SANTA YNEZ COMMUNITY SERVICES DISTRICT
MEMORANDUM

TO: Board of Directors

FROM: Alexandra Griffith, General Manager
Alicia Marin, Board Secretary/Office Manager

DATE: November 18, 2026

SUBJECT: Authorize Staff to Destroy Identified Records per the District's Records Retention Policy, Resolution No. 06-08

Recommendation:
Review the records listed in Table 1 and authorize staff to destroy those records in accordance with the District's Records Retention Schedule (Exhibit A of Resolution No. 06-08).

Proposed Motion:

Authorize staff to destroy records identified in Table 1, in accordance with District's Records Retention Policy and Records Retention Schedule adopted in Resolution No. 06-08.

Policy Implications:
Resolution No. 06-08 establishes the District's Records Retention Policy and Records Retention Schedule. The policy complies with Government Code Sections 60200-60203 governing the retention, destruction, and disposition of public records.

Fiscal Implications:
None.

Alternatives Considered:
The Board may elect to retain the records; however, doing so would be inconsistent with the District's records management objectives and retention schedule.

Background:
The District's Records Retention Policy and Records Retention Schedule, established by Resolution No. 06-08 follow the Local Government Records

Management Guidelines issued by the California Secretary of State pursuant to Code Section 12236. The policy authorizes the destruction of any record, paper, or document following an adopted Records Retention Schedule. On April 17, 2024, the Board of Directors approved the retention of audio and video recordings of District meetings for 48 months (four years) following the date of the meeting.

Continuous records management is a prudent administrative function of District operations. By following a defined schedule, the District can avoid premature destruction of required records and unnecessary retention of outdated records. This minimizes litigation risks and ensures documents are available when needed for compliance, audits, or legal proceedings.

Discussion:

In accordance with Resolution No. 06-08, staff reviewed District records to identify documents that have met or exceeded their required retention periods. The records listed in Table 1 are eligible for destruction because their retention requirements have been satisfied and no known audits, litigation, claims, or public records matters require their continued preservation. Staff requests authorization to destroy these records identified in Table 1 in accordance with the District's Records Retention Policy.

Table 1 - Records Scheduled for Destruction in 2026

Department	Records	Date Range	Retention Requirement	Eligible for Destruction
Financial Records	Accounts Payable	2019-2020	Audit + 2 Years	2023-2024
Financial Records	Accounts Payable	2020-2021	Audit + 2 Years	2024-2025
Financial Records	Accounts Payable	2021-2022	Audit + 2 Years	2025-2026
Administrative	Meeting Recordings	Through 11/2022	48 Months	11/2026
Employment Records	Employee Timesheets	2010-2012	Audit + 6 Years	2015-2016
Employment Records	Employee Timesheets	2016-2017	Audit + 6 Years	2024-2025

Employment Records	Employee Timesheets	2017-2018	Audit + 6 Years	2025-2026
Miscellaneous	Public Records Requests	Through 10/2024	Closed/ Completion + 2 Years	10/2026

Staff have reviewed the records identified in Table 1 and determined that the applicable retention periods have expired. Authorization to destroy these records will ensure continued compliance with District policy, reduce storage requirements, and support efficient records management practices.

Attachment:
1. Resolution No. 06-08

Agenda Item 7A

Attachment 1

Resolution No. 06-08

RESOLUTION NO. 06-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA YNEZ COMMUNITY SERVICES DISTRICT ADOPTING REVISED RECORDS RETENTION POLICY AND REPEALING RESOLUTION NO. 04-15

WHEREAS, on July 21, 2004, the Santa Ynez Community Services District (the "District") adopted Resolution No. 04-15, setting forth a policy and schedule for retention and destruction of District records (the "2004 Policy"). The 2004 Policy was adopted pursuant to Sections 60200 through 60203 of the Government Code of the State of California (the "Code"), which governs the destruction or disposition of public records, including the records of the District.

WHEREAS, subsequent to the District's adoption of the 2004 Policy, the California Legislature enacted Assembly Bill 474 making substantive amendments to Sections 60201 through 60203 of the Code.

WHEREAS, amended Code Section 60201 authorizes special districts to adapt a records retention schedule that complies with the Local Government Records Management Guidelines issued by the California Secretary of State pursuant to Code Section 12236.

WHEREAS, the District's Board of Directors finds it timely and necessary to update the 2004 Policy in response to the Legislature's amendments to Code Sections 60201 through 60203.

WHEREAS, the District has determined that the repeal of the 2004 Policy and the adoption of an updated records retention policy and records retention schedule will enable the District to comply with the provisions of the amended Code Sections 60201 through 60203.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the District as follows:

Section 1. The records of the District are hereby authorized to be destroyed as provided by Sections 60200 though 60203 of the Code and in accordance with the Records Retention Schedule attached hereto as Exhibit A and incorporated by this reference, upon the request of the General Manager without further action by the Board of Directors of the District.

Section 2. As provided in Code Section 60201(b)(2), the Records Retention Schedule complies with the Local Government Records Management Guidelines issued by the California Secretary of State pursuant to Code Section 12236.

Section 3. Records not mentioned in this Resolution shall be disposed of in compliance with the Local Government Records Management Guidelines issued by the California Secretary of State pursuant to Code Section 12236.

Section 4. Notwithstanding the provisions of Section 1 above or any other provision of law, pursuant to Code Section 60201(d) the District may not destroy or dispose of any record that is any of the following:

a. Relates to formation, change of organization, or reorganization of the District;

b. An ordinance adopted by the District. However, an ordinance that has been repealed or is otherwise invalid or unenforceable may be destroyed or disposed of five years after it was repealed or became invalid or unenforceable;

c. Minutes of any meeting of the Board of Directors of the District;

d. Relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years;

e. Is the subject of any pending request made pursuant to the California Public Records Act (Chapter 3.5, Division 7, Title 1, commencing with Section 6250 of the Code), whether or not the District maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the District provided written notice to the requester that the request has been denied;

f. Relates to any pending construction that the District has not accepted or as to which a stop notice claim legally may be presented;

g. Relates to the title to real property in which the District has an interest;

h. Relates to any nondischarged contract to which the District is a party;

i. Has not fulfilled the administrative, fiscal, or legal purpose for which it was created or received;

j. Is an unaccepted bid or proposal, which is less than two years old, for the construction or installation of any building, structure, or other public work;

k. Specifies the amount of compensation paid to District employees or to independent contractors providing personal or professional services to the District, or relates to expense reimbursement to District officers or employees or to the use of District paid credit cards or any travel compensation mechanism. However, a record described in this paragraph may be destroyed or disposed of pursuant to Section 60201 of the Code seven years after the date of payment; and

l. Any other records required by law to be filed and preserved.

Section 5. Notwithstanding the provisions of Section 1 above, the District may, pursuant to Code Section 60203, authorize the destruction of any record, paper, or document that is not expressly required by law to be filed and preserved if all of the following conditions are complied with:

a. The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document in compliance with Code Section 12168.7 for recording of permanent records or nonpermanent records.

b. The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one that accurately reproduces the original thereof in all details and that does not permit additions, deletions, or changes to the original document images.

c. The photographs, microphotographs, or other reproductions on film, optical disk, or any other medium are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.

Section 6. For the purposes of Section 5 above, every reproduction shall be deemed to be an original record and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original.

Section 7. Notwithstanding the provisions of Section 1 above, the duplicates of records that are no longer needed are hereby authorized, pursuant to Code Section 60200, to be destroyed provided that the original or a permanent photographic record of the original is retained by the District for the period required by the Records Retention Schedule or as specified in Section 4 above.

Section 8. The destruction of any records as provided for herein shall be by burning, shredding or other effective method of destruction and said method of destruction shall be authorized by the General Manager.

Section 9. As provided in Code Section 60201(a), the term "records" as used herein shall consist of any "writing" defined within Code Section 6252(f), including any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

Section 10. District Resolution No. 04-15 is hereby repealed in its entirety.

PASSED AND ADOPTED on June 21, 2006 by the following vote of the Board of Directors of the Santa Ynez Community Services District:

AYES: MALER, MOEHLE, BEATTIE, SEYMOUR, HIGGINS

NOES:

ABSENT:

Carl Maler, Board President

ATTEST:

Michelle Campbell, Board Secretary

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Exhibit A

SANTA YNEZ COMMUNITY SERVICES DISTRICT

Records Retention Schedule

Document Title	Retention Period	Records Management Guidelines Page Reference (2/06 Version)	Comments
Financial Records			
Independent Auditors Report	Permanent	C-30	
Budgets	Permanent	C-17; C-29	
Bonds	Closed/Completion + 10 Years	C-17; C-31	
General Ledger	Permanent	C-29	
Investment Transactions	Permanent	C-30	
State Controller's Annual Report	Permanent	C-30	
Accounts Receivables	Audit + 4 Years	C-29	
Bank Reconciliations	Audit + 5 Years	C-29	
Billing Records	Audit + 2 Years	C-29	
Budget Adjustments	Audit + 2 Years	C-29	
Canceled & Voided Checks	Audit + 5 Years	C-29	
Deposits/Receipts	Audit + 4 Years	C-29	
Accounting Journals	Permanent	C-29	If "Utility Billing" Journal, then Current Year + 2 Years; if "Budget Adjustments, Journal Entries," then Audit + 2 Years; otherwise, default is permanent, due to lack of "Accounting Journals" category.

Invoices	Audit + 2 Years	C-29	
Inventory	Audit + 4 Years	C-29	
Administrative			
Agenda Reports	Current Year + 2 Years	C-22	
Minutes	Permanent	C-23	
Recording Tapes	Current Year + 3 Months	C-23	
Ordinances/Resolutions	Permanent	C-23	
Formation Records	Permanent	C-22	"Articles of Incorporation" used as reference.
Employment Records			
Insurance Records - Worker's Compensation	Permanent	C-24	
Employee Personnel Records (Copies)	Current Year + 2 Years	C-21	Attendance, evaluations, drafts, worksheets, postings.
Payroll Register	Permanent	C-30	
Payroll- Federal/State Reports (Records of Deductions)	Termination + 4 Years	C-30	
Employee Time Sheets	Audit + 6 Years	C-30	
Disability Claims	Permanent	C-20	
Disability Records	Permanent	C-20	
Recruitment	Closed/Completion + 3 Years	C-21	Includes applications and interview information.
Accident Reports (City Assets)	Closed/Completion + 7 Years	C-24	
Claims/Damage	Closed/Completion + 5 Years	C-24	

Incident Reports	Closed/Completion + 7 Years	C-24	
Employee Handbook	Superseded + 2 Years	C-20	
Pension Plan	Permanent	C-21	Treated as"PERS, Social Security, SSI" records, due to lack of "Pension Plan" category.
Training Records (Safety)	Closed/Completion + 2 Years	C-21	
Training Records (Non-Safety)	Closed/Completion + 7 Years	C-21	
Training Manuals	Closed/Completion + 7 Years	C-21	
Commercial Training Materials	Closed/Completion + 7 Years	C-21	Treated as "Training Manuals," due to lack of "Commercial Training Materials" category.
Contracts			
Contracts and Agreements (Excluding Capital Improvements)	Termination + 5 Years	C-22	Includes leases, equipment, services, or supplies.
Contracts and Agreements (Including Capital Improvements)	Permanent	C-22	Construction.
Construction Records	Permanent	C-26	
Grants (Federal and State)	Closed/Completion + 7 Years	C-19	
Grants (Community and Urban Development)	Closed/Completion + 4 Years	C-19	
Property			
Vehicle Ownership and Title	Life	C-29	

Deeds and Easements	Permanent	C-28	
Plans and Specifications (Approved Construction)	Permanent	C-26	
Plans and Specifications (Submitted By Contractors With Permit Applications)	Closed/Completion + 2 Years	C-26	
Miscellaneous			
Sewer Code	Permanent	C-23	Treated as "Municipal Code," due to lack of "Sewer Code" category.
Certificates of Election	Termination + 4 Years	C-17	
Statement of Economic Interest (Elected Officials)	Termination + 7 Years	C-18	
Oaths of Office	Termination + 6 Years	C-18	
Sewer Permits (Construction)	Permanent	C-26	
Sewer Permits (Other)	Closed/Completion + 2 Years	C-26	
County Assessor Maps	Permanent	C-26	
Wastewater Capacity/Flow Data	Permanent	C-45	Treated as "Hydrograph," due to lack of "Wastewater Capacity/Flow Data" category.
Insurance Records – General Liability, Property	Permanent	C-24	
Legal Opinions (confidential)	Superseded + 2 Years	C-23	

Public Notices/Legal Publications	Closed/Completion + 4 Years	C-23	Contain lasting administrative and legal value.
Unaccepted Bids	Closed/Completion + 2 Years	C-25	
Board of Director Applications (Not Accepted)	Closed/Completion + 2 Years	C-22	
Board of Director Applications (Accepted)	Termination + 5 Years	C-22	
Surplus Property Lists (Auction)	Audit + 2 Years	C-29	
Surplus Property Lists (Disposal)	Audit + 4 Years	C-29	
Public Records Requests	Closed/Completion + 2 Years	C-23	

SANTA YNEZ COMMUNITY SERVICES DISTRICT
MEMORANDUM

TO: Board of Directors

FROM: Alexandra Griffith, General Manager
Alicia Marin, Board Secretary/Office Manager

DATE: November 18, 2026

SUBJECT: Authorize Staff to Prepare and Post a Public Notice for the Public Hearing for Consideration of an Ordinance to Adjust Director Compensation

Recommendation:
Receive staff report and provide direction regarding whether to initiate the statutory process required to consider a potential adjustment to Board compensation. If the Board wishes to proceed, authorize staff to prepare and publish the required public hearing notice.

