

SANTA YNEZ COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

REGULAR MEETING
December 21, 2016
5:30 P.M.
1070 Faraday, Santa Ynez, CA

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. ADMINISTER OATH OF OFFICE FOR NEW BOARD MEMBERS
5. APPOINTMENT OF BOARD PRESIDENT, VICE-PRESIDENT, AND COMMITTEES FOR 2017. The Board will appoint a new President, Vice-President, and the President will appoint two members to the Finance/Budget, Personnel, and Wastewater Committees.
6. DIRECTOR COMMENTS: Directors will give reports on any meetings that they attended on behalf of the District and/or choose to comment on various District activities.
7. PUBLIC COMMENTS: Members of the public may address the Board on any items of interest within the subject matter and jurisdiction of the Board but not on its agenda today. (Government Code - § 54954.3)
8. ADOPT RESOLUTION 16-10, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA YNEZ COMMUNITY SERVICES DISTRICT IN RECOGNITION AND APPRECIATION OF THREE AND A HALF YEARS OF SERVICE TO BARRY MARKS. (Action - roll call vote)
9. APPROVAL OF MINUTES: Review for Board approval draft minutes of the Regular Meeting of October 19, 2016 and Personnel Committee meeting of November 3, 2016. (Action-vote)
10. VOUCHER PAYMENTS: Review for Board ratification payments made from October 20, 2016 through December 16, 2016. (Action-vote)
11. REVIEW AND APPROVE THE BUDGET/ACTUAL REPORT FOR FISCAL YEAR 2015/2016. (Action - roll call vote)

12. STATUS OF RESERVES.
13. APPROVE CHANGES TO THE ADDENDUM FROM RMC WATER AND ENVIRONMENT FOR THE AS-NEEDED TECHNICAL SUPPORT. (Action - roll call vote)
14. DISCUSSION AND DIRECTION ON HOW TO PROCEED WITH THE INACCURATE FLOW ISSUE AT THE JOINT CONVEYANCE FACILITY AT THE FJORD DRIVE LOCATION.
15. DISCUSSION AND PROVIDE DIRECTION TO STAFF ON THE APPROVED CITY OF SOLVANG ORDINANCE REVISING SOLVANG MUNICIPAL CODE TITLE 9, CHAPTER 2 SEWER CODE, IMPLEMENTING RESIDENTIAL WATER SOFTENER RESTRICTIONS.
16. AUTHORIZATION TO INCREASE EMPLOYEE HEALTH INSURANCE ALLOWANCE \$230.76 PER PAY PERIOD. (Action-roll call vote)
17. STAFF REPORTS:
 - A. Manager's Report
 - B. Legal Counsel Report
 - C. Secretary/Treasurer Report
 - D. Committee Report
18. TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS: Employee Handbook, Sewer Code, Design Specifications, Mainline Extension Agreement.
19. ADJOURNMENT

Persons with disabilities who require any disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the meeting are asked to contact the District's Board Secretary at least three (3) days prior to the meeting by telephone (805) 688-3008 or by email to wendy@sycsd.com

Any public records which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at the District's office located at 1070 Faraday, Santa Ynez, California 93460

**SANTA YNEZ
COMMUNITY SERVICES DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS
PREPARED BY: Wendy Berry, Secretary/Treasurer
FOR: REGULAR BOARD MEETING
DATE: December 21, 2016
ITEM: Board Organization

SUMMARY: Every December, the Board President hands the meeting over to the General Manger and the General Manager will ask for nominations for the Board President and once the President is selected the meeting will be turned over to the new President for nominations of Vice President. The Board President will appoint two board members each for the Finance/Budget, Personnel, and Wastewater committee.

RECOMMENDATION: Appoint a new President, Vice-President, and appoint committee members for the Finance/Budget, Personnel, and Wastewater committee.

ATTACHMENTS:
2016 Committee Assignment sheet

**Santa Ynez Community Services District
January 1, 2016**

BOARD OF DIRECTORS

President: David Higgins Vice-President: Frank Mueller
Board Members: Carl Maler, David Seymour, Barry Marks

Board Secretary: Wendy Berry

COMMITTEE ASSIGNMENTS

FINANCE/BUDGET

David Higgins
Barry Marks

PERSONNEL

Carl Maler
Barry Marks

WASTEWATER TREATMENT

David K. Higgins
David Seymour

**SANTA YNEZ
COMMUNITY SERVICES DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS

PREPARED BY: Wendy Berry

FOR: REGULAR BOARD MEETING

DATE: December 21, 2016

ITEM: Resolution 16-10, in recognition and appreciation of three and a half years of service to Barry Marks

SUMMARY: Barry Marks was appointed to the Board of Directors on February 20, 2013 and served as President in 2015 and Vice-President in 2014. He also served on the finance/budget and personnel committees for all three years.

RECOMMENDATION: Adopt Resolution 16-10, Resolution 16-10, in recognition and appreciation of three and a half years of service to Barry Marks and present the resolution to Barry.

ATTACHMENTS:
Resolution 16-10



Board Members

David Higgins
David Seymour
Carl Maler
Frank Mueller
Karen Jones

RESOLUTION NO. 16-10

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA YNEZ COMMUNITY SERVICES DISTRICT IN
RECOGNITION AND APPRECIATION OF SERVICE
RENDERED BY BARRY MARKS

WHEREAS, the Santa Ynez Community Services District wishes to recognize Barry Marks for his participation and contributions to his community as a board member of the Santa Ynez Community Services District; and

WHEREAS, on February 20, 2013, Barry Marks was appointed to the Santa Ynez Community Services Board of Directors and served until December 21, 2016; and

WHEREAS, Barry Marks served on the Santa Ynez Community Services District Board of Directors as Board President, Vice-President and was a member of the finance/budget and personnel committees; and

WHEREAS, Barry Marks faithfully and conscientiously kept a commitment to the District and stepped forward to fulfill a higher civic calling; and

WHEREAS, he leveraged his fiscal knowledge and technical expertise to enhance the District's fiscal process; and

WHEREAS, the current Board of Directors of the Santa Ynez Community Services District desires to express its gratitude to Barry Marks for his dedication and service;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Santa Ynez Community Services District commends Barry Marks for his services and it be made a matter of public record by means of this Resolution.

PASSES AND ADOPTED this 21st day of December, 2016, by the following vote of the Board of Directors of the Santa Ynez Community Services District:

AYES:
NOES:
ABSENT:

David Higgins, President of the Board of Directors

Wendy Berry, Secretary to the
Board of Directors

**SANTA YNEZ COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

REGULAR MEETING MINUTES

October 19, 2016

5:30 P.M.

1070 Faraday, Santa Ynez, CA

BOARD MEMBERS PRESENT: David Higgins Frank Mueller
 David Seymour
 Carl Maler

OTHERS PRESENT: Karen Jones

1. **CALL TO ORDER:** President Higgins called the meeting to order at 5:33 p.m.
2. **ROLL CALL:** Higgins, Maler, Seymour, Mueller. Absent – Barry Marks
3. **PLEDGE OF ALLEGIANCE:** President Higgins led the Pledge of Allegiance.
4. **DIRECTOR COMMENTS:** Director Seymour attended the October SBCSDA meeting and learned about LAFCO's formation and processes.
5. **PUBLIC COMMENTS:** Karen Jones stated she remains concerned on how the annexation process was conducted and that the District wasn't reaching out to the public. She is a rate payer and a stake holder and knew nothing about the annexation. She is not annexed and has family that was and her protest vote was not accepted. The public outreach wasn't done properly and the annexed area doesn't get to vote for two years.
6. **APPROVAL OF MINUTES:** Review for Board approval draft minutes of the Regular Meeting of September 21, 2016. Director Seymour motioned to approve the draft Minutes of the Regular Meeting of September 21, 2016, Director Higgins seconded and the motion passed with four ayes.
7. **VOUCHER PAYMENTS:** Review for Board ratification payments made from September 17, 2016 through October 19, 2016. Director Higgins motioned to ratify payments made from September 17, 2016 through October 19, 2016, Director Maler seconded and the motion passed with four ayes.
8. **TREASURER REPORT** – Submittal and review quarterly cash position pursuant to Government Code §61053 for quarter ending 09/30/16. Staff reviewed the quarterly cash position with the Board for the quarter ending September 30, 2016. Total cash was

\$2,245,149.22. LAIF's interest rate was .61% and interest earned was \$1,777.07.

9. **DISCUSSION TO SOLVANG'S RESPONSE TO THE DISTRICT'S SEWER CAPACITY REQUEST.** On November 18, 2015, the District sent a letter to the City of Solvang in regards to purchasing additional future capacity, if needed. The City of Solvang hired Cannon Engineering to conduct a capacity report which was completed September 28, 2016, which the District will be responsible in paying 20% of that report. At the City of Solvang, September 26, 2016 City Council Meeting, Solvang denied the District's request to purchase additional capacity for future needs. The District still has enough available capacity to serve the entire District's Sphere of Influence and the entire newly annexed area. Shannon Stewart presented the Board with a video presentation of Solvang's Fjord Drive lift station. Over the summer months, the flows have been all over the place. The metering facility is maintained and cleaned by the City of Solvang. The flow meter was blocked and the line to it is full of rust buildup on both sides of the channel which causes a restriction. The restriction causes the flows to back up into the flow meter. The flow meter measures the elevation of the flow so when it backs up the flow is read higher than the actual flow. Cannon's report used the reads prior to the line being cleaned, therefore those reads can't be accurate to the actual flow being sent to Solvang. In public comment for this item, Karen Jones commented, the City of Solvang has the right to deny the District capacity and why did the District file the application after the fact and the District should have had a prior agreement with Solvang to handle the annexation area flows. As stated above and at prior meetings, the District has enough capacity to handle the District's entire Sphere of Influence including the newly annexed area.
10. **APPROVE AS-NEEDED TECHNICAL SUPPORT FROM RMC WATER AND ENVIRONMENT.** The District would like to continue a working relationship with RMC Water and Environment because of their expertise in wastewater treatment and water reuse. Legal council recommended the District include an addendum that attaches the proposal as an exhibit. Director Seymour motioned to approve staff to use RMC on an as-needed basis for services with including an addendum to their proposal. Director Higgins seconded the motion and it passed by a roll call vote: ayes; Higgins, Maler, Seymour, Mueller.
11. **DISCUSSION AND PROVIDE DIRECTION TO STAFF ON THE SANTA YNEZ RIVER WATER CONSERVATION DISTRICT REQUEST FOR SEWER CONNECTION.** Santa Ynez River Water Conservation District (SYRWCD) is doing their preliminary design for the proposed treatment facility located at their Sagunto Street location. They have requested a connection to the District's sewer system to facilitate the disposal of the backwash from the treatment process. Legal counsel recommends having a contractual agreement because ID #1 is exempt from paying property tax. Director Higgins motioned to authorize staff to begin working with ID #1 to put together a

contract and a plan for accepting their water discharge from their new treatment plant, Director Muller seconded and the motion passed with four ayes.

12. **APPROVE PROPOSAL FROM TUCKFIELD AND ASSOCIATES TO CONDUCT A FINANCIAL PLAN UPDATE AND CAPACITY CHARGE STUDY.** Tuckfield and Associates completed the Wastewater Study Rate Study in March. The West Santa Ynez annexation was approved by LAFCO at their September meeting 2016 meeting. The District needs to recalculate the capacity fee charge and create a buy-in fee because of the newly annexed area. Under Proposition 218, the District was not able to calculate the fees because the annexation was not complete. Legal counsel recommends including the addendum in the formal contract. Director Higgins motioned to approve the proposal from Tuckfield and Associates with inclusion of the addendum, Director Mueller seconded and the motion passed by a roll call vote: ayes; Mueller, Higgins, Maler, Seymour.
13. **DISCUSSION AND DIRECTION TO STAFF REGARDING THE MUNICIPAL SERVICE REVIEW REQUESTED BY LAFCO.** On October 6, 2016, the District received the MSR request from LAFCO. The MSR is due by November 18, 2016. Back in February 2016, the General Manager inquired from Paul Hood when the District would be required to complete the MSR. Every five years, LAFCO requires the special districts to complete their MSRs, however updates will be prepared as necessary if there are significant changes to the sphere of influence. Due to the timeframe of the MSR and the pending application with LAFCO to include Los Olivos in the District's Sphere of Influence, the MSR needs to be completed by the due date. The application for the Sphere of Influence change will be subject to the information included within the MSR. Director Higgins motioned to direct staff or legal counsel to ask LAFCO for an extension and/or get clarification on what is needed and have staff complete the MSR, Director Mueller seconded and the motion passed with four ayes.
14. **APPROVE EXTENTION OF FEDAK AND BROWN LLP'S AUDIT SERVICES.** On January 22, 2014, the Board contracted with Charles Fedak and Company to conduct the District's audit for a three-year term. Charles Fedak and Company changed names to Fedak and Brown LLP within the three-year period and Fedak and Brown finished their third year of auditing services this year. Director Higgins motioned to extend Fedak and Brown's contract for audit services for three years with using the addendum to the Contract, Director Seymour seconded the motion and it passed by a roll call vote; ayes; Seymour, Higgins, Maler, Mueller.
15. **PRESENTATION OF THE PRELIMINARY DESIGN AND LAYOUT OF THE DISTRICT'S NEW WEBSITE.** Staff presented the new website to the Board and showed the different features it will have. The proposed go live date is the week of October 4, 2016.

16. **STAFF REPORTS:**

A. Manager's Report-Solvang WWTP has been notified by the State that they will need to begin nitrifying and denitrifying which could possibly degrade the capacity in their plant. The General Manger had notified Solvang about the grant available for a reuse facility study and nothing was done so he took the lead and received a matching grant for a reuse feasibility study. The General manager briefed the Board on the draft study. In the future, an upgrade to the Solvang plant will be needed. The District has ample capacity unless Solvang degrades their plant. The SBCSDA meeting will be held October 24, 2016 at the Glen Annie Gold Course, Los Olivos steering committee invited the Board to their October 24, 2016 meeting. The Little Hoover Commission review of special Districts and gave a legislative update on AB2613, AB2257, SB 1029.

B. Legal Counsel Report-None

C. Secretary/Treasurer Report -On October 6 and 7 the final audit was completed.

D. Committee Report - None

10. **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS:** Employee Handbook, Sewer Code, Design Specifications, Mainline Extension Agreement.

11. **ADJOURNMENT:** The meeting was adjourned at 7:07 p.m.

APPROVED:

David Higgins, President of the Board

Wendy Berry, Secretary of the Board

**SANTA YNEZ COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS**

Minutes of the Personnel Committee Meeting
November 3, 2016
9:00 A.M.

PRESENT: Carl Maler
Barry Marks

ALSO

PRESENT: Jeff Hodge, General Manager
Wendy Berry, Secretary/Treasurer

- I. **CALL TO ORDER:** The meeting was called to order at 9:28 p.m., in the District Office, 1070 Faraday, Santa Ynez, by Director Marks.
- II. **PUBLIC COMMENTS:** No one from the public was in attendance.
- III. **DISCUSSION OF EMPLOYEE BENEFITS:**
The District's health insurance premiums are increasing. The health insurance is increasing by 17%. The District has made the ongoing commitment to provide its employees with adequate health insurance. After discussion, the personnel committee would support an increase to the health insurance allowance. It was discussed to increase it \$230.76 per pay period to offset the costs of the employee and family health insurance costs.
- IV. **ADJOURNMENT:** The meeting adjourned at 10:00 a.m.

