

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



POSTED 8-7-2020

**LOS OLIVOS COMMUNITY SERVICES DISTRICT**  
**Board of Directors Meeting, August 12, 2020, 6:00 p.m.**

The Meeting will be held electronically via RingCentral Meetings. The public will be able to hear and participate.

1. Join from PC, Mac, Linux, iOS or Android: <https://meetings.ringcentral.com/j/1487828493> Or iPhone one-tap : +1(623)4049000,,1487828493#
2. Via telephone: +1(623)404-9000 **Meeting ID: 148 782 8493**
3. If you choose to access through your browser, visit <https://meetings.ringcentral.com/join>, enter meeting ID see above , Join Meeting

**REGULAR MEETING AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL OF MEETING MINUTES**

- a. Minutes of 7-15-2020 Regular Meeting

**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.

**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. Due to the requirements of the Ralph M. Brown Act, the District cannot take action today on any matter not on the agenda, but a matter raised during Public Comments can be referred to District staff for discussion and possible action at a future meeting.

**7. INTERIM GENERAL MANAGER REPORT**

Interim General Manager Report on current assignments and general District business.

**8. BUSINESS ITEMS**

**A. WWTP Siting Options**

1. Update, discussion and action/assignments.
  - a. County Road Parcel
  - b. ID1 Well 5 site discussion and action/assignments.

**B. Consultant Progress Update:**

1. Water Consultancy – Assessment Engineers Report
2. Wallace Group – Funding Application
3. Paul Jenzen – Los Olivos CSD LAMP Ammendment

**C. Funding and Grant Update**

1. Update on Funding and grants
  - a. Presentation by Greg Jaquez, PE (MNS)

**D. RFQ/RFP Progress Report for:**

1. Project Design (Load Study) Consultant Selection
2. Groundwater Monitoring Plan Consultant Selection.
3. Preliminary Environmental Report Consultant Selection

**E. Coordination with Regional Water Board**

1. Mattei's Wastewater Permit Application

**F. County Assessment Authorization Resolution**

**G. Project Work Plan and Financial Plan Progress and Planning:**

1. Review Project Plan, Financial Plan, Project progress, discussion direct action.
2. 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. Proposition 218 related items.
  - Review and potential action regarding Mattei's Project Update and Cooperation with the District.
  - RWQCB and EHS Support.
  - Project Funding
  - LAFCO Status and Actions
  - Open Consultant Contract discussion, comments direct action (Engineer's Report – Water Consultancy, Grant Writing Services – Wallace Group, Local LAMP – Paul Jenzen)
  - Reports from Ad hoc Technical Committee – Report and Potential Action.
  - Report from Individual Board Members Regarding Project Assignments and Actions– Report and Potential Action.
  - 2020-21 Secured Property Tax Bill Process Review & action

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

1. 7-8-2020 Aleshire & Wynder Invoice 57491 (June Services) \$475.00
2. 7-21-2020 MNS Invoice 75661 (June Services) \$7,143.756-5-2020
3. 8-5-2020 Wallace Group Invoice 51440 (June Services) \$430.00
4. 2-11-2020 Water Consultancy Invoice 374 (January Services) \$4060

**9. Next Regular Meeting:**

Wednesday, September 9, 2020, 6:00 p.m. (**verify since Holiday Sept 7**)

Via RingCentral Meeting Link to be posted in the agenda (at the Post Office Bulletin Board & CSD Website [www.losolivoscscsd.com](http://www.losolivoscscsd.com))

**10. ADJOURNMENT**

The Los Olivos Community Services District is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please call 805.946.0431 or email to [losolivoscscsd@gmail.com](mailto:losolivoscscsd@gmail.com). Any public records, which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at a location to be determined in Los Olivos, California 93441.

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



POSTED 7-10-2020

**LOS OLIVOS COMMUNITY SERVICES DISTRICT**  
**Board of Directors Meeting, July 15, 2020, 6:00 p.m.**

The Meeting was held electronically via RingCentral Meetings. Link Used: <https://meetings.ringcentral.com/j/1483742264> Or iPhone one-tap : US: +1(623)4049000,,1483742264# or Telephone conference for audio: +1(623)4049000 Meeting ID: 148 374 2264

**REGULAR MEETING MINUTES**

1. CALL TO ORDER – 6:02 PM
2. ROLL CALL: Present: Director's Palmer, Kennedy, Arme and O'Neill. Absent: Director Fayram.
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF MEETING MINUTES - Minutes of 6-10-2020 Regular Meeting approved: Motion Director Kennedy, second: Director O'Neill. Approved 4-0 (Director's Palmer, Kennedy, Arme and O'Neill), Absent: 1(Director Fayram).
5. DIRECTOR COMMENTS - None
6. PUBLIC COMMENTS - None
7. INTERIM GENERAL MANAGER REPORT – As summarized in Agenda Packet for Regular Meeting, July 15, 2020

**8. BUSINESS ITEMS**

- A. Election Process Review: Informational item, Key dates reviewed. CSD Informational e-mail/mailings: Board directed IGM send Notice to update and inform District Residents of election and encourage participation, and post same on Website.
- B. WWTP Siting Options – Reviewed Draft Exhibit of County Road ROW Parcel. IGM to transmit to County Parks, planning and ROW Agent for review and indicated it was acceptable. IGM requested to cc: Supv. Joan Hartmann. IGM to get revised site plan to Cloacina. Other access easements will be worked only when obtaining of the County Road Easement is successfully obtained. ID1 Well 5 site discussion with assignment to persue discussion with ID1 regarding use of this site.
- C. Consultant Progress Update:
  - a. Water Consultancy – Assessment Engineers Report - On Temporary hold pending siting of WWTP
  - b. Wallace Group – Funding Application - Advance transition from Wallace Group to MNS grant writer. Obtain cost proposal. See Item D.
  - c. Paul Jenzen – Los Olivos CSD LAMP Ammendment - On Temporary hold.
- D. Funding and Grant Update - Update on Funding and grants being persued, Ad Hoc Committee for Grants discussed. Board recommended Finalizing the Wallace Group Agreement and usingh MNS for these services. Motion to approve: Director Kennedy, Second. Director Arme. Approved 4-0 (Director's Palmer, Kennedy, Arme and O'Neill), Absent: 1(Director Fayram).
- E. RFQ/RFP Progress Report for:

1. Project Design (Load Study) Consultant Selection. Motion to award to Stantec: Director Kennedy, Second. Director O'Neill. Approved 4-0 (Director's Palmer, Kennedy, Arme and O'Neill), Absent: 1(Director Fayram).
  2. Authorized Ad Hoc Technical Committee evaluation of Task 1 proposals: Wastewater Load Study. Motion to approve: Director Kennedy, Second. Director Arme. Approved 4-0 (Director's Palmer, Kennedy, Arme and O'Neill), Absent: 1(Director Fayram).
  3. Groundwater Monitoring Plan Consultant Selection.
    - a. RFQ is out and pending responses. Due August 14.
  4. Preliminary Environmental Report Consultant Selection - RFQ in preparation
- F. Annual Budget Approval Hearing for FY 2020-21 Budget: Public Hearing opened with IGM Report on process and budget Status. Proof of publication provided. Public Input solicited. None received, Public hearing closed at 7:33 pm. Board Voted to Approve Budget as amended (correct revenue to reflect anticipated EHS Funds). Motion to approve: Director Kennedy, Second. Director Arme. Approved 4-0 (Director's Palmer, Kennedy, Arme and O'Neill), Absent: 1(Director Fayram).
- G. County Assessment Authorization Resolution- RESOLUTION NO. 20-03  
 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT AUTHORIZING TAX LEVY WITH CPI INCREASE, AND PROVIDING FOR COLLECTION VIA DIRECT CHARGE BY THE SANTA BARBARA COUNTY AUDITOR-CONTROLLER VIA PLACEMENT ON THE SECURED TAX BILL OF ALL PARCELS IN THE DISTRICT, EXCLUDING EXEMPT OR PARTIALLY EXEMPT PARCELS PERSUANT TO PAST ACTION BY THE BOARD OF DIRECTORS  
 Motion to approve: Director Kennedy, Second. Director Arme. Approved 4-0 (Director's Palmer, Kennedy, Arme and O'Neill), Absent: 1(Director Fayram).
- H. Project Work Plan and Financial Plan Progress and Planning: Action Item list reviewed as an informational item
- I. Finance Committee Business Summary and Report. Approved for recommendation for payment:
  - a. 7-8-2020 Aleshire & Wynder Invoice 57491 (June Services) \$475.00
  - b. 4-7-20 Aleshire & Wynder Invoice 56201 (Mar Services) \$1,843.00
  - c. 6-19-2020 MNS Invoice 75419 (May Services) \$6,065.00
  - d. 6-5-2020 Wallace Group Invoice 50974 (April Services) \$645.00
 Add 4-7-20 Aleshire & Wynder invoice for \$1843  
 Motion to approve: Director Kennedy, Second. Director Arme. Approved 4-0 (Director's Palmer, Kennedy, Arme and O'Neill), Absent: 1(Director Fayram).

9. Next Regular Meeting:

Wednesday, August 12, 2020, 6:00 p.m.

Via RingCentral Meeting Link to be posted in the agenda (at the Post Office Bulletin Board & CSD Website [www.losolivoscsd.com](http://www.losolivoscsd.com))

10. ADJOURNMENT – 7:50 PM Motion to approve: Director Kennedy, Second. Director O'Neill. Approved 4-0 (Director's Palmer, Kennedy, Arme and O'Neill), Absent: 1(Director Fayram).

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



## **8-12-2020 IGM Notes**

### **Informational Items**

1. LAFCO Update Letter: Prepared, coordinated with Director Palmer and sent
2. SDRMA Audit Questionnaire Completed

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



**DRAFT**

August 10, 2020

**Local Agency Formation Commission**

County of Santa Barbara  
105 East Anapamu Street, Rm 407  
Santa Barbara, CA 93101

**SUBJECT: Los Olivos Community Services District Project Progress**

Dear Commissioners:

LAFCO officially issued a Certificate of Completion in the formation of the Los Olivos Community Services District on April 5, 2018, following the successful County certified vote on January 30, 2018. The District was created to be the governance structure for Los Olivos to address wastewater treatment requirements in the town.

The requirement to enact an assessment to fund a wastewater collection, treatment, and disposal system or systems to serve the community, has been graciously extended by LAFCO as we have submitted regular reports and evidence of diligent progress in the mission to convert the septic systems within our District to a community wastewater collection and treatment system.

The District would like to report the following progress since our last report by letter dated March 20, 2020 (a copy of that letter is attached, as we believe, due to understandable circumstances, it was not agendaized or advanced to the Board):

The Los Olivos CSD Board continues to work to develop a cost effective wastewater solution for our community with a focus on the Phase 1 Wastewater Collection and Treatment System (downtown core), the development of Residential Onsite Wastewater Treatment System guidelines, and identifying a variety of potential funding sources to help pay for building and operating a collection and treatment system (see our Community Wastewater Program Project Description for more detail <https://www.losolivoscscsd.com/los-olivos-community-wastewater-program-project-description>).

**Phase 1 Wastewater Collection and Treatment Project Update:** The District Board has been diligently working to site and design a Phase 1 system, including:

- Worked with County Environmental Health Services to successfully secure \$180,000 in funding for:
  - Preliminary design services, including a Wastewater Load Study, estimating anticipated volumes and wastewater strength.
  - Development of a Groundwater Monitoring Plan and Preliminary Soils/Geotechnical Report.
  - Preliminary environmental services to determine potential impacts and mitigations required.

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

These three efforts are in the consultant selection and contract award process. We expect work for all three efforts to begin in August and September.