Proposed Motion:
Authorize staff to publish and post notice of a public hearing to consider an ordinance adjusting compensation payable to members of the Santa Ynez Community Services District Board of Directors, in accordance with Water Code Section 20203 and Government Code Section 6066.

Policy Implications:
Water Code Section 20203 requires a public hearing before the Board may adopt an ordinance establishing or increasing Director compensation.

Government Code Section 6066 requires publication of notice of the hearing once a week for two successive weeks in a newspaper of general circulation. The publication period begins with the first publication and concludes after fourteen days.

Fiscal Implications:
Publication costs associated with the required legal notice are expected to be minimal and can be accommodated within the adopted operating budget. Any future increase in Director compensation would have an ongoing fiscal

impact that has not been determined and would depend upon the compensation levels established by ordinance.

Alternatives Considered:
The Board could decide not to move forward with the process to increase Board compensation.

Discussion:
The purpose of this agenda item is not to increase Director compensation, but rather to determine whether the Board wishes to initiate the statutory process required to consider a future adjustment. If directed by the Board, staff will publish the required notice and schedule a public hearing at a future meeting. Any compensation adjustment would require subsequent Board action through adoption of an ordinance following the public hearing.

Sequence of Actions to Increase Board Compensation

Step	Legal Authority	Action
1	Water Code §20203; Gov't Code §6066	Publish notice and schedule public hearing
2	Water Code §§20202-20203	Conduct hearing and consider ordinance
3	District Policy	Adopt resolution updating Board Policy Manual.
4	Gov't Code §§25122, 25124	Publish adopted ordinance.
5	Water Code §20204	Ordinance becomes effective after sixty (60) days absent protest petition.

Director compensation was last adjusted on March 22, 2026. Water Code Section 20202 permits annual increase of up to five percent (5%) for each calendar year following the operative date of the previous adjustment. The Board may consider any increase up to the maximum amount authorized by statue.

Compensation Type	Current	3% Increase	5% Increase
Standing/Ad Hoc Committee Meetings	$93.64	$96.45	$98.32
Regular/Special Board Meetings	$187.29	$192.91	$196.65
Maximum Monthly Compensation	$1,123.67	$1,157.38	$1,179.85

Any adjustment to Director compensation must comply with applicable provisions of the California Water Code and Government Code and is subject to public hearing and public notice requirements intended to provide transparency and public input.

SANTA YNEZ COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Alexandra Griffith, General Manager

DATE: November 18, 2026

SUBJECT: Discussion of the City of Solvang's Request for Expressions of Interest for Potential Sale, Lease, or Private Operation of the City's Water and Wastewater/Sewer Utility Enterprises

Recommendation:

Receive and discuss information regarding the City of Solvang's (City) Request for Expressions of Interest (RFEI) for potential sale, lease, or private operation of its water and wastewater utility enterprises and provide direction to staff, if desired.

Proposed Motion:

This agenda item is brought to the Board for discussion and no motion is proposed.

Policy Implications:

The release of the RFEI does not affect existing District policies. However, any future change in ownership or operation of the City's wastewater utility could warrant District review of policies related to wastewater capacity planning, interagency relations, and long-term District planning and goals.

Fiscal Implications:

There are no immediate fiscal impacts associated with the City's release of the RFEI. However, future changes in ownership, operation, or governance of the City's wastewater utility could affect wastewater treatment rates, future capacity acquisition opportunities, contractual arrangements, and long-term capital costs allocations affecting the District.

Alternatives Considered:

None, as this item is presented for discussion.

Discussion:

At its November 9, 2026, meeting, the City of Solvang City Council considered whether to release a Request for Expressions of Interest for the potential sale, lease, or private operation of the City's water and wastewater/sewer collection utility enterprises. An RFEI is a preliminary information gathering process to identify potential market interest and available service models. The release of an RFEI does not commit the City to pursuing a sale, lease, or operational agreement, nor does it obligate the City to issue a subsequent Request for Proposals (RFP).

At the meeting, City staff stated that the City of Solvang is currently going through a rate study for water and wastewater/sewer collection. In conducting the rate study, the City is evaluating the water and wastewater enterprise funds, reserves, debt service, and future capital improvements. The City is facing large capital improvement projects resulting in increased revenue demands. While evaluating the water and sewer utility rates and connection fees, the City is also exploring other options for consideration and evaluation in comparison to see what the best course of action(s) is to meet the needs of the City, residents, businesses, utility customers, and community as a whole.

The Santa Ynez Community Services District is the City's largest sewer customer. Under the District's agreement with the City of Solvang, the District holds treatment capacity rights equal to 20 percent of the City's wastewater treatment plant capacity, or approximately 0.30 million gallons per day (MGD) of the facility's total 1.5 MGD design capacity.

Because the District conveys all wastewater flows to the City's wastewater treatment plant, any future change in ownership, management, or operational structure of the wastewater system could have implications for the District. Potential considerations include:

- Future wastewater treatment rates and fee structures;
- Availability and pricing of additional treatment capacity;
- Existing contractual rights and obligations;
- Capital improvement planning and cost allocations methodologies; and
- Long-term operational reliability and governance of the regional wastewater system.

At this stage, it is unknown whether any future proposal would affect the District's existing agreement, capacity rights, or operational relationship with

the City. The City has only initiated an information-gathering process through the RFEI. No specific transaction or operational change has been proposed.

Staff will continue to monitor the City's evaluation process and keep the Board informed of developments that may affect the District's wastewater service interests and long-term planning objectives.

Attachments

1. City of Solvang Staff Report for Request for Expression of Interest
2. City of Solvang Request for Expression of Interest

Agenda Item 7C

Attachment 1

City of Solvang Staff Report for Request for Expression of Interest

CITY COUNCIL STAFF REPORT

AGENDA ITEM: 8.c

MEETING DATE: November 9, 2026

SUBJECT:	Discussion of Request for Expressions of Interest for Potential Sale, Lease or Private Operation of the City's Water and Wastewater/Sewer Collection Utility Enterprises

PREPARED BY: Jose Acosta, Utility Director

DISCUSSION:

Background: The City of Solvang owns and operates its municipal water, sewer collection, and wastewater treatment utility enterprises. These systems provide essential services to the City's residents, businesses, visitors, and regional partners and represent significant long-term infrastructure and financial responsibilities for the City.

The City continues to evaluate the long-term needs of its utility systems, including infrastructure replacement, regulatory requirements, staffing, capital improvements, and the financial resources necessary to provide reliable utility service. As part of this effort, staff continues to review and prioritize Capital Improvement Program (CIP) projects and significant equipment and infrastructure purchases based on condition, operational need, regulatory requirements, available funding, and timing.

The City is also conducting a comprehensive Water and Wastewater Rate Study to evaluate current and future revenue requirements, utility rates and charges, connection fees, capital needs, reserves, and other long-term financial considerations. The study will also consider alternative funding approaches, including the potential use of Transient Occupancy Tax (TOT) revenues to offset certain utility-related costs and reduce the financial burden placed directly on utility customers.

Request for Expression of Interest: In conjunction with the above-described efforts, staff has prepared a Request for Expression of Interests (RFEI) to explore potential alternative ownership and operational structures for the City's utility enterprises. The RFEI would allow qualified entities to submit Expressions of Interest for the potential purchase, lease and/or operation of the Water Enterprise, the Sewer Collection and Wastewater Treatment Enterprise, or both enterprises collectively. The RFEI encourages respondents to provide information on the following topics:

- Respondent qualification and experience to provide context for the Expression of Interest
- A recommended transaction structure
- Financial information including form and timing, financing approach, and treatment of assets, reserves, grants and financial obligations
- Transition plan for assuming responsibility of utility enterprises and maintaining uninterrupted service
- Impacts on customer rates and service
- Approach to finding, prioritizing and maintaining existing and future capital improvement costs
- Transition and impacts to existing City utility employees
- Recommended insurance

- Any other due diligence or assumptions

The purpose of RFEI is not to advocate for or against the sale, lease or private operation of the City's utilities. Rather, the purpose of the RFEI is to gather information on the potential options for the sale, lease, or operation of the City's water and wastewater/sewer collection utilities, the market interest for such transactions and whether any such transaction would be in the best interests of the City, its residents, businesses, utility customers, and the community as a whole. The City is facing significant long-term infrastructure and financial decisions for these utilities, and exploring available options will provide information to compare alternative ownership or operating structures against continued City ownership and operation. The RFEI will allow the City to obtain more information from members of the industry and assist the City in its long-term utility planning regardless of whether a transaction is ultimately pursued.

Issuance of the RFEI does not commit the City to any sale, transfer, lease or operating agreement. Should the City ultimately decide to proceed with a transaction after this RFEI, the next step would be to issue a Request for Proposals (RFP) on a preferred transaction structure. Any proposal received as a part of that future RFP process would require further evaluation, due diligence, public discussion, and compliance with applicable legal, financial, and regulatory review before a specific transaction could be considered or approved. Further, Public Utilities Code Section 10061 requires certain procedures and findings for any sale or lease of a municipal corporation's water or sewer utilities, including a public hearing and, for all sales, submission to and approval by a majority of voters at a general or special election, among other requirements.

No determination regarding the future ownership or operation of the City's utilities is being requested as part of this discussion.

RECOMMENDED MOTION:
None.

Council is invited to receive a presentation and discuss the Request for Expressions of Interest for the potential sale, lease and/or private operation of the City's Water and Wastewater/Sewer Collection Utility Enterprises. No Council action is requested at this time.

ALTERNATIVES:
None. This item is presented for discussion; no action regarding the sale or transfer of the City's utility enterprises is being requested. The City Council may provide comments regarding the proposed RFEI and the issues presented.

FISCAL IMPACT:
There is no immediate fiscal impact associated with this discussion other than staff time in preparation of the RFEI. The financial impact of any future transaction, should the City ultimately pursue one, cannot be determined at this time.

ATTACHMENTS:
A - Request for Expressions of Interest for the Potential Sale, Lease or Private Operation of the City of Solvang Water and Wastewater/Sewer Collection Utility Enterprises

Agenda Item 7C

Attachment 2

City of Solvang Request for Expression of Interest

REQUEST FOR EXPRESSION OF INTEREST

FOR THE SALE, LEASE, OR PRIVATE OPERATION OF THE CITY OF SOLVANG WATER AND WASTEWATER/SEWER COLLECTION UTILITY ENTERPRISES

RFEI Issued	Month XX, 2026
All questions must be received by 4:00 p.m.	Month XX, 2026
Responses to all questions will be by 4:00 p.m.	Month XX, 2026
Expressions of Interest Due by 2:00 p.m.	Month XX, 2026

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7. Expressions of Interest - Required Content
8. Solicitation Process
9. Subsequent Procedures and Regulatory Requirements
10. General Conditions, Public Disclosure, and City Reservations

Attachments

Attachment A- Utility System and Service Area Maps

Attachment B- Current Utility Rate Schedules

Attachment C- Utility Financial Summary

Attachment D- Capital Improvement Program Summary

SECTION 1. INTRODUCTION AND PURPOSE

With this Request for Expressions of Interest ("RFEI"), the City of Solvang ("City") invites interested parties to submit Expressions of Interest (EOIs) concerning the future sale, lease or private operation of its water utility and its sewer collection and wastewater treatment utility. The purpose of this solicitation is to gather information on the potential options for the sale, lease, or private operation of the City's water and sewer collection and wastewater utilities, the market interest in any such transaction, and whether any such transaction would be in the best interests of the City, its residents, businesses, utility customers, and the community as a whole.

The City is seeking feedback on the structure and scope of a potential future transaction. Assets that could be part of a future transaction include the City's potable water, sewer collection, and wastewater treatment enterprises, together with associated infrastructure, facilities, property interests, operational assets, agreements, rights, and obligations. Respondents to this solicitation may submit an EOI for both the water utility and the sewer collection and wastewater treatment utility or for only one utility. A Respondent may offer an asset purchase, a lease, or a contract under which the City retains ownership of the utility or utilities and engages a qualified operator.

In addition, the City seeks feedback on financial information including form and timing of financing, financing approach, and treatment of assets, reserves, grants and financial obligations; transition plans for assuming responsibility of utility enterprises and maintaining uninterrupted service; impacts on customer rates and service; approach to finding, prioritizing and maintaining existing and future capital improvement costs; transition and impacts to existing City utility employees; recommended insurance; and any other due diligence or assumptions to inform whether the City will pursue any transaction and the structure of any subsequent transaction.

Through this RFEI the City is undertaking a structured industry consultation to gather information to assist in evaluating potential alternative transaction structures for the privatization of the City's water and wastewater and sewer utilities and gauge the level of private sector interest and what is achievable within the existing statutory framework.

The issuance of this RFEI does not start the procurement process and does not constitute a decision or commitment by the City to sell, transfer, or otherwise dispose of its water and/or wastewater/sewer collection utility enterprises. The City intends to use the EOIs received to gather information on the potential benefits, impacts, terms, and conditions of a possible transaction and whether to proceed with any such transaction. Should the City decide to pursue a sale, lease, or contract for operation of either or both utilities, the City would issue a formal Request for Proposals (RFP) following the conclusion of this RFEI. The participation in the RFEI is not required for participation in any future RFP and any EOIs received from Respondents will not be scored or taken

into consideration in any future procurement.

Following a subsequent RFP, should the City decide to issue one, any potential transaction will additionally be subject to further evaluation, due diligence, negotiation and applicable legal and regulatory requirements (including community voter approval and California Public Utilities Commission (CPUC) approval for sales), and final approval by the City Council. These further procedures and requirements are described in Section 9.