APPROVED:

Barry Marks, Board of Directors

Wendy Berry, Secretary of the Board

Santa Ynez Community Services District

Account QuickReport

As of December 16, 2016

Date	Num	Name	Amount	Tribe
10/21/2016	13050	California Secretary of the State	40.00	
10/21/2016	13051	Santa Barbara Co. Special Districts Assoc	40.00	
10/21/2016	13052	State Water Resouces Control Board	300.00	
10/31/2016	13053	All Around Landscape Supply	16.96	
10/31/2016	13054	Brenntag Pacific Inc.		2201.76
10/31/2016	13055	Cannon Associates	368.00	
10/31/2016	13056	Coastal Copy	110.88	
10/31/2016	13057	Comcast	285.60	
10/31/2016	13058	Dudek		560.00
10/31/2016	13059	FGL Environmental	434.00	1518.00
10/31/2016	13060	Frontier Communications	39.36	47.36
10/31/2016	13061	Harrison Hardware	109.53	161.05
10/31/2016	13062	MNS Engineers, Inc.	3,050.00	
10/31/2016	13063	PG&E	901.76	366.23
10/31/2016	13064	RMC Water and Environment	4,899.87	
10/31/2016	13065	Staples	36.68	
10/31/2016	13066	SYV Computer Center	1,448.13	
10/31/2016	13067	Underground Service Alert/SC	51.00	
10/31/2016	13068	USA Blue Book		270.93
10/31/2016	13069	Verizon Wireless	615.23	53.98
10/31/2016	13070	Wells Fargo Vendor Fin	160.92	
11/18/2016	13088	Santa Barbara Co. Special Districts Assoc	80.00	
11/28/2016	13103	All Around Landscape Supply	92.45	
11/28/2016	13104	Ayala Engineering	9,795.00	
11/28/2016	EFT	Business Card	3,953.71	20.00
11/28/2016	13106	California Special Districts Association	2,496.00	
11/28/2016	13107	Cannon Associates	920.00	
11/28/2016	13108	Coastal Copy	39.30	
11/28/2016	13109	Comcast	284.86	
11/28/2016	13110	Crystal Springs Water Co.		7.65
11/28/2016	13111	CWEA Membership	88.00	
11/28/2016	13112	Fedak and Brown LLP	3,000.00	
11/28/2016	13113	void	0.00	
11/28/2016	13114	Frontier Communications	49.66	46.73
11/28/2016	13115	Graphic Systems		148.50
11/28/2016	13116	Health Sanitation Services	48.78	
11/28/2016	13117	Howell Moore & Gough LLP	4,618.00	
11/28/2016	13118	Mission Communications, LLC	623.40	
11/28/2016	13119	void	0.00	
11/28/2016	EFT	PG&E	857.21	410.98
11/28/2016	13121	RMC Water and Environment	4,899.87	
11/28/2016	13122	S.Y.R.W.C.D.	80.21	46.92
11/28/2016	13123	void	0.00	
11/28/2016	13124	Stanley Convergent Security Solutions-HSM	158.62	
11/28/2016	13125	State Wide Traffic Safety	670.55	
11/28/2016	13126	SYV Computer Center	275.00	
11/28/2016	13127	The Gas Company	18.11	
11/28/2016	13128	Underground Service Alert/SC	18.00	
11/28/2016	13129	US Bank Voyager Fleet Sys.	158.89	
11/28/2016	13130	USA Blue Book		4628.02
11/28/2016	13131	Verizon Wireless	508.49	53.79
11/28/2016	13132	Wells Fargo Vendor Fin	160.92	
11/28/2016	13133	CWEA Membership	88.00	

Santa Ynez Community Services District
Account QuickReport

As of December 16, 2016

11/28/2016	13134	FGL Environmental	105.00	803.00
11/28/2016	13135	FGL Environmental		1073.00
12/09/2016	13168	Harrison Hardware	187.14	220.51
12/12/2016	13137	Shannon Stewart	111.95	
12/12/2016	13147	All Around Landscape Supply	69.18	
12/12/2016	13148	Brenntag Pacific Inc.		561.16
12/12/2016	13149	Business Card	230.14	20.00
12/12/2016	13150	California Environmental Control, Inc.		605.77
12/12/2016	13151	Crystal Springs Water Co.		15.65
12/12/2016	13152	FGL Environmental		1490.00
12/12/2016	EFT	Health Sanitation Services	48.78	
12/12/2016	13154	Howell Moore & Gough LLP	3,410.00	
12/12/2016	13155	Void	0.00	
12/12/2016	13156	National Benefit Services, LLC	18.00	
12/12/2016	13157	S.Y.R.W.C.D.	80.71	46.42
12/12/2016	13158	SWRCB FEES	2,088.00	
12/12/2016	13159	SYV Computer Center	105.79	
12/12/2016	13160	The Gas Company	38.32	
12/12/2016	13161	Underground Service Alert/SC	25.50	
12/12/2016	13162	USA Blue Book		870.52
12/12/2016	13163	Wendy Berry'	363.71	
12/12/2016	13164	FGL Environmental	105.00	473.00
12/12/2016	13165	Business Card	4,285.10	
12/12/2016	13166	USA Blue Book		747.14
12/12/2016	13167	US Bank Voyager Fleet Sys.	235.31	
12/16/2016	13169	FGL Environmental		114.00
12/16/2016	13170	Nargan Fire & Safety	68.00	
			<u>58,466.58</u>	<u>17,582.07</u>
Total			76,048.65	

 Signature

**SANTA YNEZ
COMMUNITY SERVICES DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS

PREPARED BY: Wendy Berry, Secretary Treasurer

FOR: REGULAR BOARD MEETING

DATE: DECEMBER 21, 2016

ITEM: BUDGET VS. ACTUAL REPORT, JUNE 30, 2016

SUMMARY: This report is for the Board's review comparing the budget vs. actual revenue and expense for fiscal year 2015/2016. Total revenue was \$1,438,316 with Connection fee revenue of \$135,307.00. Total expense was 845,247.00. The District transferred from reserves, \$103,700.00 for the District's portion of Solvang's capital project cost and \$384,203.00 for the Hwy 246 Jack and Bore and the West Santa Ynez Preliminary Sewer Design project. The District received \$145,000.00 in grant revenue from the County to offset the cost of the preliminary sewer design and will be reimbursed \$75,000.00 to offset the cost of the reuse facility study. Total net amount going into reserves is \$105,166.00.

RECOMMENDATION:

Approve the Budget to Actual for year ending June 30, 2016.

ATTACHMENTS:

- Budget vs. Actual Report

SANTA YNEZ COMMUNITY SERVICES DISTRICT
Budget vs. Actual
June 30, 2016

Account #	Description	Budget 15/16	YTD 6/30/2016	Budget Balance	%
	Chumash Tribe Wastewater Plant				
57210	Salaries	\$ 175,000	\$ 217,874	\$ (42,874)	124.50%
57215	Uniforms	\$ 525	\$ 201	\$ 324	38.29%
57220	Benefits	\$ 19,500	\$ 59,805	\$ (40,305)	306.69%
57227	Payroll Taxes	\$ 5,100	\$ 4,543	\$ 557	89.08%
57251	Repairs & Maintenance	\$ 40,000	\$ 28,671	\$ 11,329	71.68%
57252	Education/Seminars	\$ 2,000	\$ 2,394	\$ (394)	119.70%
57253	Travel & Meetings	\$ 300	\$ -	\$ 300	0.00%
57256	Lab Testing	\$ 30,000	\$ 27,266	\$ 2,734	63.80%
57270	Insurance	\$ 10,000	\$ 9,732	\$ 268	97.32%
57272	Engineering	\$ -	\$ 4,452	\$ (4,452)	
57275	Membership Dues	\$ 300	\$ 300	\$ -	100.00%
57280	Operating Supplies	\$ 50,000	\$ 25,104	\$ 24,896	50.21%
57291	Office Supplies	\$ -	\$ 136	\$ (136)	
57293	Telephone	\$ 700	\$ 466	\$ 234	66.57%
	Overhead Contribution	\$ 18,000	\$ 16,016	\$ -	88.98%
	Administrative Fee	\$ 16,845	\$ 19,301	\$ 7,698	115.96%
	Total Tribe WWTP	\$ 368,070	\$ 416,261	\$ (48,191)	113.09%
	TOTAL CHUMASH	\$ 457,970	\$ 479,417	\$ (21,483)	104.68%

**SANTA YNEZ
COMMUNITY SERVICES DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS
PREPARED BY: Wendy Berry, Secretary Treasurer
FOR: REGULAR BOARD MEETING
DATE: DECEMBER 21, 2016
ITEM: STATUS OF RESERVES

SUMMARY:

The attached recap of reserves was established by Resolution 15-01.

RECOMMENDATION: None

ATTACHMENTS:

- Reserve Recap
- Resolution 15-01

SANTA YNEZ COMMUNITY SERVICES DISTRICT
STATUS OF CASH RESERVES
@ JUNE 30, 2016

	Operating Reserve	Fund/Replace/Expansion Reserve	Building Reserve	Future Capacity Reserve	Street Light Reserve	Total Reserves
Balance @ 6-30-15	\$ 822,094	\$ 933,942	\$ 140,000	\$ 563,041	\$ 28,243	\$ 2,487,320
**Revenues to Reserves	\$ 457,762			\$ -	\$ 2,831	\$ 460,593
Connection Fees	\$ -		\$ -	\$ 135,307	\$ -	\$ 135,307
Annexation Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Solvang	\$ -	(103,700)	\$ -	\$ -	\$ -	\$ (103,700)
West SY Sewer Line Ext		(384,203)				\$ (384,203)
	\$ -		\$ -	\$ -	\$ -	\$ -
Total Reserves	\$ 1,279,856	\$ 446,039	\$ 140,000	\$ 698,348	\$ 31,074	\$ 2,595,317
				Accruals		\$ 55,275
						\$ 2,650,592
Per Resolution 15-01, Reserve Policy						
1. Operating Reserve - Six to eight months of operating expense for emergencies						
2. Building Reserve - To fund repairs & replacement to the building. Fund \$14,000 per year starting 09/10 for 10 years or a balance of \$140,000.						
3. Fund/Replacement/Expansion Reserve - To fund repairs and replacements for the District and City of Solvang WWTP						
4. Future Capacity Reserve - To fund the purchase of future capacity in the City of Solvang's WWTP						
5. Street Light Reserve - To fund future street light projects						

RESOLUTION NO. 15-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA YNEZ COMMUNITY SERVICES DISTRICT REGARDING ENTERPRISE FUND, OPERATING RESERVE, FUND/REPLACE/EXPANSION RESERVE, FUTURE CAPACITY RESERVE AND STREET LIGHT RESERVE

WHEREAS, on June 15, 2011, the Board of Directors of the Santa Ynez Community Services District (the "District") adopted Resolution No. 11-04 setting forth certain findings relating to the maintenance of the District's Enterprise Fund, Operating Reserve, Repair/Replacement Reserve, Building Reserve, Future Capacity Reserve and Street Light Reserve; and

WHEREAS, the District's Board of Directors desires to replace the findings set forth in Resolution No. 11-04 to address the funding of each reserve category.

NOW, THEREFORE, the Board of Directors of the District does hereby adopt the following findings to supersede and replace the findings set forth in Resolution No. 11-04 and fund the Reserve accounts in the order that they are listed:

1. The Enterprise Fund is established to provide for the receipt of revenues and the payment of expenses. All revenues are received from sewer service charges, property taxes, interest, inspection fees, sewer benefit fees, and miscellaneous income. The expenses to be paid from the Enterprise Fund are costs associated with the operation, maintenance and repair of the sewage collection, treatment and disposal facilities owned or utilized by the District and to fund District reserves or other reasonable expenses allowed by statute.
2. The Operating Reserve is established to fund six months of operating expenses. The revenues are received from operating surplus of the Enterprise Fund. If the balance exceeds eight months of operating budgeted expense, the difference will be transferred to the Fund/Replace/Expansion Reserve. The adoption of the annual budget shall be evidence of the District's determination that the funds contained in the Operating Reserve do not exceed an amount which is necessary to fulfill the purposes for which the Operating Reserve has been established and may enable the District to avoid adverse financial impacts in the future.
3. The Fund/Replace/Expansion Reserve is established to fund the enhancement, replacement and/or expansion of the District's owned/non-owned facilities. The revenues are received from the Enterprise Fund after the Operating Reserve and the Building Reserve have received adequate funding and from annexation fees. Contributions to the Fund/Replace/Expansion Reserve will be in-lieu of funding depreciation. The Board has established a sub-category for the Building Reserve, and the Building Reserve should be maintained at a minimum \$140,000.00.

4. The Future Capacity Reserve is established to fund the purchase of capacity in the City of Solvang's wastewater treatment plant. The revenues are received from the Enterprise Fund and connection fees. A balance will be held in the reserve to purchase 10%, currently 30,000 gpd of additional capacity in the Solvang wastewater treatment plant. The price per gallon of additional capacity is the current book value of plant divided by total plant capacity (1.5 million gpd). The current price per gallon times the 10% of additional capacity in gallons equals the funding needed in reserve. Within 180 days after the end of the fiscal year, the District shall make available to the public information regarding the balance in the Future Capacity Reserve as required by Government Code Section 66013(d), as said section may be amended from time to time.
5. The Street Light Reserve is established to fund future street light projects. The revenues are received from the portion of the District's property taxes allocated to street lights after payment of any street light expense.
6. The Board of Directors shall review the Reserve Policy and the level of reserves in each fund on an annual basis.
7. Resolution No. 11-04 is hereby superseded and replaced by this Resolution 15-01.

PASSED AND ADOPTED this 21st day of January, 2015, by the following vote of the Board of Directors of the Santa Ynez Community Services District:

AYES: Marks, Maler, Seymour, Daugherty, Higgins

NOES:

ABSENT:

ABSTAINED:

Barry Marks, President of the Board

ATTEST:

Wendy Berry, Secretary of the Board

**SANTA YNEZ
COMMUNITY SERVICES DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS

PREPARED BY: Jeff Hodge, General Manager

FOR: REGULAR BOARD MEETING

DATE: DECEMBER 21, 2016

ITEM: Approve changes to the addendum from RMC Water and Environment (RMC) for as-needed technical support.

SUMMARY: At the October 19, 2016 regular Board meeting the Board approved as-needed technical support from RMC with the inclusion of the District's standard addendum. RMC came back with several changes to the District's addendum.

RECOMMENDATION: Approve the changes to the District's addendum for the RMC contract.

ATTACHMENTS:
Proposed addendum from RMC

ADDENDUM TO PROPOSAL TO PROVIDE AS-NEEDED TECHNICAL SUPPORT

THIS ADDENDUM TO PROPOSAL TO PROVIDE AS-NEEDED TECHNICAL SUPPORT (this "Addendum"), dated for reference purposes only as of September 22, 2016, is entered into by and between the **SANTA YNEZ COMMUNITY SERVICES DISTRICT**, a public agency ("SYCSD"), and **RMC WATER AND ENVIRONMENT**, a California corporation ("Consultant"). SYCSD and Consultant mutually agree as follows:

1. **Purpose of Addendum.** The purpose of this Addendum is to supplement and amend the terms of that certain proposal from Consultant to SYCSD dated as of the date first referenced above (the "Proposal") relating to Consultant's services in connection with the project described in said proposal (the "Project"). In the event of any inconsistencies between the terms of the Proposal and this Addendum, the provisions of this Addendum shall apply and be controlling.

2. **Standard of Care.** The services to be provided by Consultant shall be performed in accordance with generally accepted industry standards in the vicinity of the Project in effect when the services are rendered.

3. **Extra Work.** Consultant shall not perform any work not included in the scope of services described in the Proposal unless the extra work has been approved by SYCSD in writing. Consultant shall be paid for the extra work in accordance with the terms of the Proposal or, in the event the Proposal does not address payment for extra work, payment shall be at a rate to be mutually agreed on in writing prior to commencement of the extra work.

4. **Insurance.**

a. Consultant shall maintain during the term of the Project a general liability insurance policy relating to the services to be provided under the Proposal with a minimum of \$1,000,000 combined single limit coverage for personal injury, bodily injury, and property damage. Said policy shall name SYCSD and its directors, officers, and employees as additional insureds.

b. Consultant shall maintain during the term of the Project workers' compensation insurance in the amounts required by law.

c. Consultant shall maintain during the term of the Project and, if written on a "claims made" basis, for a period of three (3) years following completion of services hereunder, a policy of professional liability insurance in the amount of \$1,000,000 per ~~annum~~.

d. Prior to commencing services, Consultant shall furnish SYCSD with certificates of insurance evidencing the coverage required above. Such certificates shall provide that the carrier will give SYCSD at least thirty (30) days' prior notice of cancellation of coverage ~~(ten (10) days for nonpayment of premium)~~. Consultant shall provide SYCSD with new certificates of insurance evidencing the renewal of coverage prior to the expiration of any policy required hereunder.

5. **Indemnification.** Consultant shall ~~indemnify, save and hold harmless SYCSD, its officers, directors, and employees from and against any and all claims, demands, causes of action, fines, penalties, liabilities, damages, costs, and expenses (including but not limited to reasonable fees of attorneys and other professionals) that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant or its officers, employees, agents, subconsultants, successors or assigns, or any person under Consultant's direction or control, except to the extent that such claims, demands, causes of action, fines, penalties, liabilities, damages, costs, and expenses (i) are attributable to the negligence, recklessness, or willful misconduct of SYCSD, or (ii) arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of any third party.~~ indemnify, save and hold harmless SYCSD, its officers, directors, and employees from and against any and all claims, demands, causes of action, fines, penalties, liabilities, damages, costs, and expenses (including but not limited to reasonable fees of attorneys and other professionals) that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant or its officers, employees, agents, subconsultants, successors or assigns, or any person under Consultant's direction or control, except to the extent that such claims, demands, causes of action, fines, penalties, liabilities, damages, costs, and expenses (i) are attributable to the negligence, recklessness, or willful misconduct of SYCSD, or (ii) arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of any third party.

6. **Work Product.** Upon full payment to Consultant for its services in accordance with the Proposal and this Addendum, SYCSD shall have a perpetual, irrevocable right and license to use all documents and data prepared by Consultant under the Proposal, including electronic documents and data ("Work Product").

7. **Independence.** Consultant shall act at all times herein as an independent contractor, and nothing contained herein shall be construed to create a relationship of partners, principal and agent, or employer and employee between SYCSD and Consultant. The Proposal shall in no way limit or restrict the ability of Consultant to provide services for other persons or entities, for compensation or otherwise, during the term hereof.

8. **Non-Disclosure.** Except as required in the performance of duties for SYCSD, Consultant shall not disclose any confidential information acquired in the performance of services hereunder to any person other than SYCSD and SYCSD's authorized representatives, or use such information for any purpose, either during or after the term of hereof, without the consent of SYCSD.

9. **Conflicts of Interest.** Consultant represents and warrants to SYCSD that Consultant presently has no interests as a party to a contract or otherwise, and agrees not to acquire any such interests, which would materially conflict with the performance of the services to be provided hereunder. Consultant further agrees that, in the performance of its services, Consultant shall not knowingly retain any employee, subcontractor, or agent having any such conflicting interests.

10. **Entire Agreement/Modifications.** The Proposal, this Addendum and all attached exhibits constitute the entire agreement between the parties and supersede all prior agreements and understandings of the parties relating to the subject matter hereof. Neither the Proposal nor this Addendum may be modified in any way except by an instrument in writing signed by each of the parties hereto.

11. **Attorneys' Fees.** In any action at law or in equity arising out of the Proposal or this Addendum, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief awarded to said party.

12. **Successors.** The provisions hereof shall be binding upon and shall inure to the benefit of the parties and their respective successors, assigns, executors, administrators, and heirs.

