



**Santa Ynez Community Services District
Board of Directors Regular Meeting
Minutes from August 16, 2023**

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

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

President Redfern called the meeting to order at 5:31 PM.

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

3. DIRECTORS COMMENTS: Director Padelford expressed concern over traffic near the Sagunto and Faraday intersection. After some discussion, Mr. Dreizler said he would get her some contact information with the county to contact them. Director Van Pelt mentioned that the District does have lighting in its powers. President Redfern and Vice President Jones asked for lighting as a future agenda item for discussion.

4. PUBLIC COMMENT: None

5. REPORTS:

A. General Manager:

Mr. Dreizler shared that the District office's parking lot would be resealed and striped on 8/21-8/22/23 (weather permitting) for routine maintenance. The cost of the project is less than \$15,000.

B. Legal Counsel: None

C. Board Secretary:

Ms. Marin shared that the tax rolls were successfully uploaded to the County of Santa Barbara. Additionally, she shared that the District will now use QuickBooks as the accounting software instead of Black Mountain Software. This results in a \$5,000 annual savings. Mr. Dreizler expressed his gratitude regarding the tax rolls project getting accomplished.

D. Committees: None

6. CONSENT ITEMS:

A. Approval of Regular Meeting Minutes from July 19, 2023

B. Wastewater Committee Meeting Minutes from July 25, 2023

B. Disbursements from 7/1/2023 – 7/31/2023

D. Director's Meeting Attendance Tracker – July 18 to August 15, 2023

Director Beard inquired about the considerable "SDRMA" expense on the disbursements. Ms. Marin explained that it was the annual cost of Workers Comp and Liability Insurance for the District. Director Van Pelt motioned to approve the Consent Items, Director Padelford seconded the motion, and the motion passed unanimously.

7. ACTION ITEMS:

A. Discuss preliminary cost estimates for a sewer extension at Upper Deer Trail, Tiana Drive, and Country Road.

1. Mr. Dreizler explained that as a result of the July 15th Open House, it was discovered that there is a lot of interest for sewer from homeowners in the Upper Deer Trail, Tiana Drive, and Country Road areas of the District. Consequently, the Wastewater Committee met on 7/25/23 to discuss extending sewer to those areas.
2. Director Van Pelt inquired as to the reason people are interested in sewer. Mr. Dreizler stated that approximately half are interested in adding ADUs to their property, and the other half were impacted by the winter storms that caused some septic issues.
3. After looking at the estimated proposed costs to homeowners, Director Van Pelt stated that the cost could be prohibitive to some people. Vice President Jones said she would prefer to do the larger sewer projects to spread out/lessen the costs to the homeowners.
4. The floor was opened up for public comment. The homeowner in the room shared that the cost of adding sewer puts him off but realizes that financing is an option.
5. Mr. Dreizler recommended that the Wastewater Committee meet again after hearing this discussion with the Board.

B. Discuss the process for annexing the lower southwest corner of the Santa Ynez Community Services District (SYCSD).

1. Mr. Dreizler explained that a homeowner in the un-annexed portion of the SYCSD emailed her neighbors to determine if they were interested in being annexed to eventually have the option of adding sewer. Since he was included in the emails, Mr. Dreizler saw the many questions the homeowners began to have. Consequently, he created and sent out a "frequently asked questions" (FAQs) document to address their concerns. Even if the section became annexed, there is no requirement that a homeowner would have to hook up to the sewer.

C. Approve Installment Payment Plan agreement for APN 141-350-004, 3085 Horizon Drive.

1. Mr. Dreizler said seeing another homeowner on Horizon Drive hook up to the sewer is good. Director Beard asked how many homes are now hooked up; this is the 4th one.
2. Director Van Pelt motioned to accept the costs and terms in the attached agreement, approve the installment payment plan agreement for APN 141-350-004, direct staff to publish a protest hearing and bring the approval resolution to your Board at the September board meeting. Director Beard seconded, and the motion passed unanimously.