SECTION 2. CITY AND UTILITY DEPARTMENT AND SERVICE AREA OVERVIEW

2.1 City Overview

The City of Solvang, founded in 1911 and incorporated on May 1, 1985, is located in the Santa Ynez Valley of Santa Barbara County, California. The City is widely recognized for its distinctive Danish heritage, architectural character, and tourism-based economy. Solvang serves as a regional destination within California's Central Coast and supports a diverse mix of residential, commercial, hospitality, institutional, and visitor-serving uses.

The City encompasses approximately 2.4 square miles and has a resident population of approximately 6,100. In addition to serving its resident population, the City welcomes a significant number of annual visitors and supports a vibrant business and hospitality community.

The City operates under a Council-Manager form of government and provides a variety of municipal services to the community, including water, sewer collection, and wastewater treatment services through its Utilities Department.

2.2 Utilities Department Overview

The City of Solvang Utilities Department is responsible for the management, operation, maintenance, regulatory compliance, and long-term planning of the City's water, sewer collection, and wastewater treatment utility enterprises.

The Department is responsible for operation and maintenance of utility infrastructure, implementation of capital improvement projects, regulatory compliance, emergency response, asset management, and other functions necessary to provide reliable utility service.
The Utilities Department operates under the direction of the Utility Director and consists of twelve (12) employees:

- One (1) Utility Director;
- Five (5) Water Division personnel; and
- Six (6) Wastewater Division personnel.

The utility enterprises also utilize administrative and support services provided by other City departments, as well as professional consultants and contractors, as necessary for utility operations, engineering, financial management, regulatory compliance, capital project delivery, and other specialized services.

2.3 Utility Service Area Overview

The City's utility enterprises primarily provide water, sewer collection, and wastewater treatment services within the City of Solvang. The customer base includes residential, commercial, institutional, governmental, and visitor-serving uses reflective of the City's resident population and tourism-based economy.

The City also maintains regional utility relationships and agreements that support water supply reliability and wastewater treatment services. These include relationships with regional water suppliers and agencies, imported water resources, interconnections with neighboring water systems, and wastewater treatment services provided pursuant to existing interagency agreements.

Additional information regarding the individual water, sewer collection, and wastewater treatment enterprises is provided in Section 3.

SECTION 3. UTILITY ENTERPRISE OVERVIEW

The City owns and operates integrated water, sewer collection, and wastewater treatment utility enterprises serving the City of Solvang and supporting certain regional utility relationships. The following provides a high-level overview of each enterprise and its principal facilities and characteristics.

3.1 Water Utility Enterprise

The City owns and operates a municipal water utility serving approximately 2,100 service connections and a resident population of approximately 6,100, in addition to commercial, institutional, governmental, and visitor-serving customers.

The City's water supply portfolio includes local groundwater production, imported water supplies, and regional interconnections that provide operational flexibility and support water supply reliability. The system includes groundwater wells, storage reservoirs, approximately 41 miles of distribution mains, imported water facilities, and associated pumping and operational infrastructure.

The City is also pursuing additional groundwater supply development and improvements intended to enhance long-term water supply reliability. These include current development of one groundwater well and pursuing a petition for change with the State Water Resources Control Board for the development of two river underflow wells. The

City's petition for change is still pending before the State Water Resources Control Board's Administrative Hearings Office.

Key Water System Statistics

Item	Quantity
Population Served	Approximately 6100
Service Connections	Approximately 2100
Groundwater Wells	6
Water Storage Reservoirs	3
Distribution System	Approximately 41 Miles
State Water Project Connection	Yes
Regional Interconnections	2

The City participates in the State Water Project through the Coastal Branch and maintains regional water supply and interconnection relationships that supplement local groundwater resources. Additional information regarding significant water supply arrangements and associated rights and obligations is summarized later in this RFP.

3.2 Sewer Collection Enterprise

The City owns and operates a municipal wastewater collection system serving approximately 2,033 customer connections primarily within the City limits. The system collects and conveys wastewater from residential, commercial, institutional, governmental, and visitor-serving customers to the City's wastewater treatment facility. The collection system consists primarily of gravity sewer mains, manholes, cleanouts, lift stations, force mains, and associated infrastructure. The City maintains ongoing inspection, cleaning, maintenance, rehabilitation, and capital improvement programs to support system reliability and regulatory compliance.

Key Sewer Collection System Statistics

Item	Quantity
Customer Connections	Approximately 2033
Gravity Sewer Main	Approximately 31 Miles
Manholes	645
Cleanouts	85
Force Main	Approximately 0.6 Miles
Lift Stations	2
Service Area	Primarily City Limits

The City completed a comprehensive Sewer Master Plan in 2021 that evaluated system capacity, infrastructure condition, and future capital improvement needs.

3.3 Wastewater Treatment Enterprise

The City owns and operates a municipal wastewater treatment facility that provides treatment and disposal services for wastewater generated within the City and wastewater received pursuant to regional service agreements.

The wastewater treatment facility utilizes a Sequencing Batch Reactor (SBR) treatment process and has a permitted treatment capacity of approximately 1.5 million gallons per day (MGD). Current average influent flows are approximately 0.75 MGD. Treated effluent is managed through a percolation pond disposal system in accordance with applicable regulatory requirements and permits.

The facility also receives and treats wastewater from the Santa Ynez Community Services District pursuant to existing agreements, making the wastewater treatment enterprise an important component of regional wastewater management within the Santa Ynez Valley. The City is also evaluating a potential future wastewater treatment connection with another neighboring community. Any future connection would be subject to applicable agreements, approvals, infrastructure requirements, and other conditions.

Key Wastewater System Statistics

Item	Quantity
Treatment Process	Sequencing Batch Reactor (SBR)
Permitted Capacity	1.5 MGD
Average Daily Flow	Approximately 0.75 MGD
Disposal Method	Percolation Ponds
Regional Treatment Partner	Santa Ynez Community Services District
Treatment Facility Ownership	City of Solvang

The City's utility enterprises are subject to ongoing capital investment, regulatory requirements, operational obligations, and regional agreements.

SECTION 4. FINANCIAL, CAPITAL, AND OPERATIONAL OVERVIEW

The City's water and wastewater utilities are operated as enterprise activities and are primarily supported through utility rates, fees, charges, and other revenues associated with providing utility services. Enterprise revenues support utility operations and maintenance, personnel, regulatory compliance, capital improvements, and other costs associated with providing water, sewer collection, and wastewater treatment services.

The City maintains financial, budgetary, rate, capital planning, and operational information for the utility enterprises. The following information is intended to provide proposers with a general understanding of the enterprises for purposes of preparing a

proposal.

4.1 Financial and Revenue Overview

The City maintains separate enterprise accounting for its water and wastewater utility activities. Utility revenues are generated primarily through customer rates and charges, connection and capacity-related fees, and other utility-related revenues.

Current utility rates and charges have been established through the City's adopted rate structure and applicable public processes. The City periodically evaluates its utility rates, revenues, operating expenses, reserves, capital requirements, and long-term financial needs.

The City is currently conducting a comprehensive Water and Wastewater Rate Study evaluating cost of service, utility rates and charges, connection fees, long-term capital and financial requirements, and other funding considerations. The rate study is anticipated to be completed by June 2027. The City expects Respondents to consider the ongoing rate study and any resulting changes to utility rates, fees, or financial assumptions in developing their EOIs.

4.2 Debt, Grants, and Financial Obligations

The City's water and wastewater utility enterprises currently carry no outstanding debt. However, the City has identified significant future capital improvement needs, and financing or other funding mechanisms may be required to support implementation of certain projects.

The City is currently pursuing financing through the United States Department of Agriculture (USDA) for planned wastewater treatment facility improvements. As of the issuance of this RFEI, no financing obligation has been incurred.

The utility enterprises may also be subject to grant requirements, contractual commitments, restricted funds, and other financial obligations associated with utility operations and capital investments.

4.3 Capital Improvement Planning

The City maintains ongoing capital improvement programs for its water, sewer collection, and wastewater treatment systems. Capital investments include rehabilitation and replacement of existing infrastructure, reliability improvements, regulatory compliance projects, system modernization, and other improvements necessary to maintain utility service.

The City has completed planning and engineering efforts identifying current and future

infrastructure needs and has developed capital improvement programs to address those needs. Significant current and anticipated areas of investment include:

- Development of new groundwater wells and associated water supply infrastructure;
- Expansion of water storage capacity;
- Improvements and upgrades to the wastewater treatment facility;
- Rehabilitation, repair, and relining of the sewer collection system; and
- Upgrades to sewer lift station facilities conveying wastewater to the wastewater treatment facility.

Projects are in various stages of planning, design, funding, and implementation. The timing, scope, funding source, and ultimate delivery of individual projects may change as the City's capital program progresses.

The City expects Respondents to evaluate available capital improvement information in developing their EOI.

4.4 Utility Operations

The City's utility systems are operated and maintained by the Utilities Department with support from other City departments, consultants, contractors, and regional partners as necessary.

Operations include routine and preventive maintenance, regulatory monitoring and reporting, emergency response, infrastructure inspection and repair, system planning, customer support, and implementation of capital projects.

The City's water and wastewater systems are subject to applicable federal, state, and local regulatory requirements.

SECTION 5. PROPERTY, AGREEMENTS, AND REGULATORY OVERVIEW

The City's utility enterprises rely upon real property, easements, rights-of-way, water rights, water supply arrangements, interagency agreements, permits, and other contractual and regulatory rights and obligations necessary to operate the water, sewer collection, and wastewater treatment systems.

The information provided in this section is intended to identify the principal categories of property interests, agreements, and regulatory considerations associated with the utility enterprises.

5.1 Property and Infrastructure Rights

Utility infrastructure is located on a combination of City-owned property, public rights-of-way, easements, and other property interests. These interests support water production, storage and distribution facilities; sewer collection and conveyance infrastructure; wastewater treatment and disposal facilities; and other associated utility assets.

5.2 Significant Agreements, Water Rights, and Regional Relationships

The City's utility enterprises operate within a network of water rights, imported water supplies, regional relationships, and interagency agreements that support water supply reliability, wastewater treatment, and utility operations.

The City maintains water rights associated with the underlying Santa Ynez River underflow and groundwater resources that support the City's local water supply portfolio. The City also has an allocation of up to approximately 1,500 acre-feet per year of State Water Project water, subject to annual availability and allocation. Regional water supply and interconnection arrangements provide additional operational flexibility and supply reliability.

The City's wastewater treatment facility receives and treats wastewater from the Santa Ynez Community Services District pursuant to existing agreements. The City also maintains other interagency, professional service, operational, supply, maintenance, and utility-related agreements necessary to support the utility enterprises.

Water rights, imported water entitlements, agreements, and related interests may represent significant components of a potential transaction. The extent to which individual rights, entitlements, agreements, or obligations may be transferred, assigned, retained, or otherwise addressed will be subject to applicable legal and regulatory requirements. Certain agreements may require consent, assignment, amendment, renegotiation, or other action in connection with a potential transaction.

5.3 Regulatory Overview

The City's water, sewer collection, and wastewater treatment enterprises operate pursuant to applicable federal, state, and local laws, regulations, permits, licenses, and regulatory requirements.

Regulatory oversight includes requirements related to drinking water quality and supply, water resources, wastewater collection, wastewater treatment and disposal, environmental protection, monitoring and reporting, system operations, and other applicable utility activities.

SECTION 6. SCOPE OF INTEREST AND CITY OBJECTIVES

6.1 Scope of Interest

The City is seeking EOIs for the potential purchase, lease or operation of one or both of its utility enterprises: (1) the Water Enterprise; and (2) the Sewer Collection and Wastewater Treatment Enterprise. Respondents may express interest in purchasing, leasing and/or operate either enterprise individually or both enterprises collectively.

An EOI may recommend a transaction including all or a portion of the assets and interests associated with the applicable utility enterprises, including utility infrastructure and facilities, real property interests, equipment, operational systems, customer accounts, and certain contractual rights and obligations. Respondents shall clearly identify the recommended transaction structure, assets and responsibilities assumed, material exclusions, conditions, and other assumptions upon which their EOI is based.

Respondents are encouraged to identify alternative approaches, transaction structures, or other recommendations that they believe would provide additional value, improve utility service or operations, reduce costs, enhance infrastructure investment, or otherwise advance the City's objectives, provided any such alternative is clearly identified and explained in the EOI.

6.2 City Objectives

The City's objectives in issuing this RFEI include gaining information to evaluate and gauge whether a potential transaction for the sale, lease or contracted operation of the water and/or wastewater/sewer collection utilities would do the following:

- Ensure continuity of safe, reliable, and compliant water, sewer collection, and wastewater treatment services that are equal or better than existing services throughout any transition and following completion of a transaction;
- Protect the interests of existing and future utility customers, including consideration of customer service, rates and charges, and system reliability;
- Provide a financial benefit, just compensation, and overall value of a potential transaction to the City and community;
- Provide for responsible long-term ownership, operation, maintenance, and management of utility infrastructure;
- Ensure a transaction is designed to provide sufficient financial, technical, and organizational capacity to address current and future capital improvement needs, regulatory requirements, and emergency response;
- Provide for continued regulatory compliance and responsible environmental stewardship;
- Consider the treatment and transition of existing utility employees;
- Maintain appropriate coordination with regional agencies, utility partners, and other stakeholders; and

- Provide for an orderly transition that minimizes disruption to utility customers and operations.

SECTION 7. EXPRESSIONS OF INTEREST - REQUESTED CONTENT

Respondents are encouraged to provide EOIs including information on the following topics. Respondents are also encouraged to organize their EOI consistent with the below topic areas.

