



**Santa Ynez Community Services District  
Board of Directors Regular Meeting  
Minutes from January 15, 2025**

**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 5:31 PM.

**2. ROLL CALL:**

The directors present were Redfern, Beard, Padelford, Marymee, and Kelleher. 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:**

Director Marymee had a question for legal counsel regarding attending standing committees, which Mr. Hoskinson answered during his Brown Act presentation.

President Redfern inquired about the open Operations Supervisor position. Mr. Dreizler shared that someone is potentially starting February 3, 2025 contingent on giving his current employer a two week notice.

**4. PUBLIC COMMENT:** None

**5. REPORTS:** The reports were given after the completion of Action Item 7A.

**A. General Manager:**

- i. He shared that the next Santa Barbara County CSDA meeting will be held on January 27, 2025, from 5:30 to 7:30 PM at AR Catering in Buellton.
- ii. He shared that the operations staff will attend a joint training session on confined space and traffic safety with SYRWCD - ID #1 on January 23, 2025.
- iii. He shared that he attended a Prevailing Wage webinar through the CSDA.
- iv. He also received the signed contracts for the ductile iron pipe project from Insituform.

**B. Legal Counsel:**

**C. Board Secretary:** Presented Brown Act overview

- i. Mrs. Marin shared that she continues to work on the district's master list, which is an audit of its files.
- ii. She shared that she will attend the CSDA's Annual Employment Law Update webinar later in January.

**D. Committees:** New assignments made in Action item 7D.

- i. Wastewater Committee meeting – January 30, 2025 at 8:30 AM
- ii. Finance Committee meeting – January 30, 2025 at 9:30 AM

## 6. CONSENT ITEMS:

- A. Regular Meeting Minutes of December 18, 2024
- B. Special Meeting Minutes of December 18, 2024
- C. Previous Month's Disbursements
- D. Monthly Bank Account Balance
- E. Director's Meeting Attendance Tracker

Director Padelford motioned to approve the Consent Items. Director Marymee seconded the motion. A voice vote was taken. Ayes: Redfern, Beard, Padelford, Marymee, and Kelleher. The motion passed unanimously.

## 7. ACTION ITEMS: Action Item 7A was moved to the beginning of the meeting, following the Public Comment section.

### A. **Brown Act Summary Presentation by District Legal Counsel Jeff Hoskinson.**

Jeff Hoskinson shared his presentation on the Brown Act. He answered Director Marymee's question regarding how a board member can attend a standing committee meeting if he/she is not on the standing committee. Mr. Hoskinson explained that other board members can attend committee meetings but not participate in any way (e.g., they cannot ask questions).

No board action was necessary.

### B. **Review and discuss the District's Monthly Operations and Maintenance Activity Report.**

Mr. Dreizler shared that the monthly operations and maintenance report's intent is to give the board an overview of the operations staff's work. President Redfern recommended adding a graphic to represent jetting and manhole inspections.

### C. **Increase Board Compensation per Water Code Section 20203; an ordinance setting or increasing Board member compensation can only be adopted following a public hearing. Notice of the hearing was published in a newspaper of general circulation under Section 6066 of the Government Code. Water Code Section 20204 provides that the ordinance becomes effective 60 days from its final passage.**

Director Padelford motioned to adopt ordinance O-25-01. President Redfern seconded the motion. A voice vote was taken, and the motion passed unanimously.

### D. **Review, discuss, modify if necessary, make recommendations, and approve the President's committee recommendations for the 2025 calendar year.**

Director Beard motioned to approve the President's recommendations as indicated in table A.1. [below]. Director Padelford seconded the motion. A voice vote was taken, and the motion passed unanimously.

**Recommended Committee Assignments for Calendar Year 2025**

**Table A.1.**

<b>Standing Committees</b>	<b>2024</b>	<b>2025 Recommendations</b>
Finance/Budget	Beard/Padelford	Beard & Padelford (no change)
Personnel	Vacant/Redfern	Padelford & Kelleher
Wastewater Treatment	Redfern/Beard	Redfern & Beard (no change)
Community Interface	Vacant/Redfern	Marymee & Redfern

**8. INFORMATIONAL ITEMS:**

The District office will closed for Martin Luther King, Jr. Day on Monday, January 20, 2025.

**9. ADJOURNMENT:**

President Redfern motioned to adjourn the meeting at 6:55 PM; Director Beard seconded the motion. A voice 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 January 30, 2025**

**NOTE: This meeting was held in person.**

The meeting was called to order at 8:34 AM.

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

**A. Ductile Iron Pipe Update**

- Mr. Dreizler shared that the Ductile Iron Pipe project will potentially break ground in late March/early April. He made the required announcement to the Department of Industrial Relations for the project. Additionally, Insituform signed the project contract, which is on file with the District.

**B. Activity Report Review**

- Mr. Dreizler shared that President Redfern requested that a map of the jetted sewer lines be included with the activity report.

**C. Solvang and Water Softeners (Reservation & SYCSD)**

- The City of Solvang requested an estimate of the number of water softeners in the District and Reservation—staff to contact local suppliers.

**D. WWTP and Recycled water**

- The [Chumash] WWTP has excess recycled water, now being sent to Solvang's WWTP.
- The Chumash are in the process of applying for a renewed EPA permit to define further requirements for the option to dispense recycled water into Sanja Cota Creek.