D. Discuss the interview hiring process for an attorney to serve as District General Counsel.

1. Mr. Dreizler stated this item is to determine a process to hire an attorney, not discuss the various law firm options.
2. Vice President Jones motioned that the Board choose the Special Meeting Option to make the final selection for the District's Legal Counsel. Staff to coordinate with Board members on the most convenient date. Schedule interviews with the three law firms already chosen by the Ad-Hoc Committee – with subsequent Board approval. President Redfern seconded, and the motion passed unanimously.

8. CLOSED SESSION:

- A. Closed Session pursuant to Government Code Section 54957 - Public Employment
Title: General Counsel**

The closed session started at 6:46 PM and ended at 7:13 PM.
No report out of closed session.

9. INFORMATIONAL ITEMS:

- A. General Manager scheduled vacation for August 21-28**

Mr. Dreizler said he would be on a week-long vacation in August.

10. ADJOURNMENT: President Redfern motioned to adjourn the meeting at 7:13 PM; Director Beard seconded the motion, and the motion passed unanimously.

APPROVED:

Frank Redfern, Board President

ATTEST:

Alicia Marin, Board Secretary



**SANTA YNEZ COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE MEETING
Minutes of August 31, 2023**

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

The meeting was called to order at 10:02 AM.

Attendees: President Frank Redfern, Vice President Karen Jones, General Manager Loch Dreizler, Board Secretary Alicia Marin, and Labor Attorney Nate Kowalski via phone.

- Mr. Kowalski explained that the Teamsters Union no longer represents the District Operations and Administration units.
- Mr. Dreizler and Mr. Kowalski shared that a DRAFT employee handbook has been developed.
- Another public personnel committee is proposed for October to review the DRAFT handbook.

APPROVED:

ATTEST:

Frank Redfern, Board President

Alicia Marin, Board Secretary



**Santa Ynez Community Services District
Board of Directors Special Meeting
Minutes from September 6, 2023**

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

1. CALL TO ORDER AND FLAG SALUTE

President Redfern called the meeting to order at 8:38 A.M.

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

3. DIRECTORS COMMENTS:

The Vice President stated her appreciation of the ease of attending the meeting via Zoom with the documents provided.

4. PUBLIC COMMENT: None

5. REPORTS: None for the Special Meeting

6. CONSENT ITEMS: None for the Special Meeting

7. ACTION ITEMS:

A. Approve Resolution: Easements of the Calle Pico Mainline Extension Project

Mr. Dreizler explained that this resolution is required by the Santa Barbara County Recorder's office so that the District Secretary can sign the required "Certificate of Acceptance" for each of the three properties on Calle Pico Court.

Vice President Jones motioned to adopt Resolution No. 23-906. President Redfern seconded the motion. A roll call vote was taken. Ayes: President Redfern, Vice President Jones, Directors Beard and Padelford. Noes: None. The motion passed unanimously.

B. Interview law firms to serve as the District General Counsel

The board interviewed three law firms. The first interview was with Peter Candy from Hollister & Brace, from 9-9:40 A.M. The meeting recessed from 9:45 to 10 A.M.

The second interview was with Mark Manion and Cameron Goodman from Price, Postel, & Parma from 10-10:28 A.M. The meeting recessed from 10:30-11 A.M.

The third and final interview was with Jeff Hoskinson, Wes Miliband, and Nicolle Falcis from Atkinson, Andelson, Loya, Ruud & Romo from 11-11:42 A.M.

After some discussion, it was determined that a special closed meeting would be necessary to discuss the candidates and make a selection. The special closed meeting was scheduled for September 8 at 9 A.M.

8. **INFORMATIONAL ITEMS:** None for the Special Meeting
9. **CLOSED SESSION:** None for the Special Meeting
10. **ADJOURNMENT:** President Redfern motioned to adjourn the meeting at 11:54 A.M.; Director Padelford seconded the motion, and the motion passed unanimously.

