

**Los Olivos Community Services District  
Board of Directors Meeting**

June 21, 2018, 6:00 p.m.  
Los Olivos School, Room 602  
2540 Alamo Pintado Avenue, Los Olivos, CA 93441



## **AGENDA**

**1. CALL TO ORDER 6:05pm**

**2. ROLL CALL –**

Present: Lisa Palmer (acting President), Mike Arme, Brian O’Neill, Julie Kennedy  
Absent: Tom Fayram

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL OF MAY 24, 2018 MEETING MINUTES**

Motion: Approve minutes of May 24, 2018 Los Olivos CSD Meeting  
First: Director Kennedy, Second: Director Arme  
Motion Passed – Ayes: All, Nays: None, Director Fayram Absent

**5. DIRECTOR COMMENTS:**

Directors will give reports on any meetings that they attended on behalf of the District and/or choose to comment on various District activities.

Lisa Palmer – Updated activities and CDSA website availability

**6. PUBLIC COMMENTS:**

Members of the public may address the Board on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Government Code - 54954.3). Speakers are limited to 3 minutes and are asked to fill out a speaker slip.

Pat Gott – inquired about property tax increases and timing

Sam Marmorstein – inquired about time frame for system selection

**7. REPORTS**

**A. Ad Hoc Subcommittee Updates**

*1. Retaining Legal Counsel - Directors Kennedy & Palmer*

Director Palmer reported on legal counsel progress and introduced Ross Trindle, Attorney with Aleshire & Wynder, LLP as the recommended counsel for the Board. Mr. Trindle gave a brief overview of his firm and qualifications.

#### *2. Retaining a General Manager - Director O'Neill*

The recommendation is for a part-time general manager and Director O'Neill draft of a job description. The recommendation also included a short-term (current to 90 or 120 days) and a subsequent long-term solution.

Director Palmer asked Mr. Trindle about short-term timelines, he suggested 6 months would be typical. For a long-term solution, we would pursue through the RFP process. Mr. Trindle confirmed the Board could sole-source for the short-term.

Director Arme suggested the short-term objective cover the administrative needs and a long-term focus to include more of an engineering focus.

Director O'Neill indicated they would have a candidate for consideration by next meeting.

#### *3. Securing District Insurance - Directors Arme & Palmer*

Director Arme reported some challenges due to lack of new CSD formation. Newly formed, and without history, is giving many insurers pause. However he found a few insurers, one requirement is the CSD needs to become a member of the CDSA. He also noted several insurers indicated we need to be insured once funding to the CSD is available.

Director Palmer asked about Golden State Risk Management as an option. A question of timeline for procuring insurance was asked of Mr Trindle, who explained that some CSDs are self-insured.

Director O'Neill suggested a presentation would be helpful.

#### *4. 2018-19 Budget & Financing - Director Kennedy (Director Fayram absent)*

Director Kennedy updated the Board on the budget and finance activities she and Director Fayram have been managing. Director Kennedy fielded questions asked about budget process and timing. Mr. Trindle gave some information concerning the posting process and timeline as mandated by California Code.

Director Kennedy also noted a request had been submitted to the County Auditor-Controller's Office for a draft agreement for financial services supplied by the County and to expect an agreement ready for approval at the next board meeting.

Director O'Neill requested as part of the County process for the tax roll, we secure a map in a format that would easily assist the upcoming engineering process, and the agreement with the County be flat-fee, instead of transaction-based.

## **8. BUSINESS ITEMS**

- A. Steps Needed to Enable District Receipt of Tax Revenue - Director Kennedy gave overview of the process, including the upcoming APN Direct Charges Process for the 2018-19 Tax Roll.  
- No Action Taken -
- B. Resolution 2018-01 to appoint the Auditor-Controller of Santa Barbara County as the Treasurer of the Los Olivos Community Services  
- No Action Taken -
- C. Approve Contract with Santa Barbara County for the Collection of Special Taxes, Assessments and Other Charges.

Motion: Approve contract, with an amendment to authorize Lisa Palmer to sign in absence of Director Fayram

First: Julie Kennedy Second: Mike Arme

Motion Passed – Ayes: All, Nays: None, Director Fayram Absent

- D. Set July and August Meeting and Board Workshop Dates

Motion: Set next Los Olivos CSD Board meeting date of July 19, at 6pm, in order to provide the requisite time for the posting of the legal notice regarding the budget.

First: Julie Kennedy, Second: Mike Arme

Motion Passed – Ayes: All, Nays: None, Director Fayram Absent

## **9. Call for Future Agenda Items**

Future Agenda Items for the Board to consider are Conflict of Interest Code, establish Board Policies

## **10. ADJOURNMENT**

Motion to Adjourn at 7:30pm

First: Director Arme Second: Julie Kennedy

Motion Passed – Ayes: All, Nays: None, Director Fayram Absent

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