13. **Waivers.** No waiver of any breach of any covenant or provision herein shall be deemed a waiver of any preceding or succeeding breach thereof, or of any other covenant or provision herein contained. No extension of time for performance of any obligation or act shall be deemed an extension of the time for performance of any other obligation or act.

14. **Construction.** Headings at the beginning of each paragraph and subparagraph are solely for the convenience of the parties and are not a part hereof. Whenever required by the context, the singular shall include the plural and the masculine shall include the feminine and vice versa. All exhibits and other documents attached to or referred to in the Proposal or this Addendum are incorporated by this reference.

15. **Governing Law.** The parties hereto expressly agree that (i) the Proposal and this Addendum shall be governed by, interpreted under and enforced in accordance with the laws of the United States of America and the State of California, (ii) in the event of any dispute, the parties shall be subject to the jurisdiction of the courts of the State of California, regardless of their place of residence, and (iii) in any action arising hereunder, venue shall be in the County of Santa Barbara, State of California, United States of America.

16. **Signatures.** The Proposal and this Addendum may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument. In the event executed copies of the Proposal or this Addendum are provided by one party to the other(s) by facsimile or email transmission, the facsimile or email copies and the signatures thereon shall for all purposes be treated as originals.

17. **Further Assurances.** The parties agree to take such actions and execute such documents as may be reasonably required to carry out the intent of the Proposal and this Addendum.

~~17,18. **Limitation of Liability.** Neither party shall be responsible or liable to the other for special, indirect or consequential damages. The total aggregate liability of the Consultant to SYCSD or an one claiming through SYCSD for any and all claims whatsoever arising out of this Agreement shall not exceed the applicable insurance policy limits set forth herein.~~

IN WITNESS WHEREOF, the parties have executed this Addendum on the date(s) set forth below.

“CONSULTANT”

RMC WATER AND ENVIRONMENT,
a California corporation

“SYCSD”

SANTA YNEZ COMMUNITY SERVICES
DISTRICT, a public agency

By: _____
Rob Morrow, Principal

By: _____
Jeffrey W. Hodge, General Manager

Date: _____

Date: _____

**SANTA YNEZ
COMMUNITY SERVICES DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS

PREPARED BY: Jeff Hodge, General Manager

FOR: REGULAR BOARD MEETING

DATE: December 21, 2016

ITEM: Discussion and direction on how to proceed with the inaccurate flow issue at the joint conveyance facility at the Fjord Drive location.

SUMMARY: During the review of the flows from June to September, staff discovered there was an issue with the flow meter at the Fjord Drive lift station. Staff alerted Solvang. Solvang staff then requested SYCSD to jet the line and clean out the pipe. The Board was shown a video at the October 19, 2016 regular Board meeting of the line before and after it was cleaned. Due to the build-up, the flow was restricted causing the meter to record erroneously high numbers. Due to the amount of build-up in the line, staff believes that the readings have been inaccurate for a long period of time. On October 7, 2016, the District sent the City of Solvang a letter in regards to the recent discovery of the condition of the effluent line and the parshall flume at the Fjord Drive lift station and requested copies of the maintenance and cleaning records and the annual meter calibration records for the last five years. On November 14, 2016, the District received a response from Solvang which is attached. Solvang also stated in their reply that they would credit the District for 915,700 gallons. The District is charged based on the total flow that's received by Solvang.

RECOMMENDATION:

ATTACHMENTS:

Letter Dated 10-07-16 to Solvang
Response from Solvang

SANTA YNEZ COMMUNITY SERVICES DISTRICT

Mailing Address: P.O. Box 667, Santa Ynez, CA 93460-0667 • (805) 688-3008

October 7, 2016

City of Solvang
Matt van der Linden
Public Works Director
1644 Oak St.
Solvang, CA 93463

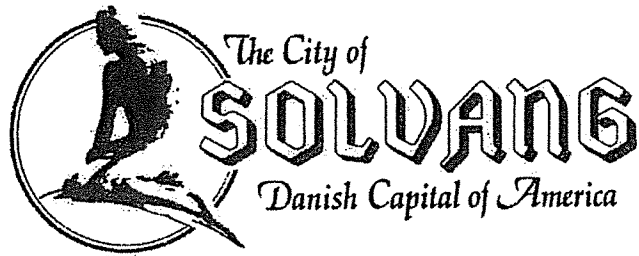
Dear Matt:

In light of the recent discovery of the condition of the effluent line and the parshall flume at the Fjord Drive lift station which was discovered during our analysis of our high flows to your facility, I am requesting copies of the maintenance and cleaning records and the annual meter calibration records for the last five years.

Best regards,

Jeff Hodge
General Manager

cc. Brad Vidro, General Manager



November 14, 2016

Mr. Jeff Hodge
General Manager
Santa Ynez Community Services District
P.O. Box 667
Santa Ynez, CA 93460-0667

Subject: Response to October 7, 2016 Metering Manhole Records Request

Dear Jeff:

The following information is provided in response to your request dated, October 7, 2016. Our response was delayed in an effort to provide you with as thorough information as possible. Our response below covers the following aspects of the joint metering manhole: parshall flume meter calibration, metering manhole maintenance, events surrounding the SYCSD meter mis-read, 2016 flow measurements, and calculated credit to SYCSD.

Parshall Flume Meter Calibration

The existing Palmer-Bowlus (Parshall) flumes for metering flows are located within the joint metering vault on Fjord Drive. Solvang flows are conveyed through an 18" flume, and the SYCSD flows are conveyed through a 12" flume. The flumes have no moving parts and are not subject to change over time. The flumes work in conjunction with ultra-sonic flow measuring devices that calculate flow rates based on flow depth and known dimensions and geometric parameters of the flumes. These Palmer-Bowlus flume were installed and calibrated in 1997.

In 2009 new Siemens HydroRanger 200 Flow Meters were installed. The 12" SYCSD flume meter was then calibrated in September 2009 by Cannon Corporation and found to be within +/- 1% accuracy. Therefore, the meter settings were found to be well within the acceptable tolerance, and in conformance with our Agreement stipulation of +/- 5%. No adjustments were made. See Attachment 1 – Cannon Flow Meter Calibration Report. It was also determined that in accordance with our Agreement annual calibration was not necessary. Calibration every few years was recommended.

In response to the recent mis-read as described below and your request letter, the City of Solvang hired Autosys, Inc. to come out and check the flume meters calibration. The flow meter calibration was completed on October 21, 2016 (after all grease and rust were removed from the SYCSD downstream pipe). The SYCSD flume meter was found to be within +/- 1.3% accuracy. Therefore, the meter settings were found to be well within the acceptable tolerance and no adjustments were made. See Attachment 2 - Autosys Flow Meter Calibration Report.

Going forward, the City plans to have the flow meters calibrated approximately every other year.

Metering Manhole Maintenance

Solvang Wastewater Division staff performs a weekly inspection of the lift station and biweekly visual inspection of the joint metering manhole. Staff visually inspects for corrosion on the metal parts, and inspects for blockages or other abnormalities. While there are lift station maintenance records, there are no specific routine maintenance needs for the metering manhole do to the simplicity of this facility and the fact that there are no moving parts. Therefore, we do not have “maintenance and cleaning records” for the metering manhole as this is essentially irrelevant. The sewer lines adjacent to the metering manhole and the manhole itself have not required any jetting or significant cleaning since they were installed in 1979 primarily due to self cleaning velocities consistently occurring at this location. The Solvang line has shown no signs of buildup or rust deposits, and the small amount of rust deposits on the SYCSD line took over 30 years to develop. Staff also inspects the blower mounted on the exterior of the metering manhole for proper operation.

Events Surrounding SYCSD Meter Mis-Read

Following is a brief summary of the events surrounding the SYCSD flume meter mis-read.

On September 16, 2016 SYCSD Operations Supervisor, Shannon Stewart, called Solvang Wastewater Division Supervisor, Nathan Giacinto, and informed him that it seemed that the SYCSD flows had gone up for no apparent reason. Nathan sent Lead Wastewater Operator, Paul Matsukas, to the metering manhole and had him visually inspect the SYCSD flume to see if there was a problem. No problem was observed in the flume. Paul checked the downstream line by running a shovel through it, and then hosing out the flume and downstream line. The next week on September 23 Paul was in the wet well working on the liner when he noticed that the SYCSD line had a buildup of corrosion that may be restricting the flow of their pipe. We then contacted Shannon and asked him if he wanted to look into their line with their sewer camera (since it is a better camera than ours). Shannon and crew met us at the lift station on September 29 to perform the camera inspection. They looked down the line with their camera and notice some debris so they jetted the section of line between the flume and the wet well (approximately 8 feet) to clean it. They then looked into the line again and found the line to have a small buildup of rust on the sides near the bottom. This occasionally happens with ductile iron pipe used for conveying sewage. The rust creates a rough surface which can cause debris to collect at this point in the pipe. Immediately following the cleaning (on September 29) we notice a drop in the flow readings for the SYCSD. On October 5, City staff followed up by cleaned the line with our Vac-Con truck. We used a special cleaning nozzle that spins strands of hardened chain at a high RPM to scour the deposits off of the pipe walls. Shannon again sent the camera into the pipe and found it to be perfectly clean. The SYCSD flow returned to normal on October 6, 2016.

2016 Flow Measurements

Based on the above circumstances, City staff began reviewing the joint metering manhole flow data going back to January 1, 2016. After reviewing the SYCSD year-to-date flows we have determined that the SYCSD flow meter was reading accurately until September 16, 2016, the day that Operations Supervisor, Shannon Stewart called. We have attached the monthly flow charts for 2016 year-to-date, and labeled the September and October charts with specific events that

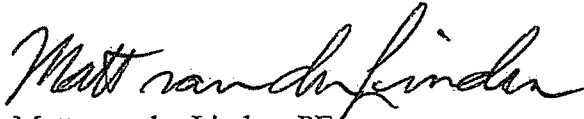
took place from September 16 through October 6, 2016. See Attachment 3 – Joint Conveyance Facility Flows. The mis-read that occurred over these 18 days equates to a volume of approximately 915,700 gallons.

Calculated Credit to SYCSD

In accordance with our current billing arrangements, at year end the mis-read of 915,700 gallons will be credited to your account and the appropriate yearly charges will be trued up taking this into account.

We hope this letter and the attachments address your concerns. If you have any questions please don't hesitate to call me at (805) 688-5575, or Nathan Giacinto at (805) 688-6997.

Sincerely,



Matt van der Linden, PE
Public Works Director/City Engineer

Attachment 1 – Cannon 2009 Flow Meter Calibration Report
Attachment 2 - Autosys 2016 Flow Meter Calibration Report
Attachment 3 – Joint Conveyance Facility Flows

Copy: Brad Vidro, City Manager
Sandra Featherson, Administrative Services Director
Nathan Giacinto, Wastewater Division Supervisor
Julie Glendinning, Accounting Supervisor



Fjord Lift Station Flow Meter Calibration

Prepared for
Nathan Giacinto
Solvang Waste Water
411 Second Street
Solvang, CA 93463

Prepared by
Cannon
2318 Skyway Drive
Santa Maria, CA 93455



September 21, 2009

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1.0 Introduction

New Siemens HydroRanger 200 Flow Meters were recently installed (by others) at the Solvang Waste Water Fjord Lift Station. Cannon was asked to calibrate the meters.

1.2 Existing Conditions

Flow from Santa Ynez Community Services District and from the City of Solvang enter the Fjord Lift Station from separate pipes and are combined in the lift station, then pumped over to the Solvang Waste Water Treatment Plant across the Santa Ynez River.

Flow from Santa Ynez comes from a 12" mainline and is measured with a 12" Palmer-Bowlus flume manufactured by Plasti-Fab Inc.

Flow from Solvang comes from an 18" mainline and is measured with an 18" Palmer-Bowlus flume manufactured by Plasti-Fab Inc.



Figure 1. Picture of the Fjord Lift Station flow measurement vault, with the 12" Palmer-Bowlus flume for Santa Ynez CSD on the left and the 18" Palmer-Bowlus flume for the City of Solvang on the right.

1.3 Method of Analysis

On Cannon's initial visit to the site on 9/14/2009, physical measurements of the flume were taken by Solvang WWTP personnel while Cannon personnel observed. The flumes were determined to be level and the pipe diameters entering the Palmer-Bowlus flumes of 12" for the Santa Ynez CSD and 18" for Solvang were confirmed. The individual flume dimensions were measured and found to match the manufacturers stated dimensions. Based on the observations by Cannon, it appeared that the flow velocity into the meters was sub-critical and fairly laminar (not turbulent) and the flow transitioned to super-critical in the meter, as expected. The sensor for the flow meters were mounted on a pipe section centered above the flow meter and greater than $D/2$ distance upstream of the constriction, as required. Therefore, it appeared that the flumes and flow meters were installed correctly to allow accurate flow measurement.

On 9/16/2009, Cannon personnel returned to complete the calibration of the flow meters. The calibration involved three steps;

1. Set the parameters in the Siemens HydroRanger 200 flow meters to the correct parameters per the Plasti-Fab dimensions and flow rate sheets.
2. Compare flow rate to depth as displayed on the flow meter screen to determine the accuracy of the flow meter computations.
3. Index the flow meter depth sensor to a known depth using a sheet of plywood set on top of the flow meter and a road sign set 6" higher than the top of the flow meter for the Santa Ynez flow meter. A single reading of the top of the flow meter was taken for the Solvang depth sensor.

1.4 Results

Step 1. The parameters for each flow meter was set as follows:

Flume Parameters (see Appendix A)			
		Santa Ynez	Solvang
Units	P005	5 (inches)	5 (inches)
Transducer Height	P006	38.25"	38"
Depth of Flume	P007	13.88"	20"
Zero Head	P605	2"	3"
Maximum Flow	P604	1.364 MGD	3.76 MGD
Maximum Head	P603	9.4"	14.2"
Flume Width	P602	12"	18"

Step 2. The observed flow rates for the Santa Ynez flume were recorded and compared to the predicted flow rates from the calculations prepared by the Manning Environmental Corp. on 04/22/79 (see Appendix B), provided to Cannon by Solvang Waste Water as the flow charts for the flumes. The results are as follows:

From Flow Meter			From Tables	Difference Between Flow Meter and Tables (Interpolated)
Depth Reading	Flow Rate (MGD)	Flow Rate (GPM)	Flow Rate (GPM)	
3.449	0.202	140.3	140.7	-0.3%
3.439	0.201	139.6	140.2	-0.4%
3.443	0.202	140.3	140.3	0.0%
3.455	0.203	141.0	141.1	-0.1%
3.279	0.185	128.5	129.0	-0.4%
3.249	0.182	126.4	126.9	-0.4%
3.251	0.181	125.7	126.9	-1.0%
3.229	0.18	125.0	125.4	-0.3%
3.051	0.163	113.2	113.6	-0.4%
3.066	0.165	114.6	114.6	0.0%
3.201	0.178	123.6	123.4	0.2%
3.265	0.184	127.8	127.9	-0.1%

The Flow Meter flow rates generally underreported the flow rate expected from the flow table, however, due to the fact that the flow meter display only can show the MGD flow rate to 3 digits, the conversion to GPM may have had an effect. Overall, other than one reading (bold) which may have been incorrectly recorded, the flow rate tracked very close to what would have been expected.

Step 3. The accuracy of the Siemens HydroRanger 200 Depth Transmitter was evaluated by placing a sheet of 7/16" plywood over the top of the Santa Ynez flume. The actual depth reading was 12.32". The expected depth reading was 12.44". This would result in an underreporting of the flow rate of approx. 5% for a flow depth of 3.3" (typical flow rate for Santa Ynez).

A second measurement was obtained for the Santa Ynez flume by using a steel highway sign place across the concrete surface, approximately 6" higher than the top of the 12" flume. The results were a depth reading of 18.35" as compared to an expected reading of 18.38". Based on the measurement method used, it was felt that the actual versus expected readings were within the margin of error expected. Therefore, the instrument setting of 18.25" (Parameter P006 for the Santa Ynez flume) was not changed.

The depth for the Solvang Flume was determined by again using the road sign placed on top of the flume. The actual depth measurement was 17.95" as compared to the expected depth of 18". The instrument setting was not changed.

1.7 Conclusions

Based on the observed conditions and the results of the measurements, it is felt that the installation of the new Siemens HydroRanger 200 flow meter should obtain flow rate measurements within 5% of the expected values for the Santa Ynez CSD inflows. Verification of the volumetric calculation was not done as part of this calibration but could be obtained by comparing the combined inflows from Santa Ynez and Solvang into a known volume at the Sequencing Batch Reactor at the Solvang WWTP.

