



**Santa Ynez Community Services District
Board of Directors Regular Meeting
Minutes from September 18, 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 5:30 PM.

2. ROLL CALL:

The directors present were Redfern, Beard, and Padelford. Director Jones attended via Zoom. Staff Present were Loch Dreizler, General Manager/Treasurer, and Alicia Marin, Office Manager/Board Secretary. Jeff Hoskinson, Legal Counsel, attended via Zoom.

3. DIRECTOR'S COMMENTS:

None

4. PUBLIC COMMENT:

None

5. REPORTS:

A. General Manager:

- i. Mr. Dreizler shared that he has met with the Operators 3-4 times weekly. The Operators have completed some training, and more training and classes will be offered.
- ii. He shared that the sewer connection project at 2517 Janin Acres has started, and Matt van der Linden of Cannon Engineering has been on site to observe the progress.
- iii. He shared that the sewer connection project at 2810 Mission Drive is starting, as LAFCO has received the information it needs regarding annexing that property to the District.

B. Legal Counsel: Mr. Hoskinson shared that a few bills on the Governor's desk that may be signed in October may affect special districts, and he will keep the District updated on them.

C. Board Secretary: Mrs. Marin shared that the 2023-24 audit work is caught up until the final review in November or December. She shared that the paperwork and behind-the-scenes work of the Operations Supervisor's termination and Board Director's resignation went smoothly and were a good learning experience.

D. Committees:

- Upcoming Waste Water Committee – September 30, 9:00 AM

6. CONSENT ITEMS:

- A. Regular Meeting Minutes of August 21, 2024
- B. Wastewater Committee Minutes of September 5, 2024
- C. Personnel Committee Minutes of August 29, 2024
- D. Operations and Maintenance Activity Report
- E. Previous Month's Disbursements
- F. Monthly Bank Account Balance
- G. Budget to Actual (April, May, June)
- H. Director's Meeting Attendance Tracker from August 21, 2024 to September 17, 2024 [corrected from June 26, 2024 to July 16, 2024]

Director Padelford motioned to approve the Consent Items, and Director Beard seconded it. After a roll call vote, the motion passed unanimously.

7. ACTION ITEMS:

- A. Discuss and adopt resolution 24-09A regarding the Board vacancy due to the resignation of Director Van Pelt.**

Director and Vice President Van Pelt resigned from his board position with verbal notification on August 27, 2024, and written notification on August 26, 2024. His term was set to expire in December 2024.

Jeff Hoskison shared the board's options regarding filling the empty seat: appoint a new board member or call for an election. As the seat was up for election in November 2024, the suggested action was to merge the vacancy election with the regular November election, as written in Resolution 24-09A.

Director Beard motioned to adopt Resolution 24-09A regarding the Board vacancy due to the resignation of Director Van Pelt. Director Padelford seconded the motion. A roll call vote was taken, and the motion passed unanimously.

- B. Ductile Iron Pipe Bid Award—Discuss, approve, and modify, if necessary, the Ductile Iron Pipe contract to Insituform for \$332,737, as well as the staff's recommendation for the additional cost for project management/project inspections by Cannon Engineering and a contingency for unforeseen project expenses.**

The board discussed the bid to reline five ductile iron pipes in the District. These pipes represent approximately one-third of the ductile iron pipes in the District's wastewater system. After much discussion, the board decided to call for a special meeting to discuss the bid further. The meeting is planned for October 1, 2024, at 10 AM.

- C. Cert of Deposit – Discuss and approve "rolling over" the Certificate of Deposit maturing on October 15, 2024.**

Mr. Dreizler shared the District's Certificates of Deposit (CDs) Ladder, designed to soften the ups and downs of investing in CDs over time, as well as maximize the District's investment policy objectives and minimize active management.

The board discussed the federal interest rate drop and the effect on the soon-to-mature District CD.

Director Beard motioned to sell the CD early and reinvest it at the highest current available rate recommended by the District's advisor at King Capital. Director Padelford seconded the motion. A roll call vote was taken, and the motion passed unanimously.

D. Safety Deposit Box – Discuss and adopt Resolution 24-09B to allow access to the District's safety deposit box with the Santa Ynez Mechanic's Bank.

Mr. Dreizler shared that he found a document from 2006 that listed the items in the District's safety deposit box. One of the items that needs to be accessed is the pink slip to the 2004 Chevy pick-up truck.

Director Padelford motioned to adopt Resolution 24-09B to allow access to the District's safety deposit box with the Santa Ynez Mechanic's Bank. Director Beard seconded the motion. A roll call vote was taken, and the motion was passed unanimously.

