1.4	0.0	1.1		
August	0.6	2.3	0.1	0.8	-0.1	1.8	-0.3	1.1	0.0	1.4		
September	0.4	2.2	0.2	0.6	0.0	1.7	-0.4	0.7	0.2	1.9		
October	0.8	3.0	0.1	-0.1	-0.1	1.4	0.2	1.0	0.4	2.2		
November	-1.0	2.1	-0.5	0.4	-0.7	1.3	0.0	1.6	-0.4	1.8		
December	-0.7	1.9	0.0	1.1	-0.5	0.7	-0.1	2.0	0.0	2.0		

**The May 2017 Consumer Price Index for the Los Angeles-Riverside-Orange County is scheduled to be released on June 14, 2017.**

## Technical Note

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 89 percent of the total population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers 28 percent of the total population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 87 urban areas across the country from about 6,000 housing units and approximately 24,000 retail establishments--department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date (1982-84) that equals 100.0. An increase of 16.5 percent, for example, is shown as 116.5. This change can also be expressed in dollars as follows: the price of a base period "market basket" of goods and services in the CPI has risen from \$10 in 1982-84 to \$11.65. For further details see the CPI home page on the Internet at [www.bls.gov/cpi](http://www.bls.gov/cpi) and the BLS Handbook of Methods, Chapter 17, The Consumer Price Index, available on the Internet at [www.bls.gov/opub/hom/homch17\\_a.htm](http://www.bls.gov/opub/hom/homch17_a.htm).

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**

The Los Angeles-Riverside-Orange County, CA. metropolitan area covered in this release is comprised of Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties in the State of California.

Information in this release will be made available to sensory impaired individuals upon request. Voice phone: (202) 691-5200; Federal Relay Service: (800) 877-8339.

**Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods**









**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: June 21, 2017

ITEM: Adopt Resolution 17-07, Resolution of the governing body of the Santa Ynez Community Services District for the election of Directors to the Special District Risk Management Authority Board of Directors.

**SUMMARY:** SDRMA's Election Committee reviews nomination documents and picks those candidates who were in accordance to SDRMA's Policy No. 2017-03 for the Risk Management Authority Board.

**RECOMMENDATION:** Review candidate's statements of qualifications and vote for up to four (4) candidates to serve on SDRMA's Board of Directors Risk Management Authority Board and the adopt Resolution 17-07, a Resolution of the governing body of the Santa Ynez Community Services District for the election of Directors to the Special District Risk Management Authority Board of Directors, if appropriate.

**ATTACHMENTS:**  
Resolution 17-07  
Candidate Statements of Qualifications



RESOLUTION NO. 17-07

**A RESOLUTION OF THE GOVERNING BODY OF THE  
Santa Ynez Community Services District  
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT  
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

**WHEREAS**, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

**WHEREAS**, SDRMA's Board of Directors approved Policy No. 2017-03 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

**WHEREAS**, Policy No. 2017-03 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the Santa Ynez Community Services District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)



OFFICIAL 2017 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY FOUR (4) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than four (4) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than four (4) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 4:30 p.m., Tuesday, August 29, 2017. Faxes or electronic transmissions are NOT acceptable.

- Timothy Unruh, District Manager, Kern County Cemetery District No. 1
James M. Hamlin (Jim), Board Director, Burney Water District
Mike Scheaffer (Incumbent), Director/President, Costa Mesa Sanitary District
Michael J. Karen, Board Director, Apple Valley Fire Protection District
David Aranda (Incumbent), General Manager, Mountain Meadows Community Services District
Cindi BeauDET, General Manager, Temecula Public Cemetery District
Jean Bracy, SDA (Incumbent), Deputy Director - Administration, Mojave Desert Air Quality Management District

ADOPTED this \_\_\_ day of \_\_\_, 2017 by the Santa Ynez Community Services District by the following roll call votes listed by name:

AYES: \_\_\_\_\_
NOES: \_\_\_\_\_
ABSTAIN: \_\_\_\_\_
ABSENT: \_\_\_\_\_

ATTEST: \_\_\_\_\_

APPROVED: \_\_\_\_\_

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Timothy Unruh  
District/Agency Kern County Cemetery District No.1  
Work Address 18662 Santa Fe Way, PO Box 354, Shafter, CA 93263  
Work Phone 661-746-3921 Home Phone 661-746-6725

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

The work of SDRMA is critical to the everyday operations of a Special District. Knowing that the district and the board is protected gives a 'Peace of Mind' to our daily operations. Sitting on this Board will give me an opportunity to give back to SDRMA and its membership. As a manager of a moderate sized Special District, I am especially interested in maintaining an involvement from that small district perspective. It is imperative that SDRMA maintains cost effective service to the Special District community and it's important that smaller districts have a voice in their insurance needs.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I spent three years as a Director for CSDA including one year as Legislation Committee Chairman. I currently sit on the CSDA Legislation Committee and am a Special District Administrator (SDA). Our District is in its fourth term as a District of Distinction which now includes the Transparency Certification. I currently sit as a Director with a city appointment on Kern Mosquito and Vector board. I have been a Director of the California Association of Public Cemeteries for 15 years and currently am Chairman of the Legislation Committee. I have been involved with the Kern County Special Districts Association since 1995 from when we worked to obtain LAFCo representation for Special Districts.

Most importantly, I have been a manager for the Kern County Cemetery District for 30 years and work daily to keep our cemetery district strong and effective in our community. To that end, I have the SDRMA General Safety Specialist Certification and with that training I work for a compliant, safe and healthy working relationship with our staff.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

I feel that community history is very important and am a volunteer with the local Historical Society. I also have sat on the local school board and have been involved with our youth through our church as well as our community through sports and especially by giving our young people a safe and entertaining place to visit after our home football games.

This being said, I feel that I am a committed and thorough person who knows that to get things done you must be involved and be able to think out of the box in difficult situations. You must listen to those around you and sometimes that means keeping one's mouth shut.

I have worked as a Manager for many years and understand the needs of special districts. What SDRMA offers is an integral part of special district operations and I feel that I can bring a passion for the practical needs of Special Districts.

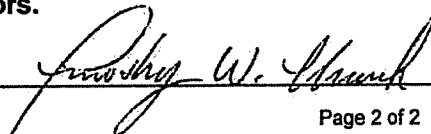
**What is your overall vision for SDRMA? (Response Required)**

SDRMA has shown great concern for the Special Districts in California as is seen in their commitment to meeting our insurance needs. This is done by listening to the membership and continuing to work on being a better and complete insurance stop. I feel that the Health Insurance part of their programs will be the next large growth area. As we deal with PERB's and the needs of our work force, this area will help to meet the needs of our agencies.

