



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Public Health  
**Department No.:** 041  
**For Agenda Of:** October 11, 2016  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** 4/5

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**TO:** Board of Supervisors  
**FROM:** Department Takashi Wada, MD, MPH, Director  
Director(s)  
Contact Info: Larry Fay, 346-8463  
Director, Environmental Health Services  
**SUBJECT:** Santa Ynez Community Services District Agreement

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors consider the following recommendations:

- a) Approve, ratify, and authorize the Chair to execute a First Amendment to the Agreement with the Santa Ynez Community Services District (Attachment A) that extends the term through the period of July 1, 2016 through December 1, 2016 to complete a preliminary engineering report to extend the public sewer into specified unserved areas within the District's existing service area.
- b) Approve budget revision request No. 0004755 (Attachment C) to increase appropriations of \$159,645 in Public Health General Fund Services for Services and Supplies funded by a release of Public Health Department Special Revenue Fund restricted fund balance. Funding is available through a designation from the State Water Resources Control Board.
- c) Determine that the Recommended Actions are not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline sections 15262 and 15378(b)(4), finding that the activities involve only feasibility or planning studies for possible future actions and are the creation of government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and direct staff to file a Notice of Exemption (Attachment D).

**Summary Text:**

This item is on the agenda to authorize the Chair to execute a First Amendment to the Agreement with the Santa Ynez Community Services District to extend the term through December 1, 2016. On March 15, 2016, your Board approved an Agreement with the Santa Ynez Community Services District (Attachment B) to prepare a preliminary engineering report for extending the public sewer into specified areas of the District’s existing service area that are not currently served by the District. The original term was April 1, 2016 through June 30, 2016. Approval of this First Amendment will extend the term of the Agreement through December 1, 2016. All other terms of the Agreement remain unchanged. The project was budgeted in FY 2015-2016. Because no payments were made in FY 2015-2016, a Budget Revision Request is included to establish the budget in FY 2016-2017.

**Background:**

The Santa Ynez Community Services District was formed in 1971 by citizens of the community for the purpose of providing sewage collection and disposal services in the Santa Ynez area. To that end, the original sewer system was completed in 1981.

Since that time, the District’s sphere of influence and boundaries have been expanded and the original system has been extended over the years to accommodate those residents who have requested sewer service. However the sewer has not been extended to all areas within the District’s boundary. Consequently those residents continued to use septic systems.

The District has retained the services of a qualified consulting engineering firm to develop the preliminary engineering report to analyze the costs and construction specifics associated with this project. The quality of the work by the District and its consultants has been satisfactory but has progressed at a slower rate than originally anticipated. All work will be completed within the time period set in this Amendment.

**Performance Measure:**

The Santa Ynez Community Services District will provide a Preliminary Engineering report which will include: records review, utility search, surveys, a geotechnical study, sewer area study, preliminary layouts, calculations, connections review, and easement research.

**Fiscal and Facilities Impacts:**

Budgeted: No

**Fiscal Analysis:**

<b>Funding Sources</b>	<b>Current FY Cost:</b>	<b>Annualized On-going Cost:</b>	<b>Total One-Time Project Cost</b>
General Fund			
State			
Federal			
Fees			
Other:	\$ 145,000.00		\$ 145,000.00
Total	\$ 145,000.00	\$ -	\$ 145,000.00

Increase appropriations of \$159,645 in Public Health General Fund Services for services and supplies funded by a release of restricted fund balance.

It is necessary to increase appropriations for a contract with the Santa Ynez Community Services District (SYCSD) to prepare a preliminary engineering report on a sewer extension project within their boundaries. The engineering contract cost is \$145,000. Funding is available through a designation from

the State Water Resources Control Board (SWRCB). SWRCB allows the Public Health Department to be reimbursed administrative overhead costs of \$14,645.

**Key Contract Risks**

Per the County’s Service Contract and Grant Compliance Management Policy, staff evaluated the risks of this contract which was assessed to be low risk for the following reasons: The contract is short term, Public Health has an established history with SYCSD, and a preliminary engineering report to extend the public sewer is not complex for SYCSD as they have the expertise to provide such a report.

**Staffing Impacts:**

**Legal Positions:**

0

**FTEs:**

0

The approval of this recommendation will neither decrease nor increase current Environmental Health Services staff levels.

**Special Instructions:**

Please execute two (2) original Agreements with the Santa Ynez Community Services District and retain one (1) original Agreement and one (1) Minute Order for pick-up by the department. Please email [phdcu@sbcphd.org](mailto:phdcu@sbcphd.org) when available for pickup.

**Attachments:**

- A. First Amendment to the Santa Ynez Community Services District Agreement
- B. Santa Ynez Community Services District Agreement
- C. Budget Journal Entry Number: BJE-0004755
- D. CEQA Notice of Exemption

**Authored by:**

David Brummond, Supervising Environmental Health Specialist