



Santa Ynez Community Services District
Board of Directors Regular Meeting
Minutes from June 26, 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 5:32 PM.

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

3. DIRECTOR'S COMMENTS:

None

4. PUBLIC COMMENT:

None

5. REPORTS:

A. General Manager:

Mr. Dreizler shared that the new Collections Supervisor, Tim Gallup (correction from the meeting – 12 years of collections experience with two years of supervisory experience with Carpinteria Sanitation District), will be starting July 1 and will overlap with the current supervisor for three days, providing some ease of transition for the new supervisor.

He gave an update on the Ductile Iron Project, which is out for bid, with the Board able to decide on the bids at the August board meeting.

He also shared that he will be with the District for two years as of July 6.

B. Legal Counsel: Mr. Hoskinson updated us that the voter initiative Taxpayer Protection and Governmental Accountability Act will not appear on the November 2024 ballot. He also shared that a couple of bills are going through the legislature that may affect how districts raise fees.

C. Board Secretary: Ms. Marin shared that she continued preparing the tax rolls for submission for the 2024-25 tax year and is working on the collections supervisor staffing change.

D. Committees:

- Upcoming Waste Water Committee - July 10, 2024, 8:30 AM
- Upcoming Personnel Committee – July 10, 2024, at 9:30 AM

6. CONSENT ITEMS:

- A. Regular Meeting Minutes of May 15, 2024
- B. Wastewater Committee Minutes of May 17, 2024
- C. Ad-Hoc Committee Meeting held on May 21, 2024
- D. Destroy VHS and Audio Cassette Taped Meeting Recordings through June 2020
- E. Previous Month's Disbursements [May 1-31, 2024]
- F. Monthly Bank Account Balance [May 1-31, 2024]
- G. Budget to Actuals – January to March 2024
- H. Directors' Meeting Attendance Tracker from May 15 to June 25, 2024

Director Jones moved to approve the Consent Items, Vice President Van Pelt seconded it, and the motion passed unanimously.

7. ACTION ITEMS:

A. Resolution recognizing Craig Kapner's Service to the Santa Ynez CSD.

Director Beard motioned to approve the resolution of appreciation for Craig Kapner. Director Padelford seconded the motion, and the motion passed unanimously.

B. Review, discuss, and approve Potential Revised Sections 10 and 17 of the Board Policy Manual.

The board discussed adding language to the *Board Policy Manual regarding* meeting attendance for directors.

Vice President Van Pelt motioned that directors could use the traditional teleconferencing method to attend regularly scheduled monthly Board meetings a maximum of eight times per calendar year, including a Board recommendation that Directors attend four regularly scheduled Board meetings in person per calendar year beginning January 2025. Director Padelford 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.

The board discussed how to request an item be placed on a meeting agenda.

Vice President Van Pelt motioned to replace the existing language from Section 17 of the Board Policy Manual with the language from Attachment #1 included in the June 26, 2024, Board packet.

C. Adopt Final FY Budget 2024-2025 Via Resolution 24-06A

Director Jones motioned to adopt the district's final FY 2024-2025 budget via Resolution 24-06A. Director Beard seconded the motion, which passed unanimously.

D. Adopt Resolution 24-06B, electing to have sewer fees collected on the tax roll for the fiscal year 2024/2025.

The board discussed the advantages and disadvantages of having sewer fees collected semiannually on the county tax rolls.

Director Beard motioned to Adopt Resolution 24-06B to collect sewer fees on the County tax roll for the fiscal year 2024/2025. Director Padelford 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.

E. Review, discuss and Approve the Horizon Drive Tax Roll Modified Payment Plan.

The board discussed three properties on Horizon Drive inadvertently undercharged for their annual installment payment plans for tax years 2022-23 and 2023-24.

Table 1

APN	Address	Property Owner (Last Name)
141-350-003	3063 Horizon Dr	Waples (12 months)
141-350-006	3125 Horizon Dr	Dragonette (12 months)
141-350-016	3066 Horizon Dr	Ivy (18 months)

Director Jones motioned to extend the installment payment plans for the Horizon Drive parcels listed in Table 1 and notify property owners via registered mail explaining the plan extension and inadvertent oversight. Director Padelford seconded the motion, which passed unanimously.

F. Review, Discuss, and Approve the 2810 Mission Drive – Annexation Resolution.

Director Jones motioned to adopt Resolution 24-06D, initiating proceedings for annexing the assessor’s parcel No. 141-211-003, also recognized as 2810 Drive (Murphy). Director Padelford seconded the motion, which passed unanimously.

G. Review, Discuss, and Approve the New Employee Handbook, including the language and policy on COLA, AI, Bereavement, and Jury Duty.

The board directed staff to amend the language in the employee handbook related to jury duty (10 days paid every two years) and bereavement (five days within state and seven days out of state) after reviewing and concurring on appropriate language with legal counsel. The board agreed to limit the annual COLA increase to a 1.5% minimum and a 3.5% maximum. The COLA increase is one portion of the annual budget approval. The board agreed with the Artificial Intelligence language as presented by Mr. Dreizler.

