



**Santa Ynez Community Services District  
Board of Directors Regular Meeting  
Minutes from May 15, 2024**

**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 5:30 PM.

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

**3. DIRECTOR'S COMMENTS:**

Director Jones noted that Los Olivos CSD was meeting at the same time as the SYCSD and she expressed her hope they will get closer to a solution to their [wastewater] issues.

**4. PUBLIC COMMENT:**

None

**5. REPORTS:**

**A. General Manager:**

Mr. Dreizler shared that the state of California has required employers to provide a workplace violence policy by July 1, 2024. The District is on track with completing the requirement.

He gave an update on the progress of the sewer connection of Randy Pace of 2517 Janin Way. Mr. Pace was able to get all the required permits from Cal-Trans and paid the fees the District required. Work on his project is a few months out.

He also shared that the District received 7 applications for the Collections Supervisor position and 3 of the candidates will be interviewed.

**B. Legal Counsel:** Mr. Dreizler shared that Mr. Hoskinson will be at the ad-hoc committee meeting on May 21, 2024.

**C. Board Secretary:** Ms. Marin shared that she has started the process of getting the tax rolls ready to be submitted for the 2024-25 tax year. She also received the District's Elections Candidate Filing paperwork and will get that completed.

**D. Committees:**

- Waste Water Committee - May 17, 2024, at 9 AM.
- Ad-Hoc Board Policy Review Committee - May 21, 2024, at 9 AM.

**6. CONSENT ITEMS:**

- A. Regular Meeting Minutes of April 17, 2024
- B. Community Interface Committee Minutes of April 24, 2024
- C. Personnel Committee Meeting Minutes of May 2, 2024
- D. Ad-Hoc Committee Meeting held on May 1, 2024
- E. Finance Committee Meeting Minutes- May 8, 2024
- F. Previous Months Disbursements
- G. Monthly Bank Account Balance
- H. Budget to Actuals – January to March 2024
- I. Directors’ Meeting Attendance Tracker from April 17 to May 14, 2024

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

**7. ACTION ITEMS:**

- A. Review, discuss, and approve the Final Budget for Fiscal Year 2024/2025 and, if necessary, suggest changes to Staff and the Finance Committee for revisions.**

Director Jones motioned to begin the formal process of adopting the district’s budget for FY 2024-2025, and staff to publish the public hearing notice presenting the budget for formal adoption in June. Director Padelford seconded the motion, and the motion passed unanimously.

- B. Review, discuss, and approve the Final Draft Employee Handbook and, if necessary, suggest changes to the Personnel Committee.**

The board discussed various sections of the employee handbook. It was noted that the page numbering was off by one page. The “crime victim time off and accommodation” was noted to need minor correction. Mr. Dreizler noted that staff can make the changes to the numbering and the “crime victim time off and accommodation” section.

The sections on Jury/Witness Duty, Bereavement Leave, Cost-of-Living Salary Adjustments [COLA], and District Property (in regard to vehicles), were also discussed.

Director Jones motioned to postpone the consideration of approval of the employee handbook until the next board meeting in June. Director Padelford seconded the motion, and the motion passed unanimously.

- C. Review and Discuss installing dash cams for district vehicles.**

The board discussed installing dash cams in the District’s vehicles. Mr. Dreizler shared that the dash cams would not record audio, but video only.

No board action was necessary.

**8. INFORMATIONAL ITEMS:**

Mr. Dreizler shared that he will be on vacation from May 27-May 31, 2024.

Mr. Dreizler shared that the Juneteenth holiday falls on the next regularly scheduled board meeting, June 19<sup>th</sup>, 2024. Due to the holiday, it was suggested to move the meeting to another date.

Vice President Van Pelt motioned to move the June 19, 2024 Board Meeting to the June 26, 2024. Director Padelford seconded the motion, and the motion passed unanimously.