8. INFORMATIONAL ITEMS:

A. Update on personnel job notification for collections operator.

Mr. Dreizler shared that he has posted a job opening for a "wastewater collections operator" on Craigslist.

9. ADJOURNMENT:

Director Beard motioned to adjourn the meeting at 7:13 PM; President Redfern seconded the motion. A roll call vote was taken, and the motion passed unanimously.

APPROVED:

ATTEST:

Frank Redfern, Board President

Alicia Marin, Board Secretary



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

Minutes of September 30, 2024

NOTE: This meeting was held in person.

The meeting was called to order at 9:00 AM.

Attendees: President Frank Redfern, Director Beard, General Manager Loch Dreizler, and Office Manager Alicia Marin

A. Ductile Iron Pipe Bid Discussion

- Mr. Dreizler shared that the more significant concern for ductile iron pipe is the condition of the inside concrete liner. If the liner is compromised or damaged, the pipe will deteriorate.

B. The committee discussed the bid schedule provided in the bid from Insituform.

After some discussion, the committee decided to recommend chain-and-flail cleaning for all five pipe sections in the bid to allow a camera to check the interior concrete lining condition of the pipe. Additionally, the committee agreed to recommend relining the section of the pipe on Tyndall Street between Tivola and Sagunto and possibly more, depending on the Board and the condition of the lines.
Operations and Maintenance Activity Report

C. Mr. Dreizler shared a sample monthly activity report for the regular monthly board meetings to be included as a consent item. The report intends to show the Board and the public an overview of the maintenance done in the district. It would also serve as an excellent historical document for future staff and the Board.

APPROVED:

ATTEST:

Frank Redfern, Board President

Alicia Marin, Board Secretary



**Santa Ynez Community Services District
Board of Directors Special Meeting
Minutes from October 1, 2024**

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 10:01 AM.
- 2. ROLL CALL:** The Board Secretary called the roll. The Directors present were Redfern, Beard, and Padelford, and Director Jones was via Zoom. Staff Present were Loch Dreizler, General Manager/Treasurer, and Alicia Marin, Office Manager/Secretary.
- 3. DIRECTORS COMMENTS:**

Director Padelford inquired about the open Operator-in-Training position. Mr. Dreizler shared that the job is open until October 13 and has received some applications. Additionally, she asked if the Certificate of Deposit was sold and reinvested at the highest rate available [per the September 18, 2024, meeting, and Mr. Dreizler replied that it was.
- 4. PUBLIC COMMENT:** None
- 5. REPORTS:** None for the Special Meeting
- 6. CONSENT ITEMS:** None for the Special Meeting
- 7. ACTION ITEMS:**
 - A. Ductile Iron Pipe Bid Award** - Discuss, approve, and modify, if necessary, the Ductile Iron Pipe contract to Insituform for \$332,737, as well as the staff's recommendation for the additional cost for project management/project inspections by Cannon Engineering and a contingency for unforeseen project expenses.

The Board discussed various options for accepting the Insituform bid and determined they would like to consider additional information on cleaning (chain-and-flail) the ductile iron pipes within the District before accepting the bid.

Director Padelford motioned to table the Ductile Iron Pipe bid award until the next board meeting. Director Beard seconded the motion. After a roll-call vote, the motion passed unanimously.
- 8. INFORMATIONAL ITEMS:** None for the Special Meeting
- 9. CLOSED SESSION:** None for the Special Meeting
- 10. ADJOURNMENT:** Director Padelford motioned to adjourn the meeting at 10:29 AM; Director Beard seconded the motion, and the motion passed unanimously.

APPROVED:

ATTEST:

Frank Redfern, Board President

Alicia Marin, Board Secretary

Operations and Maintenance Monthly Activity Report

09. September 2024

NOTE: This is the reintroduction of Activity Reports based on last month's Board discussion items. This report will improve as we move forward with additional input from staff, administration, and the wastewater committee.

1. Health and Safety

- a. Safety from the field – Confined space review, language and equipment
- b. Safety from SDRMA (Risk Management) – Heat Illness Prevention (August)
- c. **Quarterly** Emergency Preparedness Mock Scenario
 - i. There was no mock scenario planned or executed for July/August/September
 - ii. The October/November/December planned quarterly mock emergency response will include a sewer system overflow, the response, and reporting or something similar.