2.0 Technical Appendices

The following technical appendices are included:

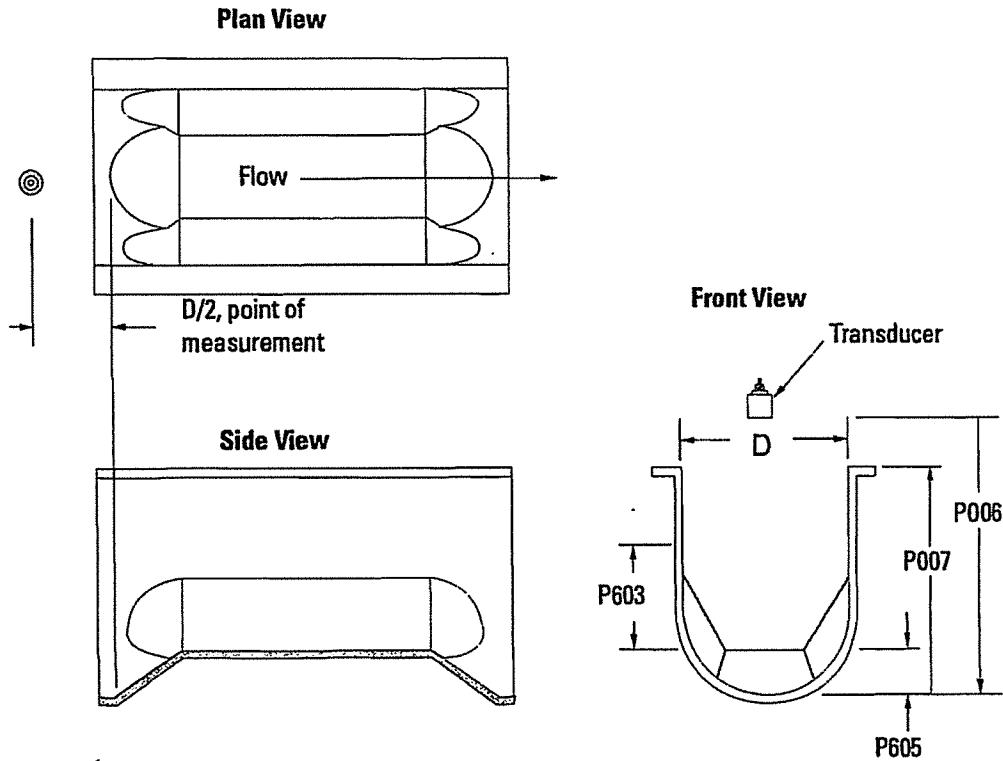
- Appendix A: Siemens HydroRanger 200 Parameter Definitions
- Appendix B: Plasti-Fab Flow Rate Calculations

*Fjord Lift Station Flow Meter Calibration
Fjord Lift Station, Solvang, CA
Client: City of Solvang*

Appendix A: Siemens HydroRanger 200 Parameter Definitions

Parameter	Index	Value
(view only)	6	Discharge coefficient (Cd)
(view only)	7	Cross sectional area
P605	G	Zero Head
P608	G	Flowrate Units

Palmer Bowlus Flume



Parameter	Index	Value
P600	G	2-Palmer Bowlus Flume
P602	1	Flume width (D)
P603	G	Maximum Head (preset = P007)
P604	G	Maximum Flow
P605	G	Zero Head
P606	G	Time Units

Application Information

- Sized by pipe diameter D
- Flume relief is trapezoidal
- Designed to install directly into pipelines and manholes
- Head is referenced to bottom of the throat, not bottom of the pipe
- For rated flows under free flow conditions, the head is measured at a distance of D/2 upstream from the beginning of the converging section

Appendix B: Plasti-Fab Flow Rate Calculations

1.5 ft ^{at full scale} 002-16740

ISCO MANUAL

SANTA YNEZ

FLOW CHART FOR 12 INCHES PERMANENT & QUICK INSERT PALMER BOHUS FLOWE 01222719

HAWKING ENVIRONMENTAL CORP. SANTA CRUZ, CALIF.

FLOW RATE IN U.S. GALLONS PER MINUTE				HEIGHT IN INCHES			
HEIGHT	FLOW	HEIGHT	FLOW	HEIGHT	FLOW	HEIGHT	FLOW
0.10	0.6	1.90	51.1	3.70	159.6	5.50	330.2
0.20	1.7	2.00	55.7	3.80	167.4	5.60	341.8
0.30	3.0	2.10	60.2	3.90	175.2	5.70	353.8
0.40	4.4	2.20	65.2	4.00	183.3	5.80	365.7
0.50	6.1	2.30	70.3	4.10	191.5	5.90	378.1
0.60	8.2	2.40	75.5	4.20	200.1	6.00	390.6
0.70	10.3	2.50	80.8	4.30	209.0	6.10	403.6
0.80	12.7	2.60	86.1	4.40	218.0	6.20	417.1
0.90	15.3	2.70	91.9	4.50	227.3	6.30	430.5
1.00	18.0	2.80	98.1	4.60	236.6	6.40	443.9
1.10	21.1	2.90	104.2	4.70	246.3	6.50	457.3
1.20	24.2	3.00	110.5	4.80	256.1	6.60	471.5
1.30	27.3	3.10	116.8	4.90	266.0	6.70	485.7
1.40	31.0	3.20	123.4	5.00	276.2	6.80	500.4
1.50	34.7	3.30	130.4	5.10	286.4	6.90	515.3
1.60	38.5	3.40	137.4	5.20	296.9	7.00	530.2
1.70	42.6	3.50	144.7	5.30	307.6	7.10	545.4
1.80	46.8	3.60	152.1	5.40	318.6	7.20	560.7

14-03993-12

SHEET 1 OF 2

20m

002-10740

SOLVING INVALUENT

FLOW CHART FOR 10 INCHES PERMANENT & QUICK INSERT PALMER BOHLUS FLUME 04/22/79

MANNING ENVIRONMENTAL CORP SANTA CRUZ, CALIF.

FLOW RATE IN U.S. GALLONS PER MINUTE													
HEIGHT	FLOW	HEIGHT			FLOW			HEIGHT			FLOW		
		HEIGHT	FLOW	HEIGHT	FLOW	HEIGHT	FLOW	HEIGHT	FLOW				
0.10	1.0	1.90	73.6	3.70	218.5	5.50	432.0	7.30	722.3	9.10	1098.3	10.90	1574.0
0.20	2.8	2.00	79.9	3.80	228.9	5.60	446.1	7.40	740.4	9.20	1123.2	11.00	1602.9
0.30	8.3	2.20	92.6	4.00	249.9	5.80	475.6	7.60	779.3	9.40	1172.7	11.20	1660.8
0.50	11.0	2.30	99.1	4.10	260.4	5.90	490.4	7.70	799.8	9.50	1197.4	11.30	1689.8
0.60	13.8	2.40	106.8	4.20	270.9	6.00	505.1	7.80	818.2	9.60	1222.2	11.40	1718.7
0.70	16.5	2.50	114.4	4.30	281.7	6.10	519.9	7.90	837.7	9.70	1247.2	11.50	1747.7
0.80	19.3	2.60	122.0	4.40	293.4	6.20	535.2	8.00	857.7	9.80	1273.5	11.60	1777.5
0.90	22.2	2.70	129.7	4.50	305.1	6.30	551.6	8.10	878.8	9.90	1299.9	11.70	1807.8
1.00	26.8	2.80	137.3	4.60	316.8	6.40	568.0	8.20	900.0	10.00	1326.2	11.80	1838.0
1.10	31.5	2.90	144.9	4.70	328.5	6.50	584.4	8.30	921.1	10.10	1352.5	11.90	1868.2
1.20	36.1	3.00	153.1	4.80	340.2	6.60	600.8	8.40	942.3	10.20	1378.8	12.00	1898.4
1.30	40.8	3.10	162.3	4.90	351.9	6.70	617.2	8.50	963.4	10.30	1405.4	12.10	1928.7
1.40	45.4	3.20	171.5	5.00	365.0	6.80	633.9	8.60	985.4	10.40	1433.5	12.20	1959.4
1.50	50.0	3.30	180.7	5.10	378.4	6.90	651.6	8.70	1008.1	10.50	1461.6	12.30	1990.6
1.60	54.7	3.40	189.9	5.20	391.8	7.00	669.3	8.80	1030.8	10.60	1489.7	12.40	2021.8
1.70	60.9	3.50	199.0	5.30	405.2	7.10	687.0	8.90	1053.5	10.70	1517.8	12.50	2053.1
1.80	67.3	3.60	208.2	5.40	418.6	7.20	704.6	9.00	1076.2	10.80	1545.9	12.60	2084.3

SHEET 1 OF 2

14-03993-18

14.20 = 100%

0102-167400

SOLVANG INFLUENT

04/22/99

FLOW CHART FOR 18 INCHES PERMANENT QUICK INSERT PALMER BOWLUS FLUME
MANNING ENVIRONMENTAL CORP. SANTA CRUZ, CALIF.

FLOW RATE IN U.S. GALLONS PER MINUTE				HEIGHT IN INCHES			
HEIGHT	FLOW	HEIGHT	FLOW	HEIGHT	FLOW	HEIGHT	FLOW
12.70	2115.5	0.0	0.0	0.0	0.0	0.0	0.0
12.80	2147.3	0.0	0.0	0.0	0.0	0.0	0.0
13.00	2192.3	0.0	0.0	0.0	0.0	0.0	0.0
13.10	2246.3	0.0	0.0	0.0	0.0	0.0	0.0
13.20	2279.3	0.0	0.0	0.0	0.0	0.0	0.0
13.30	2312.3	0.0	0.0	0.0	0.0	0.0	0.0
13.40	2345.3	0.0	0.0	0.0	0.0	0.0	0.0
13.50	2378.5	0.0	0.0	0.0	0.0	0.0	0.0
13.60	2411.6	0.0	0.0	0.0	0.0	0.0	0.0
13.70	2444.8	0.0	0.0	0.0	0.0	0.0	0.0
13.80	2477.9	0.0	0.0	0.0	0.0	0.0	0.0
13.90	2511.0	0.0	0.0	0.0	0.0	0.0	0.0
14.00	2544.2	0.0	0.0	0.0	0.0	0.0	0.0
14.10	2578.9	0.0	0.0	0.0	0.0	0.0	0.0
14.20	2613.5	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

SHEET 2 OF 2

14-03993-18

AUTOSYS, INC.

Contractor License #872667

P.O. Box 3092, Atascadero, CA 93423
805-438-3935

Automation Systems Integration and Service

FLOW METER CALIBRATION REPORT

Calibration Date: 10/21/16

Next Calibration Due: 10/21/17

City of Solvang WWTP

Fjord Lift Station

Solvang Sewer Metering Flume 18" Palmer-Bowlus with Siemens Ultrasonic Flow Meter

Measurements:

P006 - P007 (top of flume to sensor): 18in

P006 (bottom of flume to sensor): 38in

P007 (height of flume) : 20in

P600 (width of flume) : 18in

P603 (max head from chart) : 14.2in

P604 (max flow from chart) : 3.76 MGD (1,498 GPM)

P605 (zero head) : 3in

Note: In a Palmer-Bowlus Flume the zero flow point is the top of the "sill"

As-Found:

Full flume test expected readings : 17in (3.76 MG)

Note: 17in exceeds the factory Flow max 3.76 MGD at 14.2"

Flow meter reading was 3.76 MGD

Flow meter water depth read 17.17in

As-Found Error = $\frac{\text{reading} - \text{expected}}{\text{expected}}$
 $\frac{17.17 - 17}{17}$
0.01 = 1% at Full Scale

As-Left:

No Adjustments Made

Acceptable error for a Palmer-Bowlus Flume is 3%

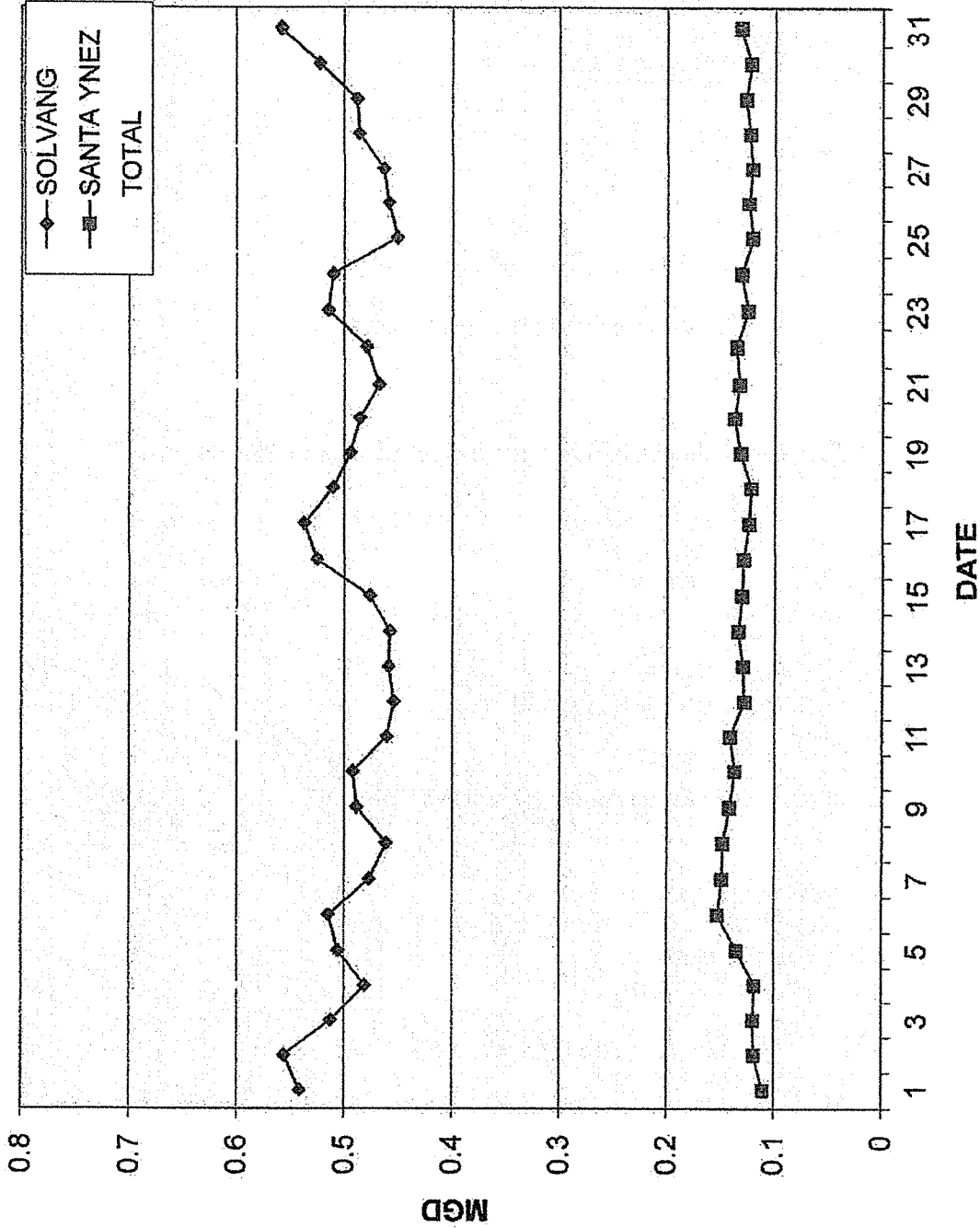
Calibration Performed and Certified by:

Autosys, Inc.

Kevin T. Seifert - ISA Certified Control Systems Technician

CITY OF SOLVANG
JOINT CONVEYANCE FACILITY FLOWS

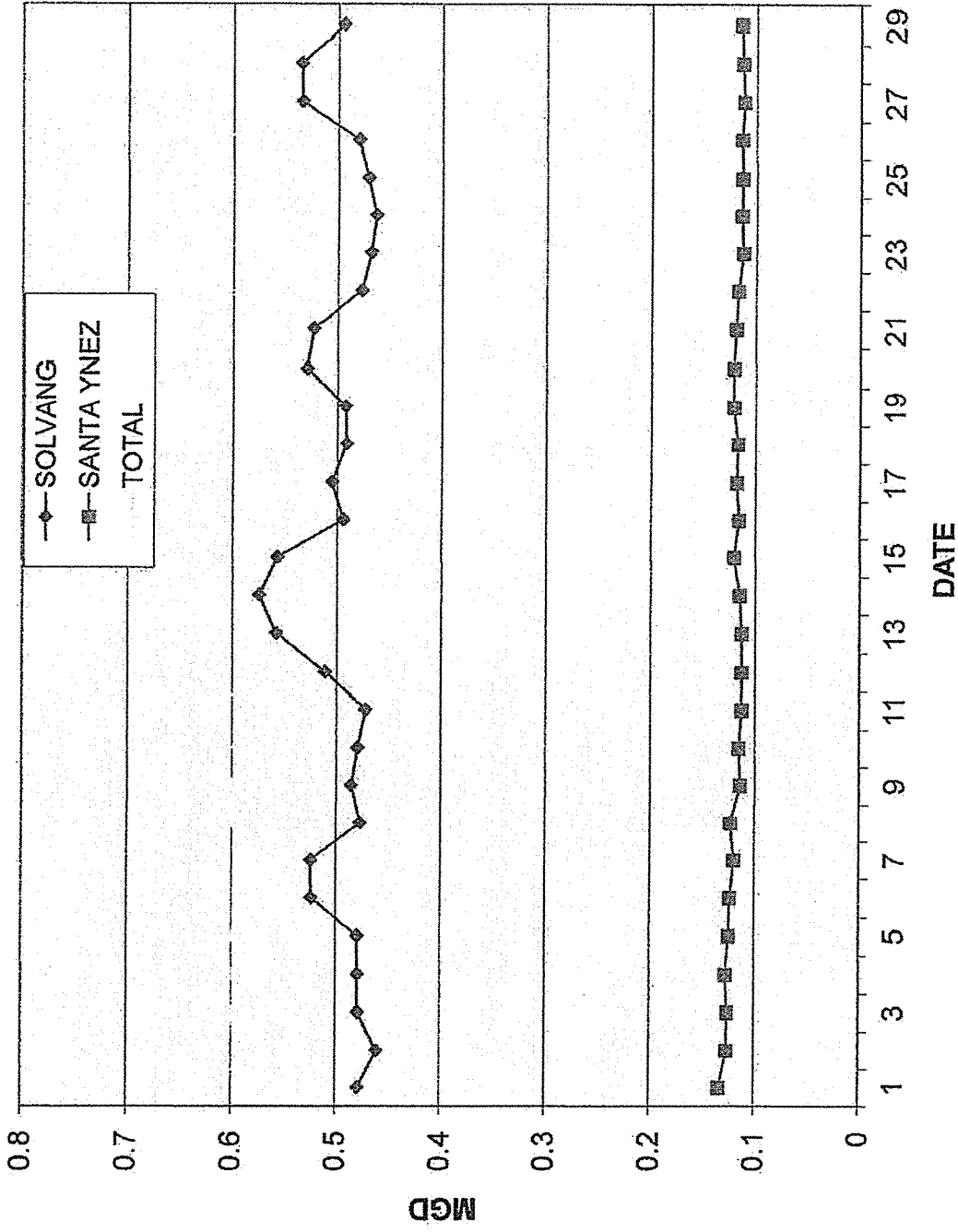
January 2016 FLOWS



DATE	SOLVANG	SANTA YNEZ	TOTAL
1	0.541272	0.110316	0.651588
2	0.555768	0.118786	0.674554
3	0.512466	0.119486	0.631952
4	0.481552	0.118277	0.599829
5	0.505783	0.134851	0.640634
6	0.514593	0.152536	0.667129
7	0.476995	0.148822	0.625817
8	0.461479	0.148018	0.609497
9	0.488833	0.141862	0.630695
10	0.49234	0.136987	0.629327
11	0.460784	0.141031	0.601815
12	0.454148	0.128334	0.582482
13	0.459294	0.129542	0.588836
14	0.458184	0.133755	0.591939
15	0.476947	0.130624	0.607571
16	0.525186	0.129011	0.654197
17	0.536815	0.123734	0.660549
18	0.51036	0.121958	0.632318
19	0.494552	0.131829	0.626381
20	0.48595	0.137269	0.623219
21	0.468214	0.132985	0.601199
22	0.479456	0.135342	0.614798
23	0.514578	0.124988	0.639566
24	0.510165	0.131032	0.641197
25	0.451267	0.120972	0.572239
26	0.459165	0.124361	0.583526
27	0.463931	0.121295	0.585226
28	0.486203	0.122896	0.609099
29	0.488216	0.126934	0.61515
30	0.522407	0.122574	0.644981
31	0.557981	0.13155	0.689531
TOTAL	15.294884	4.031957	19.32684
HIGH	0.557981	0.152536	0.689531
LOW	0.451267	0.110316	0.572239
AVG	0.493383	0.130063	0.623446