Director Beard motioned to approve the Final Draft Employee Handbook and confirm that the policies and procedures outlined in this Handbook supersede any prior policies and procedures. Director Padelford seconded the motion, which passed unanimously.

8. INFORMATIONAL ITEMS:

Mr. Dreizler wished everyone a Happy 4th of July.

9. ADJOURNMENT: Director Beard motioned to adjourn the meeting at 7:28 PM; Director Padelford seconded the motion, and the motion passed unanimously.

APPROVED:

ATTEST:

Frank Redfern, Board President

Alicia Marin, Board Secretary



**Santa Ynez Community Services District
Wastewater Committee Meeting
Minutes from July 10, 2024**

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

1. CALL TO ORDER - 8:30 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 and Alicia Marin, Office Manager/Board Secretary

3. DIRECTOR'S COMMENTS:

None

4. PUBLIC COMMENT:

None

5. DISCUSSION ITEMS

A. Ductile Iron Pipe Discussion – Bid Process Update

- i. Mr. Dreizler shared a timeline schedule for the Ductile Iron Pipe Cure In Place Pipe project. The project is out for bid. A pre-submittal meeting and site walk-through are planned for July 17, 2024, with the district engineer. The committee was curious about determining the external structural integrity of the ductile iron pipes slated for replacement, and staff will follow up with the District engineer.

B. District Wastewater Expansion Project

- i. The committee discussed the practical side of pursuing smaller projects, like connecting a small portion of Upper Deer Trail and Tiana, Country Road, and possibly Stadium Drive. The committee recognized the significance of getting buy-in in the areas for the proposed projects. The committee recommended waiting for numbers from the City of Solvang (possibly mid-August) regarding their capital improvement project to understand the District's future financial responsibilities better.

APPROVED:

ATTEST:

Frank Redfern, Board President

Alicia Marin, Board Secretary



**SANTA YNEZ COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE MEETING
Minutes of July 10, 2024**

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

The meeting was called to order at 9:32 AM.

Attendees: President Frank Redfern, Director Karen Jones via Zoom, General Manager Loch Dreizler, and Office Manager/Board Secretary Alicia Marin

Current Personnel Overview and District Mind Map

- Mr. Dreizler shared that with the retirement of the former Operations Supervisor, Mr. Kapner, that the longest tenure at the District lies with the current Chumash wastewater treatment plant operator, Mr. Chaja. Mr. Chaja has will be with the District 3 years in August. Mr. Dreizler went on to explain that the current staff all have universal knowledge in their respective roles, and anticipating all employees continue to learn more about the District.
- Mr. Dreizler also shared a “mind map” of how the main four components of the District work together and influence each other. The four components are Technical (field work), Financial, Managerial, and External (e.g. City of Solvang contract).

Contract Consultants vs. Full/Part Time Employee

- Mr. Dreizler shared that previously the District considered hiring a part-time employee in administration. Instead, it has been more beneficial and cost effective to contract out with specialized consultants for the District’s specific needs in payroll and finance. Now that Ms. Marin has time to adjust to the office manager role, the expense for the finance consultant has been significantly decreased and Mr. Dreizler is pursuing additional assistance to update, consolidate and create the District’s Code of Ordinances to develop as a reference for future administrative staff.

General Manager’s Strategic Plan Overview

- Mr. Dreizler received input about the best approach to begin the District’s development of a Strategic Plan – which will begin with the Community Interface Committee.

APPROVED:

ATTEST:

Frank Redfern, Board President

Alicia Marin, Board Secretary

SANTA YNEZ COMMUNITY SERVICES DISTRICT
Disbursements 06/01-06/30/24

Date	Check #	Vendor/Employee/Payee	Amount
06/10/2024	17867	American Industrial Supply	\$ 466.32
06/10/2024	17868	Brenntag Pacific, Inc.	\$ 916.07
06/10/2024	17869	Coastal Copy, Inc.	\$ 175.72
06/10/2024	17870	Comcast 5809	\$ 692.66
06/10/2024	17871	Eide Bailly LLP	\$ 1,905.00
06/10/2024	17872	FGL Environmental	\$ 736.00
06/10/2024	17873	Harrison Hardware	\$ 40.47
06/10/2024	17874	Jim Mainhardt Backflow Service	\$ 140.00
06/10/2024	17875	O'Connor Pest Control	\$ 446.00
06/10/2024	17876	SiteOne Landscape Supply, LLC	\$ 121.74
06/10/2024	17877	WM Corporate Services, Inc.	\$ 66.08
06/10/2024	17878	Wells Fargo Vendor Financial Svcs, LLC	\$ 269.38
06/18/2024	17879	Brenntag Pacific, Inc.	\$ 1,057.79
06/18/2024	17880	Cannon Corporation	\$ 1,078.25
06/18/2024	17881	City of Solvang	\$ 20,000.00
06/18/2024	17882	Comcast 5776	\$ 72.93
06/18/2024	17883	Inklings Printing Co.	\$ 23.49
06/18/2024	17884	Mountain Spring Water	\$ 97.10
06/18/2024	17885	O'Connor Pest Control	\$ 92.00
06/18/2024	17886	SiteOne Landscape Supply, LLC	\$ 108.34
06/18/2024	17887	Smith's Alarms & Electronics Inc	\$ 90.00
06/18/2024	17888	Underground Service Alert/SC	\$ 27.50
06/18/2024	17889	USABlueBook	\$ 1,216.50
06/18/2024	17890	ZWorld GIS	\$ 1,275.00
06/26/2024	17891	Alicia Marin	\$ 56.69
06/26/2024	17892	Atkinson, Andelson, Loya, Ruud & Romo	\$ 1,318.28
06/26/2024	17893	Brenntag Pacific, Inc.	\$ 2,450.80
06/26/2024	17894	Eide Bailly LLP	\$ 807.50
06/26/2024	17895	Harrison Hardware	\$ 239.16
06/26/2024	17896	Jessie's Spotless Cleaning	\$ 130.00
06/26/2024	17897	Nviro	\$ 430.00
06/26/2024	17898	Santa Maria Ford Lincoln	\$ 63,127.23
06/04/2024	ACH240604	PG&E	\$ 106.60
06/07/2024	ACH240607A	PG&E	\$ 598.67
06/07/2024	ACH240607B	PG&E	\$ 1,328.55
06/07/2024	ACH240607C	PG&E	\$ 85.29
06/07/2024	ACH240607D	PG&E	\$ 321.11
06/10/2024	ACH240610	Verizon Wireless	\$ 205.20

SANTA YNEZ COMMUNITY SERVICES DISTRICT
Disbursements 06/01-06/30/24

Date	Check #	Vendor/Employee/Payee	Amount
06/12/2024	ACH240612A	SYRWCD ID#1	\$ 58.18
06/12/2024	ACH240612B	SYRWCD ID#1	\$ 73.63
06/12/2024	ACH240612C	NBS Contributions	\$ 2,107.21
06/12/2024	ACH240612D	NBS Contributions	\$ 3,415.62
06/18/2024	ACH240618	National Benefit Svcs Operations	\$ 18.00
06/24/2024	ACH240624A	NBS Contributions	\$ 2,097.09
06/24/2024	ACH240624B	NBS Contributions	\$ 3,399.20
06/25/2024	ACH240625A	SoCalGas	\$ 28.34
06/25/2024	ACH240625B	US Bank Voyager	\$ 801.79
06/26/2024	ACH240626	Five Star CC	\$ 3,711.67
Number of Checks:		32	\$ 99,674.00
Number of ACHs:		16	\$ 18,356.15
TOTAL Disbursements:			\$ 118,030.15

Santa Ynez Community Services District Account Balances

As of June 30, 2024

Alicia Marin, Board Secretary

ACCOUNT	06/30/2024 Balance	05/31/2024 Balance	06/30/2023 Balance	Month-to-Month Comparison	Year-to-Year Comparison
Checking	\$ 380,570.28	\$ 388,558.11	\$ 1,008,429.32	\$ (7,987.83)	\$ (627,859.04)
Five Star Money Market	\$ 4,898,773.13	\$ 4,881,402.97	\$ 4,044,105.55	\$ 17,370.16	\$ 854,667.58
Horizon Drive Reserve	\$ 132,805.45	\$ 132,334.54	\$ 140,915.02	\$ 470.91	\$ (8,109.57)
Mechanic's Bank Money Market	\$ 5,294.83	\$ 5,294.75	\$ 5,126.22	\$ 0.08	\$ 168.61
Local Agency Investment Fund (LAIF)	\$ 172,065.76	\$ 172,065.76	\$ 165,745.71	\$ -	\$ 6,320.05
King's Capital (CD's)	\$ 945,414.86	\$ 944,638.15	\$ 607,715.06	\$ 776.71	\$ 337,699.80
TOTAL	\$ 6,534,924.31	\$ 6,524,294.28	\$ 5,972,036.88	\$ 10,630.03	\$ 562,887.43

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

Board Meetings (\$175)	Date	Frank Redfern	Bradlee Van Pelt	David Beard	Karen Jones	Tina Padelford
Regular Board Meeting	6/26/2024	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00
Special Board Meetings						
Sub-Total		\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00
Standing Committees (\$87.50)						
Finance						
Personnel	7/10/2024	\$ 87.50			\$ 87.50	
Community Interface						
Wastewater Treatment	7/10/2024	\$ 87.50		\$ 87.50		
Sub-Total		\$ 175.00	\$ -	\$ 87.50	\$ 87.50	\$ -
Ad-Hoc Committees (\$87.50)						
Board Policy Review						
Sub-Total		\$ -	\$ -	\$ -	\$ -	\$ -
Other Meetings (\$87.50)						
Pre-Agenda with GM	7/9/2024	\$ 87.50				
CSDA Meeting						
Misc.						
Sub-Total		\$ 87.50	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 437.50	\$ 175.00	\$ 262.50	\$ 262.50	\$ 175.00