

SANTA YNEZ COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS

Minutes of the Regular Meeting  
January 20, 2016  
5:30 P.M.

**PRESENT:** Carl Maler                      Frank Mueller  
                 David Seymour

**ABSENT:** Barry Marks, David Higgins

**ALSO**

**PRESENT:** Jeff Hodge, General Manager  
                 Wendy Berry, Secretary/Treasurer  
                 Rick Battles, Legal Council

1.     **CALL TO ORDER:** The meeting was called to order at 5:40 p.m.
2.     **ROLL CALL:** Seymour, Maler, Mueller Absent: Marks, Higgins
3.     **PLEDGE OF ALLEGIENCE**
4.     **DIRECTOR COMMENTS:** None
5.     **PUBLIC COMMENTS:** None
6.     **CLOSED SESSION:** Public Employee Performance Evaluation: (Government Code Section 54957) Title: General Manager. The Board entered into closed session at 5:42 p.m. The board entered back into open session at 6:30 p.m. There is no reportable action and the General Manager evaluation was completed. Under discussion was the salary of the General Manager based on the salary survey completed by California Association Sanitary Agencies (CASA). Items to be discussed are salary increase to \$11,300, \$500.00 car allowance and reimbursement of \$5000.00 moving expenses. Director Mueller motioned to increase the General Manager's salary to \$11,300 per month and give him a \$500.00 a month car allowance, Director Seymour seconded and the motion passed by a roll call vote; ayes: Seymour, Mueller, Maler. A second motion was made by Director Seymour and seconded by Director Mueller to make the salary changes effective January 26, 2016. The motion passed by a roll call vote; ayes: Seymour, Maler, Mueller.
7.     **APPROVAL OF MINUTES:** Review for Board approval draft minutes of the Regular Meeting of December 16, 2015. Director Mueller motioned to approve the minutes of the Regular Meeting of December 16, 2015, Director Seymour seconded and the motioned passed with 3 ayes.

8. **VOUCHER PAYMENTS:** Review for Board ratification payments made from December 17, 2015 through January 20, 2016 and approve voucher payment requests, if any. Director Seymour motioned to ratify the voucher payments, Director Maler seconded and the motion passed with three ayes.
9. **MID-YEAR BUDGET REPORT:** The Board reviewed the Mid-Year financial report for the period ending December 31, 2015 and the mid-year budget adjustments total \$3,625 for \$700 to printing and publishing, \$1000.00 to administration travel and meetings, \$425.00 to operations medical exams and \$1500.00 to operations meetings and travel. Director Seymour motioned to accept the mid-year budget report and approve the mid-year budget adjustments, Director Maler seconded and the motion passed by a roll call vote; ayes: Seymour, Maler, Mueller.
10. **ADOPT RESOLUTION 16-01, RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA YNEZ COMMUNITY SERVICES DISTRICT INITIATING PROCEEDINGS FOR ANNEXATION OF WEST SANTA YNEZ PARCELS.** On October 28, 2015 the Board authorized staff to prepare the paperwork for the annexation of non-annexed parcels within the District's Sphere of Influence. Resolution 16-01 initiates the proceedings for annexation, approves the Preliminary Environmental Review and authorizes the filing of the Notice of Exemption. Director Mueller motioned to adopt Resolution 16-01, Resolution of the Board of Directors of the Santa Ynez Community Services District initiating proceedings for annexation of West Santa Ynez parcels, Director Seymour seconded and the motion passed by a roll call vote; ayes: Seymour, Mueller, Maler.
11. **APPOINTMENT OF ALTERNATE REPRESENTATIVE TO PARTICIPATE IN THE SELECTION COMMITTEE FOR THE SPECIAL DISTRICT APPOINTMENT TO SANTA BARBARA LAFCO IF THE PRESIDING OFFICER IS UNABLE TO ATTEND.** Elections for the Special District member seat on LAFCO will be held on January 25, 2016. If David Higgins, the presiding officer of the District is unable to attend the meeting an alternate representative needs to be appointed. The Board nominated Director Mueller. Director Seymour motioned to appoint Frank Mueller as the alternate representative, Director Maler seconded and the motioned passed with three ayes.
12. **STAFF REPORTS**
  - A. **Manager's Report**
    - Average District flow for December 2015 was 116,931 gpd. The total amounts of flow for the month of December was 3,624,864 gallons. Flows continue to be lower than the previous years. Also is attached is a comparison of 2014 to 2015 flows. See the attached charts for a comparison of lows.
    - Chumash Casino Wastewater Treatment Plant Enhancement – The new enhancements are online and performing extremely well. Still completing SCADA system.

- Golden Inn – The owner has not installed the new lines along Highway 246. The permit for the road work appears to be about two weeks away from issuance.
- Highway 246 sewer line crossing project – Staff is working to obtain a permit to install a gravity sewer line under Highway 246. This line would provide future sewer service to the Santa Ynez West, starting with homes along Horizon.
- Facilities Grant – RMC and Staff have had one meeting, starting the study. The 20<sup>th</sup> of January we had our midway progress meeting.
- Santa Barbara CSDA monthly meeting January 25, 2015 at The Buellton Marriott at 5:45 p.m. The LAFCO election will be held at this meeting but starting earlier at 5:00 p.m.

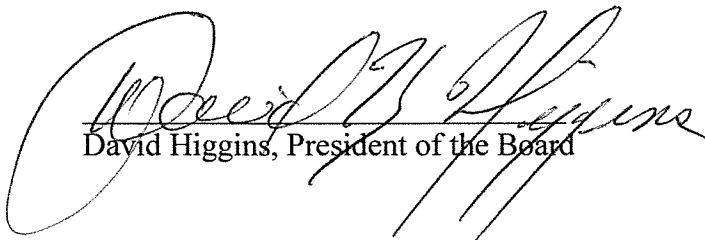
**A. Legal Counsel's Report:** Rick Battles reported about the new public records case that if someone already has records and they are formally asking for those records in a public records request the District must provide that person with the documents that are being requested even though they already have the records.

**B. Secretary/Treasurer Report:** The draft copy of the rate study was received and ethics training is due by the end of February and the Board will have a special meeting to take the Ethics training as a group.

**C. Committee Reports:** None.

13. **TENTATIVE AGENDA ITEMS FOR FUTURE MEETINGS:** Update Installment Payment Plan Resolution, Employee Handbook, Sewer Code, Design specs, Mainline Extension Agreement.
14. **ADJOURNMENT:** The meeting was adjourned by Vice-President Mueller at 8:45 p.m.

APPROVED:

  
David Higgins, President of the Board

  
Wendy Berry, Secretary of the Board