**E. Longhorn Grease Trap**

- Mr. Dreizler shared that only one grease interceptor serves three restaurants.
- The property owner told Mr. Dreizler he would have the grease interceptor cleaned more frequently. The operations team has noticed that the line has been cleaner in recent months.
- The committee discussed options for the restaurant owners and/or the building owner to address the grease problem by putting in additional grease interceptors.

**F. Hard to Access Reservation Manholes**

- Mr. Dreizler shared that many of the manholes on the reservation are not easily accessible, primarily because outbuildings and other appurtenances are too close to them. Mr. Dreizler will work with staff and the Chumash to better assess options.

**G. Other Topics/Projects Related to the Wastewater Collections System**

- The committee discussed expansion in the District, and that cost should be addressed [in the Finance Committee].
- Director Beard inquired about what other capital improvement projects should be completed. Mr. Dreizler shared that the main line running down Highway 246 must be inspected, which may help determine additional projects.

APPROVED:

ATTEST:

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Frank Redfern, Board President

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Alicia Marin, Board Secretary



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

**Minutes of January 30, 2025**

**NOTE: This meeting was held in person.**

The meeting was called to order at 9:30 AM.

Attendees: Vice President David Beard, Director Tina Padelford, General Manager Loch Dreizler, and Office Manager Alicia Marin

**A. Budget Calendar 2025/26**

- Mr. Dreizler shared the 2025/26 budget calendar, highlighting that the proposed budget will be ready for review at the April board meeting.

**B. District Capacity Charge Discussion**

- The committee discussed the monthly service rate compared to other districts and cities in the County of Santa Barbara. SYCSD's monthly rate is in the middle of the rates.
- The committee discussed that the capacity rate varies depending on the property's location in the District. The committee would like to explore a standard capacity rate as part of the following rate study.

**C. Rate Study Calendar for 2025/26**

- Mr. Dreizler shared that Tuckfield & Associates completed the last rate study and suggested that an RFP (request for proposal) go out for the next rate study.

**D. Future Sewer Expansion**

- Mr. Dreizler explained that the next step for exploring sewer expansion is to explore funding rates and repayment schedules.

**E. Camera Purchase**

- Mr. Dreizler shared that the former Operations Supervisor suggested an Iris Mainline Camera would be a good choice for the District. The committee further discussed how the camera would be used.

**F. Other Topics/Projects Related to the District's finances**

- The committee discussed the future need to purchase a truck to replace the 2007 work truck.

APPROVED:

ATTEST:

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

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

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

Minutes of February 6, 2025

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

The meeting was called to order at 3:32 PM.

Attendees: Director Tina Padelford, Director Don Kelleher, General Manager Loch Dreizler, and Office Manager Alicia Marin

**A. Day-to-day personnel schedules**

- Mr. Dreizler shared the operations employees' weekly schedule and the annual wastewater system jetting schedule. Upon inquiry about seeing the operations of the wastewater treatment plant, Mr. Dreizler stated that an appointment could be made for a visit.

APPROVED:

ATTEST:

\_\_\_\_\_  
Tina Padelford, Director

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



**Santa Ynez Community Services District**  
**Budget to Actual (Unaudited)**  
**For the Period July 1, 2024 to December 31, 2024**

	<b>A</b>		<b>B</b>		<b>C=A-B</b>		<b>D=A/B</b>
	<b>FY 25</b>		<b>FY 25</b>		<b>FY 25</b>		<b>YTD</b>
	<b>YTD</b>		<b>Adopted</b>		<b>Budget</b>		<b>Target</b>
	<b>December 2024</b>		<b>Budget</b>		<b>Variance</b>		<b>50%</b>
<b>1 REVENUE</b>							
<b>2 Operating Revenue</b>							
3 Sewer Service Fees	\$ 819,384	\$	1,326,000	\$	(506,616)		62%
4 Sewer Benefit Fees	21,975		38,000		(16,025)		58%
5 Other Charges for Services	2,221		3,600		(1,379)		62%
<b>6 Total Operating Revenue</b>	<b>843,581</b>		<b>1,367,600</b>		<b>(524,019)</b>		<b>62%</b>
<b>7 Non-Operating Revenue</b>							
8 Property Taxes	151,529		229,500		(77,971)		66%
9 Annexation Fees	1,640		15,000		(13,360)		11%
10 Chumash Reservation Contract	221,475		464,200		(242,725)		48%
11 Investment Earnings	134,170		181,000		(46,830)		74%
12 Unrealized Gain / (Loss)	2,298		-		2,298		N/A
13 Other Revenue	13,480		400		13,080		3370%
<b>14 Total Non-Operating Revenue</b>	<b>524,593</b>		<b>890,100</b>		<b>(365,507)</b>		<b>59%</b>
<b>15 Capital Contributions</b>							
16 Capacity Fees	40,160		77,600		(37,440)		52%
<b>17 Total Capital Contributions</b>	<b>40,160</b>		<b>77,600</b>		<b>(37,440)</b>		<b>52%</b>
<b>18 TOTAL REVENUE</b>	<b>1,408,334</b>		<b>2,335,300</b>		<b>(926,966)</b>		<b>60%</b>
<b>19 EXPENSES</b>							
<b>20 Operations Expenses</b>							
21 Salaries	164,920		378,600		(213,680)		44%
22 Employee Benefits	46,838		121,500		(74,662)		39%
23 Insurance	19,780		16,800		2,980		118%
24 Legal Services	270		35,000		(34,731)		1%
25 Consulting Fees	3,349		45,000		(41,651)		7%
26 Memberships and Subscriptions	-		4,000		(4,000)		0%
27 Office and Miscellaneous Expenses	2,639		10,700		(8,061)		25%
28 Employee Meetings, Seminars, and Travel	712		7,000		(6,288)		10%
29 Repair and Maintenance	9,824		22,100		(12,276)		44%
30 Computer Operations	4,701		5,400		(699)		87%
31 Permit Fees	4,314		6,500		(2,186)		66%
32 Collection System	7,684		8,000		(317)		96%
33 Pump Station	6,061		15,800		(9,739)		38%
34 Vehicle Repair and Maintenance	4,246		5,600		(1,354)		76%
35 Lab Testing	-		2,500		(2,500)		0%
36 Utilities	13,318		32,300		(18,982)		41%
37 Project/GIS	8,475		15,300		(6,825)		55%
38 Solvang Flow Charges	120,000		240,000		(120,000)		50%
39 Solvang Capital Improvements	-		180,000		(180,000)		0%
<b>40 Total Operations Expenses</b>	<b>\$ 417,129</b>	<b>\$</b>	<b>1,152,100</b>	<b>\$</b>	<b>(734,971)</b>		<b>36%</b>