7.1 Executive Summary and Proposed Approach

Provide an executive summary describing the Respondent's interest in the opportunity and the overall structure of the transaction suggested in the EOI.

The summary should clearly identify whether the Respondent is expressing interest in an acquisition, operation, or another structure consistent with the objectives of this RFEI; whether the proposal applies to (1) the Water Enterprise, (2) the Sewer Collection and Wastewater Treatment Enterprise, or (3) both enterprises collectively; and include a brief description of the principal terms and anticipated benefits of the transaction as structured in the EOI.

7.2 Respondent Qualifications and Experience

Each EOI should include a brief high-level overview of the Respondent's:

- Organizational structure and ownership;
- Experience owning and/or operating water, sewer collection, and wastewater treatment utilities;
- Experience with utility acquisitions, transitions, or comparable transactions;
- Experience operating utilities subject to California regulatory requirements; and
- Key personnel as relevant.

This information is intended to provide context for the EOI not to assess the Respondents respective qualifications.

7.3 Transaction Structure

The EOI should describe the transaction structure the Requestor believes would be most effective to achieve the City's objectives as described in this RFEI. The EOI should explain the legal, ownership, and operational structure of the transaction and specify which utility enterprise or enterprises and which assets, rights, and responsibilities are included in the recommended transaction. EOIs should clearly identify:

- Material assets or responsibilities included;

- Material exclusions;
- Liabilities or obligations to be assumed in recommended transaction;
- Significant agreements, rights, or interests requiring assignment or other action;
- Conditions precedent to completing the recommended transaction; and
- Any material assumptions upon which the EOI is based.

7.4 Financial Information

An EOI should identify the following financial information as applicable:

- Proposed form and timing of consideration;
- Proposed financing approach;
- Significant financial contingencies or conditions;
- Proposed treatment of applicable assets, reserves, grants, financial obligations, or other financial interests; and
- Any adjustments or circumstances that could materially affect the proposed financial terms.

For EOIs involving both utility enterprises, the Respondent shall separately identify the financial terms and considerations applicable to each utility and any financial terms and considerations contingent upon the utilities being acquired and/or operated collectively. To the extent reasonably known or estimated, Respondents are encouraged to provide estimated purchase price figures or suggested fees and revenue structures as applicable.

The EOI should also describe the financial capacity and resources necessary for an entity to complete the recommended transaction and support ongoing utility operations and capital investment.

7.5 Utility Operations and Transition Plan

Any potential transition must provide for uninterrupted operation of the City's water, sewer collection, and wastewater treatment systems and continued compliance with applicable current and future regulatory requirements.

The EOI should describe the recommended approach to assuming responsibility for the utility enterprises and maintaining uninterrupted utility service throughout the transition for the recommended transaction, including providing a high- level transition plan and example schedule. The transition plan should generally describe how treatment operations would continue through the transition. The EOI should also generally describe how staffing and certified operator requirements and operational knowledge would be transferred; and the approach to emergency response and system resiliency, regulatory compliance and reporting, and customer service and communications.

Since certain functions supporting the utility enterprises are currently provided by other City departments or through consultants and contractors (including utility billing and collection, finance and accounting, human resources, information technology, legal services, procurement, engineering, communications, and other administrative or professional support functions), the EOI should generally describe the approach to providing such administrative services.

The EOI plan should also generally describe relevant coordination with the City, regulatory agencies, regional partners, and other stakeholders.

7.6 Customer Rates and Service

The EOI should describe a recommended approach to utility rates, fees, customer service, and customer protections following implementation of the recommended transaction.

Respondents should identify the regulatory, governance, or other framework under which future utility rates and charges would be established and describe the anticipated process for future rate adjustments if the recommended transaction were implemented.

To the extent reasonably known or estimated, Respondents are encouraged to describe the anticipated impact of the proposed transaction on customer rates and charges, including any proposed initial rates, transition periods, rate commitments, limitations, or other customer protections. Any assumptions used in developing projected rate impacts should be clearly identified.

The EOI should also generally describe a recommended approach to customer service, billing, customer communications, service requests, complaints, conservation programs, assistance programs, and other customer-facing utility functions that is compatible with the recommended transaction structure.

7.7 Capital Investment and Infrastructure Management

The EOI should describe the Respondent's recommended approach to funding, prioritizing, maintaining, rehabilitating, and replacing necessary infrastructure improvements over the long term, including existing and future capital improvement needs.

7.8 Employee Transition

The City is interested in understanding options for employment opportunities, retention of existing personnel, compensation and benefits, recognition of experience and certifications, and any anticipated changes to staffing or organizational structure for different potential transaction structures. The City is also looking for information on how

transactions can be designed to retain institutional knowledge and provide sufficient qualified personnel throughout the transition and following implementation of the proposed acquisition and/or operational structure.

The EOI should describe anticipated opportunities for continued employment of existing Utility Department employees, employee retention, organizational integration, recognition of qualifications and certifications, and staffing changes assumed as part of the recommended transaction.

7.9 Due Diligence Requirements, Assumptions, and Exceptions

The EOI should describe any additional information or due diligence the Requestor believes is necessary to include in the EOI. The EOI should clearly identify all material assumptions, exceptions, qualifications, contingencies, or deviations from the objectives of this RFEI.

7.10 Recommended Insurance

EOI should provide a general description of the insurance coverage and limits the Requestor recommends should be maintained for the recommended transaction.

SECTION 8. SOLICITATION PROCESS

8.1 Submission

Respondents shall submit their EOI by no later than [TIME] on [DATE]. Respondents shall email a PDF of the EOI to jacosta@cityofsolvang.com and mail or personally deliver six (6) hard copies (one bound, five unbound) to the City at:

City of Solvang
Attn: Jose Acosta, Utility Director
1644 Oak Street
Solvang, CA 93463

8.2 Questions Regarding RFEI

Respondent shall submit questions regarding this solicitation to the City by email, mail or personal delivery at the following contact information:

Jose Acosta, Utility Director
City of Solvang
1644 Oak Street
Solvang, CA 93463
jacosta@cityofsolvang.com

Questions must be received by the City no later than [TIME] on [DATE]. The City will issue responses to material questions and any modifications to this RFEI through an addendum or other communication available to all Respondents and the public. Responses to questions will be provided no later than [Time] on [Date].

8.3 Interviews

Following the receipt of EOIs the City may conduct interviews with certain Respondents to discuss and ask questions regarding that Respondent's EOI. Any schedule for such interviews will be issued after receipt of the EOIs. The City reserves the right to meet with all, some, or none of the Respondents.

SECTION 9. SUBSEQUENT PROCEDURES AND REGULATORY REQUIREMENTS

The City will not select a Respondent from this solicitation. The City will review submitted EOIs to gauge industry interest and obtain information on potential transaction structures. The City is in no way obligated to proceed with any transaction structure recommended by a Respondent. Should the City decide to pursue any transaction for the sale, lease, or contract with a qualified operator for the operation of its water and/or waste water and sewer utilities, the City would issue a subsequent RFP. Participation in this RFEI will not be a requirement for participation in a subsequent RFP and any EOIs submitted under this solicitation will not be considered submissions in any subsequent RFP. There are also additional procedural and regulatory requirements that would be required for any potential transaction beyond a subsequent RFP. These procedures and regulatory requirements are generally described in Section 9 of this RFEI.

9.1 Request for Proposal, Due Diligence, Site Visit and Negotiation

Should the City decide to proceed with a transaction of any kind regarding the sale, lease, or contract with a qualified operator for the operation of its water and/or waste water and sewer utilities and issue a RFP, the City anticipates that such an RFP process would generally entail an initial evaluation of proposals, a due diligence period and site visits for more qualified or preferred proposers and negotiations between the City and one or more preferred proposers. Any evaluation, selection, negotiation, due diligence activity, letter of intent, or other preliminary action as part of any subsequent RFP would not obligate the City to complete a transaction.

9.2 City Council Approval

Any proposed transaction will be subject to review and approval by the Solvang City Council.

The City Council will retain discretion to approve, reject, modify, or direct further negotiation of any proposed transaction based upon the terms presented and the Council's determination of the best interests of the City and community.
No transaction shall become binding upon the City unless and until all required City approvals have been obtained and definitive agreements have been authorized and executed.

9.3 Public Process and Community Engagement

The City recognizes the significance of any potential change in ownership and/or operation of its water, sewer collection, and wastewater treatment utility enterprises.

Should the City decide to proceed with an RFP after this solicitation, the process will include opportunities for public information, community engagement, and consideration of customer and community interests. The timing and form of public participation will be determined by the City based upon the proposed transaction and applicable requirements.

9.4 Lease and Sale Transactions - Public Hearing, Notice and Voter Approval

The City is required hold a public hearing for any sale or lease of its water and/or wastewater/sewer collection utilities to examine any proposals received in an RFP. At the public hearing, City Council may reject all proposals or may decide to sell or lease the utilities "for just compensation" to the entity the City finds to be "best qualified to continue to provide equal or better service to the customers of the system." Public Utilities Code Section 10061(e).

For any sale of water or wastewater/sewer utility, the City Council must also determine, by resolution approved by a majority of the City Council, that the sale of a water and wastewater/sewer utilities either (i) will provide service on equal or better service, that the acquisition is on just an reasonable terms and that those terms do not discriminate against the customers of the acquired utility or (ii) that the utility is no longer necessary to provide water or sewer service. Public Utilities Code Section 10061(c).

Additionally, all proposed sales of a water and/or wastewater/sewer utility are required to be submitted to qualified voters of City at a special or general election and be approved by a majority of all voters voting on the issue.

Further entity seeking to purchase any City water and/or wastewater/sewer utilities is required to adopt a resolution concurring in the sale and the terms and conditions of that sale and no later than thirty (30) days prior to the date of the election on the sale, provide a written statement to customers of the utility that includes a summary of the price and terms, comparison of applicate water and sewer charges before and after the acquisition, and the estimated savings or additional costs resulting from the sale.

9.5 Other Regulatory and Governmental Approvals

Any potential transaction, should the City decide to pursue one, will also be subject to all applicable regulatory and governmental approvals as required by the proposed transaction structure. Any entity seeking to acquire, lease or operate the City's water and wastewater and sewer utilities will be required to obtain a City Council Business License. If the proposed transaction is a sale of the City's water and/or wastewater/sewer utilities, the California Public Utilities Commission (CPUC) will also need to approve the transaction before it may proceed. Depending on the structure of the transaction, consultation with the Santa Barbara Local Agency Formation Commission may also be required.

Additional approvals, consents, assignments, or actions may be required from federal, state, regional, or local agencies and other entities with jurisdiction over the utility enterprises, water supplies, wastewater operations, property interests, permits, agreements, or other components of a proposed transaction.

9.6 Environmental Review

A proposed transaction may be subject to review under the California Environmental Quality Act (CEQA) and other applicable environmental requirements. The nature and extent of any required environmental review will depend upon the proposed transaction and associated actions.

SECTION 10. GENERAL CONDITIONS, PUBLIC DISCLOSURE, AND CITY RESERVATIONS

The City will not select a Respondent at the conclusion of this RFEI. The issuance of this RFEI does not commit the City to issue an subsequent RFP, enter into negotiations, award an agreement, or complete an acquisition, sale, transfer, or operational arrangement. The City retains sole discretion to determine whether pursuing a potential transaction is in the best interests of the City and community.

10.1 City Rights and Reservations

The City reserves the right, at its sole discretion and to the extent permitted by law, to:

- Request clarification or supplemental information from any Respondent;
- Request revised EOIs;
- Meet with one or more Respondents;
- Modify the scope, schedule, requirements, or process described in this RFEI;
- Suspend, postpone, cancel, or terminate the solicitation at any time;
- Take any other action determined by the City to be in its best interest.

The City is not obligated to proceed with a Request for Proposal for any particular transaction structure following the conclusion of this solicitation.

10.2 Expressions of Interest Preparation and Transaction Costs

All costs associated with preparing and submitting an EOI, participating in interviews or presentations, and otherwise participating in this process shall be the responsibility of the Respondent.

The City shall have no responsibility for reimbursing Respondents for such costs regardless of the outcome of this RFEI or any subsequent process arising out of this RFEI.

10.3 Public Records and Confidentiality

EOIs and other materials submitted to the City in this solicitation may be subject to disclosure under the California Public Records Act and other applicable laws. Respondents should not submit any information considered confidential, propriety or that Respondents would like to protect from disclosure.

10.4 Information Provided by the City

The City has made reasonable efforts to provide information believed to be relevant to this solicitation. Information provided in this RFEI or during the process is intended to assist Respondents in evaluating the opportunity but may be subject to revision, supplementation, clarification, or correction.

Respondents are responsible for independently reviewing and evaluating information relevant to their EOIs and for identifying any additional information necessary to support EOI.

The City makes no representation that the information provided constitutes all information that may be material to a Respondent.