- Explore and narrow Wastewater Treatment Plant siting options. We have a preliminary understanding with the County of Santa Barbara and are seeking formal agreement for use of an existing excess road right-of-way parcel for this purpose.
- We have procured expert consultants to assist in preparing a Draft Assessment Engineer's Report to estimate project costs and recommend a financial plan including assessments. This is the foundation document for an equitable calculation of fair share assessments and will be subject to public hearings and a districtwide vote. This Report will be completed when design, construction and siting assumptions are solidly defined.
- We have continued coordination with the County, the Regional Water Quality Control Board, and community partners including the Santa Ynez River Water Conservation District – ID1 and Mattei's Tavern representatives. We meet monthly with the RWQCB staff.
- We are engaged with a consultant to assist the CSD in development of clear guidelines for on-going operation and maintenance of residential Onsite Wastewater Treatment Systems while the Phase 1 downtown core project is being evaluated, developed, and implemented.

**Grant & Funding Source Identification Update:** The District has initiated a Grant Funding Application with the State Water Board and is evaluating and pursuing various funding programs and grant sources such as Proposition 68 with a desire to maximize our use of grant funds to pay for studies, design and construction costs.

**Upcoming Director Elections - November 2020:** In October 2019, the board took the required action of staggering director terms of office, with two board seats (Directors Tom Fayram and Julie Kennedy) now up for election in November 2020 and the remaining three seats in 2022. We have been proactive in mailings and emails to inform the residents of the District with our progress, and of their opportunities to participate.

We respectfully request that the LAFCO Board of Director's receive this progress report and extend the LAFCO Resolution deadline to conduct Prop 218 proceedings for the Los Olivos Community Services District.

Thank you for your continued support of the Los Olivos CSD and our efforts to resolve ground water quality issues through developing an appropriate technical solution for our sewerage needs. If you have any questions, please contact me at (805) 680-2336 (or [lisa@lpalmerconsulting.com](mailto:lisa@lpalmerconsulting.com)) or Douglas Pike, Interim General Manager, at (805) 331-3553 (or [dpikemnsengineers.com](mailto:dpikemnsengineers.com).)

Sincerely,  
Los Olivos CSD

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Lisa Palmer  
Board of Directors, President

**From:** [memberplus@sdrma.org](mailto:memberplus@sdrma.org)  
**To:** [Doug Pike](#)  
**Cc:** [accounting@sdrma.org](mailto:accounting@sdrma.org)  
**Subject:** Financial Audit Information Submittal for Los Olivos CSD  
**Date:** Monday, August 3, 2020 6:41:22 PM

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Dear Douglas,

Thank you for submitting Financial Audit Information for Los Olivos Community Services District. No further action is required at this time.

The information you have submitted will be evaluated to determine if any adjustments to your 2020-21 coverage may be required.

While your Information is being reviewed by SDRMA staff, it will not be editable. If you need to make corrections to your submitted Information, please contact SDRMA Finance Department at [accounting@sdrma.org](mailto:accounting@sdrma.org) or by phone at 800.537.7790.

Thank you,

SDRMA Finance Department



## ITEM A. WWTP Siting Options

### 1.a County Road Parcel.

- Info Item: County has approved the Districts Revised Exhibit indicating portion of excess Road ROW parcel needed. (See attached Exhibit).
- Action Item: Board to consider and approve a \$5,000 Budget as required by the County ROW Intake Form for County Staff Reimbursement to process the parcel easement/transfer.
  - a. Approve an increase in the FY 2020-21 budget by \$5,000 for the purposes of acquiring a site for the proposed district wastewater treatment facilities.
  - b. Approve and ratify the attached, completed intake form authorizing the amount of \$5,000 as reimbursement to the County of Santa Barbara for processing the easement/
- Action Item: Consider and approve Survey Services for the Legal Description and Parcel Platte Map for the County Road Parcel.
  - a. Approve an increase in the FY 2020-21 budget by \$2,240 for the purposes of preparing a Legal Description and Parcel Platte Map for the County Road Parcel.
  - b. Approve an increase in the FY 2020-21 budget by \$4,808 for the purposes of preparing a Topographic Map for the County Road Parcel.









# Real Estate Division Intake Form

General Services Department  
Real Estate Division

Please provide a completed form to the Real Estate Division, General Services Department. Please complete all blank fields. If non-applicable, add N/A. **In general, please allow an expected completion timeline of 2-6 months for all new requests. The completion date will be dependent upon Real Estate Division's current workload as well as requested scope of work, project duration and any required approvals including approval by the BOS if applicable.**

Date of Request: 7/29/2020	Department: Los Olivos Community Services District
Requestor: Los Olivos Community Services District	Phone: (805) 331-3553
Contact Person (if different from requestor): Douglas Pike, Interim General Manager	Email: dpike@mnsengineers.com

## Section 1: Select Request Type

Request for Additional Space Needed <input type="checkbox"/>	Property Acquisition (Purchase) <input type="checkbox"/>	Property Disposition (Sale) <input type="checkbox"/>
Complete section 2 below if requesting additional space	Permit <input type="checkbox"/>	Easement <input type="checkbox"/>
License Agreement <input type="checkbox"/>	Board Letter/CEQA <input type="checkbox"/>	Closed Session Memo <input type="checkbox"/>
Lease (New, Renewal, Amendment) <input type="checkbox"/>	Property Mgmt. Request <input type="checkbox"/>	Radio Comm Site <input type="checkbox"/>
65402 Request for Planning Hearing <input type="checkbox"/>	Franchise Agreement <input type="checkbox"/>	Road Vacation <input type="checkbox"/>
Cell Site Maintenance or Agreement <input type="checkbox"/>		Other/Undetermined <input checked="" type="checkbox"/>

Brief description of project if other than a request for new or additional space:

Obtain permanent use of excess County Road Right-of-way for use by the Los Olivos Community Services District in siting a proposed wastewater treatment package plant and associated components. County Parks to retain use of 12' trail along south and east sides of parcel per the attached exhibit.

## Section 2: Detailed Description of Space Request

**Note: If you are not requesting additional space, skip to Section #3 below**

Description of space desired and intended use (e.g. number and size of private offices, open areas, work stations, storage needs copies rooms, reception, interview/treatment rooms, lobby, conference rooms, training areas, break rooms, etc.). Attach other documents as necessary:

Briefly describe the program that will occupy the space and provide detailed justification why space is needed. If unused space is listed above, detail why this will not be used for this request:

Desired location (list Assessor Parcel Number (APN), street names and/or boundaries of desired area or attach a map with outlined boundaries):

See attached map, area in red.

Approximate square footage/acreage needed:

List all special needs, such as special security requirements, outdoor areas, etc.:

Is bus service to the location a requirement?

Is a single occupancy building a necessity?

Desired Lease Term:  to

Will you need an option to extend the term?

Total # of employees:  Full time:  Part Time:

Anticipated number of visitors (peak average):

Hours of operation:

24 hour access needed: Y  N

Possibility of extended work/meeting hours beyond normal 8 hour day?

Do you have a parking requirement?:  Employee:  Visitor:   
(Number of parking spaces needed)

Additional notes:

**Section 3: Accounting Information** (to be completed by the requesting department's business manager) If requestor is not an internal County department, an invoice will be sent and payment will be required prior to commencing work. If requestor is within the County network, a Request for Service (RFS) will need to be completed.

Has the budget for this request been approved: Y  N

If yes, please provide copy of executed approval, if no please explain.

Budget will be approved at the CSD regular Meeting on August 12, 2020

Expenditure included in adopted budget?

It will be approved at the CSD regular Meeting on August 12, 2020

Amount Budgeted:  \$5,000 (40 hours) Account:  FUND 3490 LI 7460 Budget Unit:

Revenue Budgeted:  Account:  Budget Unit:

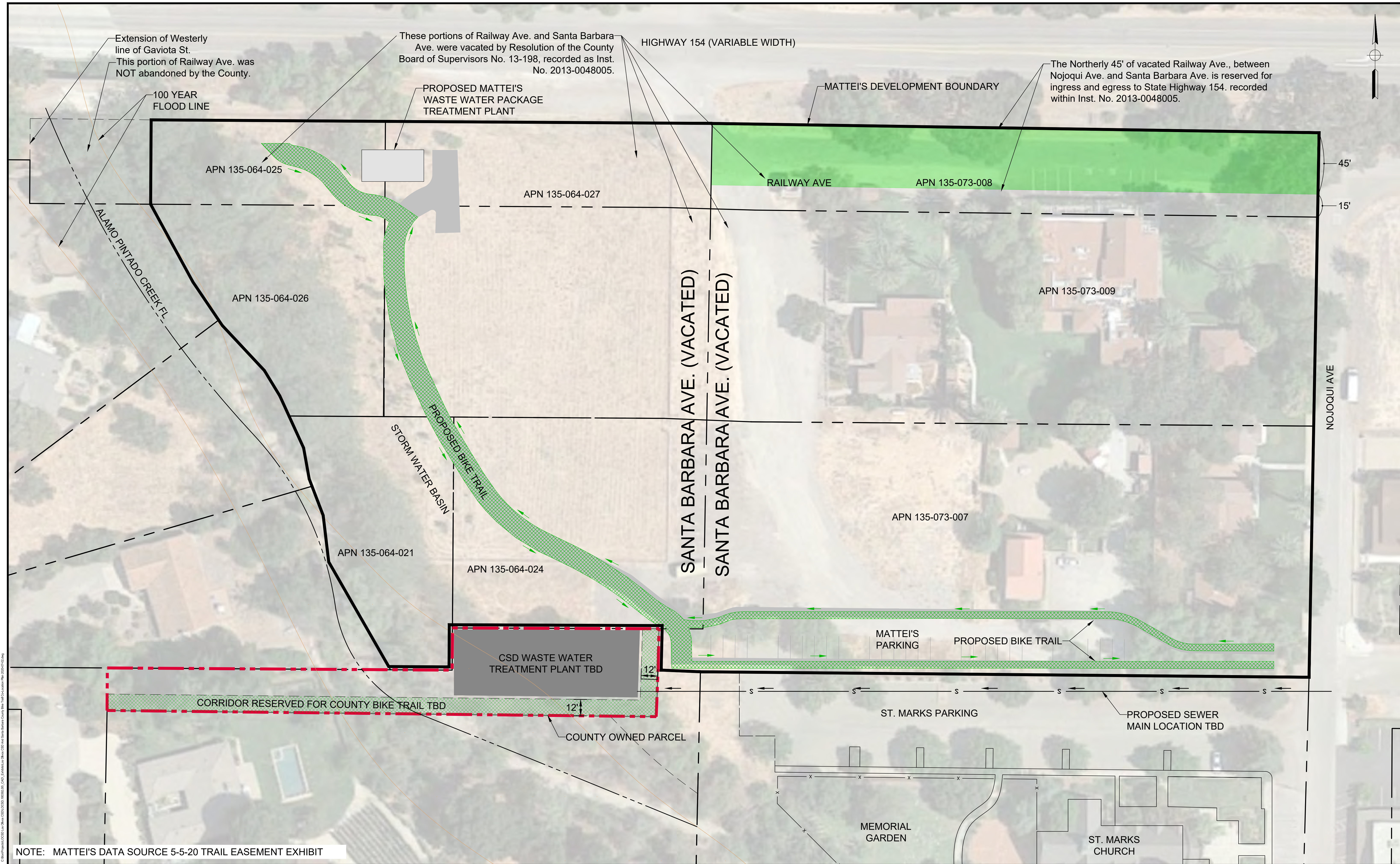
Specific Funding Source:

Los Olivos CSD Special Tax Authority. Funds held in reserve for this purpose. The CSD uses FIN for its accounting

Department Head Approval: Douglas Pike Date: 7-30-2020  
Douglas Pike, Interim General Manager & Board Secretary Los Olivos CSD

CEO Analyst Approval: \_\_\_\_\_ Date: \_\_\_\_\_





Extension of Westerly line of Gaviota St. This portion of Railway Ave. was NOT abandoned by the County.