CITY OF SOLVANG
JOINT CONVEYANCE FACILITY FLOWS

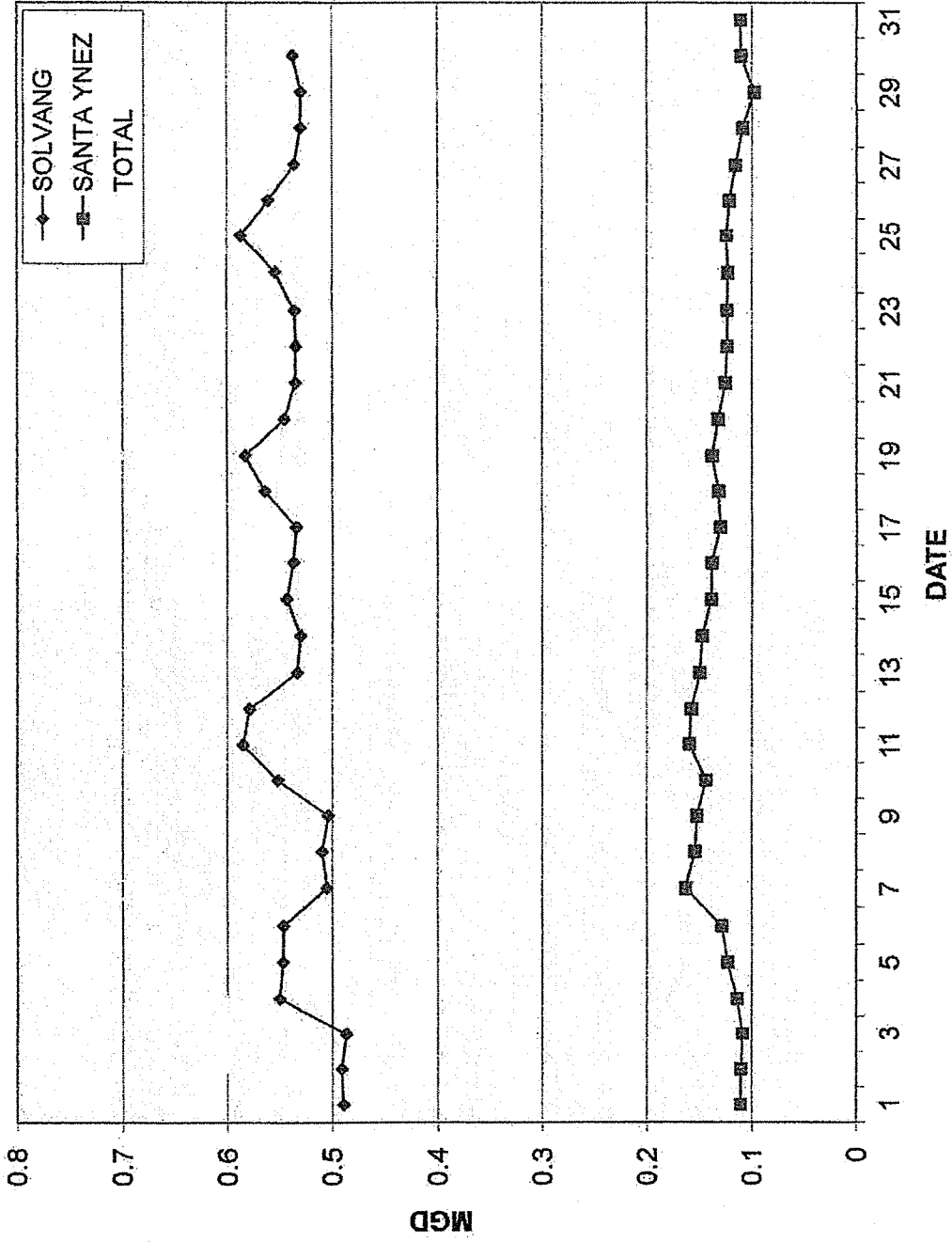
FEBRUARY 2016 FLOWS



DATE	SOLVANG	SANTA YNEZ	TOTAL
1	0.478706	0.133619	0.612325
2	0.460737	0.126134	0.586871
3	0.479098	0.125693	0.604791
4	0.479216	0.127607	0.606823
5	0.479694	0.124178	0.603872
6	0.523792	0.123648	0.64744
7	0.524506	0.119946	0.644452
8	0.477298	0.123341	0.600639
9	0.486003	0.114141	0.600144
10	0.479737	0.115503	0.59524
11	0.472593	0.112841	0.585434
12	0.511484	0.113002	0.624486
13	0.55846	0.112884	0.671344
14	0.574746	0.115233	0.689979
15	0.557171	0.120353	0.677524
16	0.494297	0.115726	0.610023
17	0.505296	0.118253	0.623549
18	0.491368	0.117060	0.608428
19	0.492571	0.121157	0.613728
20	0.529512	0.121221	0.650733
21	0.522963	0.118882	0.641845
22	0.47752	0.117071	0.594591
23	0.468421	0.112532	0.580953
24	0.463592	0.114132	0.577724
25	0.471629	0.113487	0.585116
26	0.480197	0.113771	0.593968
27	0.534512	0.111718	0.64623
28	0.535267	0.112968	0.648235
29	0.494567	0.114147	0.608714
TOTAL	14.504953	3.430248	17.935201
HIGH	0.574746	0.133619	0.689979
LOW	0.460737	0.111718	0.577724
AVG	0.500171	0.118284	0.618455

CITY OF SOLVANG
JOINT CONVEYANCE FACILITY FLOWS

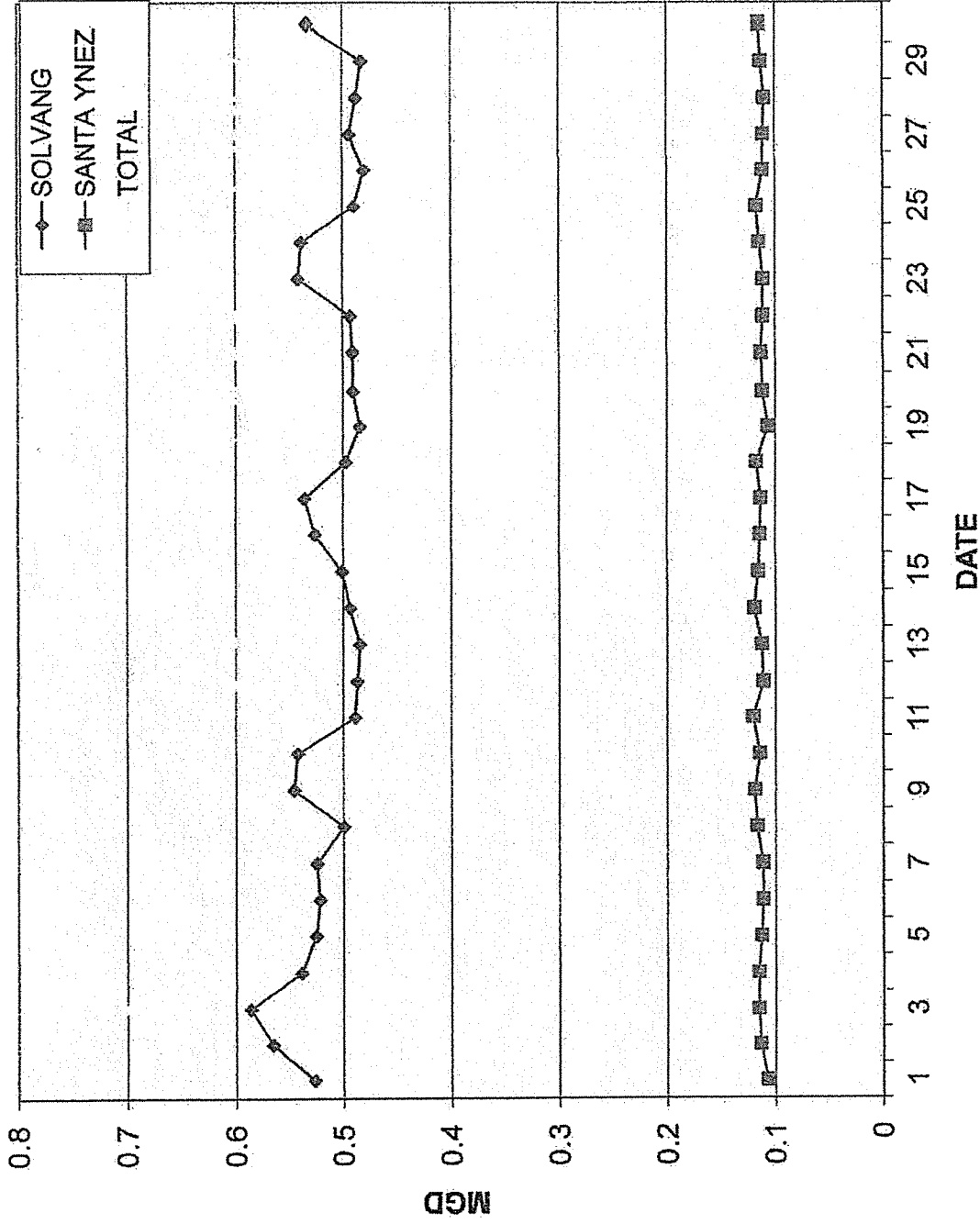
MARCH 2016 FLOWS



DATE	SOLVANG	SANTA YNEZ	TOTAL
1	0.476603	0.110647	0.58725
2	0.489354	0.110216	0.59957
3	0.490892	0.108594	0.599486
4	0.486647	0.113679	0.600326
5	0.550236	0.123174	0.67341
6	0.547119	0.128587	0.675706
7	0.546608	0.162985	0.709593
8	0.505028	0.154202	0.65923
9	0.50943	0.152241	0.661671
10	0.503943	0.143763	0.647706
11	0.551832	0.15965	0.711482
12	0.584931	0.15795	0.742881
13	0.578935	0.149802	0.728737
14	0.533247	0.147472	0.680719
15	0.530106	0.138655	0.668761
16	0.543341	0.138487	0.681828
17	0.536896	0.130225	0.667121
18	0.534109	0.131715	0.665824
19	0.563718	0.137887	0.701605
20	0.582542	0.132211	0.714753
21	0.545404	0.125578	0.670982
22	0.534831	0.123765	0.658596
23	0.534397	0.12388	0.658277
24	0.535603	0.123193	0.658796
25	0.553923	0.12476	0.678683
26	0.586982	0.121897	0.708879
27	0.560618	0.115977	0.676595
28	0.535856	0.109147	0.645003
29	0.530002	0.097834	0.627836
30	0.529267	0.110473	0.63974
31	0.537069	0.111157	0.648226
TOTAL	16.62947	4.019603	20.649272
HIGH	0.586982	0.162985	0.742881
LOW	0.486647	0.097834	0.58725
AVG	0.538429	0.129671	0.666106