10.5 Addenda and Modifications

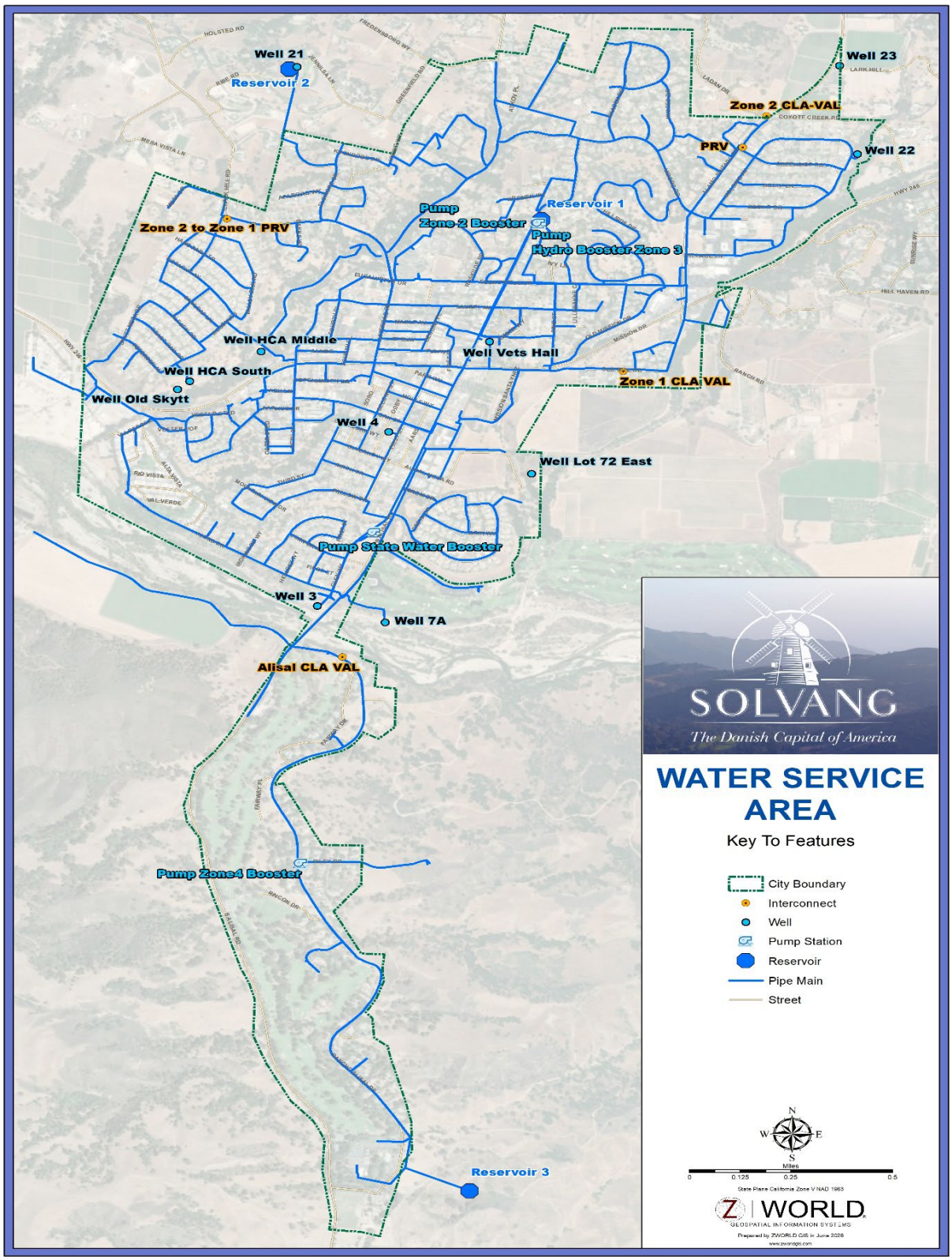
The City may issue addenda, clarifications, supplemental information, or modifications to this RFEI at any time prior to the submission deadline.

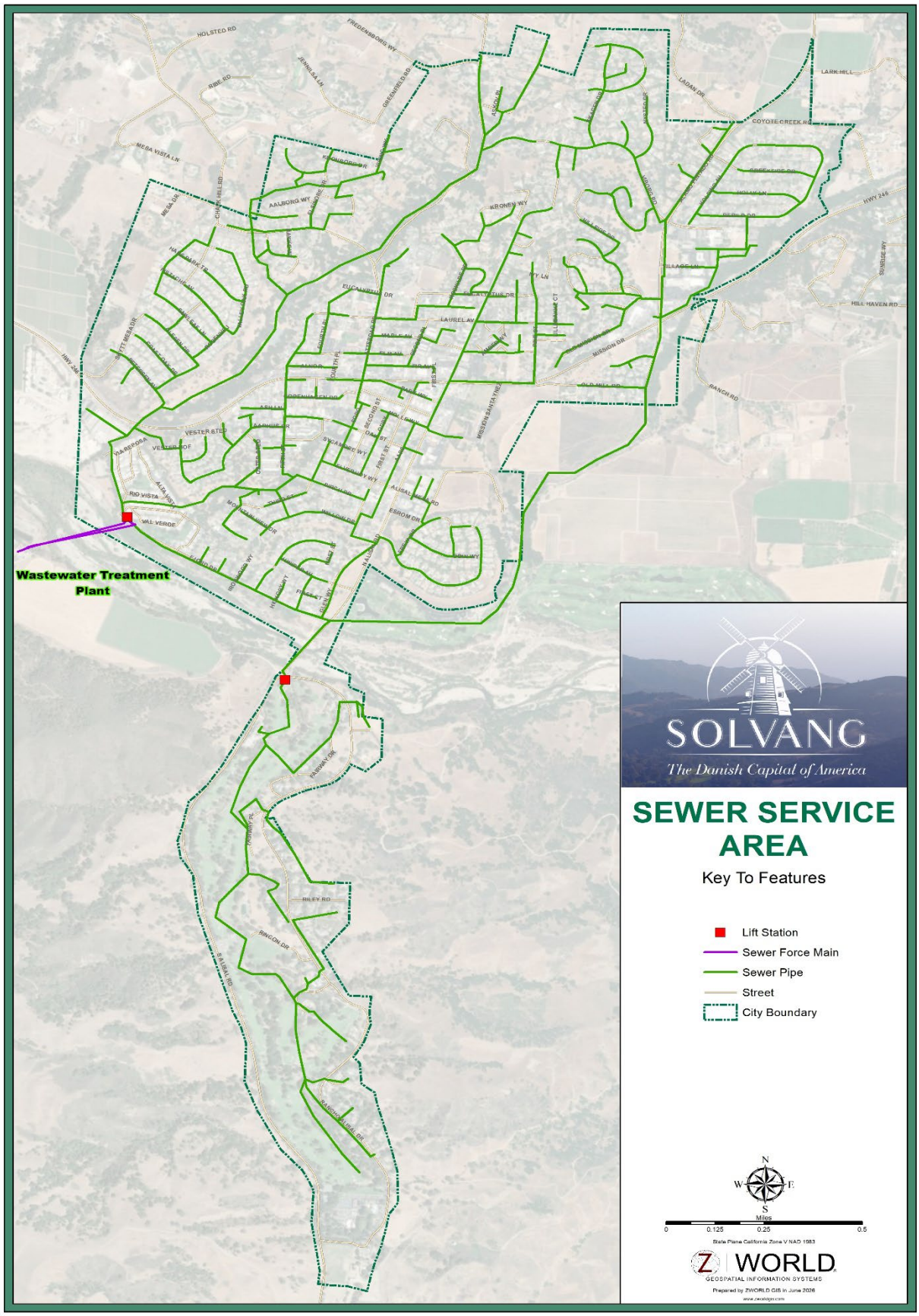
Respondents are responsible for reviewing all formal addenda issued by the City. Oral statements, discussions, or interpretations shall not modify the requirements of this RFEI unless confirmed through a written addendum or other formal written communication issued by the City.

10.6 No Binding Obligation

No EOI, evaluation, recommendation, or other action undertaken through this RFEI process or any other subsequent process shall create a binding obligation upon the City to proceed with any transaction for the sale, lease or operation of the City's water and/or wastewater/sewer utilities.

ATTACHMENT A
UTILITY SYSTEM AND SERVICE AREA MAPS




Wastewater Treatment Plant
SOLVANG
The Danish Capital of America
SEWER SERVICE AREA
Key To Features
Lift Station
Sewer Force Main
Sewer Pipe
Street
City Boundary
N
W
E
S
Miles
0
0.125
0.25
0.5
State Plane California Zone V NAD 1983
Z | WORLD
GEOSPATIAL INFORMATION SYSTEMS
Prepared by ZWORLD GIS in June 2026

ATTACHMENT B
CURRENT UTILITY RATE SCHEDULES

Monthly Water Rate Schedule

Each connection to the water system is subject to a monthly Base Rate and Quantity Rate, as follows:

Base Rate per Water Connection

Meter Size:	2025-2026	2026-2027
5/8"	$88.17	$93.02
3/4"	$132.23	$139.50
1"	$220.40	$232.52
1 1/2"	$440.83	$465.08
2"	$705.33	$744.12
3"	$1,410.66	$1,488.25
4"	$2,204.16	$2,325.39
6"	$4,408.32	$4,650.78
8"	$7,053.31	$7,441.24

Quantity Rate per 100 Cubic Feet for Single-Family Residential Users

Cubic Feet	2025-2026	2026-2027
0 to 1,500	$4.79	$5.05
1,501 & Above	See Tier Table	See Tier Table

Tier Table:	2025-2026	2026-2027
0-15 ccf (Tier 1)	$4.79	$5.05
15-35 ccf (Tier 2)	$5.42	$5.72
35+ ccf (Tier 3)	$6.28	$6.63

Quantity Rate per 100 Cubic Feet for All Other Users

User Class:	2025-2026	2026-2027
Multi-Family	$4.85	$5.12
Commercial	$4.86	$5.13
Irrigation/Bulk	$5.22	$5.51

All Water users outside City limits are subject to 1.5 times the above-listed rates.

MONTHLY SEWER RATE SCHEDULE

Each connection to the sewer system is subject to a monthly Base Rate or to a Quantity Rate and Minimum Rate, as follows:

Base Rate per Dwelling Unit for Residential Sewer Users

User Class	2025-2026	2026-2027
Fixed Charge - $/Month:		
Single Family	$79.54	$91.87
Multi-Family	$76.38	$88.22

Quantity Rate per 100 Cubic Feet of Water Consumption for Commercial and Industrial Users

User Class	2025-2026	2026-2027
Fixed Charge - $/Month:		
Commercial & Industrial	$62.88	$72.63
Commercial & Industrial(High)	$67.19	$77.60

Minimum Rate per Connection for High-Use Commercial and Industrial Users

User Class	2025-2026	2026-2027
Volumetric Charge - $/Month:		
Commercial & Industrial	$6.47	$7.47
Commercial & Industrial(High)	$12.58	$14.53

All Sewer users outside City limits are subject to 1.5 times the above-listed rates.

Water and Wastewater Related Fees

UTILITY SERVICE FEES				
	Fee Description	**Fee:**	**Y'rly CPI**	**Notes**
1	**Sewer Lateral Installation Inspection (tie-in) - plus cost of saddle**	$310	Y	
2	**Sewer Saddle Tap**	$210	Y	
3	**Water Service Installation Inspection (tie-in)**	$310	Y	
4	**Water Meter Installation**			
	a) 5/8", 3/4", or 1" meters	$210	Y	
	b) 1 1/2" or 2" meters	$350	Y	
	c) 3" or larger	T&M + 15% admin fee	N	
5	**Meter / Radio Charge**			
	a) 5/8"	$240	Y	a
	b) 3/4"	$240	Y	a
	c) 1"	$350	Y	a
	d) 1 1/2" R2	$780	Y	a
	e) 1 1/2" C2	$2,000	Y	a
	f) 2" R2	$1,090	Y	a
	g) 2" T2 Short	$1,290	Y	a
	h) 2" T2	$1,500	Y	a
	i) 2" C2	$2,300	Y	a
	j) 3" T2	$1,920	Y	a
	k) 3" C2	$2,910	Y	a
	l) MXU 520M Single Port Radio	$230	Y	a
	m) MXU 520M Dual Port Radio	$280	Y	a
6	**Meter Downsizing (plus cost of meter)**			
	a) Downsizing from 1 1/2" Meter or Less	$310	Y	
	b) Downsizing from 2" Meter or More	Bill Hourly (2-hour min)	N	
7	**Temporary Meter / Fire Hydrant**	$140 + $250 refundable deposit + Bulk water rate	Y	
8	**Meter Test**	$140	Y	b
9	**30-Day Report**	$70	Y	
10	**Construction Water Meter**			
	a) Meter Rental Processing and Install	$200	Y	
	b) Water Use	See Rate Schedule	N	
	c) Deposit	$1,200	N	c
11	**Hourly Rates, Fees for Time, Materials Services, & Fees for Services**			
	a) Reviewed/Inspected by City Staff			
	i) Utility Engineering	$220	Y	
	ii) Utility Customer Service and Field Work	$140	Y	
	b) City Attorney / Specialized Attorney Services	$375 or Current Rate	N	
	c) Reviewed/Inspected by Outside Service Provider	T&M + 15% admin fee	N	
12	**Private Fire Protection System** (fee remains unchanged; it is not included in the new fee schedule and will be reviewed and assessed)	$2.72 / inch"		

[a] Amounts intended to reflect actual vendor charges. If vendor charges increase, vendor charges shall supersede amounts shown.

[b] Test amount refundable if meter reading is found to be inaccurate.

[c] Refundable deposit to be used if applicant damages or does not return meter and/or does not pay for their water usage during meter rental.