These portions of Railway Ave. and Santa Barbara Ave. were vacated by Resolution of the County Board of Supervisors No. 13-198, recorded as Inst. No. 2013-0048005.

HIGHWAY 154 (VARIABLE WIDTH)

The Northerly 45' of vacated Railway Ave., between Nojoqui Ave. and Santa Barbara Ave. is reserved for ingress and egress to State Highway 154. recorded within Inst. No. 2013-0048005.

100 YEAR FLOOD LINE

PROPOSED MATTEI'S WASTE WATER PACKAGE TREATMENT PLANT

MATTEI'S DEVELOPMENT BOUNDARY

APN 135-064-025

APN 135-064-027

RAILWAY AVE

APN 135-073-008

APN 135-064-026

APN 135-073-009

APN 135-064-021

APN 135-064-024

APN 135-073-007

CSD WASTE WATER TREATMENT PLANT TBD

MATTEI'S PARKING

PROPOSED BIKE TRAIL

CORRIDOR RESERVED FOR COUNTY BIKE TRAIL TBD

COUNTY OWNED PARCEL

ST. MARKS PARKING

PROPOSED SEWER MAIN LOCATION TBD

MEMORIAL GARDEN

ST. MARKS CHURCH

NOTE: MATTEI'S DATA SOURCE 5-5-20 TRAIL EASEMENT EXHIBIT

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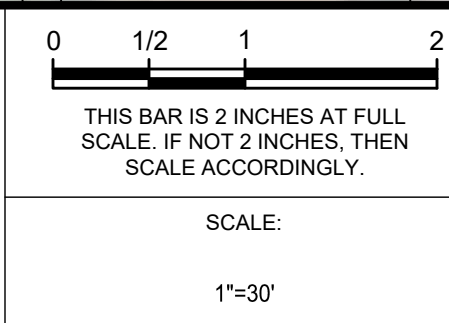
REV	DATE	BY	DESCRIPTION



DESIGNED:  
DRAWN:  
CHECKED:  
QA/QC:  
CONSTRUCTABILITY:

**DRAFT**

DATE: 07/22/2020



Prepared For Los Olivos CSD

**Los Olivos CSD and Santa Barbara County Bike Trail Co-Location Plan**

PROJECT NUMBER  
DRAWING NUMBER  
**EX-1**  
SHEET NUMBER  
1 OF 1





**SANTA BARBARA**  
201 N. Calle Cesar Chavez, Suite 300  
Santa Barbara, CA 93103  
805.692.6921 Phone

August 7, 2020

Mr. Doug Pike, PE  
Los Olivos Community Services District

**RE: Proposal for Survey of County-owned parcel**

Dear Doug,

Thank you for requesting a proposal for our professional surveying services. The following is our proposed scope of work and estimated fees.

**Scope of Services:**

Legal Description and Plat Preparation

MNS will prepare a legal description for the area outlined in red (labeled “County owned parcel”) shown on the attached exhibit.

MNS will also provide a plat of the legal descriptions in 8.5” x 11” format that shows the configuration of the area described and its proximity to nearby parcel lines.

The cost to prepare the legal description and plat is estimated to be \$2,240.

Topographic Survey

MNS will conduct a field survey to locate topographic data within the “County owned parcel”. Our survey will include sufficient ground elevations to generate a 3d surface with 1-foot contour intervals. We will include all above ground improvements including visible utilities, vegetation and trees with a diameter greater than 4”. Elevations on the topographic survey will be referenced to the NAVD88 vertical datum.

The cost to do the field work and prepare the topo map is estimated to be \$4,808.

Deliverables

The legal description and plat will be delivered in PDF format. The topographic map will be delivered in pdf and Autocad .dwg format.

Schedule

We can begin the project within one week of receiving the notice to proceed and estimate the need for approximately three weeks to complete the project.

Please contact me at 805-719-9818 if you have any questions.



Doug Pike, P.E.  
August 7, 2020  
Page 2

Sincerely,  
MNS Engineers Inc.

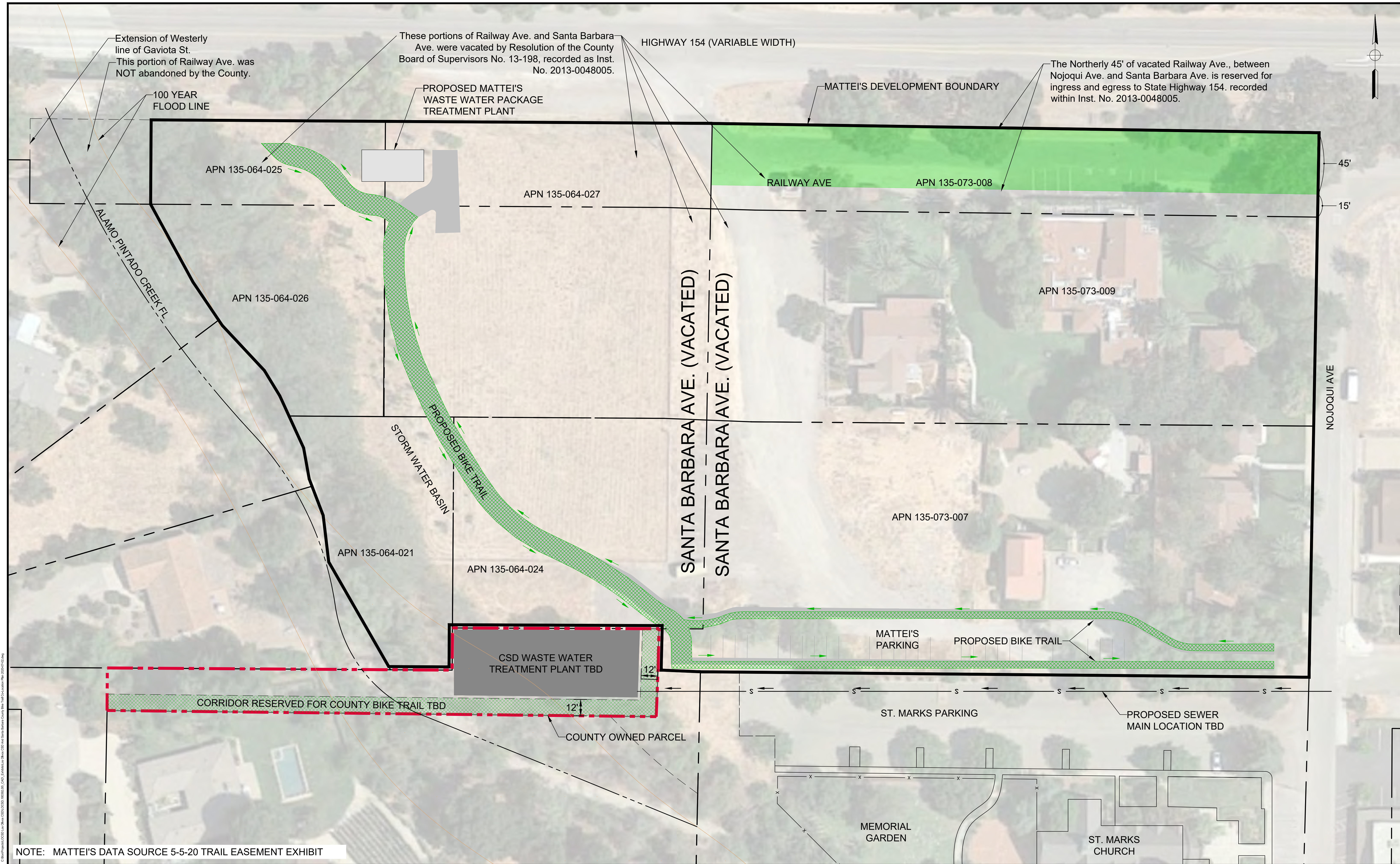
A handwritten signature in black ink, appearing to read "CG Vandrey". The signature is written in a cursive, flowing style.

Christopher G Vandrey, PLS









Extension of Westerly line of Gaviota St. This portion of Railway Ave. was NOT abandoned by the County.

These portions of Railway Ave. and Santa Barbara Ave. were vacated by Resolution of the County Board of Supervisors No. 13-198, recorded as Inst. No. 2013-0048005.

HIGHWAY 154 (VARIABLE WIDTH)

The Northerly 45' of vacated Railway Ave., between Nojoqui Ave. and Santa Barbara Ave. is reserved for ingress and egress to State Highway 154. recorded within Inst. No. 2013-0048005.

100 YEAR FLOOD LINE

PROPOSED MATTEI'S WASTE WATER PACKAGE TREATMENT PLANT

MATTEI'S DEVELOPMENT BOUNDARY

APN 135-064-025

APN 135-064-027

RAILWAY AVE

APN 135-073-008

APN 135-064-026

APN 135-073-009

APN 135-064-021

APN 135-064-024

APN 135-073-007

CSD WASTE WATER TREATMENT PLANT TBD

MATTEI'S PARKING

PROPOSED BIKE TRAIL

CORRIDOR RESERVED FOR COUNTY BIKE TRAIL TBD

COUNTY OWNED PARCEL

ST. MARKS PARKING

PROPOSED SEWER MAIN LOCATION TBD

MEMORIAL GARDEN

ST. MARKS CHURCH

NOTE: MATTEI'S DATA SOURCE 5-5-20 TRAIL EASEMENT EXHIBIT

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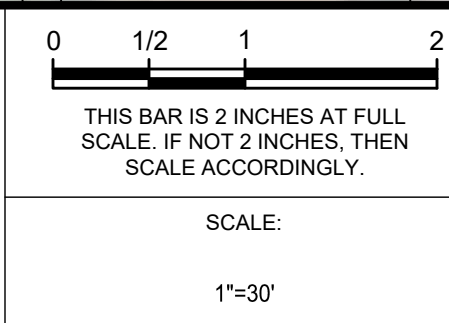
REV	DATE	BY	DESCRIPTION



DESIGNED:  
DRAWN:  
CHECKED:  
QA/QC:  
CONSTRUCTABILITY:

**DRAFT**

DATE: 07/22/2020



Prepared For Los Olivos CSD  
**Los Olivos CSD and Santa Barbara County  
Bike Trail Co-Location Plan**