**Santa Ynez Community Services District**  
**Budget to Actual (Unaudited)**  
**For the Period July 1, 2024 to December 31, 2024**

	<b>A</b>		<b>B</b>		<b>C=A-B</b>		<b>D=A/B</b>
	<b>FY 25</b>		<b>FY 25</b>		<b>FY 25</b>		<b>YTD</b>
	<b>YTD</b>		<b>Adopted</b>		<b>Budget</b>		<b>Target</b>
	<b>December 2024</b>		<b>Budget</b>		<b>Variance</b>		<b>50%</b>
<b>41 General and Administrative Expenses</b>							
42 Salaries	\$ 65,346	\$	130,900	\$	(65,554)		50%
43 Employee Benefits	14,660		33,600		(18,940)		44%
44 Insurance	8,773		8,200		573		107%
45 Memberships and Subscriptions	6,502		7,700		(1,198)		84%
46 Computer Operations	4,872		5,400		(528)		90%
47 LAFCO Fees	1,324		1,700		(376)		78%
48 Property Tax Fees	-		2,400		(2,400)		0%
49 Legal Services	12,291		44,100		(31,809)		28%
50 Consulting Fees	8,000		-		8,000		N/A
51 Audit and Accounting Services	29,890		40,000		(10,110)		75%
52 Office and Miscellaneous Expenses	5,054		18,100		(13,046)		28%
53 Employee Meetings, Seminars, and Travel	120		5,000		(4,880)		2%
54 Utilities	2,026		6,700		(4,674)		30%
55 Repair and Maintenance	-		1,100		(1,100)		0%
<b>56 Total General and Administrative Expenses</b>	<b>158,858</b>		<b>304,900</b>		<b>(146,042)</b>		<b>52%</b>
<b>57 Building Expenses</b>							
58 Utilities	4,645		8,100		(3,455)		57%
59 Repair and Maintenance	3,938		10,500		(6,562)		38%
60 Insurance	4,297		4,300		(3)		100%
61 Office and Miscellaneous Expenses	-		200		(200)		0%
<b>62 Total Building Expense</b>	<b>12,880</b>		<b>23,100</b>		<b>(10,220)</b>		<b>56%</b>
<b>63 Chumash WWTP Expenses</b>							
64 Salaries	93,963		178,800		(84,837)		53%
65 Employee Benefits	27,061		65,100		(38,039)		42%
66 Utilities	181		1,000		(819)		18%
67 Repair and Maintenance	39,002		75,200		(36,198)		52%
68 Memberships and Subscriptions	-		3,200		(3,200)		0%
69 Computer Operations	508		600		(92)		85%
70 Employee Meetings, Seminars, and Travel	-		1,000		(1,000)		0%
71 Lab Testing	9,880		17,800		(7,920)		56%
72 Insurance	5,647		3,500		2,147		161%
73 Office and Miscellaneous Expenses	71		2,700		(2,629)		3%
<b>74 Total Chumash WWTP Expenses</b>	<b>\$ 176,313</b>	<b>\$</b>	<b>348,900</b>		<b>(172,587)</b>		<b>51%</b>



**Santa Ynez Community Services District**  
**Budget to Actual (Unaudited)**  
**For the Period July 1, 2024 to December 31, 2024**

