



**Santa Ynez Community Services District  
Board of Directors Regular Meeting  
Minutes from July 17, 2024**

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

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

President Redfern called the meeting to order at 5:36 PM.

- 2. ROLL CALL:** The board secretary called the roll. The directors present were Redfern, Padelford, and Beard. Director Jones attended via Zoom. Vice President Van Pelt attended via Zoom audio-only. Staff Present were Loch Dreizler, General Manager/Treasurer; Alicia Marin, Office Manager/Board Secretary; and Jeff Hoskinson, General Counsel.

**3. DIRECTOR'S COMMENTS:**

- A.** Director Padelford inquired which staff were on salary and was informed that the General Manager and Office Manager were salaried employees. She also asked about the status of installing dash cams for the District's vehicles, to which Mr. Dreizler responded that he was looking into the best options.
- B.** Director Jones asked if the General Counsel could review the Brown Act with the Board. Mr. Hoskinson agreed and stated he would give a general overview. Mr. Dreizler was requested to work with legal counsel to present a Fundamental Brown Act overview.

**4. PUBLIC COMMENT:**

None

**5. REPORTS:**

**A. General Manager:**

- i. Mr. Dreizler shared the employee handbook has been completed and distributed to the employees.
- ii. He gave an update on the Ductile Iron Project, where two contractors came and did a job site walk-through on July 17, 2024.
- iii. He also shared that a firefighter from the Lake Fire informed him of a useful phone app, "Watch Duty," that will show updates on active fires.

**B. Legal Counsel:** Mr. Hoskinson shared two pending changes to the Brown Act before the legislature. The changes are regarding emergency meeting limits and allowing committees to meet remotely.

**C. Board Secretary:** Ms. Marin shared that she continued preparing the tax rolls for submission for the 2024-25 tax year. She is also starting the FY 2023-24 Audit process with Eide Bailly, the District's accounting consulting firm. She shared that the Operations Supervisor staffing change went smoothly.

**D. Committees:**

- Upcoming Waste Water Committee - July 31, 2024, 8:30 AM
- Upcoming Finance Committee – July 31, 2024, at 9:30 AM
- Upcoming Community Interface Committee – August 7, 2024, at 8:30 AM

**6. CONSENT ITEMS:**

- A. Regular Meeting Minutes of June 26, 2024
- B. Wastewater Committee Minutes of July 10, 2024
- C. Personnel Committee Meeting of July 10, 2024
- D. Previous Month's Disbursements
- E. Monthly Bank Account Balance
- F. Director's Meeting Attendance Tracker from June 26, 2024 to July 16, 2024

Director Jones motioned to approve the Consent Items, Director Padelford seconded it, and the motion passed unanimously.

**7. ACTION ITEMS:**

- A. Adopt Resolution 24-07, electing to have sewer fees collected on the tax roll for the fiscal year 2024/2025.**

The public hearing was opened and closed. One attending member of the public commented on the increase in rates.

Director Padelford motioned to adopt Resolution 24-07, overruling objections and adopting reports on sewer fees and charges to be collected on the fiscal year 2024-2025 tax roll. Director Beard seconded the motion. A roll call vote was taken. Ayes: Van Pelt, Beard, Padelford; Noes: Redfern, Jones. The motion passed with a 3-2 majority vote.

- B. Review, discuss, and authorize the General Manager to sell the District's 2004 Chevrolet 2500 as surplus property.**

As a clarification, Mr. Dreizler noted that the Agenda and board memo should add the words "as surplus property" after "2004 Chevrolet 2500" [as shown above].

The Board discussed options to sell the 2004 Chevrolet 2500 at an auction. The estimate on the sale price is \$7,000-\$12,000.

Director Beard motioned to authorize the General Manager to sell the District's 2004 Chevrolet 2500 as surplus property. Director Padelford seconded the motion, which passed unanimously.

**8. INFORMATIONAL ITEMS:**

- A.** The District submitted information requested from the Santa Barbara County Elections Office for the November Ballot. The candidate filing period is from July 15 and closes on August 9.

Mr. Dreizler shared that he emailed the information on how to file as a candidate to the directors up for re-election.