PROJECT NUMBER  
DRAWING NUMBER  
**EX-1**  
SHEET NUMBER  
**1 OF 1**



<b>Los Olivos Community Services District</b>		
<b>2020-21 Budget</b>		
<b>Line Item Account</b>	<b>PROPOSED 2020-21 FY</b>	<b>NOTES &amp; ASSUMPTIONS</b>
<b>Beginning Balance</b>	<b>\$ 193,885.94</b>	<b>1-Jul-20</b>
<b>Revenues</b>		
3066 - Special Tax Assessment	\$ 188,887.00	Assume 1.9% CPI Increase. \$525.29 per parcel, up from \$515.5
Other Revenue	\$ 180,000.00	County Environmental Health Services
<b>Total Cash &amp; Revenues</b>	<b>\$ 562,772.94</b>	
<b>Expenses</b>		
<b>Salaries and Benefits</b>		
6100 - Regular Salaries	\$ -	None
<b>Services and Supplies</b>		
7090 - Insurance	\$ 2,320.00	Estimates a 5% max increase
7324 - Audit and Accounting Fees	\$ 4,000.00	FIN Expenses (Checking on Audit Requirement)
7430 - Memberships	\$ 1,200.00	SDRMA, CSDA
7450 - Office Expense	\$ 2,000.00	Office Expense - postage, printing, supplies
<b>*7460 - Professional and Special Service</b>	<b>\$ 193,500</b>	<b>*Change to <u>Consultant Expenses</u> (\$180k+ \$13,500)</b>
7508 - Legal Fees	\$ 27,000.00	
<b>*7510 - Contractual Services</b>	<b>\$ 80,400.00</b>	<b>*Change to <u>IGM Contract</u>.</b>
7530 - Publications and Legal Notices	\$ 1,000.00	Anticipates additional noticing for Prop. 218
7732 - Training	\$ 1,500.00	Based on anticipated activity
7894 - Communication Services	\$ 930.00	Website Hosting, Ring Central
<b>*OTHER - County Election Fee</b>	<b>\$ 8,000.00</b>	<b>*Add new category <u>County Election Fee</u>. Estimated</b>
<b>Total Expenses</b>	<b>\$ 321,850.00</b>	
<b>Ending Balance</b>	<b>\$ 240,922.94</b>	

**Report : Financial Status (Real-Time)**

Selection Criteria: Fund = 3490

Layout Options: Summarized By = Fund, LineltemAccount; Page Break At = Fund

Last Updated: 8/4/2020 6:05:01 PM

As of: 8/4/2020 (9% Elapsed)Accounting Period: OPEN

**Fund 3490 -- Los Olivos CSD**

Line Item Account	6/30/2021 Fiscal Year Adjusted Budget	8/4/2020 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
<b>Revenues</b>				
<b>Taxes</b>				
3066 -- Special Tax Assessment	188,887.00	0.00	0.00	0.00%
Taxes	0.00	0.00	0.00	0.00%
<b>Use of Money and Property</b>				
3380 -- Interest Income	0.00	0.00	0.00	--
3381 -- Unrealized Gain/Loss Invstmnts	0.00	0.00	0.00	0.00%
Use of Money and Property	0.00	0.00	0.00	0.00%
<b>Intergovernmental Revenue-Other</b>				
4840 -- Other Governmental Agencies	180,000.00	0.00	0.00	--
Intergovernmental Revenue-Other	0.00	0.00	0.00	--
Revenues	368,887.00	0.00	0.00	0.00
<b>Expenditures</b>				
<b>Services and Supplies</b>				
7090 -- Insurance	2,320.00	0.00	0.00	0.00%
7324 -- Audit and Accounting Fees	4,000.00	0.00	0.00	0.00%
7430 -- Memberships	1,200.00	0.00	0.00	0.00%
7450 -- Office Expense	2,000.00	0.00	0.00	0.00%
7460 -- Professional & Special Service (Consultant Exp)	193,500.00	645.00	-645.00	0.33%
7508 -- Legal Fees	27,000.00	3,238.02	-3,238.02	11.99%
7510 -- Contractual Services (IGM Contract)	80,400.00	6,190.00	-6,190.00	7.70%
7530 -- Publications & Legal Notices	1,000.00	0.00	0.00	0.00%
7732 -- Training	1,500.00	0.00	0.00	0.00%
Services and Supplies	309,920.00	10,073.02	-10,073.02	3.25%
<b>Other Charges</b>				
7894 -- Communication Services	930.00	0.00	0.00	0.00%
Other Charges (County Election Fees)	8,000.00	0.00	0.00	0.00%
Expenditures	318,850.00	10,073.02	-10,073.02	3.16%

**Cash Balance**

Fund	Beginning Balance	Month-to-date cash receipts	Month-To-Date Treasury Credits (+)	Month-To-Date Treasury Debits (-)	Ending Balance
3490 -- Los Olivos CSD					
6/1/2019 - 6/30/2019 (FY 2018-19)	112,073.98	0.00	189,600.16	184,868.00	116,806.14
7/1/2019 - 7/31/2019 (FY 2019-20)	116,806.14	0.00	568.10	14,530.44	102,843.80
8/1/2019 - 8/31/2019 (FY 2019-20)	102,843.80	0.00	0.00	0.00	102,843.80
9/1/2019 - 9/30/2019 (FY 2019-20)	102,843.80	0.00	0.00	0.00	102,843.80
10/1/2019 - 10/31/2019 (FY 2019-20)	102,843.80	0.00	502.03	21,826.18	81,519.65
11/1/2019 - 11/30/2019 (FY 2019-20)	81,519.65	0.00	0.00	12,726.68	68,792.97
12/1/2019 - 12/31/2019 (FY 2019-20)	68,792.97	0.00	118,021.75	12,772.97	174,041.75
1/31/2019 - 1/30/2020 (FY 2019-20)	174,041.75	0.00	0.00	1,799.03	172,242.72
2/1/2020 - 2/29/2020 (FY 2019-2020)	172,671.12	0.00	257.75	11,695.00	161,233.87
3/1/2020 - 3/31/2020 (FY 2019-2020)	161,233.87	525.00	117,224.70	122,555.77	156,472.80
4/1/2020 - 4/30/2020 (FY 2019-2020)	156,427.80	0.00	72,396.85	6,402.60	222,422.05
5/1/2020 - 5/31/2020 (FY 2019-2020)	222,422.05	0.00	72,309.08	96,379.70	198,351.43
6/1/2020 - 6/30/2020 (FY 2019-2020)	198,351.43	0.00	7,231.00	11,696.49	193,885.94
7/1/2020 - 7/31/2020 (FY 2020-21)	193,885.94	0.00	608.94	6,190.00	188304.88
8/1/2020 - 8/4/2020 (FY 2020-21)	188304.88	0.00	0.00	3,883.02	184,421.86

#### **ITEM D. RFQ/RFP Progress Reports**

1. Project Design (Load Study) Consultant Selection
  - a. General Services Contract review by Stantec and CSD responses in work, should be signed shortly.
  - b. Task Order No 1. Request being priced by Stantec. See attached.
2. Ground Monitoring Plan
  - a. SOQ's based on updated RFQ Due August 21. See Attached.
3. Preliminary Environmental RFQ Progress
  - a. Being modified for Grant specific language. Anticipated Due August 31.



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

Autumn Glaeser, PE  
Stantec Consulting Services, Inc.  
Project Manager  
Phone: (805) 285-9093  
Autumn.Glaeser@stantec.com

August 2, 2020

Via email: [Autumn.Glaeser@stantec.com](mailto:Autumn.Glaeser@stantec.com)

**Subject: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 1:**

Dear Ms. Glaeser:

Thank you for working with the District.

This request letter is for the establishment of a final scope and budget to perform Task Order No. 1: Loading Study and preliminary/concept collection system layout as described below. This is in accordance with the District's budget allocation for this work.

**Goal of this Study:** Determine the expected flows and strength (load properties for treatment – BOD, Nitrate, etc) of commercial and residential wastewater collection and treatment system to support package plant sizing by others (Cloacina or equivalent).

**Task Order No. 1:**

Below is a detailed description of Task Order No. 1, with the initial available budget. Please develop an approach for this preliminary design task that will provide us with the best design information within this budget. Additional tasks and budgets will be established moving forward after completion of this task with your help and cooperation.

**Loading Study**

This study will determine the expected, estimated flows and strength of commercial and residential wastewater loading in the proposed wastewater collection and treatment system to assist in determining the appropriate capacity of the planned collection system and package plant treatment facilities.

Tasks:

1. Validate Phase 1 flows, in Gallons/day for Average Daily Flows (ADF), Maximum Daily Flows (MDF) and Peak Daily Flows (PDF).
2. Determine the beneficial oxygen demand (BOD) of the Build-out commercial zone area, as a basis for sizing the treatment and reclamation facilities for Phase 1.
3. Determine collection system sizing in/through the Commercial Zone in order to accommodate future expansion into subsequent phases of the project.
4. Estimate subsequent Phase flows, in Gallons/day for Average Daily Flows (ADF), Maximum Daily Flows (MDF) and Peak Daily Flows (PDF). This will be necessary to adequately size the flows through the commercial area to the treatment facility.

5. Determine components and design criteria/sizing for potential treatment system expansion for subsequent phases for site layout planning, groundwater percolation and injection system planning and overall system planning.
6. Prepare a schematic layout (horizontal and estimated vertical) for the Phase 1 collection system.
7. Prepare a schematic layout for the "expandable" Phase 1 package plant layout.

Estimated Loading Study Budget is **\$20,000** and shall include, as a minimum, the following deliverables:

1. Consultant analysis and letter of report to include:
  - a. Phase 1 flows of the Build-out commercial zone area.
  - b. The beneficial oxygen demand (BOD) of the Build-out commercial zone area.
  - c. Collection system sizing in/through the Commercial Zone which accommodates future phase expansion.
2. Preliminary collection system layout exhibit(s).

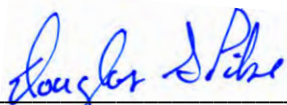
District will provide:

1. Recent water use data for parcels within the District (Approximately 400), identified by Phase and/or parcel.
2. District Parcel Maps in AutoCAD.
3. Several other estimates of WW flows in the District based on previous Studies of the same thing, for reference only. We will work with you to determine the appropriate peaking factors.
4. Other Concept layouts of the phased collection system, for reference only.
5. Survey information, as available. Stantec's scope will not include survey at this time.

Please also provide an estimated schedule for completion.

The District is very appreciative of your assistance with this project. If you have any questions, please contact Doug Pike at [dpike@mnsengineers.com](mailto:dpike@mnsengineers.com) or (805) 331-3553 or Brian O'Neill at [brian.oneill@onefineserv.com](mailto:brian.oneill@onefineserv.com) or 805.455.0612.

Sincerely,  
Los Olivos CSD



\_\_\_\_\_  
Douglas S. Pike  
Interim General Manager  
Los Olivos Community Services District

Attachment:

- District Map
- WWTP Location map



**REQUEST FOR QUALIFICATIONS  
for  
Specialized Groundwater Quality Management and Water  
Resources Planning Services for the  
Los Olivos Wastewater Reclamation Program Project  
(Septic to Sewer Conversion)**

**UPDATED: July 29, 2020  
SOQ Due Date: August 14, 2020 by 4:00 p.m.  
Via Email Submittal**

NOTE: SOQ submittal date is extended to Aug 21, 2020. Please just let us know if you intend to submit.  
Thanks, D. Pike, General Manager

**Los Olivos Community Services District  
PO BOX 345, LOS OLIVOS CA 93441**



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## 1. Introduction

The Los Olivos Community Services District (CSD), is soliciting Statements of Qualification (SOQ) for a consultant team to provide Groundwater management and planning Services for the Los Olivos Wastewater Reclamation Program Project (Septic to Sewer Conversion) in the community of Los Olivos, CA. The CSD's mission is to develop a wastewater collection system, provide wastewater treatment/reclamation and disposal project in the unincorporated, urbanized area of Los Olivos in Santa Barbara County. This mission will be accomplished in at least two phases. The initial phase will be to collect, treat and dispose of wastewater In the commercial Zone. The second phase is not anticipated to be implemented until after the completion of Phase 1 and its impact on groundwater quality has been assessed.

## 2. Project Background and Description

The Los Olivos Community Services District was formed by local voters to provide a funding mechanism for the building and operation of facilities necessary to collect, treat, and dispose of sewage, wastewater, recycled water, and storm water in the unincorporated area known as Los Olivos. The CSD has adopted a Project Description attached as Appendix 1. This Project Description defines the scope and intent of the project and its phasing.

An official District Map, details on the formation, organization and structure of the District are available on the website: [www.losolivoscscd.org](http://www.losolivoscscd.org) .