	<b>A</b>		<b>B</b>		<b>C=A-B</b>		<b>D=A/B</b>
	<b>FY 25</b>		<b>FY 25</b>		<b>FY 25</b>		<b>YTD</b>
	<b>YTD</b>		<b>Adopted</b>		<b>Budget</b>		<b>Target</b>
	<b>December 2024</b>		<b>Budget</b>		<b>Variance</b>		<b>50%</b>
<b>75 Tribe Collection System Expenses</b>							
76 Salaries	\$ 18,864	\$	49,900		(31,036)		38%
77 Employee Benefits	6,442		17,200		(10,758)		37%
78 Utilities	3,389		7,500		(4,111)		45%
79 Repair and Maintenance	2,239		13,000		(10,761)		17%
80 Permit Fees	369		400		(31)		92%
81 Insurance	1,372		1,000		372		137%
<b>82 Total Tribe Collection System Expenses</b>	<b>32,676</b>		<b>89,000</b>		<b>(56,324)</b>		<b>37%</b>
<b>83 TOTAL EXPENSES</b>	<b>797,856</b>		<b>1,918,000</b>	<b>\$</b>	<b>(1,120,144)</b>		<b>42%</b>
<b>84 NET REVENUE / (EXPENSES)</b>	<b>610,478</b>		<b>417,300</b>		<b>193,178</b>		
<b>85 Capital Expenditures</b>							
86 Sewer Main Repair Projects	-		80,000				0%
87 Sewer Expansion	-		65,000				0%
88 Furniture and Equipment	-		66,000				0%
89 Structure and Improvements	7,876		750,000				1%
<b>90 Total Capital Expenditures</b>	<b>7,876</b>		<b>961,000</b>		<b>(953,124)</b>		<b>1%</b>
<b>91 Debt Service</b>							
92 Horizon Loan Principal	51,623		51,600		23		100%
93 Horizon Loan Interest	35,193		35,200		(7)		100%
<b>94 Total Debt Service</b>	<b>86,816</b>		<b>86,800</b>		<b>16</b>		<b>100%</b>
<b>95 NET INCREASE (DECREASE) to RESERVES</b>	<b>\$ 515,785</b>	<b>\$</b>	<b>(630,500)</b>	<b>\$</b>	<b>1,146,285</b>		



**Balance Sheet (Unaudited)**  
**District Total**  
**As of December 31, 2024**

1	<b>ASSETS</b>		
2	<b>Cash and Investments</b>		
3	Checking	\$	135,373
4	Money Market		5,607,467
5	Certificate of Deposit		973,573
6	Local Agency Investment Fund		176,004
7	<b>Total Cash and Investments</b>		<u>6,892,418</u>
8	<b>Other Current Assets</b>		
9	Accounts Receivable		328,704
10	Interest Receivable		4,334
11	Prepaid Expense		4,201
12	<b>Total Other Current Assets</b>		<u>337,239</u>
13	<b>Non-Current Assets</b>		
14	Restricted Cash - Horizon Drive		135,865
15	Capital Assets (Less Accumulated Depreciation)		4,155,456
16	<b>Total Non-Current Assets</b>		<u>4,291,321</u>
17	<b>TOTAL ASSETS</b>		<u><u>11,520,978</u></u>
18	<b>LIABILITIES</b>		
19	<b>Current Liabilities</b>		
20	Accounts Payable		21,981
21	Payroll and Retirement Payable		1,726
22	Interest Payable		32,981
23	<b>Long-term Liabilities - due in one year</b>		
24	Debt Payable, Current Portion		51,623
25	<b>Total Current Liabilities</b>		<u>108,312</u>
26	<b>Long-Term Liabilities</b>		
27	Vacation Payable		40,066
28	Debt Payable, Long-term Portion		1,149,497
29	<b>Total Long-Term Liabilities</b>		<u>1,189,563</u>
30	<b>TOTAL LIABILITIES</b>		<u><u>1,297,876</u></u>
31	<b>FUND BALANCE</b>		
32	Fund Balance		9,707,317
33	Net Revenue/(Expenses)		515,785
34	<b>TOTAL FUND BALANCE</b>		<u><u>10,223,102</u></u>
35	<b>TOTAL LIABILITIES AND FUND BALANCE</b>	\$	<u><u>11,520,978</u></u>

**Santa Ynez Community Services District**  
**Variance Analysis**  
**December 2024 – 50% Year to Date (YTD)**

## **Revenue**

### **Operating Revenue**

**Line 3 – Sewer Service Fees** include sewer service fees for connected parcels. YTD is trending over budget at 62% due to conservative budgeting. The majority of fees are paid through the tax roll in December and April.

**Line 4 – Sewer Benefit Fees** include fixed sewer fees for every parcel where sewer service is available. These fees include those billed through the District and fees for new connections. The fee does not increase, but the number of parcels assessed may increase annually. YTD is trending over budget at 58% due to conservative budgeting. The majority of fees paid through the tax roll in December and April.

**Line 5 – Other Charges for Services** include plan check, inspection, and Board room rental fees. YTD is trending over budget at 62% due to fluctuations in the timing of services.

### **Non-Operating Revenue**

**Line 8 – Property Taxes** include Ad Valorem tax revenue assessed by Santa Barbara County for all properties annexed to the District. YTD is trending over budget at 66% due to conservative budgeting. The majority of assessments are recorded in December and April.

**Line 9 – Annexation Fees** include fees for annexing properties to the District that are currently outside the District boundaries. YTD is trending under budget at 11% due to the timing of fees throughout the year.