CITY SOLVANG
JOINT CONVEYANCE FACILITY FLOWS

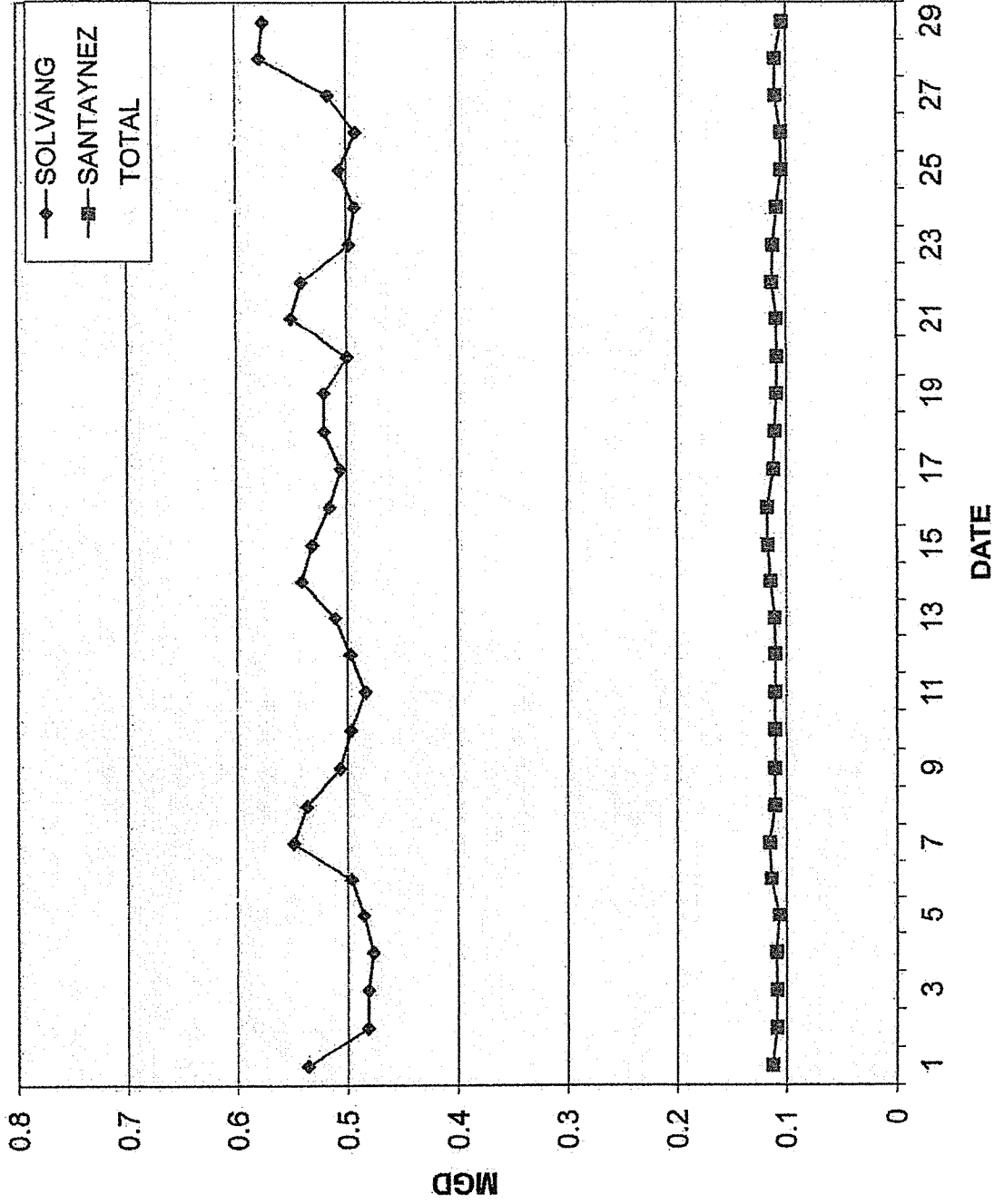
APRIL 2016 FLOWS



CITY OF SOLVANG
JOINT CONVEYANCE FACILITY FLOWS

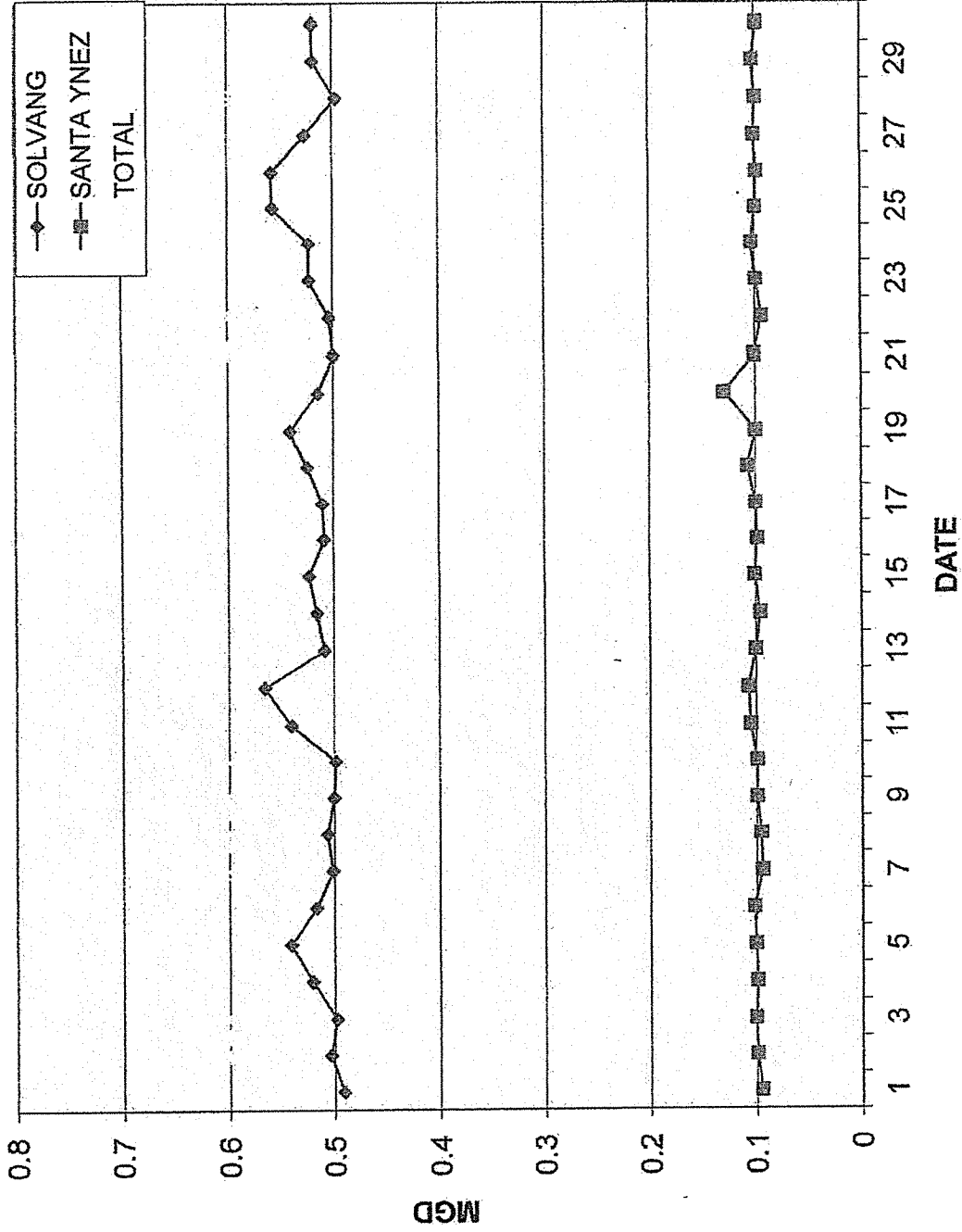
MAY 2016 FLOWS

DATE	SOLVANG	SANTAYNEZ	TOTAL
1	0.535981	0.112269	0.64825
2	0.481756	0.108382	0.590138
3	0.481157	0.108250	0.589407
4	0.477102	0.108903	0.586005
5	0.485474	0.106187	0.591661
6	0.496541	0.113404	0.609945
7	0.548735	0.115095	0.66383
8	0.53697	0.110258	0.647228
9	0.506645	0.110102	0.616747
10	0.496881	0.110171	0.607052
11	0.483744	0.110037	0.593781
12	0.497499	0.109837	0.607336
13	0.511061	0.110619	0.62168
14	0.541362	0.114510	0.655872
15	0.531704	0.116782	0.648486
16	0.515664	0.117045	0.632709
17	0.505402	0.111390	0.616792
18	0.520332	0.110285	0.630617
19	0.520747	0.108796	0.629543
20	0.499958	0.108569	0.608527
21	0.550399	0.108603	0.659002
22	0.540707	0.112646	0.653353
23	0.497628	0.111898	0.609526
24	0.492755	0.108331	0.601086
25	0.506619	0.104717	0.611236
26	0.491717	0.104548	0.596265
27	0.516487	0.109586	0.626073
28	0.578006	0.109829	0.687835
29	0.574679	0.103815	0.678494
30	0.577146	0.102577	0.679723
31	0.503486	0.100243	0.603729
TOTAL	0.485474	3.397684	19.40193
HIGH	0.578006	0.117045	0.687835
LOW	0.477102	0.100243	0.586005
AVG	0.516266	0.109603	0.625869



CITY SOLVANG
JOINT CONVEYANCE FACILITY FLOWS

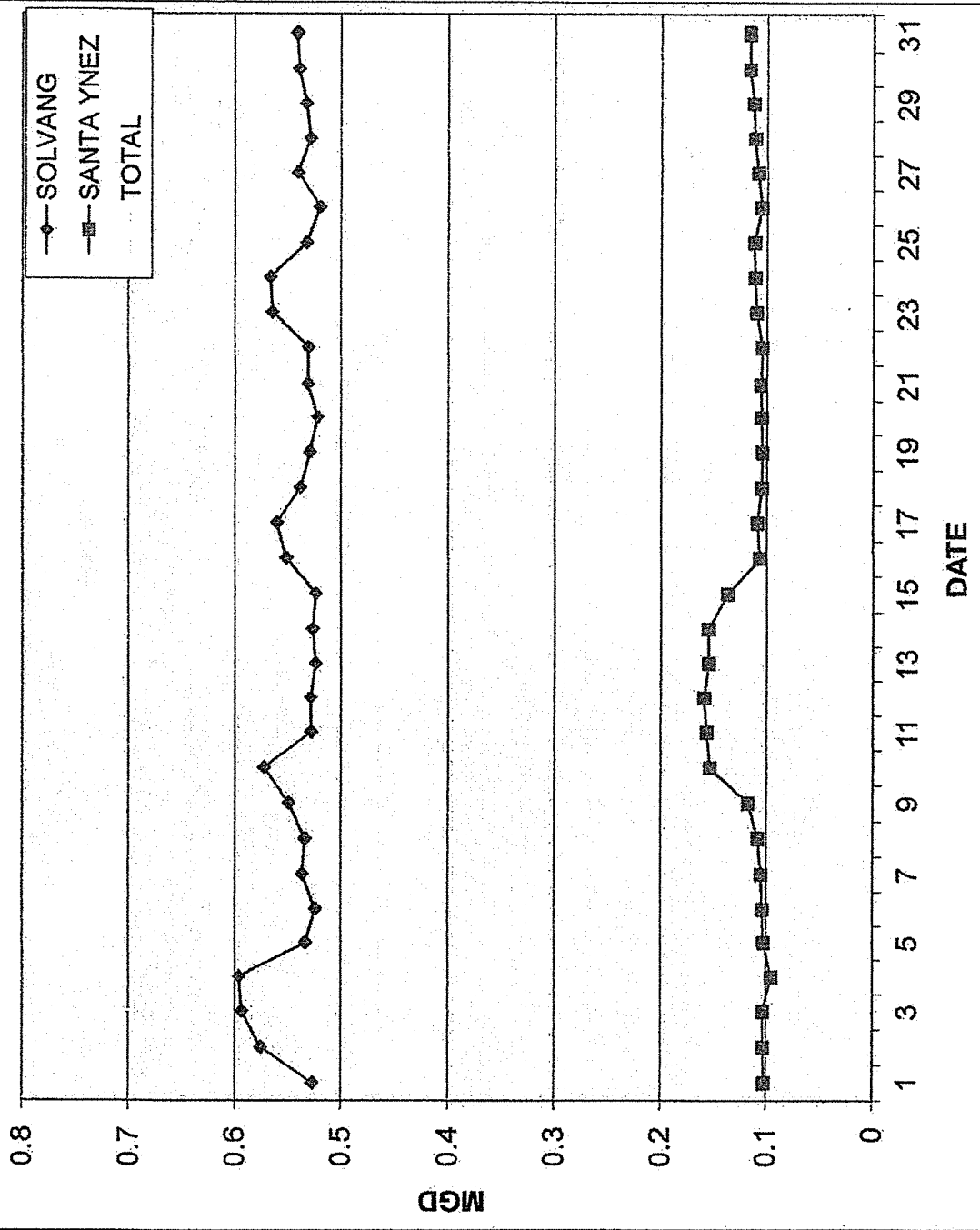
JUNE 2016 FLOWS



DATE	SOLVANG	SANTA YNEZ	TOTAL
1	0.491227	0.094656	0.585883
2	0.503559	0.099087	0.602646
3	0.49793	0.100221	0.598151
4	0.52084	0.099193	0.620033
5	0.541305	0.100298	0.641603
6	0.516934	0.101624	0.618558
7	0.501574	0.094288	0.595862
8	0.506573	0.095681	0.602254
9	0.500187	0.099203	0.59939
10	0.498556	0.098974	0.59753
11	0.54046	0.104973	0.645433
12	0.565896	0.107163	0.673059
13	0.508855	0.100045	0.6089
14	0.515956	0.096006	0.611962
15	0.523448	0.101137	0.624585
16	0.508553	0.098245	0.606798
17	0.510211	0.099621	0.609832
18	0.5244912	0.107426	0.631917
19	0.541176	0.09978	0.640956
20	0.514527	0.130147	0.644674
21	0.499719	0.10091	0.600629
22	0.503315	0.093631	0.596946
23	0.522337	0.099352	0.621689
24	0.522605	0.1032	0.625805
25	0.557293	0.09967	0.656963
26	0.558161	0.098708	0.656869
27	0.526214	0.100598	0.626812
28	0.496794	0.099032	0.595826
29	0.518388	0.102141	0.620529
30	0.519098	0.098054	0.617152
TOTAL	15.556182	3.023064	18.57925
HIGH	0.565896	0.130147	0.673059
LOW	0.491227	0.093631	0.585883
AVG	0.5185394	0.100769	0.619308