**B. SBC-CSDA Chapter Meeting - July 22, 2024 in Buellton**

Mr. Dreizler shared that the guest speaker at the meeting will be someone from the Air Pollution Control Board. President Redfern and Director Padelford indicated that they wanted to attend.

**9. ADJOURNMENT:** Director Padelford motioned to adjourn the meeting at 6:18 PM; Director Beard seconded the motion, which passed unanimously.

APPROVED:

ATTEST:

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Frank Redfern, Board President

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Alicia Marin, Board Secretary



**Santa Ynez Community Services District  
Wastewater Committee Meeting  
Minutes from July 31, 2024**

**NOTE: This Meeting was held in person. A Zoom link was not provided**

**1. CALL TO ORDER - 8:30 AM OPEN SESSION**

President Redfern called the meeting to order at 8:39 AM.

- 2. IN ATTENDANCE:** President Redfern and Director Beard were the directors present. The Staff Present were Loch Dreizler, the General Manager, and Alicia Marin, the Office Manager/Board Secretary. Mike Kielborn of Cannon Engineering attended via Zoom.

**3. DIRECTOR'S COMMENTS:**

None

**4. PUBLIC COMMENT:**

None

**5. DISCUSSION ITEMS**

**A. Ductile Iron Pipe Discussion – Bid Process Update**

- i. Mr. Dreizler invited Mike Kielborn, an engineer for Cannon Engineering, to discuss the ability to assess the quality of a ductile iron pipe. After some discussion, it was determined that the project would focus on the two worst-condition pipes, one between Tivola and Sagunto and one near the SYV Union High School. Additionally, the other pipes should be cleaned of deposits via a "chain-and-flail," and the condition of the other three pipes should be assessed.

**B. District Wastewater Expansion Project**

- i. The committee discussed focusing on the portion of the District that has already shown some interest in hooking up to sewer: Country Road, Deer Trail, Tiana Drive, and possibly Stadium Drive. Staff can talk to and hand out literature to the residents in that area.

**C. New Camera for the Collection System**

- i. The committee discussed the current camera used for viewing the collection system. The camera was purchased in 2004, and the technology available compared to 20 years ago has improved significantly. A new camera has been on the capital improvement list for several years.

APPROVED:

ATTEST:

\_\_\_\_\_  
Frank Redfern, Board President

\_\_\_\_\_  
Alicia Marin, Board Secretary



**SANTA YNEZ COMMUNITY SERVICES DISTRICT  
FINANCE COMMITTEE MEETING**

**Minutes of July 31, 2024**

**NOTE: This meeting was in-person, and a Zoom link was not provided.**

**1. CALL TO ORDER - 9:30 AM OPEN SESSION**

**2. In Attendance:** Director Tina Padelford, Director David Beard, General Manager Loch Dreizler, and Office Manager/Board Secretary Alicia Marin.

**3. DIRECTOR'S COMMENTS:** None

**4. PUBLIC COMMENT:** None

**5. DISCUSSION ITEMS**

**A. Expansion Project Funding** - The committee discussed the financial feasibility of doing smaller projects versus one or two larger projects. The district section most interested in connecting is the Country Road/Deer Trail/Tiana and Stadium Drive.

**B. Upcoming Rate Study** - Mr. Dreizler shared that the study goes through 2025-2026. The next rate study will need to start around July 2025 to be on target for determining rates for 2026-2031.

**C. Consultants vs. Part-Time Employees** - Mr. Dreizler shared that there was a discussion about hiring a part-time administrative employee for the District when he was hired. However, there has been a preference for using knowledge-specific consultants for limited tasks. For example, Eide Bailly was hired to help with the District's financial needs until Ms. Marin became more familiar with budgets/audits, etc. The next knowledge-specific task for the District is to compile, organize, and categorize a District Code of Ordinances. Mr. Dreizler has hired Community Engineering to assist with this project.

**D. City of Solvang - Wastewater Treatment Plant Update**—Mr. Dreizler shared that he has asked for quarterly capital improvement project updates from the City of Solvang to help plan the District's future expenses.

**E. Reserve Policy Discussion**—Mr. Dreizler will bring a Board Memo to the next Board Meeting based on the presented draft.