**Line 10 – Chumash Reservation Contract** includes reimbursement of expenses from operations of the Chumash Wastewater Treatment Plant, reservation lift station, and collection. Includes an administration charge for District costs, including utilities, computers, and supplies. YTD is trending in line with budget.

**Line 11 – Investment Earnings** include earnings from cash and investments held with Five Star Bank, Mechanics Bank, King Capital Advisors (CDs), and the Local Agency Investment Fund (LAIF). YTD is trending over budget at 74% due to continued high interest rates.

**Line 12 – Unrealized Gain/ (Loss)** includes fair market value adjustments on certain investments. This line is not budgeted.

**Line 13 – Other Revenue** includes miscellaneous reimbursements and other income not accounted for in the above accounts. YTD is over budget due to gain on the sale of 2004 Chevy truck.

**Line 16 – Capacity Fees** include fees to connect to the District's sewer line for purchasing future capacity in the City of Solvang Wastewater Treatment Plant. YTD is trending in line with budget.

**Santa Ynez Community Services District  
Variance Analysis  
December 2024 – 50% Year to Date (YTD)**

## **Expenses**

### **Operations**

**Line 21 – Salaries** include 55% of General Manager and 45% of Officer Manager/Board Secretary salaries. YTD may fluctuate throughout the year depending on the location of jobs that are performed. YTD is trending under budget at 44%.

**Line 22 – Employee Benefits** include health insurance, retirement, and additional retirement contributions paid by the District. YTD is trending under budget at 39%.

**Line 23 – Insurance** includes property, general liability, and worker's compensation insurance. YTD is over budget due to property liability insurance premiums paid in full at the beginning of the year and additional workers' compensation premiums for FY 25 determined in the annual worker's compensation audit, which comes after the budget is prepared.

**Line 24 – Legal Services** include general legal fees paid by the District. YTD is trending under budget at 1% due to fluctuations in the timing of services.

**Line 25 – Consultant Fees** include professional services for demographers and engineering. YTD is trending under budget at 7% due to the timing of services.

**Line 26 – Memberships and Subscriptions** include staff memberships and subscriptions such as the County of Santa Barbara Water Agency. There is no activity YTD.

**Line 27 – Office and Miscellaneous Expenses** include printing and publications, postage, office equipment, supplies, and uniforms for operations staff. YTD is trending under budget at 25%.

**Line 28 – Employee Meetings, Seminars, and Travel** includes training for operations staff and certifications and travel for Directors, GM, Secretary/Treasurer. YTD is trending under budget at 10%.

**Line 29 – Repair and Maintenance** includes miscellaneous repairs and maintenance, including equipment repairs and maintenance. YTD is trending under budget at 44% due to the timing of repairs.

**Line 30 – Computer Operations** include prorated costs for QuickBooks software, and computer support for staff. YTD is trending over budget at 87% due to maintenance work order software fully expensed through fiscal year end and not anticipated in the budget.

**Line 31 – Permit Fees** include air pollution control fees. YTD is trending over budget at 66%.

**Line 32 – Collection System** includes repairs and maintenance of the collection system. YTD is trending over budget at 96% due to annual fees expensed at beginning of the year.

**Line 33 – Pump Station** includes repairs and maintenance on 246 and Golden Inn pump stations. YTD is trending under budget at 38%.

**Santa Ynez Community Services District  
Variance Analysis  
December 2024 – 50% Year to Date (YTD)**

**Line 34 – Vehicle Repair and Maintenance** includes routine repair and maintenance costs of District-owned vehicles. YTD is trending over budget at 76% due to truck bed improvements.

**Line 35 – Lab Testing** includes testing of manholes to verify the composition and strength of wastewater. There is no activity YTD.

**Line 36 – Utilities** includes electric for pump stations. YTD is trending under budget at 41%.

**Line 37 – Project/GIS** includes monthly Geographic Information System support charges. YTD is trending over budget at 55%.

**Line 38 - Solvang Flow Charges** includes a monthly charge for the treatment of wastewater and project costs at the Wastewater Treatment Plant. YTD is trending in line with budget.

**Line 39 - Solvang Capital Improvements** – The District has little control over Solvang's annual Wastewater Treatment Plant capital expenditures and pays approximately 20% of their capital improvements. Payments occur in June. There is no activity YTD.

**General and Administrative**

**Line 42 – Salaries** include 35% of the General Manager and 45% of the Office Manager/Board Secretary salaries. YTD may fluctuate throughout the year depending on the location of jobs that are performed. YTD is trending in line with budget.

**Line 43 – Employee Benefits** include health insurance, retirement, and supplemental retirement contributions paid by the District. YTD is trending under budget at 44%.

**Line 44 – Insurance** includes property, general liability, and worker's compensation insurance. YTD is over budget due to property liability insurance premiums paid in full at the beginning of the year and additional workers' compensation premiums for FY 25 determined in the annual worker's compensation audit, which comes after the budget is prepared.

**Line 45 – Memberships and Subscriptions** include staff memberships and subscriptions such as the California Special Districts Association and the Chamber of Commerce. YTD is trending over budget at 84% due to the timing of renewals.

**Line 46 – Computer Operations** include prorated costs for QuickBooks software, and computer support for staff. YTD is trending over budget at 90% due to annual subscriptions expensed at the beginning of the year.

