



**Santa Ynez Community Services District
Board of Directors Regular Meeting
Minutes from September 20, 2023**

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 5:31 PM.

2. ROLL CALL: Board Secretary called roll: Directors present: Redfern, Beard, Van Pelt, and Padelford; Director Jones via Zoom. Staff Present: Loch Dreizler, General Manager; Alicia Marin, Board Secretary.

3. DIRECTOR'S COMMENTS: President Redfern shared that he and Mr. Dreizler met informally with the Board President and General Manager of Los Olivos Community Services District to catch up on their preliminary sewer plans. Vice President Jones and Director Van Pelt expressed their appreciation for developing a relationship with a nearby agency and are interested in ongoing, regular communication with nearby agencies. President Redfern noted that the continued landscape work at the building looks good.

4. PUBLIC COMMENT: None

5. REPORTS:

A. General Manager:

Mr. Dreizler shared that a new maintenance software, *MaintainX*, was purchased for the District to help the operations team track and complete maintenance tasks. Also, he will be meeting with the District's former General Counsel, Rick Battles, and new General Counsel, Jeff Hotchkinson, via Zoom on September 27, along with President Redfern.

B. Legal Counsel: None

C. Board Secretary:

Ms. Marin shared that the 2022-2023 Workers' Compensation audit has been completed, and she is working with Eide Bailly to conduct the 2022-2023 annual audit.

D. Committees: The Wastewater Committee meeting was proposed for September 27, but now *To Be Determined* due to conflicting schedules.

6. CONSENT ITEMS:

A. Approval of Regular Meeting Minutes from August 16, 2023

B. Personnel Committee Meeting Minutes from August 31, 2023

C. Special Board Meeting Minutes from September 6, 2023

D. Special Board Meeting Minutes from September 8, 2023

E. Disbursements from 8/1/2023 – 7/31/2023

F. Director's Meeting Attendance Tracker – August 16 to September 19, 2023

Vice President Jones motioned to approve the Consent Items, President Redfern seconded the motion, and the motion passed unanimously.

7. ACTION ITEMS:

A. Planwest presentation about proposed District Divisions – draft map hearing.

1. Jason Barnes and Collette Metz of Planwest Partners joined the meeting with a PowerPoint presentation on the two proposed maps of the district divisions.
2. Mr. Barnes showed two options for the district divisions and explained how the two options were obtained beyond just the census numbers. He discussed that map option one was based on the major roads and following them for the division lines. Whereas map option two was based on keeping the commercial section within one division.
3. Vice President Jones thanked them for an interesting presentation and said hearing from the public would be beneficial. Mr. Dreizler added that the division's presentation was played at the July 15th Open House, that there have been two press releases, and there will be four presentations at the public board meetings.
4. After looking at the two options, Director Beard noted that his neighborhood, which includes the Skyline Park mutual water company, has been split in half on both map options. Ms. Metz expressed Planwest's interest in feedback on the maps, given that the Board is more familiar with neighborhoods and understands where division lines might best serve the community.
5. Director Van Pelt also shared his concern over neighborhoods being broken up on both map options. He suggested that the Board examine the maps and neighborhood divisions to provide additional feedback for Planwest. President Redfern asked for a special board meeting to discuss the Board's suggestions, and the meeting was scheduled for October 4 at 10 AM.
6. Director Van Pelt expressed his concern for small districts such as Santa Ynez, with an understanding the District must consider the possibility of litigation. Vice President Jones agreed with his statement.

B. DRAFT Lighting Municipal Services Review (MSR)

Mr. Dreizler explained that the District receives funds from the county annually for lighting. The Municipal Services Review (MSR) for lighting from the Local Agency Formation Commission (LAFCO) is separate from the District's Collections/Wastewater MSR, which will be reviewed. Mr. Dreizler will make some minor corrections before sending it to LAFCO.

C. Street Lighting – process to add new street lighting

1. Mr. Dreizler reviewed the concern of the Board over the lack of lighting at the intersection of Sagunto and Faraday streets, specifically near SY Kitchen. He has contacted PG&E as the first step toward determining the path of adding a new streetlight in the District.
2. President Redfern thought that adding lighting in this area was a matter of public safety.

3. After discussing safety and Resolution No. 90-01, it was decided that President Redfern and Director Van Pelt would walk the area after sunset to determine the need for lighting. Additionally, Mr. Dreizler will proceed with ascertaining the process for new lighting with PG&E, adding that an application had been submitted to PG&E.

D. Approve Installment Payment Plan agreement for APN 141-350-004, 3085 Horizon Drive.

1. Mr. Dreizler shared that the public notices for this installment plan have been completed.
2. Vice President Jones motioned that the SYCSD accept the costs and terms in the attached agreement, approving the installment payment plan agreement for APN 141-350-004, also recognized as 3085 Horizon Drive. Director Beard seconded, and the motion passed unanimously.