APPROVED:

Frank Redfern, Board President

ATTEST:

Alicia Marin, Board Secretary



**Santa Ynez Community Services District
Board of Directors Special Meeting
Minutes from September 8, 2023**

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

1. CALL TO ORDER

President Redfern called the meeting to order at 9:03 a.m.

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

3. DIRECTORS COMMENTS:

President Redfern stated his recent harassment training course was interesting and helpful.

- 4. PUBLIC COMMENT:** None

- 5. REPORTS:** None for the Special Meeting

- 6. CONSENT ITEMS:** None for the Special Meeting

- 7. ACTION ITEMS:** None

8. CLOSED SESSION:

A. Public comments on closed session item: NONE

B. Closed Session Pursuant to Government Code Section 54957

PUBLIC EMPLOYMENT

Title: General Counsel

President Redfern announced the start of the closed session at 9:05 a.m.

9. REPORT OUT OF CLOSED SESSION

President Redfern announced the end of the closed session at 9:34 a.m.

The Board discussed in closed session which firm to retain as the District's new General Counsel, and no action was taken.

Vice President Jones motioned that the Board hire the firm Atkinson, Andelson, Loya, Ruud & Romo as the next General Counsel for the District. President Redfern seconded the motion. A roll call vote was taken. Ayes: President Redfern, Vice President Jones, Director Beard. Noes: Director Padelford. Abstain: Director Van Pelt. The motion passed with a majority vote.

Minutes without signatures are considered Drafts.

Director Van Pelt inquired as to how to get out of an engagement with a legal firm's engagement if it is determined that the firm isn't working out. Mr. Battles responded that a lawyer or law firm engagement can be terminated by the client at almost any time, with minimal effort.

Director Padelford motioned that the Board approve the billing rates presented in the winning firm's proposal and authorize the Board President to sign the Attorney Services Agreement following general manager and legal counsel review. Vice President Jones seconded the motion. A roll call vote was taken. Ayes: President Redfern, Vice President Jones, Director Beard, Director Van Pelt, and Director Padelford. Noes: none. Abstain: none. The motion passed unanimously.

Mr. Dreizler will contact law firms to share the Board's decision on the new General Counsel.

10. ADJOURNMENT: Director Beard motioned to adjourn the meeting at 9:46 a.m.; Director Van Pelt seconded the motion, and the motion passed unanimously.

APPROVED:

Frank Redfern, Board President

ATTEST:

Alicia Marin, Board Secretary

SANTA YNEZ COMMUNITY SERVICES DISTRICT

Disbursements 08/01-08/31/23

Payment Type	Check #	Vendor/Employee/Payee	Check	Date
Check	17531	Brenntag Pacific, Inc.	\$ 1,407.08	08/03/2023
Check	17532	Cannon Corporation	\$ 1,743.00	08/03/2023
Check	17533	City of Solvang	\$ 20,000.00	08/03/2023
Check	17534	Coastal Copy, Inc.	\$ 70.51	08/03/2023
Check	17535	Eide Bailly	\$ 13,518.62	08/03/2023
Check	17536	Harrison Hardware	\$ 390.86	08/03/2023
Check	17537	Inklings Printing Co.	\$ 825.38	08/03/2023
Check	17538	O'Connor Pest Control	\$ 85.00	08/03/2023
Check	17539	Santa Barbara County Water Agency	\$ 144.65	08/03/2023
Check	17540	Underground Service Alert/SC	\$ 576.20	08/03/2023
Check	17541	USABlueBook	\$ 261.79	08/03/2023
Check	17542	Verizon Wireless	\$ 255.90	08/03/2023
Check	17543	Wells Fargo Vendor Financial Svcs, LLC	\$ 134.69	08/03/2023
Check	17544	WM Corporate Services, Inc.	\$ 66.08	08/03/2023
Check	17545	ZWorld GIS	\$ 1,275.00	08/03/2023
Check	17546	FGL (Fruit Grower's Laboratory)	\$ 1,668.00	08/07/2023
Check	17547	American Leak Detection	\$ 380.00	08/16/2023
Check	17548	Brenntag Pacific, Inc.	\$ 1,371.65	08/16/2023
Check	17549	Cannon Corporation	\$ 1,248.75	08/16/2023
Check	17550	Comcast 5776	\$ 266.80	08/16/2023
Check	17551	Comcast 5809	\$ 687.66	08/16/2023
Check	17552	Howell Moore & Gough LLP	\$ 1,540.00	08/16/2023
Check	17553	Mountain Spring Water	\$ 68.35	08/16/2023
Check	17554	Atkinson, Andelson, Loya, Ruud & Romo	\$ 511.88	08/30/2023
Check	17555	Bradlee Van Pelt	\$ 246.37	08/30/2023
Check	17556	Buellflat Rock Company, Inc.	\$ 330.12	08/30/2023
Check	17557	Ecology Water Systems Tech., LLC	\$ 3,150.00	08/30/2023
Check	17558	Eide Bailly	\$ 2,629.90	08/30/2023
Check	17559	Harrison Hardware	\$ 213.45	08/30/2023
Check	17560	Jessie's Spotless Cleaning	\$ 130.00	08/30/2023
Check	17561	O'Connor Pest Control	\$ 85.00	08/30/2023
Check	17562	Planwest Partners, Inc.	\$ 2,555.00	08/30/2023
Check	17563	Ramsey Asphalt Construction	\$ 8,990.00	08/30/2023
Check	17564	SiteOne Landscape Supply, LLC	\$ 217.69	08/30/2023
Check	17565	Staples Credit Plan	\$ 262.67	08/30/2023
Check	17566	Teamsters Local Union 986	\$ 704.00	08/30/2023
Check	17567	USABlueBook	\$ 839.74	08/30/2023
Check	17568	Verizon Wireless	\$ 255.90	08/30/2023
ACH	ACH20230802	Comcast 5776	\$ 266.80	08/02/2023

SANTA YNEZ COMMUNITY SERVICES DISTRICT**Disbursements 08/01-08/31/23**

Payment Type	Check #	Vendor/Employee/Payee	Check	Date
ACH	ACH20230803	PG&E	\$ 1,953.88	08/03/2023
ACH	ACH20230808	NBS Contribs	\$ 5,193.44	08/08/2023
ACH	ACH20230811	SYRWCD #1	\$ 121.51	08/11/2023
ACH	ACH20230823	NBS Contribs	\$ 5,162.30	08/23/2023
ACH	ACH20230825	US Bank Voyager	\$ 515.56	08/25/2023
ACH	ACH20230829	SoCalGas	\$ 22.10	08/29/2023

Number of Checks: 45**\$ 82,343.28**

Board Meeting Attendance (max \$1,050 per month per director)						
Board Meetings (\$175)	Date	Frank Redfern	Karen Jones	David Beard	Bradlee Van Pelt	Tina Padelford
Regular Board Meeting	8/16/2023	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00
Special Board Meetings - Legal Counsel	9/6/2023	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00
Special Board Meetings - Legal Counsel	9/8/2023	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00
Sub-Total		\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00
Standing Committees (\$87.50)						
Finance						
Personnel - Meeting with Nate Kowalski	8/31/2023	\$ 87.50	\$ 87.50			
Community Interface						
Wastewater Treatment						
Sub-Total		\$ 87.50	\$ 87.50	\$ -	\$ -	\$ -
Ad-Hoc Committees (\$87.50)						
Legal Counsel Selection						
District Divisions	8/17/2023		\$ 87.50			\$ 87.50
Sub-Total		\$ -	\$ 87.50	\$ -	\$ -	\$ 87.50
Other Meetings (\$87.50)						
Pre-Agenda with GM		\$ 87.50				
CSDA Meeting						
Miscellaneous - Los Olivos GM & Pres.		\$ 87.50				
Sub-Total		\$ 175.00	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 787.50	\$ 700.00	\$ 525.00	\$ 525.00	\$ 612.50