**Line 47 – LAFCO Fees** include an estimated local Agency Commission Formation (LAFCO) budget cost. YTD is trending over budget at 78% due to FY 25 fees paid through fiscal year end. The line will end under budget.

**Santa Ynez Community Services District  
Variance Analysis  
December 2024 – 50% Year to Date (YTD)**

**Line 48 – Property Tax Fees** include County charges for collecting property taxes. The fees are recorded as property tax assessments are made in December and April. There is no activity YTD.

**Line 49 – Legal Services** include general legal fees paid by the District. YTD is trending under budget at 28%.

**Line 50 – Consultant Fees** include professional services for demographers and engineering. Expenses include Code of Ordinance consulting not anticipated in the budget.

**Line 51 – Audit and Accounting Services** include costs for an annual external audit of the financial statements and services to assist with accounting and audit preparation. YTD is trending over budget at 75% due to audit services performed and paid in full during the first half of the year.

**Line 52 – Office and Miscellaneous Expenses** include printing and publications, postage, office equipment, supplies, pre-screening exams, uniforms, bank charges, payroll processing fees, and retirement service fees. YTD is trending under budget at 28%.

**Line 53 – Employee Meetings, Seminars, and Travel** include educational and training opportunities for staff and Board members. YTD is trending under budget at 2%.

**Line 54 – Utilities** include telephone and internet charges for the District office. YTD is trending under budget at 30%.

**Line 55 – Repair and Maintenance** includes miscellaneous repairs and maintenance. There is no activity YTD.

**Building**

**Line 58 – Utilities** include the District's water, electric, and gas charges. YTD is trending over budget at 57%.

**Line 59 – Repair and Maintenance** includes miscellaneous building repairs and maintenance, including parking, flooring, windows, pest control, and cleaning. YTD is trending under budget at 38% due to the timing of repairs.

**Line 60 – Insurance** includes property, general liability, and worker's compensation insurance. YTD has met budget due to property liability insurance premiums paid in full at the beginning of the year and additional workers' compensation premiums for FY 25 determined in the annual worker's compensation audit.

**Line 61 – Office and Miscellaneous Expenses** includes office supplies and other expenses. There is no activity YTD.

**Santa Ynez Community Services District  
Variance Analysis  
December 2024 – 50% Year to Date (YTD)**

**Chumash Wastewater Treatment Plant (WWTP)**

**Line 64 – Salaries** include 96% of the Chief Plant Operator, 5% of the General Manager, 5% of the Office Manager, and District staff by actual hours worked. YTD may fluctuate throughout the year depending on the location of jobs that are performed. *YTD is trending in line with budget.*

**Line 65 – Employee Benefits** include health insurance, retirement, and additional retirement contributions paid by the District. *YTD is trending under budget at 42% due to maximum benefits budgeted for new staff.*

**Line 66 – Utilities** include fuel and telephone charges for the WWTP. *YTD is trending under budget at 18%.*

**Line 67 – Repair and Maintenance** includes repairs and maintenance at the WWTP. *YTD is trending in line with budget.*

**Line 68 – Memberships and Subscriptions** include staff memberships and subscriptions such as the California Water Environment Association and Grade IV operator certificates. *There is no activity YTD.*

**Line 69 – Computer Operations** include prorated costs for computer support for staff, WWTP email expense, and computer supplies. *YTD is trending over budget due to an annual subscription paid through fiscal year end.*

**Line 70 – Employee Meetings, Seminars, and Travel** includes educational and training opportunities for staff. *There is no activity YTD.*

**Line 71 – Lab Testing** includes testing of wastewater for permit compliance. *YTD is trending over budget at 56% due to timing.*

**Line 72 – Insurance** includes worker's compensation insurance for District staff based on hours worked. *YTD is over budget due to property liability insurance premiums paid in full at the beginning of the year and additional worker's compensation premiums for FY 25.*

**Line 73 – Office and Miscellaneous Expenses** include staff uniforms and other expenses. *YTD is trending under budget at 3%.*

**Tribe Collection System**

**Line 76 – Salaries** include 5% of General Manager, 5% of Office Manager, and District staff for actual hours worked. YTD may fluctuate throughout the year depending on the location of jobs that are performed. *YTD is trending under budget at 38% due to less work performed than anticipated.*

**Line 77 – Employee Benefits** include health insurance, retirement, and supplemental retirement contributions paid by the District. *YTD is trending under budget at 37%.*



**Santa Ynez Community Services District**  
**Variance Analysis**  
**December 2024 – 50% Year to Date (YTD)**

**Line 78 – Utilities** include electric and telephone charges for the lift station. YTD is trending under budget at 45%.

**Line 79 – Repair and Maintenance** includes repairs and maintenance for the Reservation lift station and collection lines. YTD is trending under budget at 17% due to the timing of repairs.

**Line 80 – Permit Fees** include air pollution control fees. YTD is trending over budget at 92%.

**Line 81 – Insurance** includes worker's compensation insurance for District staff based on hours worked. YTD is over budget due to property liability insurance premiums paid in full at the beginning of the year and additional workers' compensation premiums for FY 25 determined in the annual worker's compensation audit received after the budget was prepared.