8. CLOSED SESSION: None

9. INFORMATIONAL ITEMS:

Mr. Dreizler updated the Board on further improvements to the District property. The back corner of the parking lot will be transformed into a covered pipe and materials storage area and an employee break area with a picnic table. The work will be done internally, and a contractor will not be necessary.

10. ADJOURNMENT: Director Van Pelt motioned to adjourn the meeting at 7:12 PM; President Redfern seconded the motion, and the motion passed unanimously.

APPROVED:

Frank Redfern, Board President

ATTEST:

Alicia Marin, Board Secretary



**SANTA YNEZ COMMUNITY SERVICES DISTRICT
WASTEWATER TREATMENT COMMITTEE MEETING
Minutes of October 3, 2023**

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

The meeting was called to order at 9:03 AM.

Attendees: President Frank Redfern, Director David Beard, General Manager Loch Dreizler, Board Secretary Alicia Marin, and District Engineer Consultant Matt van der Linden via Zoom.

- Mr. Dreizler shared a letter from 9 Santa Ynez Valley Homeowners Association residents located on Stadium Drive. They are experiencing septic system issues from the age of their systems and the heavy rainfall from this past winter. They are very interested in connecting to our district sewer system. After some discussion, Mr. Dreizler will get a copy of their plans to see their current septic system to determine the next steps.
- Mr. Dreizler presented possible options for the future of wastewater expansion, ranging from doing nothing to doing a large expansion into the western part of Santa Ynez. Smaller or medium projects would be putting in a sewer in small sections, such as the Deer Trail or Stadium Drive areas. The large expansion would be roughly from Deer Trail on the west to Highland Rd on the east, south to Stadium Way and Stadium Place, and north to Lower Tiana Drive. President Redfern and Director Beard determined that the large project would be preferable due to increasing materials and labor costs. Director Beard expressed his desire to continue positively communicating with the City of Solvang regarding their wastewater treatment plant expansion.
- Mr. Dreizler expressed his desire to annex the lower section of the District's sphere of influence, which is south of Covered Wagon Rd. The annexation process takes a lot of time, so depending on what expansion project is next, annexation may be pushed back.
- Mr. Dreizler shared that a section of pipe between Tivola and Sagunto needs relining, and the current cost estimate for this project is approximately \$400k. Director Beard asked how time-sensitive this is, and Mr. Dreizler will check with the District's Operations Supervisor to determine the urgency.
- Mr. Dreizler shared the current situation where the hillside between Cuesta St and Via Juana on Highway 246 is eroding. This concerns the District because of the sewer main that runs under the road in that section. This prompted management to create more detailed contingency plans for emergency situations in the District.

APPROVED:

ATTEST:

David Beard, Committee Member

Alicia Marin, Board Secretary



**SANTA YNEZ COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE MEETING
Minutes of October 4, 2023**

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

The meeting was called to order at 9:08 AM.

Attendees: President Frank Redfern, Vice President Karen Jones via phone, General Manager Loch Dreizler, and Board Secretary Alicia Marin.

- The employees will be given the current draft of the handbook to review for approximately two/four weeks. This will help the Committee determine any changes that need to be made.

APPROVED:

ATTEST:

Frank Redfern, Board President

Alicia Marin, Board Secretary



**Santa Ynez Community Services District
Board of Directors Special Meeting
Minutes from October 4, 2023**

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

- 1. CALL TO ORDER AND FLAG SALUTE:** President Redfern called the meeting to order at 10:04 AM.
- 2. ROLL CALL:** Board Secretary called roll: Directors present: Redfern, Beard, Padelford, and Van Pelt; Directors Jones via Zoom. Staff Present: Loch Dreizler, General Manager/Treasurer; Alicia Marin, Office Manager/Secretary.
- 3. DIRECTORS COMMENTS:** None
- 4. PUBLIC COMMENT:** None
- 5. REPORTS:** None for the Special Meeting
- 6. CONSENT ITEMS:** None for the Special Meeting

7. ACTION ITEMS:

A. Discuss the Pre-map for District Voting Divisions

Director Beard had concerns that the Skyline Park neighborhood was split into two voting districts on both options of the maps provided by Planwest Partners. Similarly, Director Van Pelt expressed his concern over the Deer Trail neighborhood being split into two voting districts and would like to see if it's possible to keep that neighborhood in one district. As a result, the Board would like to see if a third map option will keep these neighborhoods together in a voting district. Mr. Dreizler will communicate this Board feedback with Planwest Partners to assist with the fourth and final presentation at the October Board Meeting.

- 8. INFORMATIONAL ITEMS:** None for the Special Meeting
- 9. CLOSED SESSION:** None for the Special Meeting
- 10. ADJOURNMENT:** Vice President Jones motioned to adjourn the meeting at 10:31 AM; President Redfern seconded the motion, and the motion passed unanimously.