Their education is excellent and they have defined their role in local government very well. It will be necessary to maintain this role and work to educate the membership. SDRMA's commitment to be a cost-effective insurance provider has work well in the past and will continue to do so as long as the Board and staff work together to fulfill their mission statement.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date: April 24, 2017



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate James M. Hamlin (Jim)  
District/Agency Burney Water & Sewer District  
Work Address 20541 Burney Court, Burney, Ca. 96013  
Work Phone (530) 335-2040 Home Phone (530) 335-2040

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

Able to look at acturail evidence. Being able to set adequate rates for both  
Insurance program and districts. SDRMA needs to operate as a business.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

Servved on hospital district for 24 1/2 years, California Hospital District board  
for 8 years, Burney water Sewer board for three years. I had my own insurance  
brokerage for 43 years. I did not have an E & O Claim.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

see previous question

**What is your overall vision for SDRMA? (Response Required)**

SDRMA must operate as a viable business. Many district carriers and board members are reluctant to raise rates. When I served on Ca. Hospital Board, many of the board members were not willing to operate as a business because it would affect their hospitals bottom line.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature James M. Hamlin Date 4-1-2017

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate **MIKE SCHEAFER**  
District/Agency **COSTA MESA SANITARY DISTRICT**  
Work Address **1551-B BAKER ST, COSTA MESA, CA 92626**  
Work Phone **714-435-0300** Home Phone **714-552-9858**

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

As an incumbent on the SDRMA Board I wish to continue providing the service and knowledge that I have been consistent with during my current term. As an insurance professional for over 44 years I bring the experience needed to manage the risks Districts are faced with. Over my term I have consistently made decisions to provide the protections necessary at the most affordable cost. Districts continue to encounter new challenges to their risk management programs. My years of experience, my continued involvement in insurance education and my desire to protect make me a sound choice to continue on the Board of SDRMA.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

Current SDRMA Board Member. President Costa Mesa Sanitary District Board of Directors. Former City Councilmember for the City of Costa Mesa. Former Parks and Recreation Commissioner for the City of Costa Mesa.

Leadership positions, including Board President for the following: Little League Baseball, Boys and Girls Club of the Harbor Area, Costa Mesa Senior Center, The Albert Dixon Memorial Foundation (non profit providing funds for other non-profit agencies).

Over 30 years experience with Lions Clubs International. Served as District Governor, Club President several times. Chaired the California Convention Committee several times. Membership in the organization continues.

My leadership role in all these organizations gave, and give, me experience in the risks that face each. My insurance experience helps me make prudent decisions when challenged with those risks.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

Many of the organizations that I have either been elected to or volunteered for quickly put me in a leadership role. They recognized my ability to handle the risks and challenges the organizations meet. I was able to steer those organizations in a clear path to minimize the risk.

I continue to hold a teaching credential in Insurance Education with the local community college District. Additionally I was a professor of Insurance Continuing Education for many years. I have a passion for passing on the knowledge I have acquired over my career.

I have always faced the risk management challenges of any organization with the confidence that the desired outcomes would be realized. 11

**What is your overall vision for SDRMA? (Response Required)**

My vision is to continue providing the protection and service to the Special Districts that make them strong in their risk management efforts. I will continue to work for those ends while keeping strong my conviction that rates need to be adequate yet affordable for the Districts.

New technologies, changes in legislation, make it extremely difficult for Districts to keep up with the factors posing new challenges to risk management, insurance, etc. My experience in those areas, my position as an elected official, make me keenly aware of how to protect the Districts.

I will continue to be committed to making SDRMA the leader in protecting the risk management needs of our Special Districts.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature \_\_\_\_\_



Date \_\_\_\_\_

4/25/17

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate    Michael J. Karen  
District/Agency     Apple Valley Fire Board  
Work Address         N/A  
Work Phone          N/A                                   Home Phone 760-713-3273

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

I would be honored to serve on the SDRMA Board of Directors because I am interested in not only risk management, but insurance as well. I have run my own company and have seen first hand how accidents can affect the bottom line.

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**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I was appointed to the Apple Valley Fire Board in February of 2016. I was re-elected the same year. During my time on the board, I have already been a part of many great things. The board and I helped to pass Measure A which funds our district in perpetuity. We also passed and have streamlined the budget. I have also been a part of evaluations as well.

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**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

I have been a business owner, and I am a Veteran of Desert Strike/Desert Storm. I am a member of the Apple Valley Chamber of Commerce, Victor Valley Republican, and the Community Emergency Response Team (CERT). I am an elected member of the Republican Central Committee as well as a Director for the Apple Valley Fire District. I have donated my time to seniors, the needy, and Salvation Army. I was also a Man About Town nominee for the High Desert Phoenix Foundation.

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**What is your overall vision for SDRMA? (Response Required)**

As a Director, I would work to promote education in the districts. I would also build coalitions to keep the rates competitive. I hope to work with the board on any and all issues facing all of our districts. I would love to be elected to such a distinguished team!

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**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature  Date 4-20-17

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate David Aranda  
District/Agency Mountain Meadows Community Services District  
Work Address 17980 Highline Rd - Tehachapi CA 93561  
Work Phone 661-822-7616 Home Phone 661-300-1231

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

Working with six other board members and the staff as a team is challenging and rewarding.

Over the years of my service on the SDRMA Board I hope the members have found my input to be beneficial and it is my desire to continue to look after the members receiving the best service at a fair cost.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

Service on SDRMA  
Service on SOWCA - I was part of the group that consolidated two entities into one entity which was very cost effective.

Service on SDLF  
Past Service on CSDA - current Education Committee member

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

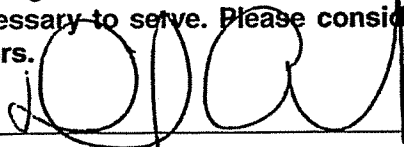
Serving as a General MANAGER over the past twenty plus years and serving as a Board Member assists me in understanding the proper process that benefits the operation of SDRMA  
Eighteen years of experience with SDRMA provides a good knowledge base to benefit the members

**What is your overall vision for SDRMA? (Response Required)**

- 1) Continue to provide excellent service
- 2) Continue the balance of a financially strong pool that provides great policy coverage at the best pricing possible.
- 3) Serve the members with cutting edge software, customer service, oriented employees and a Board that remembers who we are serving!