Several Engineering studies have been completed and they are available through the website. These include:

- a. Los Olivos Community Wastewater Program Project Description  
<https://www.losolivoscscd.com/files/ac3327090/LOCSO+Project+Description+Final+8-14-19.pdf>
- b. Plan for Services & Feasibility Study, October 22, 2016 (Berkson Study)  
[https://losolivoscscd.specialdistrict.org/files/31fe46326/Berkson\\_Los+Olivos\\_FinalDraft\\_2016-10-22r2.pdf](https://losolivoscscd.specialdistrict.org/files/31fe46326/Berkson_Los+Olivos_FinalDraft_2016-10-22r2.pdf)
- c. Final AECOM Engineering Report, January 8, 2013 (AECOM Study)  
<http://www.losolivoscscd.com/files/c7747d976/Final+AECOM+Engrg+Report+01-08-2013.pdf>
- d. Update to AECOM Engrg Report 11-2-2016.pdf  
<https://www.losolivoscscd.com/files/c531203b9/Update+to+AECOM+Engrg+Rpt+11-2-2016.pdf>
- e. SB Co Los Olivos WWMP 10-2010.pdf  
<https://www.losolivoscscd.com/files/b039b6e91/SB+Co+Los+Olivos+WWMP+10-2010.pdf>

The wastewater collection, treatment and disposal system will be funded in part by a low interest loan, known as the State Revolving Fund (SRF). The loan program is administered by the State Water Resources Control Board (SWRCB). Contributions from the Santa Barbara County Environmental Health services, District Special Tax Revenues, possible grants and future District assessment revenues will also contribute to the project.

For purposes of this RFQ, it should be assumed the CSD's wastewater treatment facility will be located within this Commercial Zone and that all collection and delivery will be gravity flow. Siting is in process, so assumptions for the purposes of this RFQ will be confirmed by the CSD.



### 3. Project Summary

Los Olivos CSD is seeking to select a consultant that can cost-effectively and efficiently provide the following Groundwater Hydrogeologist and Geotech Services tasks associated with development of Phase 1 of the Project. These are expected to be performed progressively as funding is secured:

a. Project Management and Meetings:

- i. Provide day-to-day project management and coordination necessary to complete the project.
- ii. Provide in-house quality assurance and quality control (QA/QC) for all submittals.
- iii. Attend and lead essential meetings, including a kick-off meeting with the District to discuss goals, constraints, visions, schedule, and needs for the Project. Intermediate progress meetings, as necessary, and formal submittals for the preliminary and final reports as agreed to with the District.
- iv. Provide monthly e-mails with status updates, meeting notes.

b. Groundwater Monitoring Plan:

In partnership with the RWQB, the District desires to determine a regulatory acceptable strategy for defining baseline groundwater quality within the District, quantify the effectiveness of wastewater treatment measures associated with Phase 1 improvements in groundwater quality and form the basis for subsequent phases of the project, if necessary.

The goal is to determine and track changes in a groundwater quality gradient. This will be achieved by using existing wells or by building new test wells. The Plan will determine water quality up gradient of the high-density Onsite Wastewater Treatment System (OWTS) downtown zone and water quality within this zone. The Plan will examine the positioning of wells in a manner that the District can monitor groundwater quality improvements along the groundwater flow path.

- i. Develop a straightforward hydrogeological conceptual model that is specific to the urbanized area of Los Olivos and specific to groundwater quality related to OWTS impacts. This effort would involve compiling existing hydrogeological reports for the area, well logs, and understanding of the stratigraphy, aquifer zones, and aquitards in the Los Olivos area. The conceptual model will inform decisions regarding treated effluent disposal, the location of percolation or injection wells, and any other data gaps.
- ii. To determine baseline groundwater quality, the District desires to determine quality at various vertical horizons in the aquifer and most importantly near the top of the water table. The shallow groundwater zones will reflect most recent land use practices and will respond most quickly to changes in management activities. If possible, identify if vertical hydraulic gradients occur that may be drawing contaminated shallow groundwater into deeper zones.
- iii. Acquiring data specific to this project from only a single well will likely be inadequate for characterizing baseline conditions in groundwater quality. The District will work with the



community and consultant to determine if existing wells exist that can be utilized that have known construction information. If permissions can be obtained, the District will collect sample data from those wells. If aquifer testing (to determine conductivity, transmissivity, storativity) is desirable, then the District may choose to conduct pump testing in an existing supply well and construct one or more nearby monitoring wells. Parameters derived from aquifer tests at a single well (without proximal monitoring wells) only provide very near-field parameters and may not provide information on storativity.

The initial scope will focus on the Groundwater Monitoring Program development, and the development of one test boring and shall include, as a minimum, the following deliverables:

1. Complete the Initial Draft, 2<sup>nd</sup> Draft and Final Groundwater Monitoring Plan to include recommended locations of test wells, frequency of testing, depth, test criteria, etc.
2. Develop at least one test well and garner as much info as possible, including depth to groundwater, water quality, sampling frequency, analytical spectrum, geotechnical and hydrological datum, surface and subsurface elevations, site specific percolation and conductivity, etc.
3. Complete a straightforward hydrogeological conceptual model to have a higher resolution understanding of the stratigraphy, aquifer zones, and aquitards.
4. Includes a hydrologic and geotechnical report with recommendations, including trenching and pipeline construction, and effluent disposal recommendations. Include recommendations on feasibility/criteria of indirect drinking water injection well disposal and percolation gallery disposal.
5. Initial water sampling and testing.
6. Scope of geotechnical work associated with the percolation chambers, injection well, and other appurtenant facilities related to the project.

#### 4. Report and Final Product Submittal Requirements

The selected consultant will provide a variety of products as a result of the work performed. These may include:

- a. Technical Memo's with analysis detail, results and recommendations. Early identification of difficult or challenging aspects of the project, with recommendations.
- b. Meeting agenda's and summary notes.
- c. Preliminary and Final Groundwater Monitoring Plan.
- d. Preliminary estimate, project budget for Plan Implementation.
- e. Exhibits as needed for CSD Board use in Public meetings.

#### 5. Statement of Qualification Submittal Requirements

- a. The body of the SOQ shall be concise and no more than 10 pages of written narrative. There will be no limit to attached resumes, samples of work products, and relevant standard SOQ marketing materials.



- b. For the Scope Tasks, SOQ submittal shall state estimated hours to complete (by position/title), and schedule. This information will be used to develop an understanding of the staffing available for the work, and consultant ability to accomplish the work under current workload conditions.
- c. Consultant shall provide a current Company Fee Schedule.
- d. Proposals shall be submitted by firms that are capable and experienced in the type of work described in Section 3, "SCOPE OF SERVICES," of this Request for Qualifications (RFQ). In addition, all interested firms shall have sufficient, readily available resources in the form of trained personnel, support services, specialized consultants and financial resources to carry out the work without delay or shortcomings. The proposals shall be submitted NO LATER THAN 4:00PM, August 14, 2020 to:  
  
Los Olivos CSD  
Attn: Douglas Pike, PE  
Interim General Manager  
[DPike@mnsengineers.com](mailto:DPike@mnsengineers.com)  
(805) 331-3553 (Cell)
- e. A digital electronic version (Adobe Acrobat PDF) of the SOQ in accordance with this Section 5, "Statement of Qualification Submittal Requirements," of the RFQ is required.
- f. All questions regarding this RFQ should be directed to Douglas Pike, PE, Contract CSD Interim General Manager via electronic mail at [DPike@mnsengineers.com](mailto:DPike@mnsengineers.com).

## 6. Key Action Dates

The following are anticipated dates of activities involved with the consultant selection:

- a. UPDATED SOQ Issued: July 29, 2020
- b. RFQ Clarification request to District deadline: No later than 2:00 p.m., August 7, 2020
- c. Clarification Response from District Deadline: No later than 2:00 p.m., 10, 2020
- d. SOQ Submittal Deadline: No later than 2:00 p.m., August 14, 2020
- e. Notice of Intent to Award: August 21, 2020
- f. Award by: August 28, 2020

## 7. Consultant Ranking Criteria and Selection

A selection committee consisting of The District Ad Hoc Technical Committee, the Interim General Manager, and one "outside" expert if necessary, will rate the SOQ's received. The criteria for evaluating the written SOQ's are described below.

### Criteria Point Value

- 1. Overall Responsiveness to SOQ Requirements 10



2. Project Scope Understanding and Approach 25
3. Related Experience 25
4. Project Team 20
5. Level of Effort 10
6. Schedule 10
7. Total 100

#### CONSULTANT SELECTION AND APPROVAL PROCESS

In order to be considered responsive candidates, interested consultants must submit a complete SOQ document, with organization and content consistent with instructions included in this RFQ, by the closing date and time shown in the RFQ.

Recommendation will be made by the selection panel on the qualifications-based ranking criteria as specified above.

#### CONTRACT NEGOTIATION PROCESS

The CSD intends to phase these services to meet budgetary milestones as determined through the Funding Process, which includes a mix of tax revenues, and grant and loan revenues. Once an intent to award is announced, the District will enter negotiations with the selected consultant. If a mutually agreeable contract is not reached, the District will disqualify the selected consultant and initiate negotiations with the consultant with the next highest ranked proposal. Contract negotiations will include but is not limited to clarification of scope of services, staffing schedules, level of effort, and contract cost. This process will continue until a contract is successfully negotiated or the entire list of eligible consultants is exhausted.

An award of contract shall be made to the consultant who provides the best overall response to the requirements of this RFQ and who best meets the CSD's needs, as determined by the selection committee, and with whom the CSD can negotiate a satisfactory contract.



## APPENDIX 1 – Project Description



# Los Olivos Community Wastewater Program Project Description

## OUR PURPOSE

The Los Olivos Community Services District (District) was formed by voters in 2018 to provide a funding mechanism for the development, building and operation of facilities necessary to collect and treat wastewater in the unincorporated community of Los Olivos.

## PROJECT GOAL

The purpose of the Los Olivos Wastewater Reclamation Program Project Description (Project Description) is to define a strategy to provide economically viable wastewater treatment and reclamation solutions to the residents and property owners within the District that meets public health needs and the regulatory requirements of the Regional Water Quality Board (RWQCB).

The Los Olivos Wastewater Reclamation Program is comprised of four distinct components, each being interdependent and implemented concurrently:

1. Development of Residential Onsite Wastewater Treatment System (OWTS) Requirements
2. Financial Outreach and Assistance for Program Development, Construction and Operation
3. Implementation of a Local Groundwater Monitoring Program; and
4. Phased Collection and Treatment

## DEVELOPMENT OF RESIDENTIAL OWTS REQUIREMENTS

Currently, residential Onsite Wastewater Treatment System (OWTS) in Los Olivos are governed by the Santa Barbara County Public Health Department's (County EHS) Local Area Management Plan (LAMP).

Los Olivos residents who seek County EHS guidance on OWTS-related issues have been repeatedly met with ambiguous and indistinct direction regarding dwelling expansion, system failure, need for installation of an advanced treatment system (ATS), existing system maintenance and other issues and costs associated with requirements for connection to a community collection and treatment system.

To resolve this the District will develop a customized Local Area Management Plan (LAMP) that addresses the conditions specific to the Los Olivos Community Services District Area. This Plan will be similar to the County's LAMP but tailored to Los Olivos. This Plan will include local District standards and policies and provide clear guidance on OWTS matters including operations of conventional systems, routine maintenance, management of existing low and high-risk systems within the community, dwelling expansion, system failure, requirements and need for installation of an advanced treatment system (ATS) and requirements for connection to a community collection and treatment system.

The District's LAMP will endeavor to establish requirements that are equal in nature and application to those required for all County parcels based on existing site conditions.