## Capital and Debt Service

### Capital

**Line 86 – Sewer Main Repair Projects** include non-specified repairs such as manhole rings and covers. There is no activity YTD.

**Line 87 – Sewer Expansion** includes planning and outreach for future sewer expansion. There is no activity YTD.

**Line 88 – Furniture and Equipment** includes capitalized purchases of furniture and equipment. There is no activity YTD.

**Line 89 - Structure and Improvements** include additions, replacements, and improvements to buildings, other facilities, and the surrounding area. YTD is trending under budget at 1%. The Ductile Iron Pipe Replacement Project will be completed in the second half of the fiscal year.

### Debt Service

**Line 92 - Horizon Loan Principal** includes the annual principal installment for the agreement with Municipal Finance Corporation for the cost of constructing improvements at the wastewater facilities. YTD has met budget due to the payment made at the beginning of the fiscal year.

**Line 93 - Horizon Loan Interest** includes the annual interest installment for the agreement with Municipal Finance Corporation for the cost of constructing improvements at the wastewater facilities. YTD has met budget due to the payment made at the beginning of the fiscal year.

**Line 95 – Net Increase (Decrease) to Reserves** is the year-to-date increase or (decrease to) Operating Reserves. YTD is a \$515,785 increase to reserves. This will fluctuate throughout the year based on the timing of revenue and expenses.

**SANTA YNEZ COMMUNITY SERVICES DISTRICT**  
**Disbursements 01/01-01/31/25**

<b>Payment Type</b>	<b>Date</b>	<b>Check #</b>	<b>Vendor/Employee/Payee</b>	<b>Amount</b>
Check	1/6/2025	18067	Coastal Copy, Inc.	\$ 166.52
Check	1/6/2025	18068	Comcast 7439	\$ 99.95
Check	1/6/2025	18069	Eide Bailly LLP	\$ 5,486.00
Check	1/6/2025	18070	Inklings Printing Co.	\$ 130.50
Check	1/6/2025	18071	USABlueBook	\$ 536.75
Check	1/15/2025	18072	AutoSys LLC	\$ 1,600.00
Check	1/15/2025	18073	Brenntag Pacific, Inc.	\$ 1,113.14
Check	1/15/2025	18074	City of Solvang	\$ 20,000.00
Check	1/15/2025	18075	FGL (Fruit Growers Laboratory) Environmental	\$ 1,723.00
Check	1/15/2025	18076	Jessie's Spotless Cleaning	\$ 130.00
Check	1/15/2025	18077	Marborg Industries	\$ 77.10
Check	1/15/2025	18078	Mountain Spring Water	\$ 106.85
Check	1/15/2025	18079	O'Connor Pest Control	\$ 92.00
Check	1/15/2025	18080	SmartCover Systems	\$ 250.00
Check	1/15/2025	18081	Smith's Alarms & Electronics Inc	\$ 210.00
Check	1/15/2025	18082	Streamline	\$ 2,640.00
Check	1/15/2025	18083	SY Chamber of Commerce	\$ 175.00
Check	1/15/2025	18084	SYRWCD ID#1 (Santa Ynez River Water Conservation District ID#1)	\$ 15.46
Check	1/15/2025	18085	Underground Service Alert/SC	\$ 104.35
Check	1/15/2025	18086	Wells Fargo Vendor Financial Svcs, LLC	\$ 134.69
Check	1/15/2025	18087	ZWorld GIS	\$ 1,275.00
Check	1/27/2025	18088	Brenntag Pacific, Inc.	\$ 925.57
Check	1/27/2025	18089	Cannon Corporation	\$ 1,342.50
Check	1/27/2025	18090	Cnty of SB Resource Recovery & Waste Mgmt	\$ 25.00
Check	1/27/2025	18091	Harrison Hardware	\$ 128.45
Check	1/27/2025	18092	Intechrity IT Solutions	\$ 2,880.00
Check	1/27/2025	18093	Santa Barbara County Chapter of the CSDA	\$ 40.00
Check	1/27/2025	18094	Santa Barbara County Chapter of the CSDA	\$ 40.00
Check	1/29/2025	18095	Atkinson, Andelson, Loya, Ruud & Romo	\$ 565.95
Check	1/29/2025	18096	Mission Communications, LLC	\$ 626.00
Check	1/29/2025	18097	Santa Barbara Cnty Clerk-Recorder	\$ 3,664.84
Check	1/29/2025	18098	SiteOne Landscape Supply, LLC	\$ 38.01
ACH	1/2/2025	ACH250102	SoCalGas	\$ 90.64
ACH	1/6/2025	ACH250106A	NBS (National Benefit Svcs) Contributions	\$ 2,996.26
ACH	1/6/2025	ACH250106B	NBS (National Benefit Svcs) Contributions	\$ 1,848.49
ACH	1/7/2025	ACH250107A	PG&E (Pacific Gas & Electric) - <i>Chumash Street Lights</i>	\$ 85.10
ACH	1/7/2025	ACH250107B	PG&E (Pacific Gas & Electric) - <i>SYCSD District Office</i>	\$ 446.37
ACH	1/7/2025	ACH250107C	PG&E (Pacific Gas & Electric) - <i>Chumash Res. Lift Station</i>	\$ 545.06