UTILITY SERVICE FEES		
Fee Description		**Fee:**
1	**Water**	
	a) Water Connection: 5/8" - 3/4"	$9,435
	b) Water Connection: 3/4"	$14,151
	c) Water Connection: 1"	$23,586
	d) Water Connection: 1 1/2"	$47,162
	e) Water Connection: 2"	$75,474
	f) Water Connection: 3"	$150,950
	g) Water Connection: 4"	$235,859
	h) Water Connection: 6"	$471,717
2	**Wastewater**	
	a) Wastewater Connection: 5/8" - 3/4"	$6,026
	b) Wastewater Connection: 3/4"	$9,040
	c) Wastewater Connection: 1"	$15,067
	d) Wastewater Connection: 1 1/2"	$30,133
	e) Wastewater Connection: 2"	$48,213
	f) Wastewater Connection: 3"	$96,427
	g) Wastewater Connection: 4"	$150,666
	h) Wastewater Connection: 6"	$301,331

ATTACHMENT C
UTILITY FINANCIAL SUMMARY

Water Enterprise- Three-Year Actuals

Financial Information	FY 2023/24	FY 2024/25	FY 2025/26]	Current Adopted Budget FY 2026/27
Operating Revenues	$5,315,586	$6,000,885	$6,694,923	$6,669,938
Operating Expenses	$5,196,398	$4,807,316	$4,368,454	$6,627,116
Net Operating Income / (Loss)	$119,188	$1,193,569	$2,326,469	$42,822
Available / Unrestricted Reserves	$8,303,826	$9,939,644	$9,586,632	$5,469,949

Outstanding Debt: $0
Annual Debt Service: $0
Customer Accounts / Connections: Approximately 2,100
Current Capital Improvement Program: $3,339,505

Primary Revenue Sources:

The Water Enterprise Fund is primarily supported by customer water service charges consisting of monthly fixed meter charges and consumption-based charges. Consumption rates vary by customer class, with residential customers billed under a tiered rate structure and separate rates established for multifamily, commercial, irrigation, and bulk-water customers. The Fund also receives one-time water connection fees associated with new or expanded service, along with other miscellaneous revenues including bulk-water sales, service and inspection fees, lease income, fines and penalties, interest earnings, and other utility-related revenues. Current water rates and charges are provided in Attachment B.

Significant Planned Capital Investments:
Development of new groundwater wells, expansion of water storage capacity, distribution system improvements, and other rehabilitation and replacement projects identified through the City's capital planning process.

Wastewater Enterprise- Three-Year Actuals

Financial Information	FY 2023/24	FY 2024/25	FY 2025/26	Current Adopted Budget FY 2026/27
Operating Revenues	$2,340,151	$2,796,919	$4,051,302	$3,722,319
Operating Expenses	$2,636,207	$2,722,922	$2,050,934	$3,336,828
Net Operating Income / (Loss)	($296,056)	$73,997	$2,000,368	$385,491
Available / Unrestricted Reserves	$1,978,827	$2,502,198	$3,624,449	$1,654,646

Outstanding Debt: $0
Annual Debt Service: $0
Customer Accounts / Connections: Approximately 2,033
Current Capital Improvement Program: $2,355,284

Primary Revenue Sources:
The Wastewater Enterprise Fund is primarily supported by customer sewer-service charges consisting of fixed monthly charges and, for applicable commercial and industrial customers, consumption-based charges. Rates vary by customer classification, including residential, multifamily, commercial and industrial, and high-strength users. The Fund also receives one-time wastewater connection fees associated with new or expanded service. A significant additional revenue source is reimbursement from the Santa Ynez Community Services District for its share of regional wastewater treatment costs pursuant to existing agreements. Other revenues include inspection fees, fines and penalties, interest earnings, collection-account recoveries, and other miscellaneous utility revenues. Current wastewater rates and charges are provided in Attachment B.

Significant Planned Capital Investments:
Wastewater treatment facility upgrades, sewer collection system rehabilitation and relining, lift station improvements, and other rehabilitation and replacement projects identified through the City's capital planning process.

Additional Financial Information
Additional financial records and supporting documentation may be made available to qualified proposers during the evaluation and due diligence process, including audited financial statements, adopted budgets, historical revenues and expenditures, reserve information, capital funding information, grants, connection and capacity fee information, and other financial information determined relevant by the City.

ATTACHMENT D
CAPITAL IMPROVEMENT PROGRAM SUMMARY

Capital Improvement Program — Water

FY 2026/2027 through 2036/2037

Waterline Replacement Program

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$11,400,000	Water Fund			$200,000 Design	$3,000,000 Construction	$200,000 Design	$8,000,000 Design and Construction

Description: Ongoing Program to replace the City's old, deteriorated and/or undersized waterlines. Facilities will be replaced as identified by the Water Master Plan Update.
Need: The ongoing Program replaces undersized facilities, or facilities at the end of their useful life providing proper fire flow, more reliable service, fewer shutdowns, and shorter duration.

Valve and Fire Hydrant Replacement Program

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$400,000	Water Fund	$50,000		$70,000		$70,000	$210,000

Description: Ongoing Program to replace the City's old, deteriorated and poorly functioning valves and fire hydrants. Facilities will be replaced as identified and prioritized by Water Division staff.
Need: The ongoing Program replaces facilities at the end of their useful life providing more reliable service, fewer shutdowns, and shutdowns of shorter duration.

Meter Replacement Program

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$1,500,000	Water Fund					$500,000	$1,000,000

Description: Phased replacement of customer water meters and associated Advanced Metering Infrastructure (AMI) components prior to reaching the end of their service life.
Need: Meter replacement ensures billing accuracy, supports leak detection and conservation efforts, and reduces maintenance issues associated with aging metering equipment.

Advanced Metering Infrastructure System Development

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$350,000	Water Fund	$350,000					

Description: This project includes development and implementation of an AMI system, installation of communication networks, data management systems, and integration with the City's billing and customer information systems. The project may be implemented in phases and coordinated with meter lifecycle replacement to support efficient deployment and systemwide adoption.
Need: AMI system development is needed to improve meter accuracy, enhance leak detection and water loss management, and provide real-time usage data to both utility staff and customers. Implementing AMI supports improved operational efficiency, conservation efforts, and customer service while providing critical data to inform system planning, drought response, and long-term water resource management.

State Water Turnout Rehabilitation

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$250,000	Water Fund						$250,000

Description: Rehabilitation of turnout valves, meters, structures, electrical panels, and control components associated with the State Water Project connection to the distribution system.
Need: This project ensures the continued ability to safely and reliably receive and convey State Water deliveries into the City's distribution system.

Construction of HCA Middle Well

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$2,000,000	Water Fund	$2,000,000					

Description: This project includes the development of a new groundwater production well at the HCA Middle Well site, including drilling, well construction, equipping, site improvements, electrical and control systems, and connection to the City's water distribution system.

Development activities will be coordinated with required testing, permitting, and treatment considerations to ensure reliable integration into the City's water supply system.
Need: The HCA Middle Well is intended to enhance system redundancy and provide operational flexibility within the City's groundwater supply network. Development of this well will help offset declining performance at aging wells, improve reliability during peak demand and maintenance periods, and support long-term water supply resilience under variable groundwater and regulatory conditions.

Water Shop Remodel

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$250,000	Water Fund	$250,000					

Description: This project includes the renovation and modernization of the Water Division shop facility to improve functionality, workspace efficiency, and storage for equipment, tools, and operational materials. Improvements may include interior modifications, upgraded work areas, improved storage systems, electrical and lighting upgrades, and other necessary facility enhancements to support daily operations.
Need: The existing Water Division shop facility no longer adequately supports the operational needs of the department. Improvements are needed to enhance workspace efficiency, improve organization and storage of equipment and materials, and provide a safer and more functional working environment for staff.

Lot 72 Well Design and Construction

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$2,500,000	Water Fund			$500,000	$2,000,000		

Description: This project involves development of a new groundwater production well at the Lot 72 site, including drilling, well construction, equipping, electrical and control components, and connection to the distribution system. The project will also include site improvements and coordination with water quality testing and permitting requirements.
Need: Development of Lot 72 Well is needed to maintain adequate water supply capacity and reduce reliance on individual production wells. Adding a new production source improves system reliability, supports drought preparedness, and provides additional flexibility to manage well outages, rehabilitation activities, and changing groundwater conditions over the long term.

Construction Well 23 Alamo Pintado

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$3,500,000							$3,500,000 Design & Construction

Description: This project consists of the development of a new groundwater production well at the Well-23 Alamo Pintado location, including drilling, well construction, equipping, electrical and control systems, and integration with the City's water distribution system. The project will be implemented in coordination with required testing, permitting, and operational planning.
Need: The Well-23 Alamo Pintado project is needed to strengthen the City's overall water supply portfolio and provide additional production capacity in support of future demand and emergency conditions. Development of this well improves system redundancy, enhances operational resilience, and supports long-term water supply planning as part of the City's 30-year capital program.

Well 3 and 7 Wellhead Rehabilitation

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$200,000	Water Fund					$100,000	$100,000

Description: This project includes rehabilitation of the existing Well 3 & 7 facilities to restore and extend its operational life. Work may include mechanical rehabilitation, pump and motor replacement, well cleaning, electrical and control upgrades, and associated site and piping improvements. Rehabilitation activities will be coordinated with required testing and regulatory requirements to ensure reliable reintegration into the City's water supply system.
Need : Wells 3 & 7 rehabilitation is necessary to address age-related deterioration and declining performance that can reduce production capacity and reliability. Restoring this well will improve operational flexibility, reduce dependence on other production sources, and support continued system reliability during peak demand periods, drought conditions, and planned maintenance activities.

Well 4 Perchlorate Treatment Facility

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$1,600,000	Water Fund					$1,600,000	

Description: This project includes construction of a perchlorate treatment facility at Well 4, including treatment system components, piping, electrical and control systems, site improvements, and integration with the City's water distribution system. The facility will be designed to meet applicable drinking water standards and coordinated with required testing, permitting, and regulatory approvals.

Need: Perchlorate treatment is required to ensure continued compliance with drinking water quality regulations and to maintain Well 4 as a reliable production source. Constructing a dedicated treatment facility allows the City to utilize this well while protecting public health, improving operational flexibility, and preserving long-term water supply capacity within the City's groundwater portfolio.

River Wells Project

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$3,000,000	Water Fund						$3,000,000 Construction

Description: This project includes the potential development of new groundwater production wells within the River Well area, including preliminary planning, regulatory coordination, drilling, well construction, equipping, site improvements, electrical and control systems, and connection to the City's water distribution system. Implementation of this project is contingent upon direction and authorization resulting from ongoing proceedings with the State Water Resources Control Board (SWRCB) Administrative Hearing Office (AHO). Upon resolution, the City will develop and implement a phased plan for new well development consistent with regulatory requirements.
Need: Development of additional River Wells is intended to enhance long-term water supply reliability, system redundancy, and operational flexibility. Awaiting direction from the SWRCB AHO ensures that any new development proceeds in compliance with regulatory requirements while positioning the City to respond promptly once authorization is granted. Advancing planning for these wells supports proactive water supply management and strengthens the City's ability to meet future demand, drought conditions, and emergency water supply needs.

Emergency Power Improvements for Water Supply Facilities

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$1,500,000	Water fund						$1,500,000

Description: Installation of generators, transfer switches, and associated electrical infrastructure at water supply and treatment facilities to support continued operation during power outages.
Need: Backup power is essential to maintaining water supply, treatment, and fire protection capabilities during extended power outages and emergency events.

Reservoir 1 Fence Enhancements

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$60,000	Water Fund	$60,000					

Description: This project includes the enhancement of existing perimeter fencing at the City's water reservoir facility. The improvements will consist of installing new security fencing, gates, and related appurtenances to maintain controlled access and protect critical drinking water infrastructure.
Need: Enhance site security, will reduce the risk of unauthorized access or vandalism, and support compliance with drinking water system security best practices and regulatory expectations for protecting potable water facilities.

Reservoir 3 Expansion Project

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$2,800,000	Water Fund	$300,000 Design	$2,500,000 Construction				

Description: Construction of a new 400,000 gallon reservoir to increase overall capacity in Zone 1. The project would supplement the current 200,000 gallon reservoir currently in service. Design, Build
Need: For many years the City's water distribution system has been identified as being deficient in storage. The Project will significantly increase the water system's operational, firefighting and emergency storage, and allow for smoother water system operations in the event of a power outage. The increased capacity will also provide adequate supply for future growth.

Reservoir 1 Roof Replacement

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$300,000	Water Fund				$300,000		

Description: Replacement of the existing roof structure at Reservoir 1. Work includes structural improvements, appurtenance upgrades, safety features, and site improvements as required.
Need: The existing roof structure has reached the end of its service life and requires replacement to protect water quality and maintain regulatory compliance.

Reservoir 2 Recoating Project

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$1,200,000	Water Fund						$1,200,000

Description: Interior and exterior recoating of Reservoir 2, including surface preparation, corrosion protection, and replacement of associated appurtenances as needed.
Need: Recoating is necessary to address coating deterioration and corrosion, protect water quality, and extend the useful life of the reservoir while avoiding more costly structural repairs or replacement.

Zone 3 Tank and Piping Upgrades

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$1,500,000	Water Fund						$1,500,000

Description: Upgrades to the Zone 3 storage tank and associated piping, including rehabilitation or replacement of piping, valves, and related appurtenances to improve hydraulic performance. Can be completed in conjunction with Reservoir 1 expansion project or separately.
Need: Improvements are required to address aging infrastructure, improve pressure management, and ensure reliable water service and fire protection within the Zone 3 pressure area.

Reservoir 1 Expansion Project

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$3,500,000	Water Fund						$3,500,000

Description: Project would entail expansion of Reservoir 1 storage capacity. Work includes structural improvements, appurtenance upgrades, safety features, and site improvements as required for increased water storage capacity.
Need: Expanding storage capacity improves operational flexibility, emergency reserves, and fire flow support within the system. The project will also allow for redundancy in the pressure zone along with meeting water demand throughout the City.

SCADA System Modernization

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$1,200,000	Water Fund						$1,200,000

Description: Modernization of the City's water system SCADA platform, including software upgrades, server and network improvements, field instrumentation integration, and enhanced alarm and data management capabilities.
Need: SCADA modernization is required to maintain reliable system monitoring and control, improve operational awareness, and support efficient response to system disruptions. Updated SCADA infrastructure enhances system reliability, cybersecurity, and long-term operational resilience.