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-20-17



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate	Cindi Beaudet		
District/Agency	Temecula Public Cemetery District		
Work Address	41911 C Street, Temecula CA 92592		
Work Phone	(951)699-1630	Home Phone	(951)541-8736

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

As a member of SDRMA, I've learned first hand the risk and challenges that comes with my type of Special District. I think it is important to have an active and knowledgeable voice representing our industry and districts and that understands the role special districts play and their importance. I will bring sound policy principles to the table and work with my fellow board members in the spirit of collaboration to ensure SDRMA continues to be a cost effective, high quality risk management service.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I have played an active role in the cemetery industry in both the private sector and with special districts for almost two decades and was elected in 2006 to the Board of California Association of Public Cemeteries (CAPC). While on the Board for CAPC one of my roles was Education Committee Chair, working with executive staff to identify learning and certification opportunities for our members. This experience has provided me with the skills and knowledge of board development, procedures, protocol and policy development.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

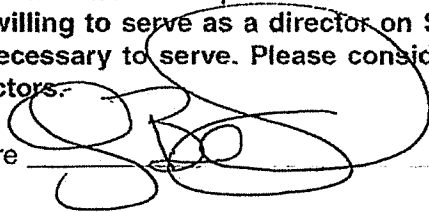
Since 2004 I have served as General Manager to the Temecula Public Cemetery District. I consider myself to be well versed in cemetery leadership, risk mitigation, best management practices and risk reduction. I hold a life insurance license from the State of California. I am an advocate for the cemetery profession, serving as a formal mentor for CAPC. I am engaged and involved heavily in my community and understand first hand the challenges and risk associated with cemetery operations and management.

**What is your overall vision for SDRMA? (Response Required)**

My overall vision for SDRMA is that it appropriately and accurately addresses the risk and mitigation needs of all its members in a thoughtful and deliberate manner, considering the size, scope and nuances of each type of public agency. This thoughtful consideration will provide better service to our members while maintaining the cost effective quality programs SDRMA continues to offer.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date

4/27/17

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate    Jean Bracy, SDA  
District/Agency      Mojave Desert Air Quality Management District  
Work Address          14306 Park Ave., Victorville, CA 92392  
Work Phone            760-245-1661

**Why do you want to serve on the SDRMA Board of Directors?**

I have served on the SDRMA Board of Directors since 2010. In 2017 I was elected by the Board to be the **Board President**. The Board strives to provide a variety of avenues for members to be successful and has adopted many important programs and policies aimed to provide members **cost effective coverage**. Each year, the Board **carefully considered** rates for services and from 2009 to 2016 voted to hold rates flat for the property/liability program. Through strategic planning SDRMA has a **strong financial base**. SDRMA has included **Cyber Coverage**; provided a **FREE Law Legal Hotline**; established a **multiple-policy discount (5%)** for each member who belongs to both the property/liability and the workers compensation programs; shares investment earnings with members through a **longevity distribution**; established the **loss prevention allowance funds** which reimburses members for safety-related costs up to \$1,000; launched and enhanced the SDRMA **interactive website**; provided **FREE online training** through Target Solutions; launched a **Safety Specialist Certificate** program; and contracted with Company Nurse to provide **FREE screening services** for work-related injury cases. I have worked closely with SDRMA for **17 years**. I am attracted to its member-focused, pro-active, and positive mission. I would like to see – and be a part of – SDRMA continue this member-centric approach.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)**

I am serving my eighth year on the **SDRMA Board of Directors** and in 2017 I am the Board President. I am serving my fifth year on the Board of Directors for the **Special District Leadership Foundation (SDLF)** and I am the Board Secretary. On this Board I have been part of the continuing expansion of the SDLF programs, including the premier program, **District of Distinction**, also the Special District Administrator Certificate, the Recognition of Special District Governance, and the District Transparency Certificate of Excellence.

My career experience with special districts has helped me to understand the issues specific to smaller organizations. I have learned what it really means for an organization to do more with less. I have also learned that political realities for special districts are distinct from other forms of governments. As the Deputy Director – Administration for the Mojave Desert Air Quality Management District, I am the staff representative to the Governing Board Committees for Budget and Personnel. I am a member of and have chaired the California Air Pollution Control Officers Association (CAPCOA), statewide committees for Fiscal and Human Resource officers. I organized and have chaired the Alternate Fuel Task Force for the Mojave Desert air basin; I have represented the District in the Antelope Valley Clean Cities Coalition.

My working opportunities have crossed several public service types. I served as the Victorville city representative to the Technical Advisory Committee for the Victor Valley Transit Authority and as the City representative and officer on the Executive Committee of the Regional Economic Development Authority. I volunteered four years on the Board of Directors of the Victor Valley Federal Credit Union. For six years, I worked as an adjunct professor at Victor Valley Community College teaching Public Works Administration.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?**

As professional and as a volunteer, I have a wide range of experiences with organizational structures, long term and vision planning, development of staff and volunteers, and resource and program management. My experience of leading organizational activities and implementing change for growth includes bringing together intergenerational and multicultural groups to achieve common goals.

I am an effective manager with expertise in efficient and productive management implementing process improvements in finance, human resources, risk management, and a wide variety of related administrative and organizational functions. I have led highly skilled teams to support the achievement of overall agency goals and objectives.

I earned a Master's Degree in Public Administration from California State University, San Bernardino

I earned the Special District Administrator Certification from the Special Districts Leadership Foundation

I earned the Recognition of Special District Governance from the Special Districts Leadership Foundation

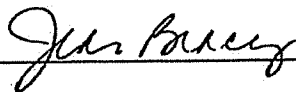
I earned the Masters Certification in Labor Relations from the California Public Employers Labor Relations Association (CALPELRA)

**What is your overall vision for SDRMA?**

I want to continue contributing my experience and expertise to SDRMA's overall function to further strengthen and enhance the lines of services provided by SDRMA. I want to see members educated to be wise in their management to reduce costs and deliver their very important missions to their communities. I want to be part of the mission to enhance the member's experience through claims management and education that leads to loss prevention.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature



Date

2-27-17

**SANTA YNEZ  
COMMUNITY SERVICES DISTRICT  
STAFF REPORT**

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TO: BOARD OF DIRECTORS

PREPARED BY: Wendy Berry, Secretary/Treasurer

FOR: SPECIAL BOARD MEETING

DATE: June 21, 2017

ITEM: Resolution 17-08, Resolution of the Board of Directors of the Santa Ynez Community Services District authorizing deposit into Five Star Bank Public Investment Money Market Account

**Background:** Jerry Legg, the Government Banking Manager from Five Star Bank contacted the District about their Public money market account and that is currently paying .884% interest compounded daily. Jerry Legg is the original developer of the Rabobank Money Market account that the District currently has with Rabobank. The District is currently receiving .23% interest on the Rabobank Money Market. There is no cost to the District for opening an account. Staff reviewed the Five Star Money Market Account information with the Finance Committee on May 11, 2017.