**SANTA YNEZ COMMUNITY SERVICES DISTRICT**  
**Disbursements 01/01-01/31/25**

<b>Payment Type</b>	<b>Date</b>	<b>Check #</b>	<b>Vendor/Employee/Payee</b>	<b>Amount</b>
ACH	1/7/2025	ACH250107D	PG&E (Pacific Gas & Electric) - Hwy 246 Pump Station	\$ 1,379.38
ACH	1/8/2025	ACH250108	Verizon Wireless	\$ 205.44
ACH	1/10/2025	ACH250110	Frontier	\$ 60.53
ACH	1/14/2025	ACH250114A	SYRWCD ID#1 (Santa Ynez River Water Conservation District ID#1)	\$ 53.03
ACH	1/14/2025	ACH250114B	SYRWCD ID#1 (Santa Ynez River Water Conservation District ID#1)	\$ 73.63
ACH	1/16/2025	ACH250116	National Benefit Svcs Operations	\$ 1,215.00
ACH	1/22/2025	ACH250122A	NBS (National Benefit Svcs) Contributions	\$ 3,042.10
ACH	1/22/2025	ACH250122B	NBS (National Benefit Svcs) Contributions	\$ 1,876.77
ACH	1/27/2025	ACH250127	Five Star CC (credit card)	\$ 1,733.13
ACH	1/29/2025	ACH250129	SoCalGas	\$ 97.23
		<b>Number of Checks:</b>	<b>32</b>	<b>\$ 46,342.63</b>
		<b>Number of ACHs:</b>	<b>16</b>	<b>\$ 15,748.16</b>
			<b>TOTAL Disbursements:</b>	<b>\$ 62,090.79</b>

## Santa Ynez Community Services District Account Balances

As of January 31, 2025

Alicia Marin, Board Secretary

ACCOUNT	01/31/2025 Balance	12/31/2024 Balance	01/31/2024 Balance	Month-to-Month Comparison	Year-to-Year Comparison
Checking	\$ 183,004.87	\$ 145,857.70	\$ 1,158,761.35	\$ 37,147.17	\$ (975,756.48)
Five Star Money Market	\$ 5,523,348.18	\$ 5,602,171.84	\$ 3,826,599.12	\$ (78,823.66)	\$ 1,696,749.06
Horizon Drive Reserve	\$ 136,378.64	\$ 135,864.77	\$ 130,529.06	\$ 513.87	\$ 5,849.58
Mechanic's Bank Money Market	\$ 5,295.46	\$ 5,295.37	\$ 5,294.41	\$ 0.09	\$ 1.05
Local Agency Investment Fund (LAIF)	\$ 178,118.46	\$ 176,070.71	\$ 170,246.72	\$ 2,047.75	\$ 7,871.74
King's Capital (CD's)	\$ 972,018.44	\$ 973,573.42	\$ 929,133.80	\$ (1,554.98)	\$ 42,884.64
<b>TOTAL</b>	<b>\$ 6,998,164.05</b>	<b>\$ 6,241,495.42</b>	<b>\$ 6,220,564.46</b>	<b>\$ 756,668.63</b>	<b>\$ 777,599.59</b>

Board Meeting Attendance (max \$1,050 per month per director)							
Board Meetings (\$175)	Date	Frank Redfern	David Beard	Tina Padelford	Brett Marymee	Don Kelleher	TOTAL
Regular Board Meeting	1/15/2025	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 875.00
Special Board Meeting							\$ -
<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>\$ 875.00</b>
Standing Committees (\$87.50)							
Wastewater Treatment	1/30/2025	\$ 87.50	\$ 87.50				\$ 175.00
Finance	1/30/2025		\$ 87.50	\$ 87.50			\$ 175.00
Personnel	2/6/2025			\$ 87.50		\$ 87.50	\$ 175.00
Community Interface							\$ -
<b>Sub-Total</b>		<b>\$ 87.50</b>	<b>\$ 175.00</b>	<b>\$ 175.00</b>	<b>\$ -</b>	<b>\$ 87.50</b>	<b>\$ 525.00</b>
Ad-Hoc Committees (\$87.50)							
Board Policy Review							\$ -
<b>Sub-Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Other Meetings (\$87.50)							
Pre-Agenda with GM	2/11/2025	\$ 87.50					\$ 87.50
SBC CSDA Meeting	1/27/2025	\$ 87.50			\$ 87.50		\$ 175.00
District Infrastructure	2/4/2025	\$ 87.50					\$ 87.50
<b>Sub-Total</b>		<b>\$ 262.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 87.50</b>	<b>\$ -</b>	<b>\$ 350.00</b>
<b>TOTAL</b>		<b>\$ 525.00</b>	<b>\$ 350.00</b>	<b>\$ 350.00</b>	<b>\$ 262.50</b>	<b>\$ 262.50</b>	<b>\$ 1,750.00</b>

"Just Cause" Attendance Tracker							
Directors may attend a meeting remotely up to two (2) times per calendar year for "just cause". (Per Brown Act, AB 2449 & AB 2302)		Frank Redfern	David Beard	Tina Padelford	Brett Marymee	Don Kelleher	
	Date (1)						
	Date (2)						