APPROVED:

ATTEST:

Frank Redfern, Board President

Alicia Marin, Board Secretary

SANTA YNEZ COMMUNITY SERVICES DISTRICT**Disbursements 09/01-09/30/23**

Payment Type	Check #	Vendor/Employee/Payee	Check	Date
Check	17569	Frontier	\$ 44.98	09/05/2023
Check	17570	WM Corporate Services, Inc.	\$ 66.08	09/05/2023
Check	17571	FGL Environmental	\$ 4,280.00	09/07/2023
Check	17572	Brenntag Pacific, Inc.	\$ 964.22	09/12/2023
Check	17573	Cal-Coast Irrigation, Inc.	\$ 110.24	09/12/2023
Check	17574	Coastal Copy, Inc.	\$ 118.78	09/12/2023
Check	17575	Comcast 5809	\$ 687.66	09/12/2023
Check	17576	O'Connor Pest Control	\$ 85.00	09/12/2023
Check	17577	SYV Computer Center	\$ 150.00	09/12/2023
Check	17578	USABlueBook	\$ 382.81	09/12/2023
Check	17579	Wells Fargo Vendor Financial Svcs, LLC	\$ 134.69	09/12/2023
Check	17580	Brenntag Pacific, Inc.	\$ 1,065.29	09/20/2023
Check	17581	Buellflat Rock Company, Inc.	\$ 141.59	09/20/2023
Check	17582	Cannon Corporation	\$ 3,486.00	09/20/2023
Check	17583	City of Solvang	\$ 20,000.00	09/20/2023
Check	17584	Comcast 5776	\$ 266.80	09/20/2023
Check	17585	Dahl Air Conditioning Inc.	\$ 310.00	09/20/2023
Check	17586	Frontier	\$ 44.12	09/20/2023
Check	17587	Howell Moore & Gough LLP	\$ 2,348.50	09/20/2023
Check	17588	Jessie's Spotless Cleaning	\$ 130.00	09/20/2023
Check	17589	Mountain Spring Water	\$ 77.95	09/20/2023
Check	17590	Nigro & Nigro	\$ 5,000.00	09/20/2023
Check	17591	Smith's Alarms & Electronics Inc	\$ 90.00	09/20/2023
Check	17592	Smith & Loveless Inc.	\$ 359.67	09/20/2023
Check	17593	ZWorld GIS	\$ 1,275.00	09/20/2023
Check	17594	A-OK Power Equipment	\$ 433.14	09/27/2023
Check	17595	Atkinson, Andelson, Loya, Ruud & Romo	\$ 5,000.63	09/27/2023
Check	17596	Fastenal Company	\$ 1,127.80	09/27/2023
Check	17597	Harrison Hardware	\$ 25.83	09/27/2023
Check	17598	SDRMA	\$ 6,786.14	09/27/2023
Check	17599	SiteOne Landscape Supply, LLC	\$ 57.39	09/27/2023
Check	17600	Underground Service Alert/SC	\$ 43.25	09/27/2023
Check	17601	USABlueBook	\$ 970.14	09/27/2023
Check	17602	Verizon Wireless	\$ 256.30	09/27/2023
Number of Checks: 34			\$ 56,320.00	

SANTA YNEZ COMMUNITY SERVICES DISTRICT**Disbursements 09/01-09/30/23**

Payment Type	Check #	Vendor/Employee/Payee	Check	Date
ACH	ACH20230905	PG&E	\$ 1,831.51	09/05/2023
ACH	ACH20230906	PG&E	\$ 1,831.51	09/06/2023
ACH	ACH20230908	NBS Contribs	\$ 5,263.60	09/08/2023
ACH	ACH20230915	SYRWCD #1	\$ 121.51	09/15/2023
ACH	ACH20230918	NBS Contribs	\$ 5,390.22	09/18/2023
ACH	ACH20230926	SoCalGas	\$ 21.89	09/26/2023
ACH	ACH20230926	US Bank Voyager	\$ 528.72	09/26/2023
<i>Number of ACHs: 7</i>			\$ 14,988.96	
<i>TOTAL Disbursements:</i>			\$ 71,308.96	

Board Meeting Attendance (max \$1,050 per month per director)						
Board Meetings (\$175)	Date	Frank Redfern	Karen Jones	David Beard	Bradlee Van Pelt	Tina Padelford
Regular Board Meeting	9/20/2023	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00
Special Board Meetings - Legal Counsel	10/4/2023	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00
Sub-Total		\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00
Standing Committees (\$87.50)						
Finance						
Personnel - Employee Handbook	10/4/2023	\$ 87.50	\$ 87.50			
Community Interface						
Wastewater Treatment	10/3/2023	\$ 87.50	\$ 87.50			
Sub-Total		\$ 175.00	\$ 175.00	\$ -	\$ -	\$ -
Ad-Hoc Committees (\$87.50)						
Legal Counsel Selection						
District Divisions						
Sub-Total		\$ -	\$ -	\$ -	\$ -	\$ -
Other Meetings (\$87.50)						
Pre-Agenda with GM		\$ 87.50				
CSDA Meeting						
Miscellaneous						
Sub-Total		\$ 87.50	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 612.50	\$ 525.00	\$ 350.00	\$ 350.00	\$ 350.00