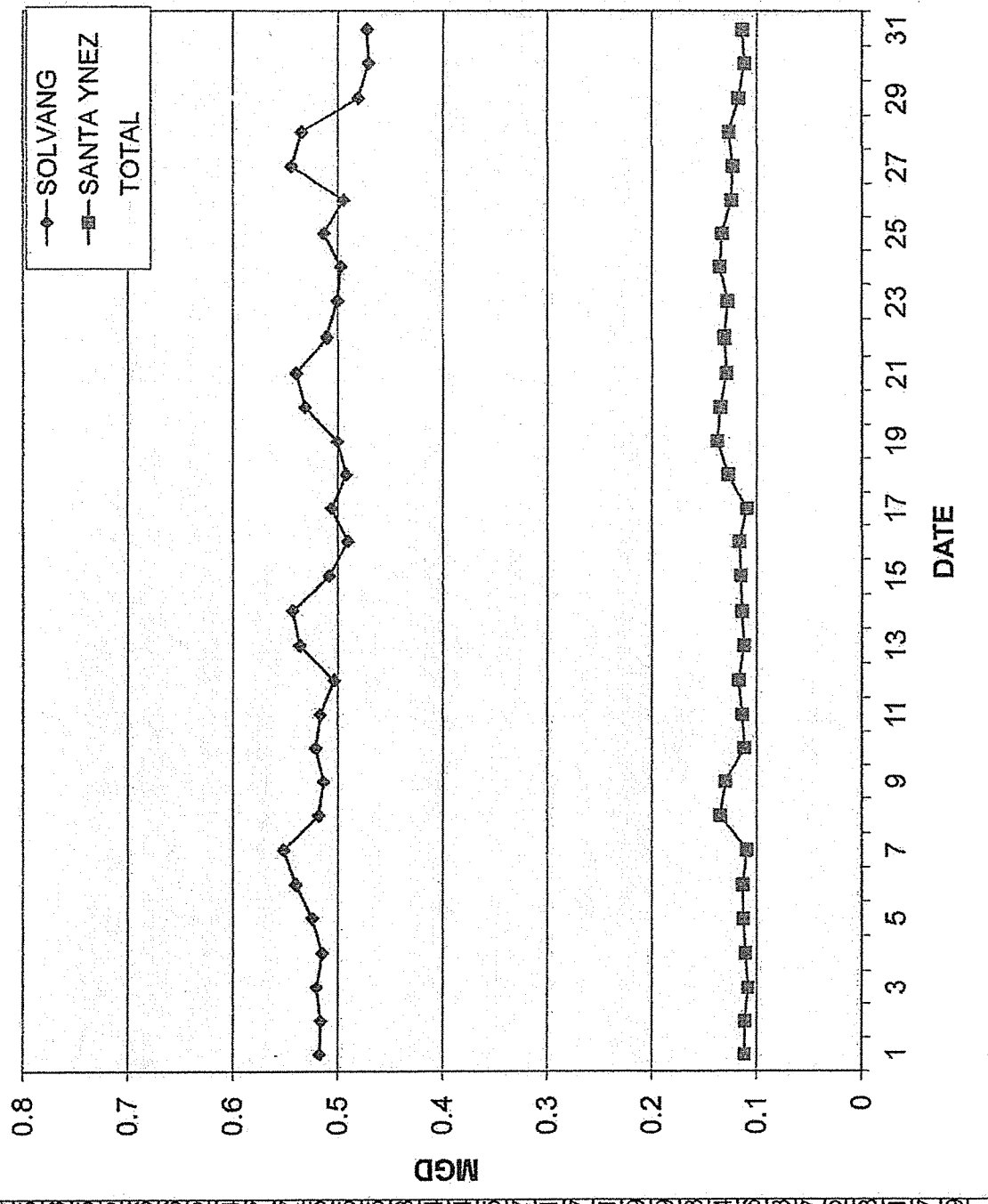
CITY OF SOLVANG
JOINT CONVEYANCE FACILITY FLOWS

JULY 2016 FLOWS



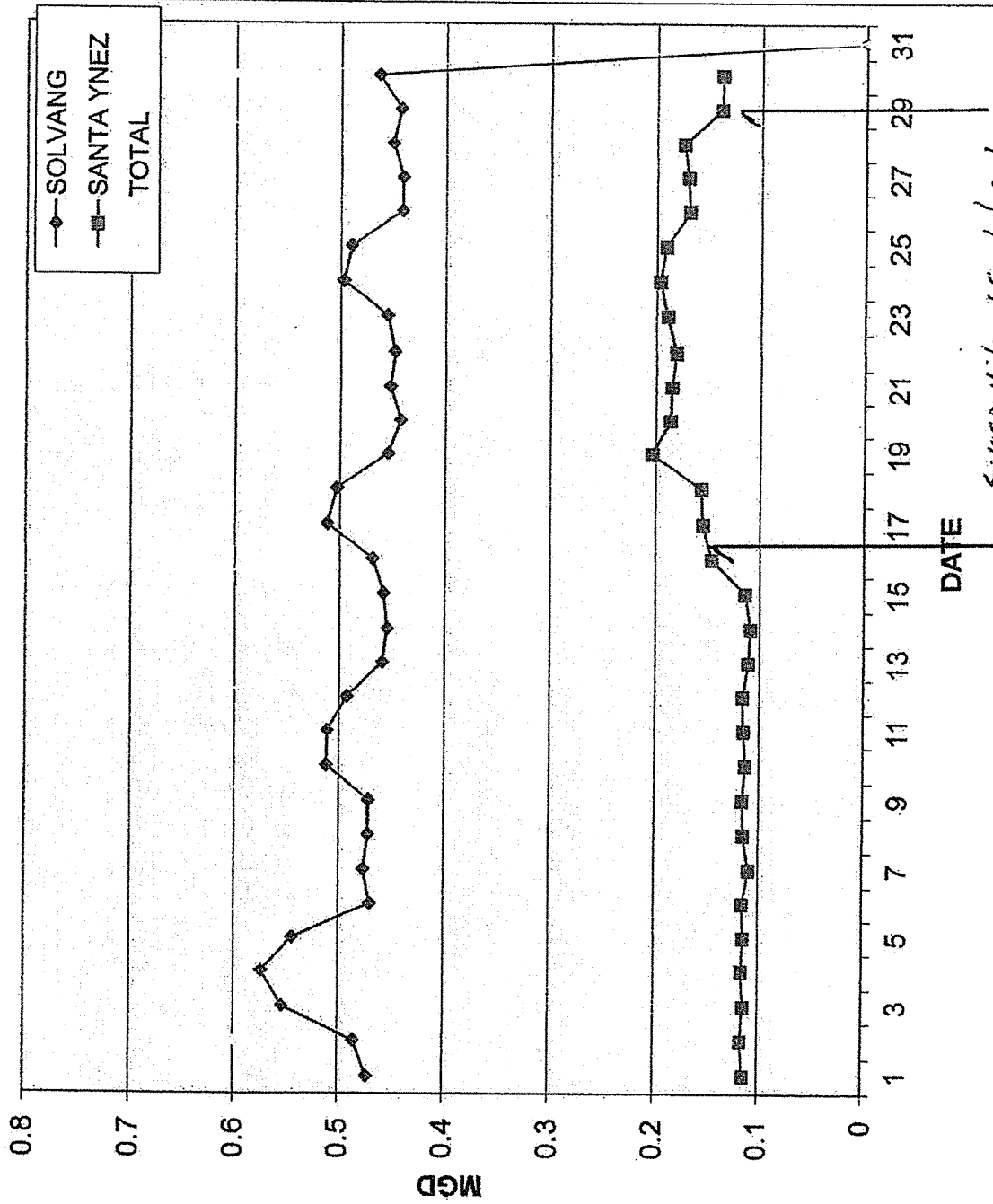
CITY OF SOLVANG
JOINT CONVEYANCE FACILITY FLOWS

AUGUST 2016 FLOWS



CITY OF SOLVANG
JOINT CONVEYANCE FACILITY FLOWS

SEPTEMBER 2016 FLOWS



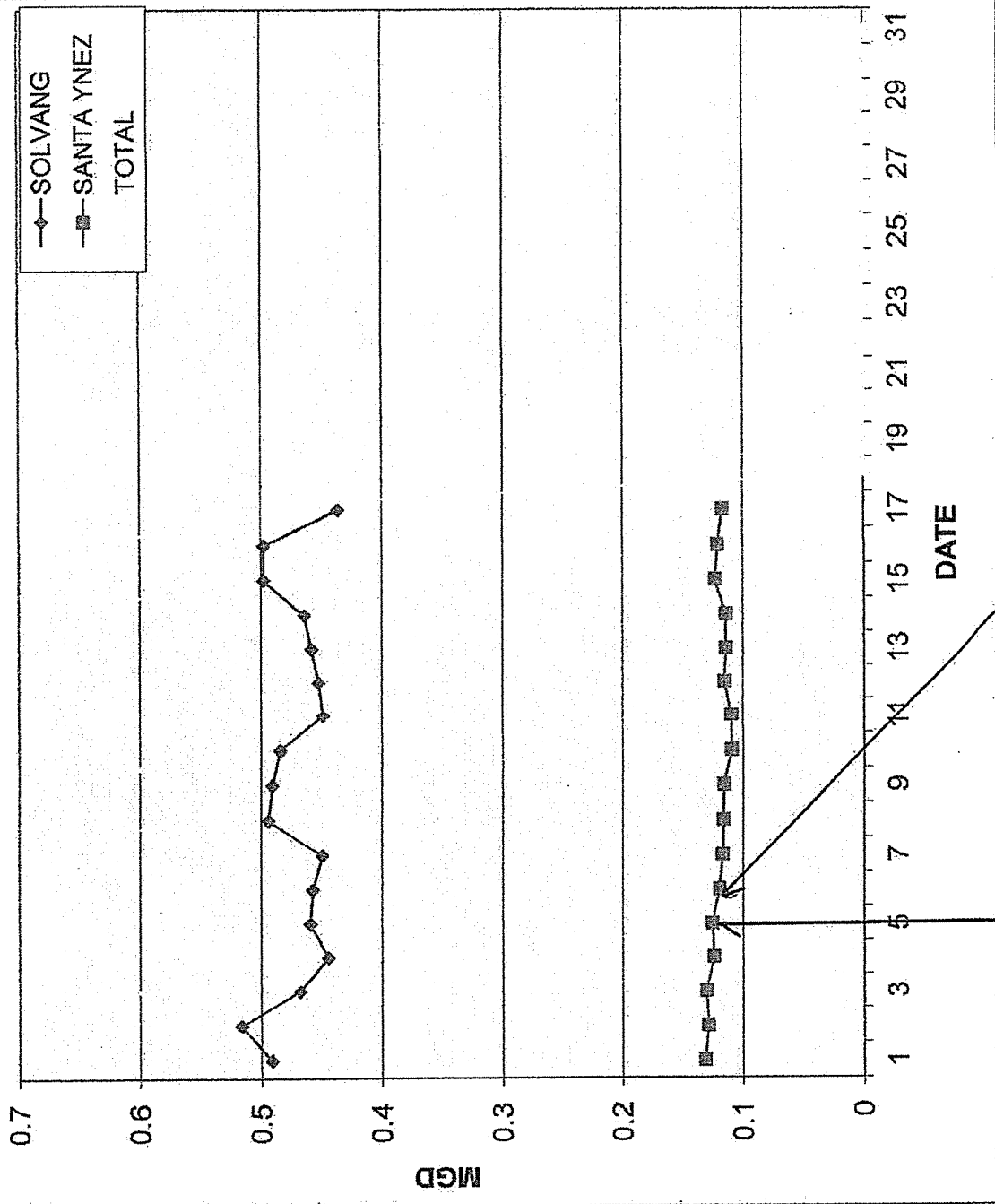
DATE	SOLVANG	SANTA YNEZ	TOTAL
1	0.472485	0.113717	0.586202
2	0.485467	0.116335	0.601802
3	0.5538	0.113733	0.667533
4	0.573973	0.115781	0.689754
5	0.544591	0.114153	0.658744
6	0.470205	0.115179	0.585384
7	0.476468	0.109338	0.585806
8	0.47222	0.114937	0.587157
9	0.471855	0.115961	0.587816
10	0.512337	0.113063	0.6254
11	0.511362	0.11509	0.626452
12	0.49293	0.116002	0.608932
13	0.459099	0.110646	0.569745
14	0.45457	0.108351	0.562921
15	0.458233	0.113913	0.572146
16	0.468725	0.146385	0.61511
17	0.511791	0.154816	0.666607
18	0.502925	0.156365	0.65929
19	0.45411	0.203395	0.657505
20	0.442598	0.186476	0.629074
21	0.452473	0.185432	0.637905
22	0.448243	0.18115	0.629393
23	0.455177	0.189391	0.644568
24	0.497386	0.196711	0.694097
25	0.489856	0.191128	0.680984
26	0.441278	0.16872	0.609998
27	0.441183	0.170359	0.611542
28	0.45016	0.174283	0.624443
29	0.442933	0.1383	0.581233
30	0.463766	0.13782	0.601586
TOTAL	14.372199	4.28693	18.65913
HIGH	0.573973	0.203395	0.694097
LOW	0.441183	0.108351	0.562921
AVG	0.479073	0.142898	0.621971

Shannon Called Noticed Glow went up

*Sysss Video Inspected and
Settled line. After Glow
Sound Pipe to have Post on bottom*

CITY OF SOLVANG
JOINT CONVEYANCE FACILITY FLOWS

OCTOBER 2016 FLOWS



DATE	SOLVANG	SANTA YNEZ	TOTAL
1	0.491033	0.131302	0.622335
2	0.51618	0.128682	0.644862
3	0.467742	0.130332	0.598074
4	0.444197	0.124131	0.568328
5	0.459245	0.125546	0.584791
6	0.457304	0.119292	0.576696
7	0.449344	0.116934	0.566278
8	0.494063	0.116081	0.610144
9	0.490629	0.115788	0.606417
10	0.484211	0.1093	0.593511
11	0.448693	0.109707	0.5584
12	0.452296	0.115313	0.567609
13	0.458245	0.114091	0.572336
14	0.463962	0.114126	0.578088
15	0.498095	0.123332	0.621427
16	0.497965	0.121085	0.61905
17	0.435929	0.116886	0.552815
18			0
19			0
20			0
21			0
22			0
23			0
24			0
25			0
26			0
27			0
28			0
29			0
30			0
31			0
TOTAL	8.009133	2.031928	10.04106
HIGH	0.51618	0.131302	0.644862
LOW	0.435929	0.1093	0
AVG	0.471125	0.119525	0.323905

10/5 Solvang Staff Tested line with Chain Fall

10/6 SYCSD Flow back to Normal

**SANTA YNEZ
COMMUNITY SERVICES DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS

PREPARED BY: Jeff Hodge, General Manager

FOR: REGULAR BOARD MEETING

DATE: December 21, 2016

ITEM: Discussion and direction to staff on the approved City of Solvang Ordinance revising Solvang Municipal Code Title 9, Chapter 2 Sewer Code, implementing residential water softeners restrictions.

SUMMARY: The City of Solvang's sodium level in their wastewater effluent is above their permitted level. In order to help bring that sodium level down, the City of Solvang passed an Ordinance on November 28, 2016 to implement residential water softener regulations. Pursuant to Section 14 of the Wastewater Agreement, dated September 14, 1998, between the SYCSD and the City of Solvang, the SYCSD is required to enact and enforce water quality regulations no less stringent than those of the City. The City of Solvang is requesting the SYCSD adopt the same or equivalent Ordinance implementing residential water softener restrictions.

RECOMMENDATION:

ATTACHMENTS:

Email from Matt van der Linden
City of Solvang Ordinance

Wendy Berry

From: Matt van der Linden <mattv@cityofsolvang.com>
Sent: Thursday, December 1, 2016 12:11 PM
To: Jeff Hodge
Cc: Wendy Berry; Brad Vidro; N Giacinto; Paul Matsukas; Nick Rivera; Lisa Martin
Subject: Residential Water Softener Restrictions
Attachments: Alternative Ordinance 16-__ Sewer Code Revision.pdf; Exhibit B Alt Prop Revisions - Title 9 Chapter 2 Article C.pdf

Hi Jeff.

As you are aware, the City of Solvang has been considering residential water softener restrictions for the past year now. After multiple staff reports and considerable public comment, the Solvang City Council finally adopted on November 28, 2016 an Ordinance implementing residential water softener restrictions. Rather than fully ban salt-using self regenerating water softeners (often referred to as automatic water softeners), the City Council chose to take an incremental step to phase out all of the older low efficiency automatic water softeners, and require that by January 1, 2020 all low efficiency automatic water softeners must be replaced with high efficiency systems, with diagnostic functions, having an efficiency rating of not less than 4,000 grains of harness removed per pound of salt used in regeneration. See attached for more details.

Pursuant to Section 14 of the Wastewater Agreement, dated September 14, 1998, between the SYCSD and City of Solvang, the SYCSD is required to enact and enforce water quality regulations no less stringent than those of the City. Therefore, by March 28, 2017 (120 days from adoption of the Solvang Ordinance) please have your Board of Directors adopt the same or an equivalent Ordinance implementing residential water softener restrictions. Upon adoption, please provide us with a copy of your new ordinance. Please feel free to call me to discuss if you have any questions. Thank you in advance for your cooperation and prompt action on this issue to reduce salt loading to our WWTP.

Sincerely,

Matt van der Linden, PE
Public Works Director/City Engineer
City of Solvang
411 Second Street
Solvang, CA 93463
(805) 688-5575

ORDINANCE NO. 16-_____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOLVANG,
REVISING SOLVANG MUNICIPAL CODE TITLE 9,
CHAPTER 2 SEWER CODE**

WHEREAS, the City Council finds that as various conditions change, and State and Federal regulations change, it is necessary and beneficial from time to time to update and revise the Solvang Municipal Code; and

WHEREAS, the City Council finds that during the past four years of severe drought in California, the City of Solvang has had to rely more heavily on local groundwater supplies, and during that time the sodium, chloride, and total dissolved solids (TDS) concentrations in the Solvang Wastewater Treatment Plant (WWTP) effluent have gradually increased to undesirable levels; and

WHEREAS, the City Council finds that prohibiting low efficiency residential salt-using self regenerating water softeners (referred to as “automatic water softeners”), and requiring that all such automatic water softeners must be replaced with high efficiency systems, with diagnostic functions, operating at an efficiency rating of not less than 4,000 grains of hardness removed per pound of salt used in regeneration (or portable exchange tank systems) is a necessary means to achieving compliance with waste discharge requirements issued for the WWTP by the Regional Water Quality Control Board; and

WHEREAS, the City of Solvang has determined that alternatives to residential automatic water softener restrictions are cost prohibitive at this time; and

WHEREAS, in October 2011, the City of Solvang completed a Salt Management Study, an independent study of the sources of sodium, chloride, and TDS that reach the WWTP, and found that residential automatic water softeners are a significant contributor to the higher concentrations of sodium, chloride, and TDS in the WWTP effluent; and

WHEREAS, in 2002 the City of Solvang adopted, and since that time has enforced, regulatory requirements that limit the volumes and concentrations of brine discharges from **non-residential sources** to the City sewage system to the extent technologically and economically feasible; and

WHEREAS, the City Council desires to prevent pollution and protect the alluvium and groundwater quality of the Santa Ynez River Basin for beneficial uses; and

WHEREAS, the City Council finds that regulations contained within Title 9, Chapter 2, Article C of the Solvang Municipal Code are deficient; and

WHEREAS, the City Council has reviewed the matter and finds it to be beneficial to the health, safety and general welfare of the City and surrounding community;

NOW, THEREFORE, THE PEOPLE OF THE CHARTERED CITY OF SOLVANG DO ORDAIN AS FOLLOWS:

Section 1. Amendments

The City Council hereby approves and adopts the revised portions of Title 9, Chapter 2, Article C of the Solvang Municipal Code, including revised water softener restrictions (attached hereto as Exhibit B, and included as though fully set forth at this point).

Section 2. Exemptions From CEQA

The City Council finds, pursuant to Title 14 of the California Code of Regulations, section 15061 (b)(3), that this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a project, which has the potential for causing a significant effect on the environment.

Section 3. Severability

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance irrespective of the fact that one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional or invalid or ineffective. To this end the provisions of this Ordinance are declared to be severable.

Section 4. Effective Date

This Ordinance shall be in full force and shall take effect **January 1, 2022** or thirty (30) days after its passage, whichever date is later.

Section 5. Publication

Solvang is a Charter City and has adopted its own rules for summarizing and posting ordinances once they are adopted. The City Attorney will prepare a summary of this Ordinance. The summary will be posted in three locations after adoption as directed in the Solvang Municipal Code. The City Clerk shall keep a true and correct copy of the full Ordinance together with a record of the vote of each council member.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Solvang on this 28th day of November, 2016 by the following vote:

BY: _____
Jim Richardson, Mayor

ATTEST:

Lisa S. Martin, City Clerk

STATE OF CALIFORNIA)
COUNTY OF SANTA BARBARA)
CITY OF SOLVANG)

I, Lisa S. Martin, City Clerk of the City of Solvang, do hereby certify that the foregoing Ordinance had its first reading on November 14, 2016 and was adopted on second reading on November 28, 2016 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

BY: _____
Lisa S. Martin, City Clerk

Exhibit B: Revised Title 9, Chapter 2, Article C

**CITY OF SOLVANG
MUNICIPAL CODE**

EXISTING TITLE 9, CHAPTER 2, ARTICLE C

9-2C-9: WATER SOFTENING AND CONDITIONING EQUIPMENT:

- A. Disposal Of Wastes From Nonresidential Uses: No person shall allow, permit or cause any water conditioning or softening equipment of any type to discharge its wastes into the city sewage system, nor shall any such person deposit or cause to be deposited into the city sewage system the waste product of any water softening or conditioning equipment of any type.
- B. Disposal Of Wastes From Residential Uses - Requirement For High Efficiency Automatic Water Softeners: Effective January 1, 2022, no person shall allow, permit or cause to be deposited into the city sewage system the waste product of any water softening or conditioning equipment, unless said water softening or conditioning equipment is a high efficiency system, with diagnostic functions, operating at an efficiency rating of not less than 4,000 grains of hardness removed per pound of salt used in regeneration. Effective January 1, 2022, no person shall replace or install, or in any manner assist in the replacement of or installation of, any water softening or conditioning equipment that discharges its waste into the city sewage system, unless said water softening or conditioning equipment is a high efficiency system, with diagnostic functions, operating at an efficiency rating of not less than 4,000 grains of hardness removed per pound of salt used in regeneration.
- C. Residential and non-residential portable exchange tank water softening or conditioning systems that do not discharge waste are not prohibited.
- D. Inspection Of Equipment: Any person using, operating or maintaining water conditioning or softening equipment of any type within the boundaries of the city shall make such equipment accessible to the city inspector for inspection at such reasonable times as the city inspector may specify, and shall furnish such information concerning the operation and use of said equipment as the city inspector may reasonably request. (Ord. 16-318, 3-14-2016)
- E. Violation Penalty: All violations of this Code shall be infractions. It is unlawful for any person to violate any mandatory provisions of or fail to comply with provisions of this Code. Any persons violating such sections shall be prosecuted as an infraction. Any infraction may be prosecuted by the city authorities in the name of the people of the state or redressed by civil action. Every violation determined to be an infraction is punishable by a fine not exceeding five hundred dollars (\$500) for each violation within one year.

**SANTA YNEZ
COMMUNITY SERVICES DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS

PREPARED BY: Wendy Berry-Secretary/Treasurer

FOR: REGULAR BOARD MEETING

DATE: December 21, 2016

ITEM: Authorization to increase employee health insurance allowance \$230.76 per pay period.

SUMMARY: The District's health insurance premiums are increasing. The health insurance is increasing by 17%. The District has made the ongoing commitment to provide its employees with adequate health insurance. After discussion, the personnel committee recommends an increase to the health insurance allowance. It was discussed to increase it \$230.76 per pay period to offset the costs of the employee and family health insurance costs.