**F. Other Financial/Budget Questions or Concerns** - The committee discussed the possibility and timeline of bringing in the unannexed portions of the District.

APPROVED:

ATTEST:

\_\_\_\_\_  
David Beard, Director

\_\_\_\_\_  
Alicia Marin, Board Secretary



**Santa Ynez Community Services District  
Community Interface Committee Meeting  
Minutes from August 7, 2024**

**NOTE: This Meeting was held in person; a Zoom link was not provided.**

**1. CALL TO ORDER - 8:30 AM OPEN SESSION**

President Redfern called the meeting to order at 8:33 AM.

**2. IN ATTENDANCE:** Directors present: President Redfern and Vice President Van Pelt.  
Staff Present: Loch Dreizler, General Manager.

**3. DIRECTOR'S COMMENTS:**

None

**4. PUBLIC COMMENT:**

None

**5. DISCUSSION ITEMS**

**A. Street Lighting**

- i. The conversation revolved around a recent PG&E representative onsite preliminary analysis of different scenarios and an initial cost estimate for existing PG&E poles on Faraday between Sagunto and Manzana.
- ii. The following steps were to work with PG&E, WE Watch, CEQA, and legal counsel to install a light on an existing pole on the Southwest corner of Sagunto and Manzana. This process will include community outreach within some determined radius of the proposed light installation.
- iii. Other considerations included solar lighting and a meeting with county public works about the process when approving a business.

**B. Developing a Strategic Plan:** A rough draft was shared with committee members, which included the necessity of community involvement, board input, and future special meetings. (see attached)

**C. Alamo Pintado Bridge Project Update** and a review of the estimated work schedule. (see attached)

APPROVED:

ATTEST:

\_\_\_\_\_  
Frank Redfern, Board President

\_\_\_\_\_  
Alicia Marin, Board Secretary

## TOPICS FOR STRATEGIC PLANNING & WORKSHOPS

Consider the district in its totality with an open mind, but focus on what is most important.

### EXAMPLES OF TYPES OF QUESTIONS TO DISCUSS

#### *Purpose of the Organization*

- What is our mission?
- What do our customers want or need from the district?
- **What is our vision? Where do we want to be in X years?**
- Review 2002 Legal Counsel Document – *The Future of SYCSD*

#### *Assess The District*

- What is working and not working?
- Where are we today? Are we achieving our mission?

#### *Opportunities and Challenges*

- What challenges do we face? What opportunities can we take advantage of to get there?
- What strategies do we use to get there?

#### *Monitor the District*

- Monitoring: measuring progress and success of the plan?