**9. ADJOURNMENT:** Director Jones motioned to adjourn the meeting at 6:40 PM; Director Beard seconded the motion, and the motion 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 May 17, 2024**

**NOTE: This Meeting was held in person, but a Zoom link was not provided**

**1. CALL TO ORDER - 8:35 AM OPEN SESSION**

President Redfern called the meeting to order at 8:35 AM.

**2. In Attendance:** Directors present: President Redfern and Director Beard. Staff Present: Loch Dreizler, General Manager

**3. DIRECTOR'S COMMENTS:**

None

**4. PUBLIC COMMENT:**

None

**5. DISCUSSION ITEMS**

**A. Ductile Iron Pipe Repair/Rehabilitate/Replace**

- i. Mr. Dreizler announced that the construction documents are complete and ready for bidding. He also mentioned that awarding bids becomes more complex when considering two options simultaneously – pipe lining or pipe replacement. The committee discussed doing pipe lining in areas with minimal impact from a creek. In contrast, pipe bursting and replacement might provide longer life in areas with the potential for a more significant impact from creek exposure. Staff will assess the locations of the current projects, evaluate the proximity to creeks, and then recommend whether pipe lining or replacement is the most appropriate solution. The Board will have the final approval of contractor-submitted bids.

**B. Expansion Project**

- i. During the committee discussion on the sewer collection expansion project, given the undetermined costs and logistics of the Solvang wastewater treatment plant modifications, it might be more efficient and revenue-neutral for the District to focus on two or three smaller areas. Upper Deer Trail/Tiana, Country Road, and possibly Stadium Way have been identified as the most likely to have connections made after the system is added to these areas. The staff plans to consult with Cannon about these areas to verify the preliminary cost estimates previously provided.

APPROVED:

ATTEST:

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

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



**Santa Ynez Community Services District**  
**Ad-hoc Committee Meeting**  
**Minutes from May 21, 2024**

**NOTE: This Meeting was held in person, but a Zoom link was not provided**

**1. CALL TO ORDER - 9:05 AM**

President Redfern called the meeting to order at 9:05 AM.

**2. In Attendance:** Directors present: President Redfern and Director Beard. Staff Present: Loch Dreizler, General Manager, along with Legal Counsel: Jeff Hoskinson

**3. DIRECTOR'S COMMENTS:**

None

**4. PUBLIC COMMENT:**

None

**5. DISCUSSION ITEMS**

**A. Board Policy Manual**

i. Section 10 – Attendance at Board Meetings

1. The committee did not arrive at a consensus about in-person attendance as a requirement for a director to attend some board meetings in person.
2. The committee recognized that remote meetings could be accessible for people with difficulty attending in person due to distance, disability, or other factors. Any policy would need to consider unintended consequences.
3. For many reasons, the traditional method of attending remote meetings, which the District has been using, can be more inclusive and efficient and allow additional participation.
4. The committee recognizes that any decision should respect the principles of transparency, accountability, public participation, and that differing opinions are expected with some Board decisions.
5. Staff to add a discussion to the next regularly scheduled meeting.

ii. Section 16 - Committee – Add the *Community Interface Committee* to the Policy Manual as previously Board approved.

iii. Section 17—Board Meeting Agenda. We modified the process for adding Items to the Agenda. The current policy language needs additional clarity when adding items to the agenda. Staff and Legal Counsel will present some new language to the Board for approval.

iv. Section 21 Board Compensation – modified to align with the most recent Board approve Resolution 23-310.

APPROVED:

ATTEST:

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Frank Redfern, Board President

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Alicia Marin, Board Secretary

**SANTA YNEZ COMMUNITY SERVICES DISTRICT**  
**MEMORANDUM**

**To:** Board of Directors  
**From:** Loch Dreizler, General Manager  
**Date:** June 26, 2024  
**Subject:** Approve the destruction of VHS and Cassette Tapes before June 2020

**Recommendation / Proposed Motion**

Approve the destruction of VHS and Cassette Tapes recorded before June 2020

Proposed Motion, if not approved during Consent Items Motion to Approve: Approve that audio and video recordings of any board meeting be recorded before June 2020.

