

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

REGULAR MEETING MINUTES

March 21, 2018

5:30 P.M.

1070 Faraday, Santa Ynez, CA

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

OTHERS PRESENT: Jeff Hodge-General Manager, Wendy Berry-Secretary/Treasurer, Rick Battles-Legal Counsel

1. **CALL TO ORDER:** Director Higgins called the meeting to order at 5:30 p.m.
2. **ROLL CALL:** Jones, Seymour, Higgins, Maler, Mueller
3. **PLEDGE OF ALLEGIANCE:** David Seymour led the Pledge of Allegiance.
4. **DIRECTOR COMMENTS:** None
5. **PUBLIC COMMENTS:** None
6. **CONSENT AGENDA:** (ACTION-VOTE)

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

A. Approval of Minutes of the Regular Meeting of February 21, 2018.

B. Approval of Disbursements from February 17, 2018 through March 17, 2018.

Director Seymour motioned to approve the consent agenda as presented above, Director Mueller seconded, and the motion passed by a roll call vote; ayes: Jones, Seymour, Higgins, Maler, Mueller

7. **ACTION ITEMS:** (ACTION-ROLL CALL VOTE)
 - A. Adopt Resolution 18-02, Resolution of the Board of Directors of the Santa Ynez Community Services District adopting a social media policy. **Director Seymour motion to adopt resolution 18-02 adopting a social media policy, Director Higgins seconded and the motion passed by a roll call vote; ayes: Higgins, Maler, Mueller, Seymour Noes: Jones**

- B. Appointment of Ad Hoc Committee for Recycled Water Facilities Plan Study. **Director Seymour motioned to appoint Director Higgins and Director Jones to the Adhoc committee for the Recycled Water facilities plan, Director Mueller seconded and the motion passed by a roll call vote; ayes: Higgins, Jones, Maler, Mueller, Seymour.**
- C. Authorization to purchase 3 Smart Covers to monitor for leaks or overflows and Comply with the Sanitary Sewer Management Plan (SSMP). **Director Higgins motioned to purchase three smart covers to monitor for leaks or overflow and comply with the SSMP and the biannual active site maintenance, Director Jones seconded and the motion passed by a roll call vote; ayes: Higgins, Jones, Maler, Mueller, Seymour.**
- D. Authorization for professional services to evaluate slope erosion at the Zanja Cota Creek in Cal Trans right-of-Way. **Director Seymour motioned to direct staff to bring back a proposal for professional services to evaluate the slope erosion at the Zanja Cota Creek in Cal Tran right of way, Director Higgins seconded and the motion passed by a roll call vote; ayes: Higgins, Jones, Maler, Mueller, Seymour.**
- E. Adopt Resolution 18-03, Resolution of the Board of Directors of the Santa Ynez Community Services District authorizing the General Manager to open a commercial credit card account. **Director Higgins motioned to adopt Resolution 18-03 authorizing the General Manager to open a commercial credit card account and, designate Jeff Hodge, General Manager as the authorized official, Director Mueller seconded and the motion passed by a roll call vote; ayes: Higgins, Jones, Maler, Mueller, Seymour.**
- F. Consideration and action regarding conversion of a guest house 1120 Cuesta Street. **Item F was moved before item A because the property owner was present. The second unit is 1392 square feet so it does not qualify as an accessory dwelling unit. The property has been connected to the District's sewer line since 1986 and capacity and sewer fees have never been paid. There is no documentation that the septic tank has been abandoned. Emails were sent prior to the final notice about disconnection and no answer was received. Director Higgins motioned to charge one year of sewer service charge of \$794.04 and assess the capacity fee of \$5929.13, Director Mueller seconded and the motion passed by a roll call: ayes; Higgins, Jones, Maler, Mueller, Seymour**

8. **REPORTS:**

A. General Manager Report:

Monthly Flows - Please see attached charts.

- **Santa Barbara Staff Person of the Year Award 2017 – Wendy Berry was recognized by the SB CSDA chapter with the Staff Person of the Year Award at the February 26th chapter meeting.**
- **GIS Implementation – 75% done on incorporating as-builts into the GIS system.**
- **Continuing to make Sand and Sand Bags available during rain/storm events.**

- Filing paperwork to place Horizon and Stadium Septic to Sewer projects in the que for possible future funding.
- Legislative update -SB831, SB 929 & Prop 68.
- Fiber Optics – Probable installation has now been scheduled for May 18, 2018.
- SB LAFCO election Monday 26 March 2018 at the Santa Ynez Valley Marriott, 5:00 p.m.
- Santa Barbara CSDA monthly meeting – The next CSDA meeting will be held at Santa Ynez Valley Marriott the March 26, 2018 starting at 6:00 p.m.
- Valley Gardens sewer installation is almost complete

B. Legal Counsel's Report – None

C. Secretary/Treasurer Report: **The District received a SDLF scholarship for Director Higgins to attend the SDA conference in Monterey 700 forms are due by April 1, 2018.**

D. Committee Reports – None

9. A. Closed Session: Conference with labor negotiator(s)
(Pursuant to Government Code 54957.6)
Employee organization: Teamsters Local 986
The labor negotiators are Nate Kowalski, Legal counsel and Jeff Hodge, General Manager. The Board entered into closed session at 7:20 p.m.

B. Open Session report on action taken in closed session

The Board entered back into open session at 8:10 p.m. with no action to report.

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

11. **ADJOURNMENT:** Director Higgins adjourned the meeting at 8:11 p.m.

APPROVED:

David Higgins, President of the Board

Wendy Berry, Secretary of the Board