The District will be charged with the administration of the RWQCB approved Los Olivos LAMP to include the State mandatory reporting requirements. Permitting and enforcement of the LAMP will remain with the County EHS through an agreement approved by the County and the District extending the County EHS authority to within the District.

The creation of a District governed LAMP benefits residents by enabling the District to seek out grants and low interest loans, competitive procurement of select vendors, and consortium-based pricing from service providers.

## FINANCIAL OUTREACH AND ASSISTANCE

Concurrently, the District - having held Public Community Workshops which presented potential project alternatives, a project approach and Project Description - is now able to seek Local, State and Federal funding mechanisms to minimize property owners and business economic impacts associated with implementing the defined Program.

With this well-defined Project Description, the District will pursue available grants and funding for all elements and components of the Program.

Every potential source of funds will be explored to minimize any eventual Fee Assessment that must be established in accordance with State Law (Proposition 218), and as required by the Local Agency Formation Commission (LAFCO).

The District will also seek additional sources to augment these economic impacts that may include but are not limited to public-private partnerships (P3), identifying matching fund opportunities, Program Privatization, and commercial/private financing alternatives.

A public-private partnership (P3) is a cooperative arrangement between two or more public and private sector entities, typically long-term in nature. They are primarily used for infrastructure provision, such as the building and equipping of schools, hospitals, transport systems, water and sewer systems.



## IMPLEMENTATION OF A LOCAL GROUNDWATER MONITORING PROGRAM

The District remains committed to proactively work with the residents of Los Olivos, regulatory community and other stakeholders to develop an economically acceptable, technically feasible and timely solution to the potential impacts OWTS density has in our community.

However, one of the basic tenants to this approach is dependent on the development and implementation of a comprehensive groundwater monitoring program. Historical assessments, plans and feasibility studies developed specifically for Los Olivos validate the need for further groundwater characterization in order to:

- Determine the nature and extent of groundwater impacts associated with OWTS in and around the Community of Los Olivos,
- Investigate known upgradient sources impacting groundwater quality in Los Olivos,
- Provide information to address data gaps associated with site specific conditions and critical modeling considerations including infiltration rates, permeability and other geological, hydrological and geotechnical parameters not currently available, and
- Establish baseline conditions that can be utilized to monitor the effectiveness of treatment and mitigation measures implemented in the Los Olivos Community.

The District will work closely with the Santa Barbara County Environmental Health Services (EHS) and the Regional Water Control Board (RWQCB) to develop and finance a groundwater monitoring work plan that establishes the number, type and locations for monitoring locations, a suite of analytical and geotechnical sampling parameters, along with frequency and reporting requirements.

Once the work plan is approved, installation of monitoring points and ongoing monitoring will occur. The results of the initial and ongoing monitoring will be used to influence subsequent treatment phases, if necessary, within the District.

The analytical and geotechnical data obtained during groundwater monitoring point installation, will also be used to identify and site locations favorable for aquifer recharge and existing contaminant mitigation.

## PHASED COLLECTION AND TREATMENT

Historic documentation establishes the fact that there are a large number of small to very small lots in the Los Olivos Commercial Core, areas of high OWTS density and historic records of system failures. These factors may contribute to groundwater impacts from nitrate migration from OWTS.

This Commercial Core area has been selected as the location for the initial phase (Phase I) under this Program. The Commercial Core has been identified as the area of highest density, use (volume) and nitrate loading and has been recommended for action in multiple reports specific to OWTS impacts in Los Olivos. Subsequent phases into adjacent high-density areas will be determined by the results of groundwater monitoring.

The Commercial Core area is easily defined by Zoning (C-2), easily expanded, centrally located and its topological nature allows for the most expedient, least complex and economically acceptable setting to initiate this Program.

The District will design, site, permit, procure, construct and manage a Los Olivos Wastewater Reclamation Facility to include the associated collection and transport infrastructure required to provide economically viable wastewater treatment and reclamation solution to District residents and property owners. This system will address public health needs while also meeting the regulatory requirements of the RWQCB.

Adjacent properties outside the C-2 zone, will be permitted to connect to the system at their own cost and as capacity allows.

### Treatment Facility

The proposed Treatment Facility will be consistent with the policies and development standards of the Santa Barbara County Comprehensive Plan, including the Santa Ynez Valley Community Plan and the Santa Barbara County Land Use and Development Code.

The system will be designed for potential future expansion and to provide treatment that improves wastewater quality before it is reused, recycled or discharged to the environment. Reclaimed wastewater would be treated to levels compliant with California Code of Regulations (CCR), Title 22 discharge requirements to allow for:

- Beneficial reuse through underground infiltration
- Groundwater recharge
- Strategic flushing of existing nitrate/contaminates
- Local irrigation as site conditions allow

Because the project will generate in excess of 10,000 gallons per day, exceeding the 10,000 gallons per day County EHS limit, it will be under the jurisdiction of the Central Coast Regional Wastewater Quality Control Board, who would be the lead regulator agency, review the system and issue all appropriate permits.

The treatment facility will be comprised of a high-efficiency, low odor, expandable Membrane Bioreactor (MBR) package plant sized to serve Phase I needs and sited to accommodate modular expansion should further study warrant a facility expansion. The facility will be operated by a California licensed and properly trained wastewater treatment plant operator, who will be responsible for ensuring proper operation and maintenance of plant equipment as well as required reporting.

The architectural style will be consistent with the historical architectural details of Los Olivos. Roof materials will consist of earth tone colors and landscaped to blend in locally to reduce visual impacts.

## Collection System

The collection system will include a subsurface wastewater collection structure consisting of gravity pipelines, lift stations as required, and effluent handling facilities returning drinking water quality reclaimed water to customers or the groundwater basin for beneficial reuse.

The collection system “backbone” will consist of underground gravity sewer pipe that will be strategically placed under community streets and alleys to allow for the closest possible connection to parcels in the high-density water use areas of the downtown C-2 Commercial Core and small-lot residential parcels near the downtown core. Maintenance holes and an “end of the line” lift station will be provided, with an associated force-main (pressure main) to move the wastewater to the MBR package plant for treatment, as necessary.

Structures will be connected to the District-owned collection system via privately owned laterals. Existing septic systems and leach fields will be abandoned as required by local codes. Certain laterals may be successfully connected with gravity flow while many may require small private grinder pumps to move the sewage into the collection system.

District participation in lateral, grinder pump and septic abandonment costs would depend on grant and funding sources.

Potential expansion of the collection system, as with the treatment system, will be determined based on results of the groundwater monitoring and in coordination with the RWQCB.

## Operations and Maintenance

The collection and treatment systems will be operated and maintained initially by contract system operators. System costs will be shared in an equitable manner by those connected to and benefitting from the facility. The District will review and consider established formulas for this participation that may include zoning, water-use, fixture unit counts, etc.

Parcels not connected initially will be subject to the District’s LAMP and will contribute to the cost of management, inspection and enforcement of this plan and operating costs of the District.

Ongoing monitoring and reporting will occur in accordance with operating and discharge permits required by the Board.

## Treatment Facility Siting

The District will procure a site for the package plant. Siting factors will include:

- Availability of land,
- Surface and subsurface suitability,

- Economics of procurement,
- Proximity to the collection system and effluent discharge locations, and
- Local, state and federal requirements.

Location and siting of the facility remains under examination. Given the above siting factors, the District prefers that the location be within District boundaries and south of State Route 154. Currently, potential locations include:

- County parcels
- County Right of Ways
- Institutional parcels including churches and schools
- Commercial parcels, and
- Private land

### Construction Implementation and Timing

Construction will generally consist of the following phases:

1. Project planning, preliminary design, environmental documentation preparation and review, and permitting.
2. Preliminary design, budgeting, and initiation of the Proposition 218 assessment process.
3. Final Design, including preparation of plans, specifications and estimates. The package plant will be a “design build” component.
4. Advertising and bidding of the various components. The District will procure professional and construction services in accordance with the State Contracting Code. The package plant will be built offsite, most other components will be built by contractors on-site.
5. Service lateral connections will be coordinated with and completed in conjunction with sewer trunk-main installation.
6. Package plant start-up.
7. System Operation and Maintenance.

Construction timing will be affected by many factors, including funding process, environmental process, and construction duration. Lateral connection is anticipated to require significant property owner participation and cooperation.

The District anticipates a minimum of three years to design, review, permit, finance and construct the complete Phase I project.

## **F. County Assessment Authorization Resolution**

1. County Assessment Package completed and submitted to the County ahead of the 8/10/2020 deadline.
2. Copy of Package attached.







**RESOLUTION NO. 20-03**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT AUTHORIZING TAX LEVY WITH CPI INCREASE, AND PROVIDING FOR COLLECTION VIA DIRECT CHARGE BY THE SANTA BARBARA COUNTY AUDITOR-CONTROLLER VIA PLACEMENT ON THE SECURED TAX BILL OF ALL PARCELS IN THE DISTRICT, EXCLUDING EXEMPT OR PARTIALLY EXEMPT PARCELS PERSUANT TO PAST ACTION BY THE BOARD OF DIRECTORS**

**WHEREAS**, the formation of the Los Olivos Community Services District ("District") was approved by 75% voter approval via a mail-in ballot election held on or about January 30, 2018, with the results of the election certified by the Santa Barbara County Clerk/Registrar on or about February 8, 2018; and

**WHEREAS**, a special tax in the amount of Two Hundred Thousand Dollars and Zero Cents (\$200,000) with automatic fiscal year increases thereafter by the percentage change in the Consumer Price Index for the Los Angeles/Long Beach area for the prior twelve (12) months, was also approved by the voters as part of the District's formation during the mail-in ballot election; and

**WHEREAS**, the District was officially formed and the special tax approved following approval and recordation of the Certificate of Completion, by the Santa Barbara County Local Agency Formation Commission as part of the April 5, 2018 regular meeting (See Attachment 1); and

**WHEREAS**, the District is authorized and empowered to collect, treat, or dispose of sewage, wastewater, recycled water, and storm water, per Government Code section 61110(b) and as stated in the Certificate of Completion; and

**WHEREAS**, the District is authorized to establish charges for services provided in the District, as provided in Government Code section 61115; and

**WHEREAS**, the method of tax collection for the special tax shall be the regular county assessment roll, as authorized by the Community Services District Law (Government Code section 6100 *et seq.*) and the Cortese-Knox-Herzberg Act (Government Code section 65000 *et seq.*), and as stated in the Certificate of Completion; and

**WHEREAS**, the special tax was approved by the voters consistent with Article XIII D, Section 6 of the California Constitution; and

**WHEREAS**, the special tax was approved for use by the District for initial start up costs and administration for consideration of wastewater treatment options; and



**WHEREAS**, on July 19, 2018, the Board of Directors (Board) previously approved Resolution 2018-02, authorizing the initial tax levy of the previously approved special tax, and provided for collection by the Santa Barbara County Auditor-Controller (See Attachment 2); and

**WHEREAS**, on December 6, 2018, the Santa Barbara County Local Agency Formation Commission approved a one-year extension, from the effective date of formation, for the District to implement a Proposition 218 assessment to fund wastewater treatment facilities for the area, including California Environmental Quality Act (CEQA) and other planning analysis, assessment study and necessary election; and

**WHEREAS**, on May 2, 2019, the Santa Barbara County Local Agency Formation Commission positively received a report on District Progress as an information item, taking no adverse action on this extension, with an additional letter of progress sent by the District to LAFCO on progress dated 3/11/2020; and

**WHEREAS**, the Board previously exempted certain parcels from assessment and tax collection as provided by law, and the Board recognizes those same exemptions for fiscal year 2020-2021 (See Attachment 3); and