**Alternatives Considered**

Don't destroy VHS and Cassette Tapes recorded before June 2020

**Policy Reference**

- On April 17, 2024, The Board approved that audio and video recordings of any recorded board meeting be retained for 48 months or four years after the meeting date. At that time, they can be erased or deleted.
- Under Resolution 06-08, Directors established a Records Retention policy and schedule. Certain records have been identified as eligible for destruction.
- California Code, Government Code § 54953.5 permits the destruction of audio recordings of public meetings 30 days after recording.

**Fiscal Implications**

No Direct Fiscal Implications

**Discussion**

On April 17, 2024, The Board approved that audio and video recordings of any recorded board meeting be retained for 48 months or four years after the meeting date. At that time, they can be erased or deleted.

California Code, Government Code § 54953.5

(b) Any tape or film record of an open and public meeting made for whatever purpose by or at the direction of the local agency shall be subject to inspection according to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), but, notwithstanding Section 34090, may be erased or destroyed 30 days after the taping or recording. Any inspection of a video or tape recording.

**SANTA YNEZ COMMUNITY SERVICES DISTRICT**  
**Disbursements 05/01-05/31/24**

<b>Date</b>	<b>Check #</b>	<b>Vendor/Employee/Payee</b>	<b>Amount</b>
05/09/2024	17837	Brenntag Pacific, Inc.	\$ 3,261.70
05/09/2024	17838	Coastal Copy, Inc.	\$ 107.81
05/09/2024	17839	Comcast 5809	\$ 692.66
05/09/2024	17840	Ecology Water Systems Tech., LLC	\$ 3,147.00
05/09/2024	17841	FGL Environmental	\$ 1,119.00
05/09/2024	17842	Mission Communications, LLC	\$ 1,312.00
05/09/2024	17843	Pacific Petroleum California, Inc.	\$ 20,359.01
05/09/2024	17844	USABlueBook	\$ 448.97
05/09/2024	17845	Wells Fargo Vendor Financial Svcs, LLC	\$ 134.69
05/09/2024	17846	WM Corporate Services, Inc.	\$ 66.08
05/15/2024	17847	Brenntag Pacific, Inc.	\$ 2,620.39
05/15/2024	17848	City of Solvang	\$ 20,000.00
05/15/2024	17849	Howell Moore & Gough LLP	\$ 1,129.33
05/15/2024	17850	Intechrity IT Solutions	\$ 2,500.00
05/15/2024	17851	Jessie's Spotless Cleaning	\$ 130.00
05/15/2024	17852	Marmolejo Electric Inc	\$ 4,512.00
05/15/2024	17853	Mountain Spring Water	\$ 77.90
05/15/2024	17854	Santa Maria Times	\$ 1,000.02
05/15/2024	17855	SDRMA	\$ 1,000.00
05/15/2024	17856	Taft Electric Company	\$ 230.00
05/15/2024	17857	U.S. Postal Service	\$ 216.00
05/15/2024	17858	ZWorld GIS	\$ 1,275.00
05/24/2024	17859	Atkinson, Andelson, Loya, Ruud & Romo	\$ 3,638.25
05/24/2024	17860	Cannon Corporation	\$ 4,234.75
05/24/2024	17861	Dahl Air Conditioning Inc.	\$ 310.00
05/24/2024	17862	Frontier	\$ 43.56
05/24/2024	17863	Nviro	\$ 1,612.50
05/24/2024	17864	SiteOne Landscape Supply, LLC	\$ 80.59
05/24/2024	17865	Underground Service Alert/SC	\$ 32.75
05/24/2024	17866	USABlueBook	\$ 2,331.95
05/01/2024	ACH240501A	NBS Contributions	\$ 2,048.25
05/01/2024	ACH240501B	NBS Contributions	\$ 3,320.02
05/06/2024	ACH240506	PG&E	\$ 106.45
05/07/2024	ACH240507A	PG&E	\$ 85.25
05/07/2024	ACH240507B	PG&E	\$ 366.18
05/07/2024	ACH240507C	PG&E	\$ 562.47
05/07/2024	ACH240507D	PG&E	\$ 1,369.01
05/14/2024	ACH240514	SYRWCD ID#1	\$ 53.03