Program Total

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$39,010,000		$3,010,000	$2,500,000	$770,000	$5,300,000	$2,470,000	$24,960,000

Capital Improvement Program — Sanitary Sewer

FY 2026/2027 through 2036/2037

Yellow Basin Rehabilitation

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$3,200,000	Sewer Fund				$1,200,000		$2,000,000

Description: This project includes comprehensive rehabilitation of sewer mains and manholes within the Yellow Basin using trenchless lining and renewal methods. Improvements may include cured-in-place pipe (CIPP) lining of gravity sewer mains, structural or protective lining of manholes, targeted spot repairs, and associated appurtenance improvements. Construction activities will include necessary bypass pumping, traffic control, and restoration to support safe and continuous wastewater conveyance during implementation.
Need: Rehabilitation addresses documented structural deficiencies and inflow and infiltration sources within this basin, reducing wet weather flows and extending the service life of sewer mains and manholes.

Alisal Lift Station Upgrades

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$1,100,000	Sewer Fund	$70,000	$230,000				$800,000

Description: This project includes targeted modernization of critical mechanical, electrical, and control system components at the Alisal Lift Station to address near-term reliability needs. Improvements may include replacement or rehabilitation of pumps, motors, valves, electrical panels or motor control centers (MCCs), level control systems, protective coatings, and integration with the City's SCADA system. Work will focus on the highest-risk components necessary to stabilize operations and reduce the likelihood of equipment failure.
Need: The Alisal Lift Station contains aging mechanical and electrical equipment that increases the risk of operational disruptions and sanitary sewer overflows (SSOs). Phase 1 improvements address immediate reliability concerns, reduce failure risk during normal and peak flow conditions, and establish a foundation for subsequent modernization efforts.

Collection System Video Surveillance

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$320,000	Sewer Fund	$80,000	$80,000			$40,000	$120,000

Description: This project consists of a comprehensive video inspection and condition assessment of the City's sewer collection system to document the structural and operational condition of sewer mains and associated assets. CCTV inspections will be used to identify defects, I&I sources, root intrusion, alignment issues, and other conditions affecting system performance. Inspection data will be used to establish accurate pipe stationing, support GIS mapping, and update the City's asset inventory. The results will inform future CIP prioritization, rehabilitation planning, and ongoing maintenance activities.
Need: This program is needed to establish a current, system-wide understanding of sewer asset condition and to proactively identify deficiencies before they result in failures or sanitary sewer overflows. A comprehensive condition assessment supports data-driven decision-making, improves accuracy of capital planning, and reduces long-term maintenance and emergency repair costs.

Manhole and Sewer Line Rehabilitation Program

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$700,000	Sewer Fund	$350,000	$350,000				

Description: Ongoing Program to repair or replace old, deteriorated manholes, and manholes experiencing high infiltration.
Need: The ongoing Program replaces facilities at the end of their useful life providing more reliable service, and prevents groundwater infiltration into the sewer system. Reducing groundwater infiltration into the sewer system helps mitigate the possibility of sewer spills. Manholes degrade over time due to root damage and microbial-induced corrosion from sewer gasses such as hydrogen sulfide.

Program Total

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$5,320,000		$500,000	$660,000	$-	$1,200,000	$40,000	$2,920,000

Capital Improvement Program — WWTP

FY 2026/2027 through 2036/2037

WWTP Water Quality Project - Phase 2

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$20,810,000	SYCSD 20% (1)	$162,000	$400,000	$1,600,000	$2,000,000		
	WW Fund 80%	$648,000	$1,600,000	$6,400,000	$8,000,000		

Description: This project includes comprehensive upgrades to core Wastewater Treatment Plant infrastructure, including electrical and instrumentation systems, solids handling equipment, SCADA integration, and construction of an equalization basin. The project also includes rehabilitation of the existing aerobic digester and incorporates design elements that allow for future expansion, including recycled water production and distribution.
Need: Many core WWTP systems are approaching or have exceeded their expected service life, increasing operational risk and maintenance demands. These upgrades are necessary to stabilize plant operations, improve process control during peak and wet-weather conditions, and support reliable treatment performance while preparing the facility for future capacity and regulatory needs.

Belt Press Rehabilitation

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$35,000	SYCSD 21% (2)	$7,350					
	WW Fund 79%	$27,650					

Description: Replace rollers, bearings and belts as part of periodic major maintenance for belt press.
Need: The Project is needed as part of routine maintenance on existing equipment. Failure to perform routine maintenance and replace aging parts will likely result in compounded repair costs in the future and disrupt operations.

Aeration Basin Membrane Replacements

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$90,000	SYCSD 21% (2)			$8,400			$10,500
	WW Fund 79%			$31,600			$39,500

Description: Replacement of membranes as needed. The membranes will experience wear and require replacement to maintain operational efficiency.
Need: The replacements are needed to replace membranes that have gone past their useful life.

Pond Dredging

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$400,000.00	SYCSD 20% (1)			$80,000			
	WW Fund 80%			$320,000			

Description: Remove accumulated sludge and sediment from the pond
Need: The Project is needed to remove the accumulated sludge to restore the pond's capacity for efficient operation and to maintain regulatory compliance.

Fjord Lift Station Upgrades Phases 1&2

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$2,000,000	SYCSD 20% (1)	$60,000	$60,000	$80,000			$200,000
	WW Fund 80%	$240,000	$240,000	$320,000			$800,000

Description: This project includes replacement and modernization of key mechanical, electrical, and control system components at the Fjord Lift Station. Improvements may include new pumps, motors, valves, wet well coatings, electrical MCCs, level control systems, and integration with the City's SCADA platform.
Need: The Fjord Lift Station contains aging equipment that increases the risk of mechanical failure and sanitary sewer overflows (SSOs). Phase 1 improvements address critical reliability needs, reduce operational risk, and improve monitoring and control of this major wastewater conveyance facility.

Fund Subtotals — As Provided

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
	SYCSD	$229,350	$720,000	$1,608,400	$2,000,000		$10,500
	Wastewater Fund	$915,650	$1,920,000	$6,431,600	$8,000,000		$39,500

Program Total

Project and 10-Yr Program Cost	Funding Source	2026/27	2027/28	2028/29	2029/30	2030/31	FYs 2031/32–2036/37
$23,335,000		$1,145,000	$2,300,000	$8,840,000	$10,000,000	$-	$1,050,000

Notes:
(1) Per the Agreement, SYCSD shares in 20% of the project cost for capital expenditures exceeding $50,000.
(2) Per the Agreement, SYCSD's share of the project cost for capital expenditures of $50,000 or less is based on annual flow. In recent years, SYCSD's flow percentage has averaged 21%. Expenditures of $50,000 or less are considered "administration/maintenance."

SANTA YNEZ COMMUNITY SERVICES DISTRICT
MEMORANDUM

TO: Board of Directors

FROM: Alexandra Griffith, General Manager

DATE: November 18, 2026

SUBJECT: Authorization for General Manager to Purchase Replacement Fleet Vehicle for 2007 Chevrolet Silverado 2500 HD

Recommendation / Proposed Motion:
Authorize the General Manager to purchase a replacement fleet vehicle and associated equipment necessary to replace the District's 2007 Chevrolet Silverado 2500 HD, including all required modifications and equipment, in an amount not to exceed $85,000, plus a 5% contingency for market fluctuations and unforeseen costs.

Policy Implications:
Santa Ynez Community Services District Ordinance No. O-17-02 authorizes the General Manager to approve expenditures of $25,000 or less and requires approval of the Board of Directors for expenditures exceeding $25,000.

In addition, the Board's Vehicle Replacement Policy, adopted on June 18, 2025, and implemented on July 1, 2025, provides that District fleet vehicles should be replaced when they reach either 100,000 miles or 20 years of service.

Fiscal Implications:
Consistent with Board policy and the current mileage and age of the 2007 fleet vehicle, staff included funding for vehicle replacement in the adopted Fiscal Year 2026-2027 budget in the amount of $66,000. This estimate was based on the cost of replacing the District's 2004 fleet vehicle in 2024.

Replacement of the 2007 fleet vehicle was incorporated into the Santa Ynez Community Services District Comprehensive Wastewater Rate Study completed in April 2026. The replacement costs were included in the Capital Improvement Program and incorporated into the adopted sewer rate structure for Fiscal Years 2026-2031. Funding for this vehicle replacement was similarly incorporated into the District's prior rate study completed in 2021.

Discussion

The District's 2007 Chevrolet Silverado 2500 HD will be 20 years old in 2027 and, as of November 12, 2026, has accumulated 118,292 miles. Pursuant to the Board Vehicle Replacement Policy, the vehicle exceeds the mileage threshold for replacement and will reach the age threshold in 2027.

The District's fleet replacement criteria are intended to maintain a cost-effective, safe, and reliable fleet that supports operational efficiency and continuity of service. As a utility provider, the District must be able to respond promptly and effectively to operational and emergency response needs. Proactive fleet replacement is an important part of fulfilling that responsibility.

The estimated project cost of $85,000 is based on preliminary pricing for a replacement vehicle (e.g., Ford 350 or Chevrolet Silverado 3500) capable of towing existing District equipment, as the District's current vehicles do not provide sufficient towing capacity for operational needs. For example, staff cannot fully utilize the hydro-jetter's water capacity because a full tank causes the trailer to exceed the safe towing capacity of existing District vehicles. This limitation reduces operational efficiency during sewer maintenance activities. Additional accessories on the current vehicle that need replacement and installation with the new vehicle include the Western Mule crane, service body, toolboxes, safety lighting, and related equipment.

The $66,000 included in the adopted budget was developed as a planning estimate using the most recent vehicle replacement project completed in 2024. Subsequent evaluation of current vehicle pricing, equipment installation costs, required towing upgrades, and inflationary increases in vehicle and equipment costs indicates that a replacement budget of approximately $85,000 is more realistic for the vehicle and equipment package needed to meet current operational requirements.

Replacing the vehicle while it remains operational provides the District with the opportunity to recover a portion of the replacement cost through sale or auction. Staff anticipates that the 2007 vehicle will retain some resale value if sold while still operational. By contrast, delaying replacement could result in increased maintenance repair costs, as well as a reduction in the vehicle's

resale value. In addition, excessive vehicle downtime can adversely affect staff productivity, operational efficiency, and emergency response capabilities.

At the August Board Meeting, when this item was first presented to the Board for consideration, direction was provided to staff to bring information back to the Board regarding current maintenance needed or recently performed on the 2007 vehicle. Shown in Attachment #1 is a summarized vehicle inspection report documenting needed repairs in the amount of **$6,824.65**. As far as recent maintenance activities for the 2007 vehicle, accessible records from December 2023 to September 2026 show that the District has spent **$10,222.51** on maintenance and repairs for the 2007 vehicle. For context, the vehicle was originally purchased for just over $12,000 and has provided nearly twenty years of service to the District.

The 2007 Chevrolet Silverado 2500 HD has exceeded the District's replacement mileage threshold and is approaching twenty years of service. Replacement at this time is consistent with Board policy, supports operational reliability, addresses current towing limitations, and may maximize the District's ability to recover value through resale. Staff therefore recommends authorization to proceed with procurement of a replacement vehicle and associated equipment.

Attachments

1. 2007 Chevrolet Silverado 2500 HD Classic Inspection Report
2. 2007 Chevrolet Silverado 2500 HD Classic Cost Summary of Maintenance Records from December 2023 to September 2026

Agenda Item 7D

Attachment 1

2007 Chevrolet Silverado 2500 HD Classic Inspection Report

Buellton Garage
254 East Highway 246
Buellton, CA 93427
(805) 688-3444
info@buelltongarage.com
https://buelltongarage.com/

Invoice for RO #31560

Service Advisor: Brandon Smith
Posted Date: 09/14/26 at 01:05 PM PDT
Client: Santa Ynez Communality Service District
Vehicle: 2007 Chevrolet Silverado 2500 HD Classic LT

Santa Ynez Communality Service District 1070 Faraday Street Santa Ynez, CA 93460 Phone: (805) 245-3207 Email: ruben@sycsd.com	**2007 Chevrolet Silverado 2500 HD Classic LT** **6.0L 8Cyl GAS LQ4 Naturally Aspirated** VIN: 1GCHC29U67E154480 License: 1249693 Color: White Odometer In: 116707 / Out: 116711	**RO # 31560** PO # - Key Tag: 333 Save Parts: No

Client Concerns

Customer requested a multipoint inspection. The customer reports that the vehicle horn is working properly. However, the customer states the A/C blower is getting stuck and not working.

1 - Level 1 Diagnostic Testing

Note: Horn was functioning properly during the initial inspection but stopped working after the road test, indicating an intermittent issue with the horn system. After approximately 5 minutes, the horn began working normally again. The blower motor has been operating normally since the vehicle arrived.

