



POSTED 11-8-2019

Tom Fayram, President  
Lisa Palmer, Vice President  
Julie Kennedy, Secretary  
Mike Arme, Director  
Brian O'Neill, Director

**LOS OLIVOS COMMUNITY SERVICES DISTRICT**  
Board of Directors Meeting, November 13, 2019, 6:00 p.m.  
Los Olivos School, Room 602  
2540 Alamo Pintado Avenue, Los Olivos, CA 93441

**REGULAR MEETING Minutes**

1. CALL TO ORDER: 6:05 p.m.

2. ROLL CALL: *Roll-call: Present: Directors Fayram, Palmer and O'Neill. Absent Directors Kennedy and Arme*

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MEETING MINUTES

- a. *Minutes of 10-09-2019 Regular Meeting: Motion to Approve: Director Palmer, Second: Director Fayram. Approved 3-0, Absent 2*

5. DIRECTOR COMMENTS

*Director Palmer reported on October 31, 2019 meeting with Nocole Lieu (Mattei's). Mattei's goal is to obtain permits by January 1, Early hearing at Historic Landmarks and follow-up Board Of Architecture (BAR) reviews. Director Fayram reported that he met with Hillary Houser (Heal the Ocean).*

6. PUBLIC COMMENTS

*Kelly Gray spoke to address Phase 1 approach and concern that the assessment address equity issues regarding those with advanced septic. Mary Hayden invited all to visit the SGMA Groundwater Quality Community Portal at <https://www.syrwd.org>.*

7. INTERIM GENERAL MANAGER REPORT

*Mr. Pike presented his report as contained in the Agenda Packet.*

8. BUSINESS ITEMS

- A. Project Funding From the County EHS Department, including Senator Hannah-Beth Jackson set-aside funds for Los Olivos water quality improvement support. Discuss all correspondence and communications of EHS with Los Olivos CSD Directors and Staff. Direct next steps including next meeting with Mr. Larry Faye, with ideas on who should attend, when, what to discuss, how to work cooperatively with the County moving forward. *Appointment set to meet with Mr. Fay Monday, December 9, 2019 at 4 p.m. Director O'Neill and Mr. Pike to attend (by phone).*
- B. Budget Update Report from the Finance Committee. *Presented. District Remains within Budget.*
- C. Consider Committee recommendations, funding availability and Approve and Authorize of the following Contracts:
- a. Proposal from Paul Jenzen's to Develop A Local Agency Management Program for the Los Olivos Community Services District. Specialty product, consider finding that sole source is in the best interest of the District. (Proposal Attached)

Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 946-0431  
[losolivoscscd@gmail.com](mailto:losolivoscscd@gmail.com), [www.losolivoscscd.com](http://www.losolivoscscd.com)

- b. Proposals for Grant Writing Services for the SRF Loan Program Application. Three proposals received, consider Technical Committee's recommendation. (Proposals Attached)
- c. Proposals for Benefit Assessment District Engineer's Report. Three Firms solicited, two responded (Proposals Attached)

*Request by Board to return with recommendation from Technical Committee, draft contracts prepared by Legal Counsel, and hopefully with confirmation of possible participation in cost by County.*

D. Benefit Assessment Process.

- 1. Review Following Schedule and take action as required to complete milestones:  
Simplified Milestones

- a. The following *minimum* milestones (Board Actions) apply
  - i. Order Engineer's Report: Starts Process
  - ii. Receive Engineer's Report: Can Be done within 1-2 months)
  - iii. Consider & Approve Engineer's Report: Can Be done at Special or Regular Meeting
  - iv. Consider & Approve Resolution of Intent: Can be done concurrent with iii.
  - v. Mail Notice of Public Hearing & Assessment Ballot: *Must Observe noticing requirements*
  - vi. Public Hearing: Can Be done at Special or Regular Meeting
  - vii. Tabulation of Ballots: *after close of public hearing*; ballots remain sealed until this tabulation
  - viii. Adopt Resolution Levying the Assessment: after tabulation of results; can occur at following meeting

*Board Requested a sample Assessment Engineer's Report. Sent 12-9-2019.*

E. Project Work Plan and Financial Plan Progress and Planning:

- 1. Review Plan.
- 2. Comments & discussion.
- 3. Take Action and direct next steps (see recommendations in Work Plan).
- 4. Possible items of discussion/action (below):
  - All preliminary project tasks, and future project tasks including Environmental and planning tasks, funding tasks, project siting, phasing, analysis and design tasks.
  - Review and potential action regarding Matteis Project Update and Plans.
  - RWQCB Support.
  - EHS Support
  - Report from Ad hoc Technical Committee – Report and Potential Action.
  - Report from Individual Board Members Regarding Project Assignments and Actions– Report and Potential Action.

*IGM Pike Directed to move forward on determination of availability of County ROW located south of Mattei's.*

F. Special Meeting Date & Time

- 1. If considered helpful or necessary, set an additional Special Meeting Date and Time. Possible considerations or Agenda Items include Approval of Contracts, work and Committee assignments and reports, project decisions.

*If Possible before the next regular meeting the Board expressed an interest in a possible special meeting. To be arrange by IGM Pike if necessary.*

G. Finance Committee Business Summary and Report. Approved for recommendation for payment:

- 1. 10-7-2019 Aleshire & Wynder (September Billings) \$3591.47
- 2. 11-4-2019 Aleshire & Wynder (October Billings) \$2291.00
- 3. 10-1-2019 MNS (August Billings) \$3,221.89
- 4. 10-1-2019 MNS (September Billings) \$2,585.39
- 5. CSDA Dues for FY 2019-20 \$1,024.00

*Approved. Motion by Director Palmer, Second by Director Fayram, 3-0 2 Abscent.*

9. Next Regular Meeting:

Wednesday, December 11, 2019, 6:00 p.m.  
Los Olivos School, Room 602

2540 Alamo Pintado Avenue, Los Olivos, CA 93441

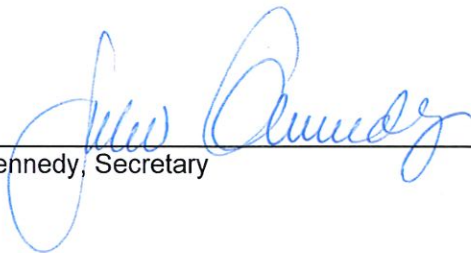
10. ADJOURNMENT: 7:37 p.m.

APPROVED



Tom Fayram, President

ATTEST



Julie Kennedy, Secretary