**Recommendation:** Approve Resolution 17-08, Resolution of the Board of Directors of the Santa Ynez Community Services District authorizing deposit into Five Star Bank Public Investment Money Market Account

**Attachments:**

Email from Jerry Legg

Sample Letter

Contract for Deposit of Monies

## Wendy Berry

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**From:** Jerry Legg <jlegg@fivestarkbank.com>  
**Sent:** Tuesday, May 9, 2017 1:27 PM  
**To:** Jeff Hodge  
**Cc:** Wendy Berry  
**Subject:** Higher Rate on Five Star Bank MMA - 5/9  
**Attachments:** PIMMA Information Sheet Disclosure - Mar 17.pdf; Contract for Deposit of Monies 2017-03 - LIVE.PDF; Signature Letter - Template.pdf

Good afternoon, Jeff!

I hope you are well. I just wanted to report that as of today, the rate on Five Star Bank's public money market account was increased to **0.884%**.

I know you had said last month that the District was looking to move some funds to Five Star Bank. As you can see, we keep raising our rates! We have raised the rate for 8 straight months. The District deserves a banking partner that is working for the District, not working for themselves. We have opened accounts with San Luis Obispo County, Butte County, El Dorado County, Placer County, and the City of Redding, among others.

This account is collateralized (Safety), provides same day funds up until 1:30pm (Liquidity) and is paying higher than any other bank I know of in the state (Yield). **Plus there are no fees on the account! No wire fees, no transaction fees, nothing.** It can accommodate up to \$50 million. And best of all, we will automatically pay the interest to the account you designate via ACH the last business day of each month.

There are only two required documents needed to open the account (Contract for Deposit of Monies and a Signature Letter), both of which are attached.

I hope we can work together again soon!

**Jerry Legg, CTP**

SVP – Government Banking Manager

**Five Star Bank**

2400 Del Paso Road, Suite 100

Sacramento, CA 95834

Direct -(916) 640-1512

Cell – (916) 471-9977

Fax – (916) 640-1515

[jlegg@fivestarkbank.com](mailto:jlegg@fivestarkbank.com)

The information contained in this electronic mail message is confidential and maybe privileged. The information is intended only for the use of the individual or entity to which it is addressed. If you are not the addressee, you are hereby notified that review, use, dissemination, disclosure, copying or taking action in

**MUST BE ON PUBLIC ENTITY LETTERHEAD**

Date: \_\_\_\_\_

Five Star Bank

2400 Del Paso Road, Suite 100

Sacramento, CA 95834

To Five Star Bank (Bank):

I \_\_\_\_\_, \_\_\_\_\_, for the \_\_\_\_\_, certify that the resolutions on this document are a correct copy of the resolutions adopted by the governing body of \_\_\_\_\_, whose Federal Tax ID Number is \_\_\_\_\_. I further attest that the following individuals are authorized signatories on all of the \_\_\_\_\_ accounts with Five Star Bank.

Signer Name	DL #	DL Issue Date	DL Expiration Date	Signature	Authorizations
Joseph B. Treasurer	CA B1234321	3/3/2016	3/4/2021		1, 2, 3, 4

I \_\_\_\_\_ further attest that the signers listed above are authorized to exercise from the following powers related to our transaction accounts as indicated above: (1) Open or close any deposit account; (2) Endorse checks and orders for payment of money or otherwise withdraw or transfer funds on deposit at Five Star Bank; (3) Enter into Cash Management or other Agreements such as online banking, remote deposit capture, positive pay and others; (4) to give instructions, either orally or in writing, for transfer of funds electronically or other means acceptable to Five Star Bank as per the signed Bank agreements.

This Signature Letter supersedes any previous Signature Letters or authorizations on file. This Signature Letter will remain in effect until an updated or amended Letter has been received by the Bank and processed.

Sincerely,  
  
\_\_\_\_\_  
Title \_\_\_\_\_



**Contract for Deposit of Monies**

THIS CONTRACT, relating to the deposit of monies, as of \_\_\_\_\_, between \_\_\_\_\_, (hereafter designated "Treasurer" acting in his or her official capacity as \_\_\_\_\_ (Treasurer, Finance Director, etc.) of \_\_\_\_\_ (hereinafter designated "Depositor"), and Five Star Bank (hereinafter designated "Depository"), having a shareholder's equity of Seventy Six Million, Four Hundred and Six Thousand Dollars (\$76,406,000) as of 12/31/16.

**WITNESSETH**

WHEREAS, the Treasurer proposes to deposit in the Depository from time to time, commencing on \_\_\_\_\_, 20\_\_\_\_, monies in his/her custody in an aggregate amount on deposit at any one time not to exceed the total shareholder's equity of the Depository, and said monies will be deposited subject to Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code of the State of California; and

WHEREAS, said provisions of the Government Code requires the Treasurer to enter into a contract with the Depository, setting forth the conditions upon which said monies are deposited; and

WHEREAS, in the judgment of the Treasurer, this contract is to the public advantage;

NOW, THEREFORE, it is agreed between the parties hereto as follows:

1. This contract cancels and supersedes any previous contracts between the Treasurer and the Depository relating to the method of handling and collateralization of deposits of monies.
2. This contract, but not the deposits then held hereunder, shall be subject to termination by the Treasurer or the Depository at any time upon 30 days written notice. Deposits may be withdrawn in accordance with the agreement of the parties and applicable federal and state statutes, rules and regulations. This contract is subject to modification or termination upon enactment of any statute, rule or regulation, state or federal, which, in the opinion of the Administrator of the Local Agency Security, is inconsistent herewith, including any changes relative to the payment of interest upon monies so deposited by the Treasurer. Upon notification from the Administrator, the Treasurer may withdraw deposits in the event the Depository fails to pay assessments, fines, or penalties assessed by the Administrator.
3. Interest shall accrue on any monies so deposited as permitted by any act of the Congress of the United States or by any rule or regulation of any department or agency of the Federal Government adopted pursuant thereto. If interest may be legally paid, all monies deposited in accordance with this contract shall bear interest at a rate agreed upon by the Treasurer and the Depository.
4. The Depository shall issue to the Treasurer at the time of each inactive deposit, a receipt on a form agreed to by the Depository and the Treasurer, stating the interest to be paid, if any, the duration of the deposit, the frequency of the interest payments, and the terms of withdrawal. Each such deposit receipt is by reference made a part of this contract.
5. As security for said deposit, the Depository shall at all times maintain with the Agent of Depository named herein, commencing forthwith, eligible securities having a market value of at least 10% in excess of the actual total amount of local agency monies on deposit with the depository. If the eligible security is determined by the Administrator of the Local Agency Security of the State of California in accordance with Government Code Section 53661 to be not qualified to secure public deposits, additional security shall be substituted immediately by the depository, as necessary, to comply with the requirements of this Paragraph.





6. Eligible securities are those listed in Government Code Section 53651.
7. The Agent of Depository, authorized by the Treasurer and the Depository to hold the eligible securities posted as collateral under this contract is MUFG Union Bank, N.A. (See Section 8 below). Said Agent of Depository has filed with the Administrator of Local Agency Security of the State of California an agreement to comply in all respects with the provisions of Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code.
8. Authority for placement of securities for safekeeping in accordance with Government Code Section 53659 is hereby granted to the Agent of Depository, including placement with any Federal Reserve Banks or branch thereof, pursuant to Government Code Section 53657, or the Federal Home Loan Bank of San Francisco.
9. If the Depository fails to pay all or part of any deposits of the Treasurer which are subject to this contract when ordered to do so in accordance with the terms of withdrawal set forth on the deposit receipt (which is by reference made a part hereof), the Treasurer will immediately notify, in writing, the Administrator of the Local Agency Security. Action of the Administrator in converting the collateral required by Paragraph 5 above for the benefit of the Treasurer is governed by Government Code Section 53665.
10. The Depository may add, substitute, or withdrawal eligible securities being used as security for deposits made hereunder in accordance with Government Code Section 53654, provided the requirements of Paragraph 5 above are met.
11. The Depository shall have and hereby reserves the right to collect the interest on the securities, except in cases where the securities are liable to sale or are sold or converted in accordance with the provisions of Government Code Section 53665.
12. The Depository shall bear and pay the expense of transportation of eligible securities to and from the designated Agent of Depository.
13. This contract, the parties hereto, and all deposits governed by this contract shall be subject in all respects to Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code, and of all other state and federal laws, statutes, rules and regulations applicable to such deposits, whether now in force or hereafter enacted or promulgated, all of which are by this reference made a part hereof.
14. The Treasurer named herein waives the right to collateral based on insurance provided by the Federal Deposit Insurance Corporation not to exceed the maximum amount insured pursuant to federal law, in accordance with Government Code Section 53653.

IN WITNESS WHEREOF, the Treasurer, in his/her official capacity has signed this contract in duplicate and the Depository has caused this contract to be executed in like number by its duly authorized officers.

PUBLIC ENTITY NAME

FIVE STAR BANK

\_\_\_\_\_

NAME OF AUTHORIZED PERSON

NAME OF AUTHORIZED PERSON

\_\_\_\_\_

SIGNATURE OF AUTHORIZED PERSON

\_\_\_\_\_

SIGNATURE OF AUTHORIZED PERSON

\_\_\_\_\_

\_\_\_\_\_

**RESOLUTION NO. 17-08**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA YNEZ  
COMMUNITY SERVICES DISTRICT AUTHORIZING DEPOSIT INTO FIVE  
STAR BANK PUBLIC INVESTMENT MONEY MARKET ACCOUNT**

**WHEREAS**, pursuant to California Government Code Section 53646, on April 20, 2011, the Board of Directors (the "Board") of the Santa Ynez Community Services District (the "District") adopted Resolution No. 11-03 approving a revised and updated statement of investment policy relating to the investment of District funds (the "Investment Policy").

**WHEREAS**, the purpose of the Investment Policy is to provide guidelines for the prudent investment of the District's temporarily idle cash, and outline the policies for maximizing the efficiency of the District's cash management system. The ultimate goal of the Investment Policy is to enhance the economic status of the District while protecting its cash.

**WHEREAS**, the Board desires to authorize the deposit of a portion of the District's temporarily idle cash into the Public Investment Money Market Account that is offered by Five Star Bank.

**WHEREAS**, the Board has determined that the deposit of a portion of the District's funds into a Five Star Bank Public Investment Money Market Account is permitted under the terms of the Investment Policy and by applicable law.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Santa Ynez Community Services District as follows:

1. The District is hereby authorized to open a Public Investment Money Market Account with Five Star Bank and to deposit into such account temporarily idle cash of the District in an amount not to exceed \$3,000,000.

2. The District's Treasurer is hereby authorized and directed to complete and sign any required paperwork, to transfer funds, and to take such other actions and may be necessary to carry out the purpose and intent of the foregoing resolution.

**PASSED AND ADOPTED** this 21<sup>st</sup> day of June, 2017 by the following vote of the Board of Directors of the Santa Ynez Community Services District:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
David M. Seymour, President  
of the Board of Directors

**ATTEST:**

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



**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: June 21, 2017  
ITEM: Ten Year Capital Improvement Plan

**SUMMARY:** The Ten-Year CIP is a planning tool. A new CIP was created to incorporate all the transformations taking place within the District.

**RECOMMENDATION:** Review and approve the Ten-Year CIP

**ATTACHMENTS:**

- Ten Year Capital Improvement Plan

SANTA YNEZ COMMUNITY SERVICES DISTRICT  
 TEN YEAR CAPITAL IMPROVEMENT PLAN  
 June 21, 2017

Project Name & Description	Total Cost	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27
<b>SYCSD Projects</b>												
Sewer Main Repair Projects	\$ 450,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000		
Golden Inn	\$ -											
246 Crossing to Horizon	\$ -											
Trench Box	\$ 40,000			\$40,000								
Backhoe	\$ 150,000			\$150,000								
Operations Vehicle	\$ 40,000		\$40,000									
Camara Van	\$ 100,000				\$100,000							
Operations Vehicle	\$ 45,000					\$45,000						
Horizon Line - West Side Ext	\$ 563,000		\$563,000									
Stadium Line - West Side Ext	\$ 484,000			\$484,000								
West Side Sewer Extension	\$ 8,953,000					\$3,953,000		\$5,000,000				
Reuse Facility	\$ 5,000,000											
<b>Total SYCSD Projects</b>	<b>\$ 15,825,000</b>	<b>\$ 50,000</b>	<b>\$ 653,000</b>	<b>\$ 724,000</b>	<b>\$ 150,000</b>	<b>\$ 4,048,000</b>	<b>\$ 50,000</b>	<b>\$ 5,050,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 5,000,000</b>	<b>\$ -</b>

**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: JUNE 21, 2017  
ITEM: Capacity Fee Schedule for 2017/2018

**Background:** On an annual basis, the capacity fees are adjusted by the percentage change in the Engineering News Record Construction Cost Index from April. The capacity fees become effective July 1<sup>st</sup> of every year.