### EXAMPLES OF AREAS TO CONSIDER

#### ***Finances***

- Reserves
- Budget/Audit
- Long-term financial health

#### ***Personnel and Organization***

- Recruitment
- Employee retention
- Training/Development
- Safety

#### ***Communicating w/the community***

- Input and information

#### ***Environmental Stewardship***

#### ***Operational Effectiveness***

- Technology
- Policies
- Customer service

#### ***Facilities***

#### ***Our Services***

#### ***Emergency Preparedness***

#### ***Partnerships***

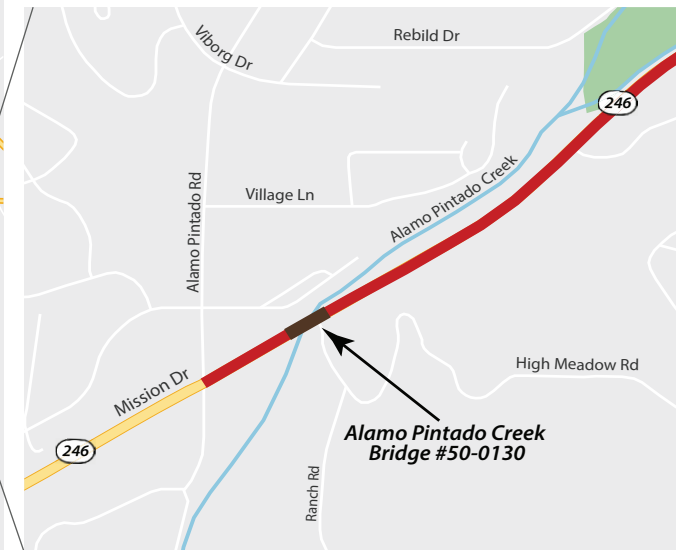
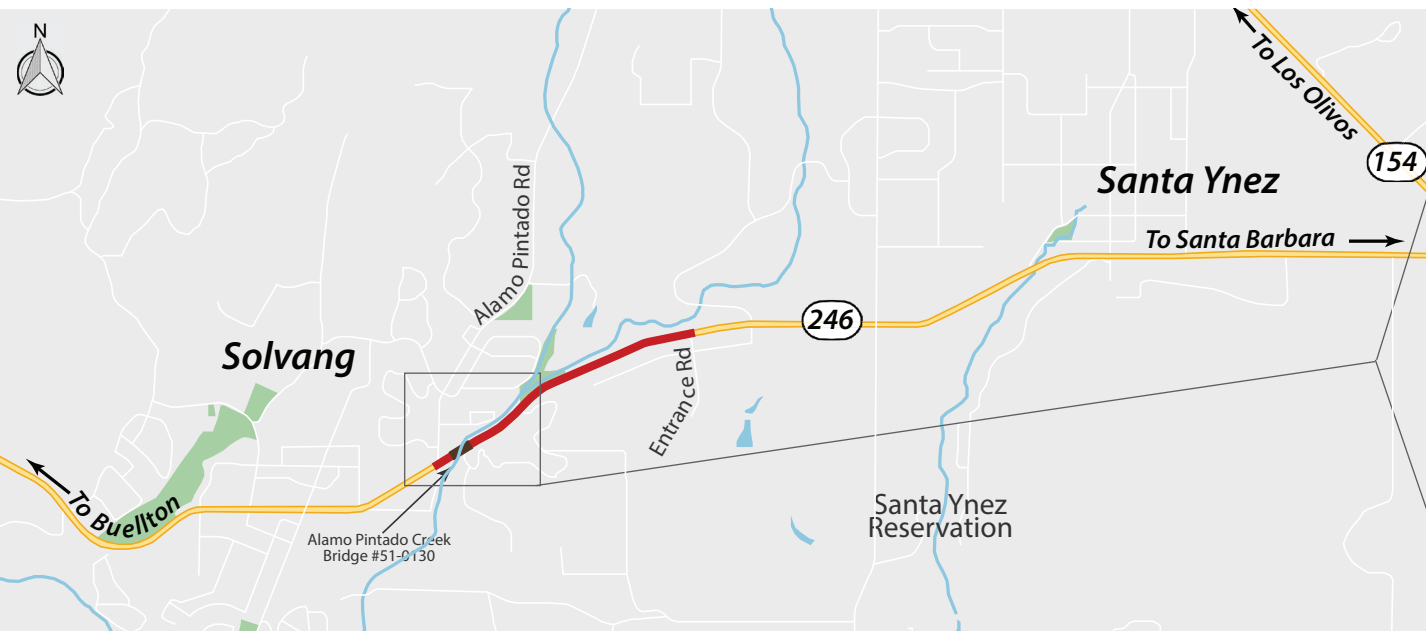
- Fostering partnerships

#### ***Board***

- Policies and procedures
- Oversight

# Alamo Pintado Creek Bridge Replacement

## Santa Barbara County - Highway 246 - Post Mile 30.3/31.4



### Description

The Alamo Pintado Bridge Replacement is located on Highway 246 in the City of Solvang between the Alamo Pintado Rd Intersection and Entrance Rd. The project proposes to replace the Alamo Pintado Creek Bridge and upgrade the existing curb ramps at the Alamo Pintado Rd intersection. In coordination with local partners, the project will also incorporate complete streets features by constructing a Class I bikeway on the bridge. The bikeway will be extended to the Alamo Pintado Rd intersection on the north side of Highway 246 and east along Highway 246 to where the bike path begins.

### Purpose & Need

The scope of this project is to maintain traffic along the corridor by addressing deficiencies in the existing Alamo Pintado Creek Bridge, primarily due to stability concerns. The existing bridge exhibits critical scouring and the bridge deck exhibits cracking, which could lead to bridge pier and deck failure. Additionally, it does not have sufficient flow capacity during a 100-year event requiring the bridge to be closed during large storm events. The project will also upgrade existing pedestrian facilities within the project limits that do not meet current ADA standards.