RECOMMENDATION:

ATTACHMENTS:

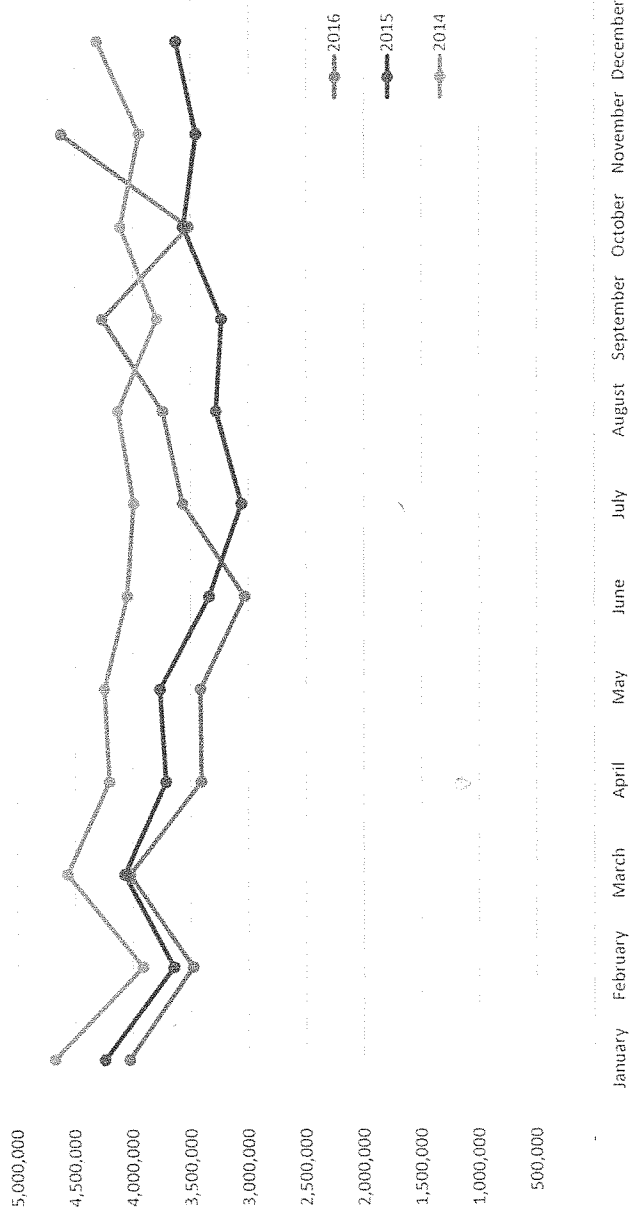
None

**SANTA YNEZ COMMUNITY SERVICES DISTRICT
MANAGER'S REPORT
December 21, 2016**

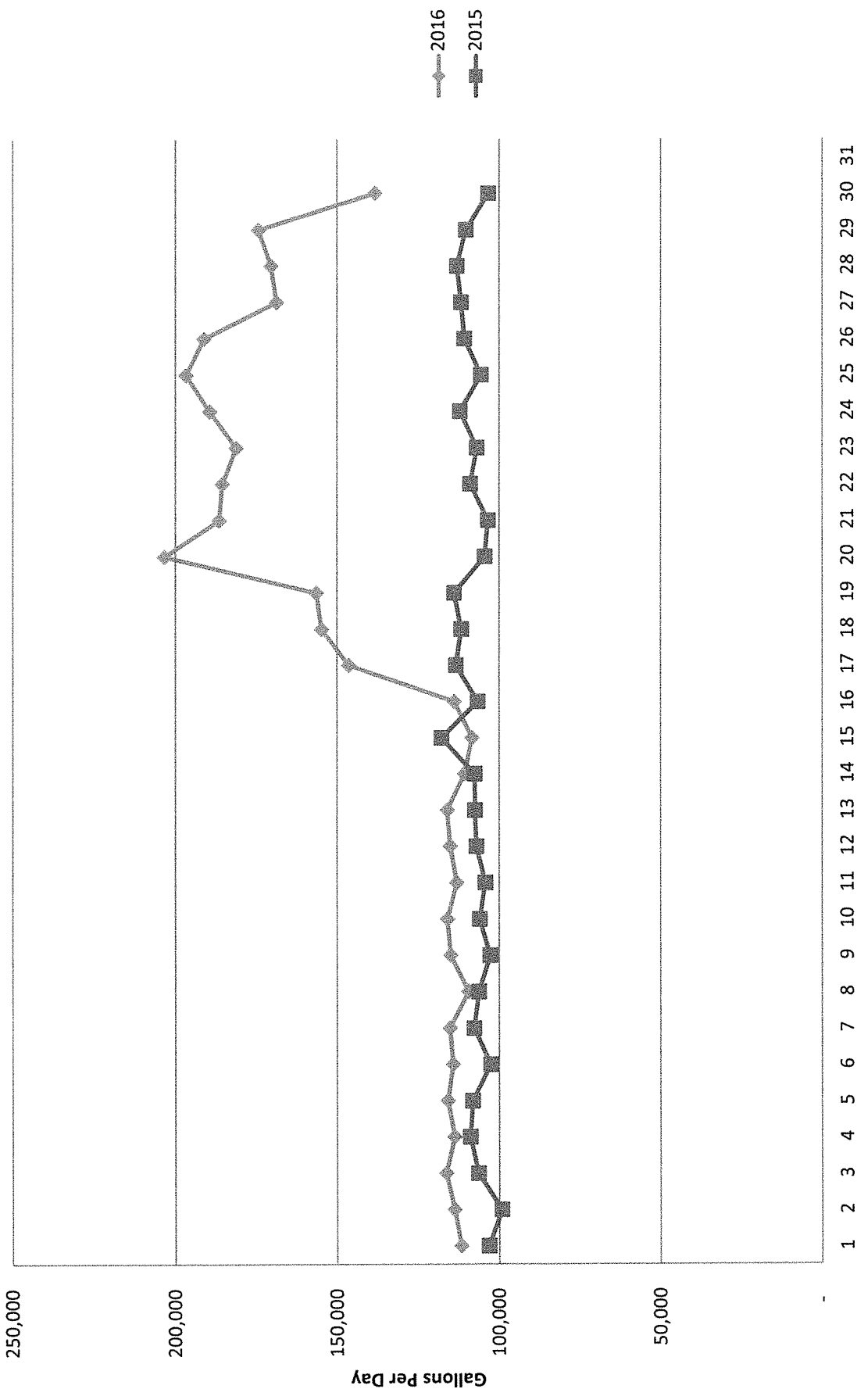
- Flows _ see attached chart
- SYCSD has received \$145,000 reimbursement from Environmental Health Services (EHS) for West Santa Ynez preliminary engineering.
- ID#1 Timeline for new Chrom 6 Plant construction. See attached timeline.
- CSDA – Training January 26, 2017. See attached announcement.
- Golden Inn – The lift station is operational. There remain a few start up items to be resolved.
- Facilities Grant – The final draft of the Facilities Feasibility Study from RMC is expected to be completed in February.
- Discussion continues about cost and framework for potentially managing Dunn school's treatment facility.
- Santa Barbara CSDA monthly meeting – The next CSDA meeting will be Monday, January 23, 2016 at 5:45 p.m.

Month	2016	2015	2014
January	4,026,372	4,239,964	4,674,817
February	3,477,651	3,643,087	3,909,447
March	4,022,593	4,067,640	4,564,465
April	3,407,108	3,709,183	4,197,820
May	3,412,552	3,762,398	4,241,672
June	3,028,791	3,338,299	4,042,955
July	3,564,673	3,057,424	3,987,941
August	3,734,929	3,276,738	4,125,922
September	4,260,748	3,230,276	3,789,030
October	3,515,710	3,560,768	4,105,712
November	4,615,455	3,453,513	3,942,367
December	3,624,864	4,308,921	4,308,921
	112,511	117,710	136,688

Annual flows by Month

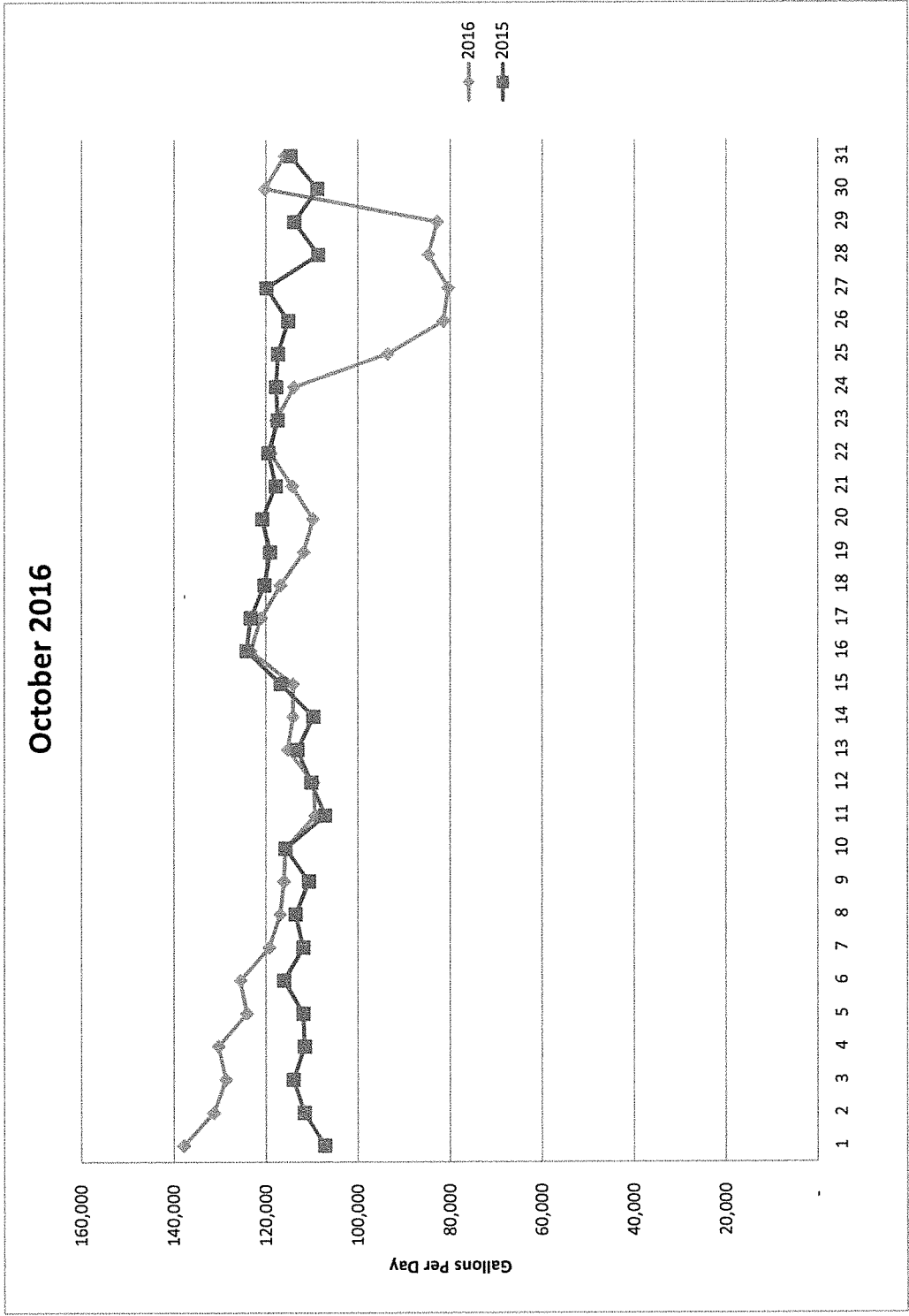


September 2016

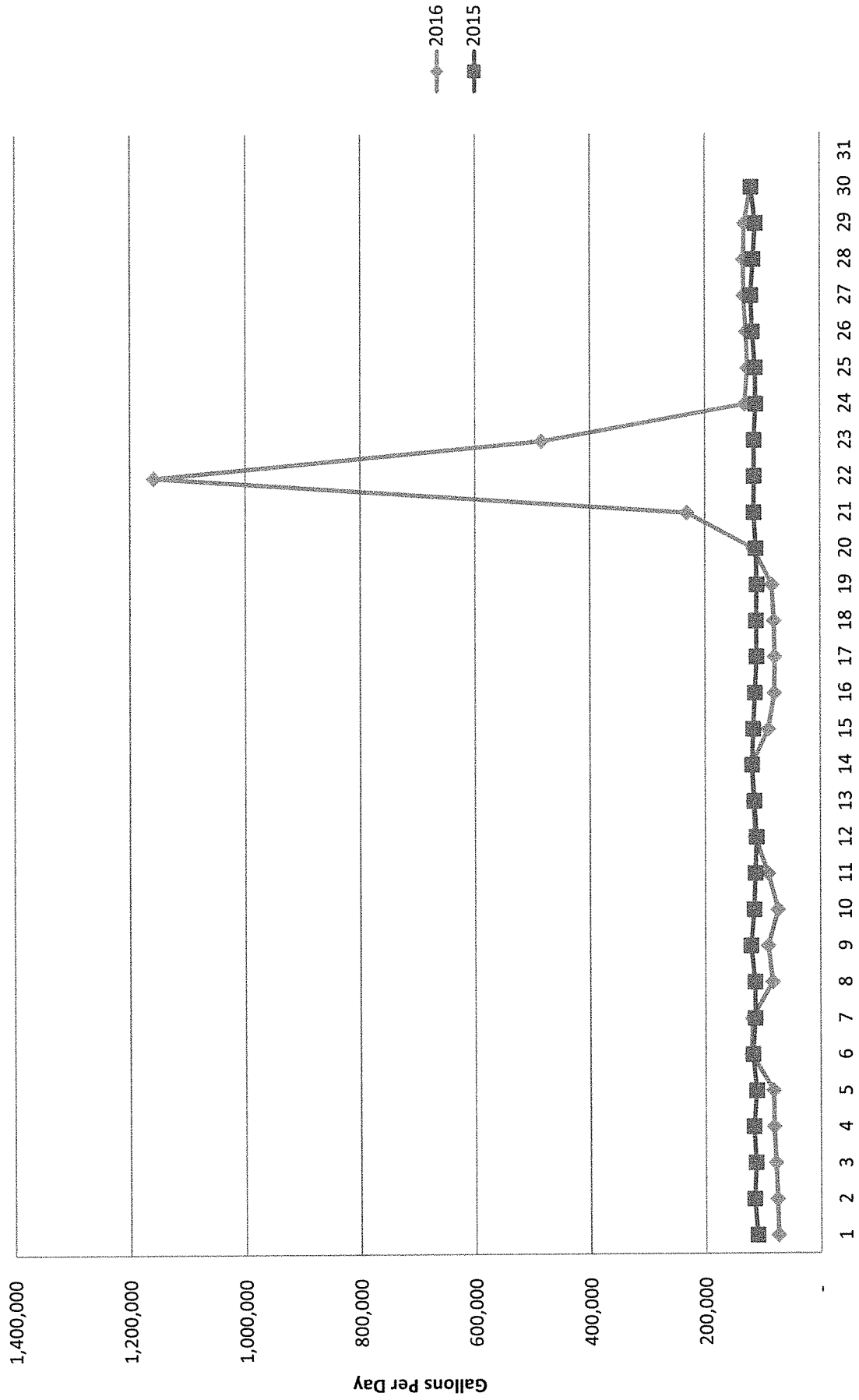


2016	2015
137,820	107,255
131,302	111,707
128,682	114,056
130,332	111,645
124,131	111,954
125,546	116,110
119,292	111,941
116,934	113,566
116,081	110,734
115,788	115,781
109,300	107,158
109,707	110,184
115,313	113,204
114,091	109,745
114,126	116,796
123,332	124,209
121,085	123,321
116,886	120,348
111,818	119,107
109,796	120,818
114,326	117,874
118,969	119,474
117,799	117,430
113,895	117,787
93,587	117,385
81,477	115,173
80,458	119,907
84,746	108,667
82,826	113,879
120,262	108,867
<u>116,003</u>	<u>114,686</u>

3,515,710 3,560,768



November 2016



	Completion Date (End of Month)	2015		2016				2017				2018				2019			
		Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Public Notice	Twice Annually				◆	◆		◆	◆		◆	◆		◆	◆		◆	◆	
Phase 1 – Study																			
Complete Cr6 Options	October 2015	■																	
Pilot Testing of BAT	October 2015	■																	
Treatment Process Selection	April 2016		■	■															
Implementation Approach	July 2016			■	■														
Phase 2 – Funding																			
Rate Study	December 2016				■	■	■												
Grant/Loan Application Submittal	March 2017				■	■	■	■											
Phase 3 – Design																			
Preliminary Design	October 2016		■	■	■	■													
Detailed Design	December 2017		■	■	■	■	■	■	■										
Phase 4- Environmental Review																			
Permitting and CEQA	December 2017							■	■	■									
Phase 5- Land Acquisition																			
Phase 6 – Contractor Selection	February 2018											■							
Phase 7 - Construction																			
Phase 8 - Testing	December 2019																		■
Begin Operating Facilities in Compliance with Cr6 Standard	December 2019																		◆

For more information, please contact Chris Dahlstrom at (805) 688-6015 or P.O. Box 157, Santa Ynez, CA 93460.

This notice is being sent to you by Santa Ynez River Water Conservation District, Improvement District No. 1.

State Water System ID#: 4210020. Date distributed: October 7, 2016.



(http://www.csda.net)

Board Member Best Practices

Sign In

Presenter: David Aranda

Also Meets AB1234 Requirement. This fast paced and informative session covers all of the essential best practices of serving as a board member or trustee of a special district: the roles of board members and staff, policies and procedures your district should consider to ensure effective governance, general ethics principles related to special districts including an overview of the laws affecting special districts.

8:30 - 9:00 a.m. Registration

9:00 a.m. - 12:00 p.m. Workshop

12:00 - 1:00 p.m. Lunch and Network Discussion

Free to SDRMA members

\$50 CSDA members

\$75 Non-Members

When 1/26/2017 - 1/26/2017

Where

Santa Ynez Community Services District

Faraday Street

Santa Ynez, CA 93460-0667 United States

Username

Password

Remember me on this computer

Sign In

Forgot my password or my username



(http://www.csda.net/csda-membership/join-csda/)

(http://www.sdrma.org/)



(http://www.sdlf.org)

California Special Districts Alliance



(http://www.csda.net)



(http://sdrma.org)



(http://csdafinance.net/)