Labor:	LEVEL 1 DIAGNOSTIC TESTING: Scan for diagnostic trouble codes, perform baseline inspection, verify concern, road test vehicle, pinpoint testing on identified components, research applicable technical service bulletins and identify repair paths.	$163.00

✓ **Approved on 09/14/26 at 07:56 AM PDT** **$163.00**

2 - TP: Tire Pressure

Labor:	Check and set all tire pressures to vehicle factory specifications unless otherwise noted by customer. Front: 55 Rear: 80	$0.00

✓ **Approved on 09/14/26 at 07:56 AM PDT** *0* **0**

RO Fees

Fee:	Hazardous Waste Fee	$5.00
	Subtotal	**$5.00**

Warranty: From the date of delivery for a period of 36 months or 36,000 miles, whichever comes first, on most repairs. Excludes normal wear items, such as brake pads, clutch discs, belts, filters, wiper blades, fluid maintenance items, etc. Warranty is not valid on used and remanufactured parts, engines, transmissions, or customer supplied parts. All qualified warranty work to be performed at Buellton Garage Inc unless otherwise stated or agreed upong in writing. Neglect, abnormal use, accident, collision, alteration or tampering of vehicle will immediately void any and all warranties. Vehicles from the year 2000 and older come with a 1-year/12,000-mile warranty.
Free tire rotations apply only to passenger vehicles with the purchase of four (4) tires at Buellton Garage. Offer excludes specialty vehicles, commercial vehicles, and dual rear-wheel (dually) vehicles. Free rotations are provided until the tires reach 3/32" of remaining tread depth. Additional restrictions may apply.
A bank fee of $25 will incur for any returned checks. Past due invoices are subject to a service charge of 1.50% per month (annual rate of 18.00%). By signing this document, you consent to receive marketing text messages and emails from our company at the number provided, including messages sent by autodialer. Message & data rates may apply. Message frequency varies. Unsubscribe at any time by replying stop or clicking the unsubscribe link. Deposits are non-refundable. There is no warranty for used parts or customer supplied parts. I have read the above and acknowledge receipt of an estimate.
Smog Check Customers may choose another Smog Check station to perform needed repairs, installations, adjustments, or subsequent tests. Customer will be charged for inspection regardless of pass or fail . I agree to these terms.
Thank you for the opportunity to earn your business. Please note that all prices and labor rates are accurate as of the date of this quote, but are subject to change. Estimates are valid for 48 hours.

Work Authorization Signature:

Total Labor:	$163.00
Total Fees:	$5.00
Subtotal:	**$168.00**
Grand Total:	**$168.00**
BALANCE DUE:	**$0.00**

✔ PAID

X

Grand Total $168.00 authorized by Santa Ynez Communality Service District on 09/14/26 at 12:54 PM PDT by phone call via (805) 245-3207

Payment History

Date	Customer Name	Payment Method	Amount	Payment Info	Transaction Details	Signature
09/14/26	Santa Ynez Communality Service District	Credit Card	$168.00	Mastercard**** 4820 Auth: 014058	Contactless Mastercard AID:A0000000041010	

Declined Jobs:

1 - P2 - BG Transmission Service (Drain & Fill)
Note: The fluid does not have a burnt smell, but it is darker in color. If the transmission has never been serviced before, performing a transmission service at this point may potentially cause issues with the transmission. We recommend evaluating its current condition before proceeding with a service.

✘ **Declined on 09/14/26 at 11:18 AM PDT** — *Subtotal $278.62 + est. Tax $10.12* — **$288.74**

2 - P2 - Washer Fluid
Note: The engine oil pan and engine oil cooler are leaking, with a small amount of fluid coming out. The rear main seal may also be leaking, but this can only be confirmed after the current leaks are repaired and the area is cleaned and inspected.

✘ **Declined on 09/14/26 at 11:18 AM PDT** — *0* — **0**

3 - P2 - Engine Oil Pan Replacement, Oil Cooler Replacement and Valve Cover Gasket Replacement as Well as Degrease Engine
Note: The engine oil pan and engine oil cooler are leaking. There is also a possibility that the rear main seal is leaking, but this can only be confirmed after the current leaks are repaired and the area is cleaned and inspected.

✘ **Declined on 09/14/26 at 11:18 AM PDT** — *Subtotal $2,405.84 + est. Tax $58.41* — **$2,464.25**

4 - P2 - Rear Shocks
Note: Rear shock is leaking. Recommend replacing the rear shock.

✘ **Declined on 09/14/26 at 11:18 AM PDT** — *Subtotal $573.16 + est. Tax $29.26* — **$602.42**

5 - P2 - Rear Differential
Note: Rear differential fluid service is overdue by 27,874 miles. The service is recommended every 50,000 miles to help maintain proper gear lubrication and cooling and to remove metal shavings and contaminants from the fluid.

✘ **Declined on 09/14/26 at 11:18 AM PDT** — *Subtotal $237.32 + est. Tax $9.30* — **$246.62**

6 - P2 - Timing Cover Gasket Replacement
Note: Timing cover gasket needs to be replaced due to leakage.

✘ **Declined on 09/14/26 at 11:18 AM PDT** — *Subtotal $1,600.60 + est. Tax $23.74* — **$1,624.34**

7 - P2 - Rear Main Seal Replacement
Note: Rear main seal appears to be leaking. Recommend replacing the rear main seal.

✘ **Declined on 09/14/26 at 12:54 PM PDT** — *Subtotal $1,590.10 + est. Tax $8.18* — **$1,598.28**

Previous Approval History

Method	Authorizer	RO Total	Authorization Date	IP Address
Phone Call via (805) 245-3207	Santa Ynez Communality Service District	$168.00 *-$163.00*	09/14/26 at 12:54 PM PDT	--
Phone Call via (805) 245-3207	Santa Ynez Communality Service District	$331.00 *+$163.00*	09/14/26 at 11:18 AM PDT	--
Digital Signature	Santa Ynez Communality Service District	$168.00	09/14/26 at 07:56 AM PDT	24.5.142.243

Buellton Garage
254 East Highway 246, Buellton, CA 93427
(805) 688-3444 info@buelltongarage.com

Estimate of Work | Inspection Report 6 | Visit Details

Your Visit

View Details →

Santa Ynez Communality Service District 2007 Chevrolet Silverado 2500 HD Classic

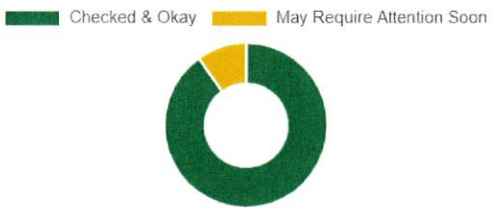
RO# 31560

Service Advisor Brandon Smith

Reason for Visit

Customer requested a multipoint inspection. The customer reports that the vehicle horn is working properly. However, the customer states the A/C blower is getting stuck and not working.

Vehicle Health



Technician Findings

Horn

Finding:
horn was working
after road test horn stopped working meaning intermittent issue

Fluid Leaks

Finding:
valve covers are leaking and onto the front cover but still doesn't rule out the fact that the front cover could be leaking



Transmission Fluid (30k Mile Service Interval)


Add Transmission Cleaning Chemical

Finding:
fluid doesn't smell burnt but it is on the darker side & if never done the transmission service before doing it now could cause damage to the transmission



Washer Fluid

Finding:
small amount of fluid would come out

Fluid leaks

Finding:
engine oil pan is leaking and engine oil cooler
possible rear main seal would only know after repairing current leaks





Shocks/Struts (80K Mile Service Interval - Leaking or Damaged)


Suspension System

Finding:
rear shock is leaking






Inspections Performed

Advisor Vehicle Walk Around

Inspection Task	Findings
VEHICLE WALK AROUND	
Photo of Dash Cluster With Odometer	
Photo of Door Jam Sticker	 
Photo of Engine Bay	
Photos of All 4 Tires	   
Wheel Lock Key Location	
Photo of Drivers Side Rear Corner	

Inspection Task	Findings
Photo of Rear License Plate	
Photo of Passengers Rear Corner	
Photo of Passengers Front Corner	
Photo of Drivers Side Front Corner	
Photos of Any Paperwork From Drop Off	
Other	

0 technician concerns found

Multi Point Inspection

Inspection Task	Findings
INITIAL VEHICLE INSPECTION	
Road Test	
Windshield	
Wiper Blades	
Horn	horn was working after road test horn stopped working meaning intermittent issue
Fault Codes\Lights	
Under Hood Photo	
Other	
LIGHTING	
Front Lights	

Inspection Task	Findings
	
Rear Lights	
Other	
UNDER HOOD	
Drive Belt	
Engine Air Filter Condition	
Fluid Leaks	valve covers are leaking and onto the front cover but still doesn't rule out the fact that the front cover could be leaking     
Battery Condition	
Battery Cables and Terminals	
Cabin Filter-Heater/AC Filter Condition	
Timing Belt (Every 100k Miles - if applicable)	
Other	
FLUIDS	
Transmission Fluid (30k Mile Service Interval) View Educational Video	fluid doesn't smell burnt but it is on the darker side & if never done the transmission service before doing it now could cause damage to the transmission 
Brake Fluid (30k Mile Service Interval - 3% Moisture)	 

Inspection Task	Findings
Washer Fluid	small amount of fluid would come out
Power Steering Fluid (50K Mile Service Interval - 2 Years)	
Coolant (30K Mile Service Interval / 100K Mile Service Interval LONG LIFE)	
Engine Oil Level Check and Condition	on the darker side but still look good for about 2k miles 
DEF	
BRAKES	
Front Brake Pads & Rotors	10mm 
Wheel Bearings	
Rear Brake Pads/Shoes & Rotors/Drums	10mm 
Parking Brake	
Other	
UNDER VEHICLE	
Fluid leaks	engine oil pan is leaking and engine oil cooler possible rear main seal would only know after repairing current leaks   
Other	
STEERING & SUSPENSION	
Shocks/Struts (80K Mile Service Interval - Leaking or Damaged) View Educational Video	rear shock is leaking    
Axle Boots	

Inspection Task	Findings
Rear Differential Fluid Condition	
Front Differential Fluid Condition(If Equipped)	
Transfer case Fluid Condition(If Equipped)	
Other Suspension Component	
Other Steering Component	
TIRE MEASUREMENTS IN /32	
Front Tread	11/32 
Rear Tread	12/32 
Tire Rotation	
Wheel Lock Key Location	
STICKER/REMINDER LIGHT	
Maintenance Reminder Light	
Oil Service Sticker	
Inspect Oil Level After Service	

6 technician concerns found

Quality Control

Inspection Task	Findings
QC	
Ensure <Mileage OUT> is recorded	
Ensure New Oil Service Sticker, service light that were addressed are off, oil reminder reset. Ensure Smog or Alignment Certificate are atta ched to DVI if these services were performed.	
Place Thank You Card in Vehicle	

Inspection Task	Findings
Under Hood Inspection - Fluid levels checked & caps on. Provide an Under Hood Photo.	 
Ensure all approved work has been performed and wheel lock key ha s been returned if applicable	
Check Tire Pressure & Ensure TP is recorded on RO	
Ensure Windows are Rolled Up, Park vehicle, Remove Tag Number	
Vehicle Walk Around	   
Place keys on lobby key rack - Update TM Label	

0 technician concerns found

Questions? Contact Us.

Call Email

Agenda Item 7D

Attachment 2

2007 Chevrolet Silverado 2500 HD Classic Cost Summary of Maintenance Records from December 2023 to September 2026

Summary of Maintenance &
Repair invoices for
2007 Chevrolet Silverado
from 12/2023 to 9/2026

Date		Amount
12/15/2023	$	159.72
1/22/2024	$	455.56
1/24/2024	$	13.27
1/26/2024	$	383.49
2/23/2024	$	170.04
5/14/2024	$	70.02
6/7/2024	$	119.24
8/5/2024	$	2,972.50
8/18/2024	$	-
12/10/2024	$	111.82
2/4/2025	$	308.16
2/13/2025	$	2,977.96
6/24/2025	$	138.45
7/23/2025	$	339.45
11/16/2025	$	1,316.00
11/19/2025	$	106.25
4/10/2026	$	9.53
5/18/2026	$	29.67
5/28/2026	$	180.79
6/8/2026	$	141.97
8/14/2026	$	50.62
9/14/2026	$	168.00
	$	10,222.51

SANTA YNEZ COMMUNITY SERVICES DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Alexandra Griffith, General Manager
Alicia Marin, Board Secretary/Office Manager

DATE: November 18, 2026

SUBJECT: Resolution in Recognition of Tina Padelford for her Service as a Director for the Santa Ynez Community Services District

Recommendation/Proposed Motion:
Adopt Resolution for Tina Padelford for her four years of service as a Santa Ynez Community Services Board Member.

Policy Implications:
None.

Fiscal Implications:
None.

Alternatives Considered:
None.

Attachment
1. Resolution

Agenda Item 7E

Attachment 1

Resolution for Tina Padelford

BOARD MEMBERS
Frank Redfern, President
David Beard, Vice President
Tina Padelford, Director
Donald Kelleher, Director
J. Brett Marymee, Director

STAFF
Alexandra Griffith, General Manager
Alicia Marin, Board Secretary
Jeff Hoskinson, Legal Counsel

A Resolution of Appreciation for Bettina "Tina" Padelford

Whereas, the Santa Ynez Community Services District wishes to recognize Tina Padelford for her participation and contributions to her community as a board member of the Santa Ynez Community Services District; and

Whereas, on December 21, 2022, Tina Padelford was appointed to the Santa Ynez Community Services District and served until December 4, 2026; and

Whereas, Tina Padelford served on the Santa Ynez Community Services District Board of Directors and was a member of the Finance and Personnel committees; and

Whereas, Tina Padelford faithfully and conscientiously kept a commitment to the District and stepped forward to fulfill a higher civic calling; and

Whereas, she has leveraged her fiscal knowledge and personnel 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 Tina Padelford for her dedication and service;

Now, Therefore, Be It Resolved by the Board of Directors of the Santa Ynez Community Services District commends Tina Padelford for her services, and it be made a matter of public record by means of this Resolution.

Passed and Adopted this 18th day of November 2026, by the following vote of the Board of Directors of the Santa Ynez Community Services District:

AYES:
NOES:
ABSENT:

Witness:

_____
Frank Redfern, Board President

Attest:

_____
Alicia Marin, Board Secretary

SANTA YNEZ COMMUNITY SERVICES DISTRICT