**Recommendation:** Approve the new capacity fee schedule as revised from the construction cost index with an increase of 3.9%.

**Attachments:**  
2017/2018 Capacity Fee Schedule  
CCCI Calculation

Calculation of SFR Capacity Charge

Date	Column1	ENR-CCI	Capacity
Month	Year	Value	Charge
April	2011	9027	\$5,012.32
April	2012	9273	\$5,148.91
April	2013	9484	\$5,266.07
April	2014	9750	\$5,413.77
April	2015	9992	\$5,548.14
April	2016	10279.94	\$5,708.03
April	2017	10678.15	\$5,929.13

Schedule of Capacity Charges

Line No.	Development Type	Use Description	Flow (gpd)	Strength Factor	ERU Ratio	Capacity Charge
<b>Residential</b>						
1	Single Family	Dwelling	215	1.00	1.00	\$5,929.13
2	Multi-family	Dwelling, Apartment, Condominiums	215	1.00	1.00	\$5,929.13
3	Second Unit/Studios	Dwelling, Studio, 1 and 2 bedroom Unit w/o laundry	160	1.00	0.74	\$4,412.92
4	Mobile Home/Trailers					
	Manager Residence	Dwelling	215	1.00	1.00	\$5,929.13
6	Trailer Space	Residence or Park	215	1.00	1.00	\$5,929.13
7	Mobile Home Park Laundry	Laundry	140	1.00	0.65	\$3,860.72
<b>Retirement Facility</b>						
8	Manager Residence	Dwelling	215	1.00	1.00	\$5,929.13
9	Rooms w/o Kitchens	Dwelling	100	1.00	0.47	\$2,758.19
10	Rooms w/ Kitchens	Dwelling	150	1.00	0.70	\$4,136.82
<b>Non-Residential</b>						
<b>Motel/Hotel</b>						
11	Manager Residence	Dwelling	215	1.00	1.00	\$5,929.13
12	Rooms w/o Kitchens	Guest House	100	1.00	0.47	\$2,758.19
13	Rooms w/ Kitchens	Guest House	150	1.00	0.70	\$4,136.82
14	Laundrettes, per machine	Each washing machine	160	1.00	0.74	\$4,412.92
15	Beauty & Barber Shops	Business	215	1.00	1.00	\$5,929.13
16	Each Sink Over 2	Station Chair	100	1.00	0.47	\$2,758.19
17	Gas Station w/Restroom	Business	325	1.00	1.51	\$8,963.42
18	Cocktail Lounge/Wine Tasting	Up to 50 seats	430	1.00	2.00	\$11,859.19
19	Additional Seating	Per seat	8	1.00	0.04	\$220.32
20	Market, Major	W/meat & produce dept. (first 20 DFUs)	750	1.76	6.14	\$36,404.01
21	Convenience Market	No food preparation, dry goods only	215	1.00	1.00	\$5,929.13
22	Convenience Market w/Deli	Food preparation with sinks (first 20 DFUs)	270	1.76	2.21	\$13,105.81
23	Deli	Food preparation with sinks (first 20 DFUs)	260	1.00	1.21	\$7,170.18
24	Office & Retail	Professional & Commercial Retail	215	1.00	1.00	\$5,929.13
25	Units w/o Toilets	Each unit w/central toilet facility	100	1.00	0.47	\$2,758.19
26	Restaurant Full Service	Up to 21 seats	600	1.76	4.91	\$29,123.20
27	Additional Seating - Food	Per seat	12	1.76	0.10	\$582.87
28	Additional Seating - Bar/Banquet	Per seat	8	1.00	0.04	\$220.32
29	Coffee Specialty Retail	Up to 21 seats (incl 50% outdoors)	270	1.00	1.26	\$7,446.27
30	Restaurant - Fast Food	No seating (first 20 DFUs)	240	1.76	1.96	\$11,649.10
<b>Institutional</b>						
31	Church	Base rate	215	1.00	1.00	\$5,929.13
32	Pre/Elementary School, Per Student	Per student & staff	7	1.00	0.03	\$193.04
33	High School, per Student	Per student & staff w/kitchens and showers	9	1.00	0.04	\$248.21
34	Museum	Tax exempt	215	1.00	1.00	\$5,929.13
35	Post Office	Tax exempt	215	1.00	1.00	\$5,929.13
36	Public Park	Per toilet room	500	1.00	2.33	\$13,789.09
<b>Additional Sewer Service Charges</b>						
37						
38	Senior Living					
39	Manager Residence	Dwelling	215	1.00	1.00	\$5,929.13



## Schedule of Capacity Charges

Line No.	Development Type	Use Description	Flow (gpd)	Strength Factor	ERU Ratio	Capacity Charge
40	Per Bed	Per Bed	125	1.00	0.58	\$3,318.60
	Food Service	up to 21 seats	600	1.76	4.91	\$28,037.16
	Additional Seating (per Seat)	Per Seat	12	1.76	0.10	\$561.14
41	Recovery Ranch					
42	Manager Residence	Dwelling	215	1.00	1.00	\$5,929.13
43	per Bed	Per Bed	70	1.00	0.33	\$1,930.41
44	Food Service	Up to 21 seats	600	1.76	4.91	\$29,123.20
45	Additional Seating (per seat)	Per seat	12	1.76	0.10	\$582.87
46	Medical, Dental, Veterinarian					
47	Clinic or Building (per 1,000 sf)	Professional & Commercial, per 1,000 sf	300	1.15	1.60	\$9,514.19
48	Billiard/Café (per 1,000 sf)	per 1,000 sf	150	1.15	0.80	\$4,757.09
49	Food Service	Up to 21 seats	600	1.76	4.91	\$29,123.20
50	Additional Seating (per seat)	Per seat	12	1.76	0.10	\$582.87
51	Car Wash	Business	1,350	1.15	7.22	\$42,813.84
52	Cocktail Lounge with Food	Food preparation with sinks (first 20 DFUs)	430	1.76	3.52	\$20,870.54
53	Additional Seating	Per seat	8	1.76	0.07	\$388.29
54	Winery and Wine Tasting	No food preparation, dry goods only	270	1.00	1.26	\$7,445.88
55	Wine Tasting with Food	Food preparation with sinks (first 20 DFUs)	430	1.76	3.52	\$20,870.54
56	Additional Seating	Per seat	8	1.76	0.07	\$388.29