2. Number of Dig Alerts Responses: 24

3. Wastewater Average Daily Flows with comparison references.

- a. September 2024: 166,641 gallons
- b. July 2024: 165,682 gallons
- c. September 2014: 139,798 gallons

Additional time is needed for a representative comparison reference that adds value, which will be discussed further at the next wastewater committee meeting.

4. Collection System

- a. Jetting – 5% of the system for a yearly total of 28% 3 months in (starting in July)
- b. Manholes Inspected: \approx 75

5. Quarterly Fats, Oils, and Grease (FOG) Inspections

- a. There were no FOG inspections in September, but outreach was completed recently.
- b. The October/November/December planned quarterly FOG inspections will focus on 6 grease traps/interceptors (6 per quarter = 24 per year)

6. Operation Staff Updates

- a. Monthly Operations Staff Meeting – Staff meetings are planned monthly, usually on the Wednesday before the board meeting.
- b. Certifications - Current staff continues to prepare for the California Water Environment Association (CWEA) 2 test in March 2025.

SANTA YNEZ COMMUNITY SERVICES DISTRICT
Disbursements 09/01-09/30/24

| Date | Check # | Vendor/Employee/Payee | Amount |
|-------------|----------------|---|---------------|
| 09/10/2024 | 17958 | Brenntag Pacific, Inc. | \$ 1,265.36 |
| 09/10/2024 | 17959 | Coastal Copy, Inc. | \$ 50.19 |
| 09/10/2024 | 17960 | Comcast 5809 | \$ 692.66 |
| 09/10/2024 | 17961 | Comcast 7439 | \$ 149.90 |
| 09/10/2024 | 17962 | FGL (Fruit Growers Laboratory) Environmental | \$ 906.00 |
| 09/10/2024 | 17963 | Inklings Printing Co. | \$ 123.98 |
| 09/10/2024 | 17964 | Wells Fargo Vendor Financial Svcs, LLC | \$ 134.69 |
| 09/18/2024 | 17965 | Brenntag Pacific, Inc. | \$ 1,189.50 |
| 09/18/2024 | 17966 | Cannon Corporation | \$ 1,697.00 |
| 09/18/2024 | 17967 | City of Solvang | \$ 20,000.00 |
| 09/18/2024 | 17968 | Cnty of SB Resource Recovery & Waste Mgmt | \$ 20.00 |
| 09/18/2024 | 17969 | Community Engineering, Inc. | \$ 4,000.00 |
| 09/18/2024 | 17970 | Jessie's Spotless Cleaning | \$ 130.00 |
| 09/18/2024 | 17971 | Marborg Industries | \$ 77.10 |
| 09/18/2024 | 17972 | Mountain Spring Water | \$ 97.05 |
| 09/18/2024 | 17973 | SDRMA (Special Districts Risk Management Authority) | \$ 3,928.52 |
| 09/18/2024 | 17974 | SmartCover Systems | \$ 672.00 |
| 09/18/2024 | 17975 | Smith's Alarms & Electronics Inc | \$ 90.00 |
| 09/18/2024 | 17976 | Taft Electric Company | \$ 2,118.61 |
| 09/18/2024 | 17977 | Underground Service Alert/SC | \$ 58.10 |
| 09/18/2024 | 17978 | ZWorld GIS (geographic information system) | \$ 1,275.00 |
| 09/27/2024 | 17979 | Atkinson, Andelson, Loya, Ruud & Romo | \$ 2,668.05 |
| 09/27/2024 | 17980 | Harrison Hardware | \$ 184.37 |
| 09/27/2024 | 17981 | USABlueBook | \$ 521.52 |
| 09/04/2024 | ACH240904 | PG&E (Pacific Gas & Electric) | \$ 103.43 |
| 09/06/2024 | ACH240906A | PG&E (Pacific Gas & Electric) | \$ 83.48 |
| 09/06/2024 | ACH240906B | PG&E (Pacific Gas & Electric) | \$ 453.80 |
| 09/06/2024 | ACH240906C | PG&E (Pacific Gas & Electric) | \$ 459.39 |
| 09/06/2024 | ACH240906D | PG&E (Pacific Gas & Electric) | \$ 1,245.96 |
| 09/10/2024 | ACH240910A | Frontier | \$ 43.71 |
| 09/10/2024 | ACH240910B | Verizon Wireless | \$ 205.28 |
| 09/12/2024 | ACH240912A | SYRWCD ID#1 (Santa Ynez River Water Conservation District ID#1) | \$ 58.18 |
| 09/12/2024 | ACH240912B | SYRWCD ID#1 (Santa Ynez River Water Conservation District ID#1) | \$ 94.23 |
| 09/16/2024 | ACH240916A | NBS (National Benefit Svcs) Contributions | \$ 1,855.97 |
| 09/16/2024 | ACH240916B | NBS (National Benefit Svcs) Contributions | \$ 3,008.36 |