**SANTA YNEZ COMMUNITY SERVICES DISTRICT**  
**Disbursements 05/01-05/31/24**

<b>Date</b>	<b>Check #</b>	<b>Vendor/Employee/Payee</b>	<b>Amount</b>
05/14/2024	ACH240514B	SYRWCD ID#1	\$ 89.08
05/15/2024	ACH240515	NBS Contributions	\$ 2,040.08
05/15/2024	ACH240515B	NBS Contributions	\$ 3,306.78
05/16/2024	ACH240516	National Benefit Svcs Operations	\$ 18.00
05/28/2024	ACH240528	US Bank Voyager	\$ 725.74
05/28/2024	ACH240528A	NBS Contributions	\$ 2,041.31
05/28/2024	ACH240528B	NBS Contributions	\$ 3,308.78
05/28/2024	ACH240528C	Five Star CC	\$ 4,074.57
05/29/2024	ACH240529	SoCalGas	\$ 56.62
<b>Number of Checks:</b>		<b>30</b>	<b>\$ 77,623.91</b>
<b>Number of ACHs:</b>		<b>17</b>	<b>\$ 23,571.62</b>
<b>TOTAL Disbursements:</b>			<b>\$ 101,195.53</b>



## Santa Ynez Community Services District Account Balances

As of May 31, 2024

Alicia Marin, Board Secretary

ACCOUNT	05/31/2024 Balance	04/30/2024 Balance	05/31/2023 Balance	Month-to-Month Comparison	Year-to-Year Comparison
Checking	\$ 388,558.11	\$ 1,462,830.37	\$ 966,258.66	\$ (1,074,272.26)	\$ (577,700.55)
Five Star Money Market	\$ 4,881,402.97	\$ 3,865,504.42	\$ 4,034,237.65	\$ 1,015,898.55	\$ 847,165.32
Horizon Drive Reserve	\$ 132,334.54	\$ 131,856.16	\$ 140,571.17	\$ 478.38	\$ (8,236.63)
Mechanic's Bank Money Market	\$ 5,294.75	\$ 5,294.66	\$ 5,126.14	\$ 0.09	\$ 168.61
Local Agency Investment Fund (LAIF)	\$ 172,065.76	\$ 172,065.76	\$ 165,745.71	\$ -	\$ 6,320.05
King's Capital (CD's)	\$ 944,638.15	\$ 935,751.47	\$ 607,481.87	\$ 8,886.68	\$ 337,156.28
<b>TOTAL</b>	<b>\$ 6,524,294.28</b>	<b>\$ 6,139,551.74</b>	<b>\$ 5,919,421.20</b>	<b>\$ 384,742.54</b>	<b>\$ 604,873.08</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	5/15/2024	\$ 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						
Personnel						
Community Interface						
Wastewater Treatment	5/17/2024	\$ 87.50		\$ 87.50		
<b>Sub-Total</b>		<b>\$ 87.50</b>	<b>\$ -</b>	<b>\$ 87.50</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ad-Hoc Committees (\$87.50)</b>						
Board Policy Review	5/21/2024	\$ 87.50		\$ 87.50		
<b>Sub-Total</b>		<b>\$ 87.50</b>	<b>\$ -</b>	<b>\$ 87.50</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other Meetings (\$87.50)</b>						
Pre-Agenda with GM	6/18/2024	\$ 87.50				
CSDA Meeting						
Misc.						
<b>Sub-Total</b>		<b>\$ 87.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL</b>		<b>\$ 437.50</b>	<b>\$ 175.00</b>	<b>\$ 350.00</b>	<b>\$ 175.00</b>	<b>\$ 175.00</b>