# ENR's 20-city average cost indexes, wages and material prices. Historical data and details for ENR's 20 cities can be found at [ENR.com/economics](http://ENR.com/economics)

**Construction Cost Index** **+3.9%**  
APRIL 2017

1913=100	INDEX VALUE	MONTH	YEAR
CONSTRUCTION COST	10678.15	+0.1%	+3.9%
COMMON LABOR	22530.96	0.0%	+3.3%
WAGE S/HR.	43.32	0.0%	+3.3%

The Construction Cost Index's annual escalation rate rose to 3.9% over a year ago, as the labor cost component was 3.3% higher than this time last year.

**Building Cost Index** **+3.0%**  
APRIL 2017

1913=100	INDEX VALUE	MONTH	YEAR
BUILDING COST	5801.76	+0.2%	+3.0%
SKILLED LABOR	10061.45	+0.1%	+1.8%
WAGE S/HR.	55.41	+0.1%	+1.8%

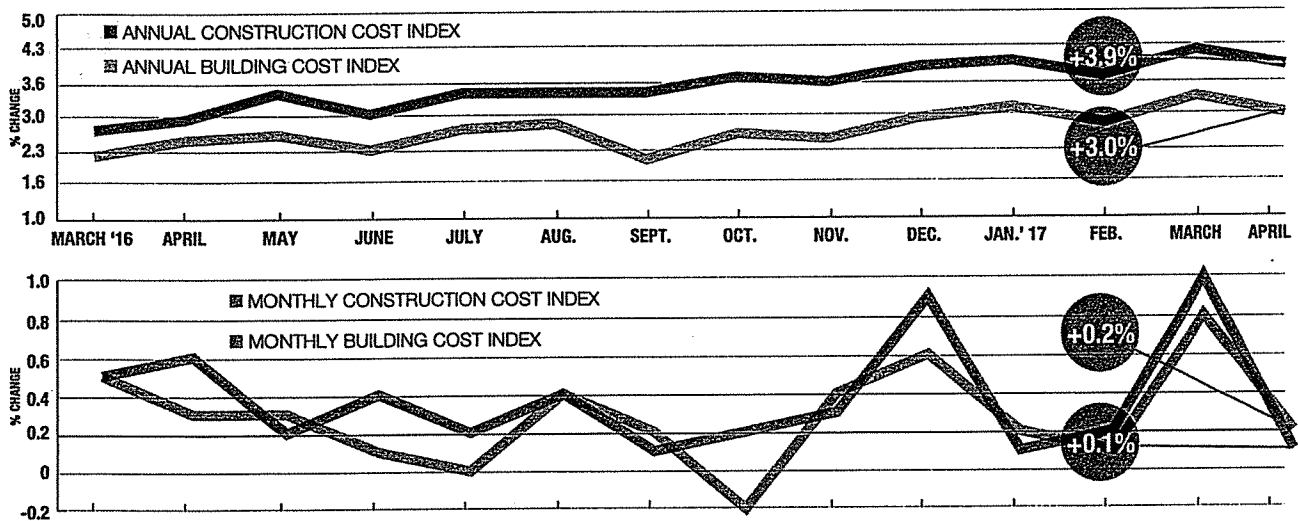
The Building Cost Index's annual escalation rate was up 3.0% in April, as the labor component showed an annual increase of 1.8%.

**Material Cost Index** **+0.6%**  
APRIL 2017

1913=100	INDEX VALUE	MONTH	YEAR
MATERIALS COST	3172.24	+0.6%	+5.4%
CEMENT S/TON	108.67	-4.7%	-5.3%
STEEL S/CWT	51.93	+4.8%	+3.8%
LUMBER S/MBF	546.11	+2.9%	+11.7%

The MCI increased 0.6% this month, lifting the MCI 5.4% above a year ago.

## Inflation's Pulse Year-to-year and monthly percent changes for ENR's cost indexes



SOURCE: ENR

## Cost Index Review

BASE YEAR	CONSTRUCTION		BUILDING		SKILLED WAGES		COMMON WAGES			
	1913	1967	1913	1967	1913	1967	1913	1967		
2016	Mar.	10242.09	NA	5605.55	NA	9771.84	NA	21837.62	NA	
	April	10279.94	957.02	5632.95	833.78	9809.84	NA	21904.13	NA	
	May	10315.44	960.84	5637.09	834.61	9809.84	NA	22004.88	NA	
	June	10337.05	962.85	5636.49	834.60	9878.50	NA	22070.89	NA	
	July	10379.26	966.79	5659.51	838.05	9888.37	NA	22123.86	NA	
	Aug.	10385.65	966.86	5669.50	839.19	9898.25	NA	22123.86	NA	
	Sept.	10403.43	968.51	5657.28	837.38	9898.25	NA	22123.86	NA	
	Oct.	10434.56	971.41	5681.63	840.98	9927.94	975.29	22172.53	1071.59	
	Nov.	10442.61	972.16	5690.35	842.27	9927.94	975.29	22172.53	1071.59	
	Dec.	10530.94	980.38	5722.81	847.08	10011.37	983.44	22394.25	1082.33	
	2017	Jan.	10542.01	981.42	5733.88	848.78	10011.37	983.44	22394.25	1082.33
		Feb.	10558.63	982.96	5742.06	849.93	10021.37	983.58	22416.64	1083.48
Mar.		10667.39	993.09	5789.41	856.94	10021.37	983.66	22530.96	1089.02	
April		10678.15	994.09	5801.76	858.77	10061.45	984.14	22530.96	1089.02	

INDEX REVISIONS

**+3.9%**

**Construction Cost Index**

ANNUAL ESCALATION WAS REVISED UPWARD TO 3.9% IN APRIL. INDEXES FOR FEBRUARY AND MARCH WERE ALSO REVISED.