SANTA YNEZ COMMUNITY SERVICES DISTRICT
Disbursements 09/01-09/30/24

| Date | Check # | Vendor/Employee/Payee | Amount |
|-----------------------------|----------------|----------------------------------|---------------------|
| 09/18/2024 | ACH240918 | National Benefit Svcs Operations | \$ 21.00 |
| 09/25/2024 | ACH240925A | SoCalGas | \$ 22.61 |
| 09/25/2024 | ACH240925B | US Bank Voyager | \$ 605.37 |
| 09/26/2024 | ACH240926 | Five Star CC (credit card) | \$ 6,433.42 |
| Number of Checks: | | 24 | \$ 42,049.60 |
| Number of ACHs: | | 15 | \$ 14,694.19 |
| TOTAL Disbursements: | | | \$ 56,743.79 |

Santa Ynez Community Services District Account Balances

As of September 30, 2024

Alicia Marin, Board Secretary

| ACCOUNT | 09/30/2024 Balance | 08/31/2024 Balance | 09/30/2023 Balance | Month-to-Month Comparison | Year-to-Year Comparison |
|-------------------------------------|------------------------|------------------------|------------------------|------------------------------|----------------------------|
| Checking | \$ 204,353.03 | \$ 200,290.95 | \$ 560,217.14 | \$ 4,062.08 | \$ (355,864.11) |
| Five Star Money Market | \$ 4,796,646.91 | \$ 4,778,670.72 | \$ 4,077,653.28 | \$ 17,976.19 | \$ 718,993.63 |
| Horizon Drive Reserve | \$ 134,322.77 | \$ 133,819.37 | \$ 128,906.17 | \$ 503.40 | \$ 5,416.60 |
| Mechanic's Bank Money Market | \$ 5,295.11 | \$ 5,295.02 | \$ 5,327.04 | \$ 0.09 | \$ (31.93) |
| Local Agency Investment Fund (LAIF) | \$ 174,007.17 | \$ 174,007.17 | \$ 167,047.05 | \$ - | \$ 6,960.12 |
| King's Capital (CD's) | \$ 953,444.94 | \$ 949,412.19 | \$ 609,008.21 | \$ 4,032.75 | \$ 344,436.73 |
| TOTAL | \$ 6,268,069.93 | \$ 6,241,495.42 | \$ 5,548,158.89 | \$ 26,574.51 | \$ 719,911.04 |

Board Meeting Attendance (max \$1,050 per month per director)

| Board Meetings (\$175) | Date | Frank Redfern | David Beard | Karen Jones | Tina Padelford | TOTAL |
|--------------------------------------|-------------|----------------------|--------------------|--------------------|-----------------------|--------------------|
| Regular Board Meeting | 9/18/2024 | \$ 175.00 | \$ 175.00 | \$ 175.00 | \$ 175.00 | \$ 700.00 |
| Special Board Meetings | 10/1/2024 | \$ 175.00 | \$ 175.00 | \$ 175.00 | \$ 175.00 | \$ 700.00 |
| | | | | | | |
| Sub-Total | | \$ 350.00 | \$ 350.00 | \$ 350.00 | \$ 350.00 | \$ 1,400.00 |
| Standing Committees (\$87.50) | | | | | | |
| Finance | | | | | | \$ - |
| Personnel | | | | | | \$ - |
| Community Interface | | | | | | \$ - |
| Wastewater Treatment | 9/30/2024 | \$ 87.50 | \$ 87.50 | | | \$ 175.00 |
| Sub-Total | | \$ 87.50 | \$ 87.50 | \$ - | \$ - | \$ 175.00 |
| Ad-Hoc Committees (\$87.50) | | | | | | |
| Board Policy Review | | | | | | \$ - |
| Sub-Total | | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other Meetings (\$87.50) | | | | | | |
| Pre-Agenda with GM | 10/8/2024 | \$ 87.50 | | | | \$ 87.50 |
| SBC CSDA Meeting | | | | | | \$ - |
| Misc. | | | | | | \$ - |
| Sub-Total | | \$ 87.50 | \$ - | \$ - | \$ - | \$ 87.50 |
| TOTAL | | \$ 525.00 | \$ 437.50 | \$ 350.00 | \$ 350.00 | \$ 1,662.50 |