### Current Schedule

Approve Proj Initiation Doc.	Complete
Approve Proj. Report & Environ. Doc.	Summer 2025
100% Design Completion	Summer 2028
Begin Construction	Early 2029
End Construction	Summer 2030

### Funding Source

Fund Source SHOPP  
 Construction Capital Estimate \$18,462,000  
 Right of Way Capital Estimate \$2,675,000

### Contact

Project Manager  
 David Emerson  
 david.emerson@dot.ca.gov  
 (805) 748-1315





**SANTA YNEZ COMMUNITY SERVICES DISTRICT**  
**Disbursements 07/01-07/31/24**

<b>Date</b>	<b>Check #</b>	<b>Vendor/Employee/Payee</b>	<b>Amount</b>
07/09/2024	17899	American Industrial Supply	\$ 619.33
07/09/2024	17900	City National Bank	\$ 86,815.89
07/09/2024	17901	Coastal Copy, Inc.	\$ 68.44
07/09/2024	17902	Comcast 5809	\$ 692.66
07/09/2024	17903	Community Engineering, Inc.	\$ 4,000.00
07/09/2024	17904	FGL Environmental	\$ 891.00
07/09/2024	17905	Reece Plumbing	\$ 536.85
07/09/2024	17906	SDRMA (Special District Risk Mgmt Authority)	\$ 33,124.43
07/09/2024	17907	SiteOne Landscape Supply, LLC	\$ 54.42
07/09/2024	17908	Smith & Loveless Inc.	\$ 1,001.05
07/09/2024	17909	Wells Fargo Vendor Financial Svcs, LLC	\$ 134.69
07/09/2024	17910	WM Corporate Services, Inc.	\$ 66.08
07/17/2024	17911	Advanced Automotive Solutions, Inc.	\$ 119.24
07/17/2024	17912	Brenntag Pacific, Inc.	\$ 1,622.41
07/17/2024	17913	Cannon Corporation	\$ 248.00
07/17/2024	17914	City of Solvang	\$ 20,000.00
07/17/2024	17915	Comcast 5776	\$ 96.68
07/17/2024	17916	Jessie's Spotless Cleaning	\$ 130.00
07/17/2024	17917	Mountain Spring Water	\$ 77.95
07/17/2024	17918	O'Connor Pest Control	\$ 92.00
07/17/2024	17919	SDRMA	\$ 20.11
07/17/2024	17920	Smith's Alarms & Electronics Inc	\$ 210.00
07/17/2024	17921	Underground Service Alert/SC	\$ 46.75
07/17/2024	17922	USABlueBook	\$ 623.38
07/17/2024	17923	ZWorld GIS	\$ 1,275.00
07/18/2024	17924	Atkinson, Andelson, Loya, Ruud & Romo	\$ 1,980.83
07/18/2024	17925	Santa Barbara County Chapter of the CSDA	\$ 120.00
07/30/2024	17926	Brenntag Pacific, Inc.	\$ 1,619.91
07/30/2024	17927	Eide Bailly LLP	\$ 87.50
07/30/2024	17928	Harrison Hardware	\$ 158.16
07/02/2024	ACH240702	PG&E	\$ 106.61
07/08/2024	ACH240708A	PG&E	\$ 85.43
07/08/2024	ACH240708B	PG&E	\$ 335.34
07/08/2024	ACH240708C	PG&E	\$ 543.03
07/08/2024	ACH240708D	PG&E	\$ 1,266.21
07/08/2024	ACH240708E	NBS Contributions	\$ 2,126.06
07/08/2024	ACH240708F	NBS Contributions	\$ 3,446.16
07/09/2024	ACH240709	Verizon Wireless	\$ 205.20