**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: June 21, 2017  
ITEM: Annexation Fee Calculation

**SUMMARY:** The annexation fee is calculated per Section 806 of the Sewer Code. The annexation fee is still necessary for the unannexed parcels within the District's Sphere of Influence that were not part of West Santa Ynez.

**RECOMMENDATION:** Review and approve the annexation fee adjustment for fiscal year 2017-2018.

**ATTACHMENTS:**  
Sewer Code Section 806  
Annexation Fee Calculation

**SANTA YNEZ COMMUNITY SERVICES DISTRICT**  
**ANNEXATION FEE CALCULATION**  
**2017/2018**

Fiscal Year	Revenue	Debt Service	District Boundary
1972-73	\$ 8,765.00		550 acres 2/13/06
1973-74	\$ 11,209.17		
1974-75	\$ 24,521.53	\$ 12,429.00	
1975-76	\$ 25,682.71	\$ 2,012.83	
1976-77	\$ 25,612.00	\$ 771.00	
1977-78	\$ 39,446.70	\$ 873.00	
1978-79	<u>\$ 135,237.11</u>	\$ 7,500.00	
1979-80		\$ 28,000.00	
1980-81		\$ 30,800.00	
1981-82		\$ 30,500.00	
1982-83		\$ 30,200.00	
1983-84		\$ 29,900.00	
1984-85		\$ 29,600.00	
1985-86		\$ 29,300.00	
1986-87		\$ 154,525.00	
1987-88		\$ 21,150.00	
1988-89		\$ 20,900.00	
1989-90		\$ 20,650.00	
1990-91		\$ 20,400.00	
1991-92		\$ 21,150.00	
1992-93		\$ 20,850.00	
1993-94		\$ 20,550.00	
1994-95		\$ 20,250.00	
1995-96		\$ 20,950.00	
1996-97		\$ 20,600.00	
1997-98		\$ 20,250.00	
1998-99		\$ 20,900.00	
1999-00		\$ 20,500.00	
2000-01		\$ 21,100.00	
2001-02		\$ 20,650.00	
2002-03		\$ 21,200.00	
2003-04		\$ 20,700.00	
2004-05		\$ 20,200.00	
2005-06		\$ 20,700.00	
2006-07		\$ 21,150.00	
2007-08		\$ 20,550.00	
2008-09		\$ 20,950.00	
2009-10		\$ 20,300.00	
2010-11		\$ 20,650.00	
2011-12		\$ 20,950.00	
2012-13		\$ 20,200.00	
2013-14		\$ 20,450.00	
2014-15		\$ 20,650.00	
2015-16		\$ 20,800.00	
2016-17		<u>\$ 20,900.00</u>	
		\$ 1,007,610.83	562 acres 16/17
	\$ 135,237.11		
	\$ 1,007,610.83		
Hwy 246 Pump Station	\$ 478,694.99		
	<u>\$ 1,621,542.93</u>		
		562 \$	2,885.31
		<u>\$</u>	<u>2,885.31</u>
		<b>Annexation Fee</b>	<b>\$ 2,885.31</b>

805. Fees - Annexation - Administration Charge. The owner or owners of lands within areas to be annexed or current annexed lands to the District shall pay to the District, prior to the final hearing on the proposed annexation, an amount to be fixed by the Board which shall equal the estimated amount of engineering, legal and publication costs and all other charges which may be incurred by the District in preparing and examining maps, legal descriptions and other documents and other expenses regularly incurred in connection therewith. Any portion of such deposited amount not expended by District in conjunction with the annexation proceedings shall be returned, without interest, to the owner or owners following completion or termination of the proceedings.

806. Fees - Annexation. The owner or owners of lands within areas hereafter annexed to the District shall pay to the District, prior to approval of the proposed annexation, a charge computed in the following manner, for each single family unit or dwelling unit, or potential single family unit or dwelling unit, or any acreage, to be annexed:

The sum of all general property tax and related revenues acquired by the District during fiscal years 1972-73 through 1977-78 plus the sum of all Debt Service and related revenues collected or budgeted to be collected by the District during fiscal year 1974-75 through the fiscal year during which the annexation is approved. These sums, divided by the gross area of the original boundaries of the District (367.3) plus the acreage added thereto since 1980, shall constitute the annexation fee per gross area of the annexed property. For annexed areas zoned for more than one residential unit per acre, the charge per acre shall be multiplied by the number of zoned residential units in the acre. For annexed areas otherwise zoned, the charge shall be determined by dividing the square footage of the parcel annexed by 43,560 (the square feet in an acre).

This fee shall be in addition to other connection, permit and inspection charges hereinafter fixed and in addition to the administration charges set forth in Section 805.

807. Capacity Fees.

(A) Capacity Charge. Any person desiring connection to the Sewage System of the District, or desiring to alter the use for which an existing connection is permitted, shall, prior to making such connection or alternation, obtain a sewer connection permit from the District and pay to the District, prior to issuance of the permit, a capacity fee established from time to time by the Board. A schedule of the basic capacity fees are set forth in Exhibit A.

(B) Additional Capacity Charges.

(i) Facilities Constructed by the District. An additional capacity fee shall be charged to any parcel, unit, lot or portion thereof, which abuts on, or can be directly served by any portion of the Sewage System constructed by the District. Interest on the pro rata share of the capital costs thereof will be added annually beginning six (6) months from the time the facilities are available to the property or parcel.

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**SANTA YNEZ COMMUNITY SERVICES DISTRICT  
MANAGER'S REPORT  
June 21, 2017**

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- Flow meter Fjord Drive. Staff has been performing weekly cleaning and maintenance of the SYCSD flow meter co-located at Fjord lift station in conjunction with Solvang's weekly maintenance.
- We have received 8 new inquiries into the feasibility of connecting to district sewer.
- IRWM – Integrated Regional Water Management. The members are working towards finalizing the update to the plan. This will include new updates about nitrates and reuse along with other water issues such as Chrom 6.
- Met with FEMA to finalize reimbursement requests. The total claim was \$24,766.48.
- New Chumash Reclaim Water Tank – construction has been completed and is in the testing phase. The Chumash installed 213,000-gallon tank to be used to provide addition storage for their Title 22 reclaim water. This will bring their total storage capacity to 343,000 gallons.
- Santa Barbara CSDA monthly meeting – The next CSDA meeting will be held at the Glenn Anne, Monday, June 26, 2017 at 5:30 p.m.