**WHEREAS**, The Board previously, through Resolution 19-03, authorized the tax levy for fiscal year 2019-2020 shall be Two Hundred Thousand Dollars and Zero Cents (\$200,000.00) plus a CPI increase of Three and One-Tenth of One Percent (3.1%), for a total of Two Hundred Six Thousand Two Hundred Dollars and Zero Cents (\$206,200.00); and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Los Olivos Community Service District, as follows:

1. The above recitals are true and correct; and
2. The tax levy for fiscal year 2020-2021 shall be Two Hundred Thousand Dollars and Zero Cents (\$206,200.00) plus a CPI increase of Nine-Tenths of One Percent (0.9%), for a total of Two Hundred Eight Thousand Fifty-Six Dollars and Zero Cents (\$208,056.00); and
3. The CPI calculation is based on the United States Bureau of Labor Statistics CPI calculation for the Los Angeles-Long Beach-Anaheim region for May 2019 through May 2020, as provided at: [https://www.bls.gov/regions/west/news-release/consumerpriceindex\\_losangeles.htm](https://www.bls.gov/regions/west/news-release/consumerpriceindex_losangeles.htm); as accessed on July 13, 2020; and
4. The special tax was previously approved in compliance with Article XIII D, Section 6 of the California Constitution, also known as Proposition 218; and
5. The Board of Directors exempts those certain parcels from assessment and tax collection listed in Attachment 3 as provided by law and as described therein;

6. The County of Santa Barbara Auditor-Controller is requested and authorized to collect the special tax via direct charge via placement on the secured tax bill on a per parcel basis, as indicated in the list of affected parcels (Exhibit 4); and

7. The County of Santa Barbara Auditor-Controller is requested to place and collect the direct charge on the tax roll for fiscal year 2020-2021; and

8. The Board of Directors hereby authorizes and directs the Interim General Manager to submit to the Santa Barbara County Auditor-Controller, the list of affected parcels for levying of the previously approved special tax, excluding property owned by the federal government, and those parcels otherwise exempted.

**I HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the Board of Directors of the Los Olivos Community Services District at a regularly scheduled meeting held on the 15<sup>th</sup> day of July 2020, by the following vote:

AYES: 4

NOES: 0

ABSENT: 1

ABSTAIN: 0


ATTEST:

  
\_\_\_\_\_  
Douglas Pike, Board Secretary

**LOS OLIVOS COMMUNITY SERVICES DISTRICT**

By:   
\_\_\_\_\_  
Lisa Palmer, Board President

APPROVED AS TO FORM:

  
By: \_\_\_\_\_  
G. ROSS TRINDLE, III, District Counsel

I, Douglas Pike, Board Secretary of the Los Olivos Community Services, Santa Barbara County, California, DO HEREBY CERTIFY that the foregoing is a true and accurate copy of the Resolution passed and adopted by the Board of Directors of the Los Olivos Community Services District on the date and by the vote indicated herein.

**ATTACHMENT "1"**

**Certificate of Completion for the Formation of the Los Olivos Community  
Services District**



# LAFCO

**Santa Barbara Local Agency Formation Commission**  
 105 East Anapamu Street ♦ Santa Barbara CA 93101  
 805/568-3391 ♦ FAX 805/568-2249  
 www.sblafco.org ♦ lafco@sblafco.org

April 5, 2018 (Agenda)

Local Agency Formation Commission  
 105 East Anapamu Street  
 Santa Barbara CA 93101

**Consider Execution of the Certificate of Completion for LAFCO File 17-01: Formation of the Los Olivos Community Services District**

Dear Members of the Commission

RECOMMENDATION

- 1) It is recommended that the Commission Execute the Certificate of Completion for LAFCO File 17-01: Formation of the Los Olivos Community Services District.

DISCUSSION

Following your Commission's approval of the Formation of the Los Olivos Community Services District on April 13, 2017 and a protest hearing with less than a majority vote held on June 21, 2017, the district formation was set for a mailed ballot election to be held on January 30, 2018. On February 8, 2018, Joseph E. Holland, County Clerk-Recorder-Assessor, certified the canvass of the returns of votes cast and determined the value of the votes as follows: 265/73.4% in favor and 96/26.6% against. The election required a two-thirds vote because of the levying of a special tax. The Board of Supervisors declared the results of the election on February 27, 2018.

Although the Cortese-Knox Hertzberg Act allows the Executive Officer to prepare and record the Certificate of Completion for most changes of organization, for changes that are approved at an election, Government Code Section 57176 reads in pertinent part as follows:

*"The commission shall execute, within 30 days of the canvass of the election, a certificate of completion confirming the order of the change of organization or reorganization if a majority of votes cast upon the question are in favor of the change of organization or reorganization in any of the following circumstances: (a) At an election called in the territory ordered to be organized or reorganized".*

---

Commissioners: Roger Welt, Chair ♦ Roger Aceves ♦ Craig Geyer ♦ Steve Lavagnino ♦ Jim Richardson ♦ Janet Wolf  
 ♦Joan Hartmann ♦ Judith Ishkanian ♦ Shane Stark ♦ Etta Waterfield ♦ Executive Officer: Paul Hood

Local Agency Formation Commission  
April 5, 2018 (Agenda)  
Page two

*any of the following circumstances: (a) At an election called in the territory ordered to be organized or reorganized”.*

Staff has included a proposed Certificate of Completion for the Commission’s review and approval (**Exhibit A**). The Certification of the Canvass of the January 30, 2018 Election Results is attached to the Certificate.

Exhibits:

Exhibit A      Certificate of Completion

Please contact the LAFCO office if you have any questions.

Sincerely,



PAUL HOOD  
Executive Officer

Recording Requested By:

**LAFCO**

Santa Barbara Local Agency Formation Commission

Return via interoffice mail to:

**LAFCO**

105 East Anapamu Street Rm. 407

Santa Barbara CA 93101

805-568-3391 FAX 805-568-2249

No Fee Per Government Code § 6103

***CERTIFICATE OF COMPLETION***

In the matter of the formation of the Los Olivos Community Services District, the Santa Barbara Local Agency Formation Commission approved formation on April 13, 2017 through Resolution of Approval No. 17-05. Pursuant to Government Code section 57176, the Commission shall execute, within 30 days of the canvass of the election, a certificate of completion confirming the order of the change of organization or reorganization if a majority of votes cast upon the question are in favor of the change of organization or reorganization in an election called in the territory ordered to be organized or reorganized. With the completion of the confirmation election, the Commission finds that no other conditions imposed by the Commission on the formation of the District are required to be satisfied prior to formation.

The Commission ordered the formation of the District subject to a two-thirds vote cast upon the question of formation were in favor of the change of organization. (See Attachment A.) This condition has been met as of February 8, 2017, when County Clerk/Registrar Joseph E. Holland certified the results of the formation election and determined the measure was approved by over two-thirds of the registered voters residing within the boundaries of the proposed District.

The Commission hereby determines and finds that this certificate of completion is complete and in accordance with Resolutions No. 17-05. Further, the Commission finds and determines:

1. The short-form designation of the proceeding is: "17-05: Formation of the Los Olivos Community Services District."
2. The District is located in the Santa Ynez Valley and is comprised of 302 acres.
3. Commission Resolution of Approval No. 17-05 is made a part of this certificate by reference and said Resolution sets forth the boundaries of the new District. (See Attachment B.) The terms and conditions of approval, as authorized and mandated by the Community Services

District Law, Government Code section 61000 et seq., and the Cortese Knox Hertzberg Act, Government Code section 56000 et seq., are as follows:

- a. The name of the district shall be the "Los Olivos Community Services District."
- b. The District shall be governed by a five-member Board of Directors elected at large. Terms of office of the District directors shall be as set forth in the Community Services District Law, Government Code section 61000 et seq.
- c. The District shall have those powers and responsibilities set forth in the Community Services District Law, Government Code Section 61100(b), which is to collect, treat, or dispose of sewage, wastewater, recycled water, and storm water, in the same manner as a sanitary district, formed pursuant to the Sanitary District Act of 1923, Division 6 (commencing with Section 6400) of the Health and Safety Code. In the case of any conflict between that division and this division, the provisions of this division shall prevail. All other powers of Community Services District shall be considered latent and shall require LAFCO approval to become active.
- d. The District shall be authorized to levy and collect a special tax, as approved by the voters, as follows:
  - i. The maximum annual special tax authorized for the District shall be Two Hundred Thousand (\$200,000) and shall increase automatically each fiscal year thereafter by the percentage change in the Consumer Price Index for the Los Angeles/Long Beach area for the prior 12 months.
  - ii. The actual tax to be levied for any fiscal year shall be determined by a majority vote of the board of directors of the District on the basis of the actual revenues estimated to be required by the District to pay its reasonable and necessary expenses for such year.
  - iii. The method of tax collection shall be the regular county assessment roll.
  - iv. The tax shall be applied to each legal lot within the District, except that unimproved property may be taxed at a lower rate than improved property.
  - v. The District's authority to levy the tax shall terminate once the District successfully adopts an assessment pursuant to Article XIII D Section 6 of the California Constitution (Proposition 218) to generate revenue sufficient to fund its administrative costs through charges other than the tax.
- e. Should the Board of Directors levy any of the "Proceeds of Taxes," described above, it will establish an Appropriations Limit. The "provisional appropriations limit of the district" shall be set at \$250,000. This assumes the maximum special tax levy of \$200,000, plus a 25 percent buffer. Pursuant to subsection (c), the permanent

appropriations limit of the district shall be set at the first district election that is held following the first full fiscal year of operation.

- f. The District shall adopt an assessment pursuant to Article XIII D Section 6 of the California Constitution to generate revenue as necessary to fund the wastewater treatment facilities for the area, including the California Environmental Quality Act and other planning analysis, assessment study and necessary election. The Commission may otherwise extend such deadline, if other Commission approved arrangements are made for funding such construction.
4. The effective date of formation of the District shall be the date of the recordation of this Certificate of Completion.

This Certificate of Completion is hereby approved by the Commission on April 5, 2018 in Santa Barbara, California.

AYES:

NOES:

ABSTAINS:

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chair  
Santa Barbara Local Agency  
Formation Commission

ATTEST

\_\_\_\_\_  
Jacquelyne Alexander, Clerk  
Santa Barbara Local Agency Formation Commission



**CERTIFICATE OF THE COUNTY CLERK-RECORDER-ASSESSOR OF  
RESULTS OF CANVASS OF ALL VOTES CAST AT THE  
LOS OLIVOS COMMUNITY SERVICES DISTRICT FORMATION ELECTION  
JANUARY 30, 2018**

I, **Joseph E. Holland**, County Clerk, Recorder, and Assessor of the County of Santa Barbara, do hereby certify that pursuant to law I did canvass the returns of the votes cast at the above referenced election, and that the following Statement of Votes Cast shows the number of votes cast for and against Measure P2018, and for the candidates for Director, are full, true and correct.