**SANTA YNEZ COMMUNITY SERVICES DISTRICT**  
**Disbursements 07/01-07/31/24**

<b>Date</b>	<b>Check #</b>	<b>Vendor/Employee/Payee</b>	<b>Amount</b>
07/10/2024	ACH240710A	NBS Contributions	\$ 131.84
07/10/2024	ACH240710B	NBS Contributions	\$ 213.70
07/11/2024	ACH240711	Frontier	\$ 43.56
07/12/2024	ACH240712A	SYRWCD ID#1	\$ 58.18
07/12/2024	ACH240712B	SYRWCD ID#1	\$ 58.18
07/23/2024	ACH240723A	NBS Contributions	\$ 2,117.95
07/23/2024	ACH240723B	NBS Contributions	\$ 3,433.00
07/25/2024	ACH240725	US Bank Voyager	\$ 697.27
07/26/2024	ACH240726	Five Star CC	\$ 4,134.00
07/29/2024	ACH240729	SoCalGas	\$ 22.42
<b>Number of Checks:</b>		<b>30</b>	<b>\$ 156,532.76</b>
<b>Number of ACHs:</b>		<b>18</b>	<b>\$ 19,024.14</b>
<b>TOTAL Disbursements:</b>			<b>\$ 175,556.90</b>

## Santa Ynez Community Services District Account Balances

As of July 31, 2024

Alicia Marin, Board Secretary

ACCOUNT	07/31/2024 Balance	06/30/2024 Balance	07/31/2023 Balance	Month-to-Month Comparison	Year-to-Year Comparison
Checking	\$ 250,132.61	\$ 380,570.28	\$ 736,512.98	\$ (130,437.67)	\$ (486,380.37)
Five Star Money Market	\$ 4,792,292.08	\$ 4,898,773.13	\$ 4,054,881.50	\$ (106,481.05)	\$ 737,410.58
Horizon Drive Reserve	\$ 133,307.91	\$ 132,805.45	\$ 141,290.50	\$ 502.46	\$ (7,982.59)
Mechanic's Bank Money Market	\$ 5,294.93	\$ 5,294.83	\$ 5,126.31	\$ 0.10	\$ 168.62
Local Agency Investment Fund (LAIF)	\$ 174,007.17	\$ 172,065.76	\$ 167,047.05	\$ 1,941.41	\$ 6,960.12
King's Capital (CD's)	\$ 947,634.61	\$ 945,414.86	\$ 608,368.38	\$ 2,219.75	\$ 339,266.23
<b>TOTAL</b>	<b>\$ 6,302,669.31</b>	<b>\$ 6,534,924.31</b>	<b>\$ 5,713,226.72</b>	<b>\$ (232,255.00)</b>	<b>\$ 589,442.59</b>

<b>Board Meeting Attendance (max \$1,050 per month per director)</b>						
<b>Board Meetings (\$175)</b>	<b>Date</b>	<b>Frank Redfern</b>	<b>Bradlee Van Pelt</b>	<b>David Beard</b>	<b>Karen Jones</b>	<b>Tina Padelford</b>
Regular Board Meeting	7/17/2024	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00
Special Board Meetings						
<b>Sub-Total</b>		<b>\$ 175.00</b>	<b>\$ 175.00</b>	<b>\$ 175.00</b>	<b>\$ 175.00</b>	<b>\$ 175.00</b>
<b>Standing Committees (\$87.50)</b>						
Finance	7/31/2024			\$ 87.50		\$ 87.50
Personnel						
Community Interface	8/7/2024	\$ 87.50	\$ 87.50			
Wastewater Treatment	7/31/2024	\$ 87.50		\$ 87.50		
<b>Sub-Total</b>		<b>\$ 175.00</b>	<b>\$ 87.50</b>	<b>\$ 175.00</b>	<b>\$ -</b>	<b>\$ 87.50</b>
<b>Ad-Hoc Committees (\$87.50)</b>						
Board Policy Review						
<b>Sub-Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Meetings (\$87.50)</b>						
Pre-Agenda with GM	8/13/2024	\$ 87.50				
SBC CSDA Meeting	7/22/2024	\$ 87.50				\$ 87.50
Misc.	7/19/2024	\$ 87.50				
<b>Sub-Total</b>		<b>\$ 262.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 87.50</b>
<b>TOTAL</b>		<b>\$ 612.50</b>	<b>\$ 262.50</b>	<b>\$ 350.00</b>	<b>\$ 175.00</b>	<b>\$ 350.00</b>