

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

**TO:** Board of Directors  
**FROM:** Board of Directors, Board President  
**DATE:** December 20, 2023  
**SUBJECT:** General Manager, Annual Performance Review. Conference with Labor Negotiators (Govt. Code § 54957.6) Agency designated representatives: Board President Frank Redfern and Unrepresented employee: General Manager Loch A. Dreizler. And, if necessary, discuss any contract agreement or compensation modifications.

**Policy Implications**

Government Code § 54957 – In General, before the closed session, the legislative body of the local agency shall hold an open and public session in which it identifies its designated representatives.

Government Code §54957.6 - Conference with Labor Negotiator (director/representative)

Government Code §54957.6 (a) - Notwithstanding any other provision of law, a legislative body of a local agency may hold closed sessions with the local agency's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation.

**Fiscal Implications**

None determined

**Alternatives Considered**

None

**E. CLOSED SESSION PROCEDURES**

- a. Announce that this is about a Public Employee Performance Evaluation (Government Code § 54957) Title: General Manager.
- b. Also, announce that this may include a Conference with Labor Negotiators (Govt. Code § 54957.6) - Agency designated representatives: Board President Frank Redfern & Unrepresented employee: General Manager Loch Dreizler.
- c. Take any public comments about the closed session before the closed session begins.
- d. **Adjourn to Closed Session - TURN RECORDINGS OFF and NOTE TIME**

**See the Discussion on the Following Page**

### **Discussion**

The district may hold a closed meeting with the local agency's designated representatives (President Redfern) regarding the salary or any other compensation paid to Mr. Dreizler and any other matter within the statutorily provided scope of representation.

### **During Closed Session**

1. While the Board meets in closed session with the designated board member to discuss the performance review and any additional compensation - the Board could request that Mr. Dreizler exit the Board Room during their initial discussion.
2. When the Board completes the initial discussion, President Redfern could meet with the employee in his office to discuss the outcome of the discussion or
3. Mr. Dreizler could also meet with the entire Board before the open session when the negotiations are complete.

**The closed sessions shall not include final action on the proposed modifications.**

**These will be announced in the Open Session.**

### **F. RECONVENE TO OPEN SESSION - **TURN RECORDINGS ON and NOTE TIME****

- a. Report any actionable items from the Closed Session (§ 54957.1).
- b. If necessary, discuss any contract agreement or compensation modifications and
  - i. Report on the agreement or any other forms of compensation for the General Manager – Mr. Dreizler.
  - ii. Identify the amount of the item approved (e.g., salary via hourly increase) and do a
  - iii. Roll call vote for any seconded motions and
  - iv. Action by the Board shall be memorialized in the minutes, including how each Board member voted.

### **Attachments:**

1. Brief Summary of 2023 Achievements
2. Graphic of Work Distribution

## **District 2023 Achievements**

With assistance from Directors, Staff, and the Public

### **Technical**

- Increased interest and encouraged more use in Staff using our Geographical Information System (GIS)
- External Improvements – Improved Public Image
  - Parking Lot Slurry Seal and Striping
  - Exterior Lighting Replace/Repair/Upgrade
  - Landscaping
- Contacts with over 50 individual properties

### **Managerial**

- Hired two new exceptional employees.
- Held a successful open house.
- Initiated Work Order System – Maintain X
- Backed Up Computer Files Regularly
- Reorganized Computer Files for more efficient document discovery

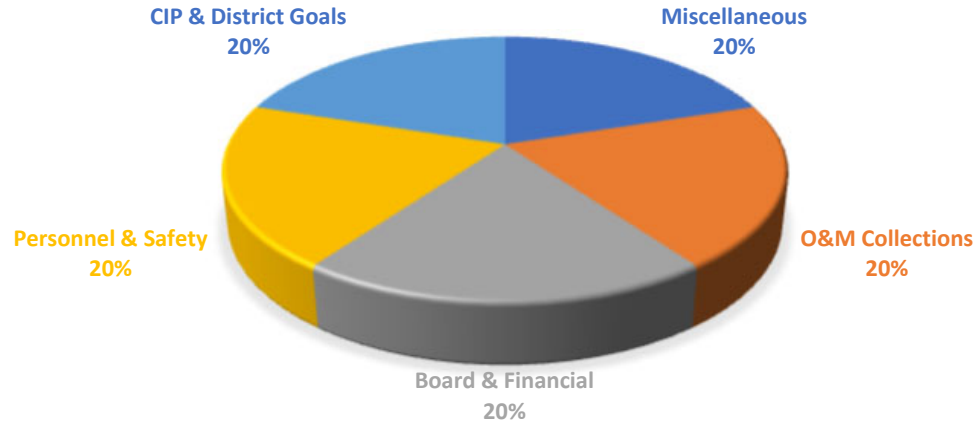
### **Financial**

- Prepared 23/24 Budget (without an Office Manager)
- Transitioned Payroll to a Payroll Service
- Continue to consult with Eide Bailly (Consultant instead of additional Staff).
- Analyzed Reserves to help understand the District's Capital Improvements Planning

### **Looking Forward**

With the help of the Directors, Staff, and the Public, I look forward to integrating the District's Reserves, Investments, Capital Improvement Plan, Rate Study, and Budgets into a comprehensive Strategic Plan for 2024/2025, expanding our wastewater services and increasing our revenue.

## GENERAL MANAGER - WEEKLY WORK DISTRIBUTION



	<b>Mondays</b>	<b>Tuesdays</b>	<b>Wednesdays</b>	<b>Thursday</b>	<b>Fridays</b>	
<b>Regulatory</b>	<b>Miscellaneous</b>	<b>O&amp;M Collections</b>	<b>Board &amp; Financial</b>	<b>Personnel &amp; Safety</b>	<b>CIP &amp; District Goals</b>	<b>Safety</b>
	District Projects	Collections (SSMP)	Committee Prep	Office Manager	Record Retention	
	Inform Tech (IT)	Manholes	Committee Meetings	Board/Employee Training	Strategic Planning	
	Grant Research	FOG	Board Memo Prep	WWTP Operator	Capital Improv. Plan	
	City of Solvang	WWTP (Recycle Water)	Board Meetings	Operator O.I.T.	Co-op Purchasing	
	Payroll	Ops Super 1 on 1	Public Outreach	Certifications	246 Emergency Planning	
	Maintain 'X' & Coogle	GIS	Budget	Safety (SDRMA)	Annex & Connects	
	Board Agendas	Maintain X	Rates & Fees	Safety (Emergency Plan)	Asset Management	
	Miscellaneous	Lift Stations	Tax Rolls	Target Safety	Public Relations	
	<b>Estimated Hours/Day</b>	<b>Estimated Hours/Day</b>	<b>Estimated Hours/Day</b>	<b>Estimated Hours/Year</b>	<b>Estimated Hours/Year</b>	