**STATEMENT OF VOTES CAST  
LOS OLIVOS COMMUNITY SERVICES DISTRICT FORMATION ELECTION  
January 30, 2018**

Number of Registered Voters: 486

Number of Ballots Cast: 363

Precinct: 30-3670

**Measure P2018**

**Los Olivos Community Services District Formation and Tax**      **Votes Cast / %**

<b>YES</b>	<b>265 / 73.4%</b>
<b>NO</b>	<b>96 / 26.6%</b>

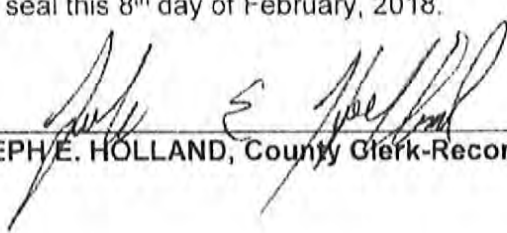
**Director**

**Vote for no more than 5**      **Votes Cast / %**

<b>Thomas Fayram</b>	<b>256 / 20.4%</b>
<b>Michael E. Arme</b>	<b>247 / 19.7%</b>
<b>Lisa Palmer</b>	<b>246 / 19.6%</b>
<b>Brian A. O'Neill</b>	<b>243 / 19.4%</b>
<b>Julie Kennedy</b>	<b>240 / 19.2%</b>
<b>Write-in votes</b>	<b>21 / 1.7%</b>

I hereby set my hand and official seal this 8<sup>th</sup> day of February, 2018.



  
\_\_\_\_\_  
JOSEPH E. HOLLAND, County Clerk-Recorder-Assessor

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION  
OF THE COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA**

DIRECTING THE BOARD OF SUPERVISORS TO DIRECT COUNTY ELECTIONS TO  
CONDUCT THE NECESSARY ELECTIONS ON BEHALF OF THE PROPOSED  
LOS OLIVOS COMMUNITY SERVICES DISTRICT

**RECITALS**

Whereas, on April 13, 2017, the Commission approved the formation of the proposed Los Olivos Community Services District for the purpose of providing a funding mechanism for the building and operation of facilities necessary to collect, treat, and dispose of sewage, wastewater, recycled water, and storm water in the unincorporated territory known as the Los Olivos Community subject to the terms and conditions specified in Commission Resolution 17-04.

Whereas, pursuant to Government Code section 57002 the Executive Officer conducted a protest hearing on June 21, 2017 regarding the formation of the proposed Los Olivos Community Services District.

Whereas, the Executive Director has caused the names on the protest forms to be compared with the voters' register in the office of the registrar of voters and ascertained the value of the protests filed and not withdrawn and found that there were 80 valid protests against the formation of the proposed Los Olivos Community Services District and that there were 488 registered voters residing in the proposed formation area at the close of business on June 21, 2017.

Whereas, on August 3, 2017, the Executive Officer reported to the Commission that a majority protest to the formation of the Los Olivos Community Services District did not exist.

**NOW, THEREFORE, THE COMMISSION HEREBY RESOLVES AS FOLLOWS:**

1. Pursuant to Government Code section 61014(e)(2)(B), the Commission hereby orders the formation of the Los Olivos Community Services District and the special tax be subject to the approval of the voters.

2. The affected territory is the unincorporated area of Santa Barbara County known as Los Olivos as approved by the Commission on April 13, 2017 and as shown on Attachment A.

3. The purpose of the special tax shall be to fund the reasonable and necessary expenses of the proposed District and such proceeds shall be applied only to such purpose.

4. The ballot question for the formation of the district and the special tax shall be approved by a two-thirds vote of the voters voting in the election on the issue. Pursuant to Government Code section 61014(c), if the voters do not approve the special tax, the proposed district shall not be formed

5. The method of tax collection shall be the regular county assessment roll.

6. The tax proceeds shall be deposited into a special account and the District shall prepare an annual report pursuant to Government Code section 50075.3.

7. The Commission hereby approves the proposed ballot question for the formation of the District and approval of the special tax as set forth in Attachment B.

8. The Commission hereby directs the Board of Supervisors to direct County Election Officials to conduct the necessary elections on behalf of the proposed Los Olivos Community Services District including election of a board of directors.

//

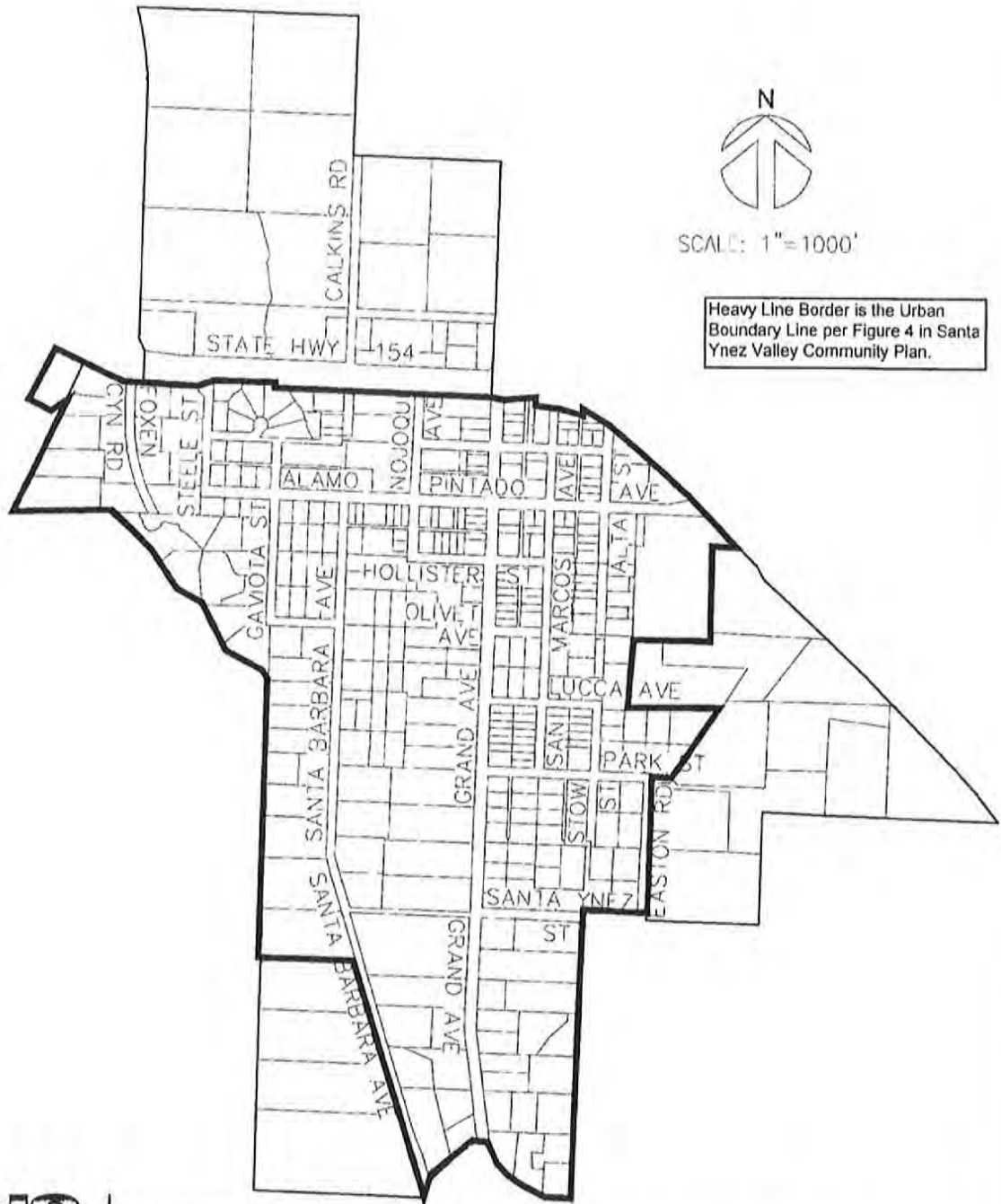
Santa Barbara LAFCO  
Resolution No. 17-05

# Attachment A

Map of the Affected Territory Approved by the Commission on April 13, 2017

ATTACHMENT B

# Proposed Formation of the Los Olivos Community Services District



Heavy Line Border is the Urban Boundary Line per Figure 4 in Santa Ynez Valley Community Plan.



201 N. Cole Cesar Chavez, Ste 300  
Santa Barbara, CA 93103  
805.692.6921 Phone

ENGINEERING  
PLANNING  
SURVEYING  
CONSTRUCTION MANAGEMENT

LOCSO.160586.00 • ANX MAP.dwg • 11/16/2016 • RCS • E-FIT

Prepared April 11, 2017  
Number of Assessor's Parcels = 390  
Total Area within Formation Boundary = 302 Acres

## **Attachment B**

### **BALLOT QUESTION**

MEASURE X2018

LOS OLIVOS COMMUNITY SERVICES DISTRICT FORMATION

Shall the order adopted on April 13, 2017 by the Santa Barbara County Local Agency Formation Commission ordering the formation a community services district in the unincorporated territory known as Los Olivos be approved subject to such terms and conditions, including authorization of an annual special tax not to exceed \$200,000 which shall increase automatically each fiscal year thereafter by the percentage change in the Consumer Price Index, all as more particularly described and set forth in the order?

YES  NO

**PASSED AND ADOPTED** by the Commission in Santa Barbara, California, on September 7, 2017 by the following vote:

AYES: Commissioners Geyer, Hartmann, Moorhouse, Richardson, Stark, Wolf and Aceves

NOES:

ABSTAINS:

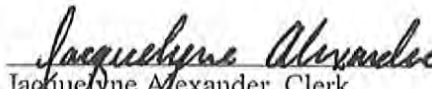
Dated: September 7, 2017.



---

Roger Aceves, Chair  
Santa Barbara County Local Agency Formation Commission

ATTEST:

---

Jacquelyne Alexander, Clerk  
Santa Barbara County Local Agency Formation Commission

**ATTACHMENT "2"**

**Resolution 2018-02 of the Los Olivos Community Services District**





## RESOLUTION NO. 2018-02

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF A SIXTH AMENDED JOINT POWERS AGREEMENT AND AUTHORIZING PARTICIPATION IN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S PROPERTY/LIABILITY PROGRAM

**WHEREAS**, the Los Olivos Community Services District, a special district duly organized and existing under and by virtue of the laws of the State of California (the "Agency"), has determined that it is in the best interest and to the advantage of the Agency to participate for at least three full years in the Property/Liability Program offered by the Special District Risk Management Authority (the "Authority"); and

**WHEREAS**, California Government Code Section 6500 *et seq.*, provides that two or more public agencies may by agreement jointly exercise any power common to the contracting parties; and

**WHEREAS**, Special District Risk Management Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing its members with risk financing and risk management programs; and

**WHEREAS**, California Government Code Section 990.4 provides that a local public entity may self-insure, purchase insurance through an authorized carrier, or purchase insurance through a surplus lines broker, or any combination of these; and

**WHEREAS**, participation in Special District Risk Management Authority programs requires the Agency to execute and enter into a Sixth Amended Joint Powers Agreement (the "Amended JPA Agreement"); which states the purpose and powers of the Authority; and

**WHEREAS**, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the Agency is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE AGENCY AS FOLLOWS:**

Section 1. Findings. The Agency Board of Directors hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the Agency.

Section 2. Sixth Amended JPA Agreement. The Amended JPA Agreement proposed to be executed and entered into by and between the Agency and members of the Special District Risk Management Authority, in the form presented at this meeting and on file with the Agency Secretary, is hereby approved. The Agency Board and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the Agency, to execute and deliver to the Authority the Amended JPA Agreement in substantially said form, with such changes therein as such officers may require or approve, such approval to be conclusively evidenced by the execution and delivery thereof.

Section 3. Program Participation. The Agency Board of Directors approves participating for three full program years in Special District Risk Management Authority Property and Liability Program.

Section 4. Other Actions. The Authorized Officers of the Agency are each hereby authorized and directed to execute and deliver any and all documents which is necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 5. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 15 day of August, 20     by the following vote:

AYES: Fayram, Palmer, O'Neill, Arme, Kennedy

NOES: 0

ABSENT: n/a

  
Name

President  
Title

  
Board Secretary

## ATTACHMENT "3"

### Parcels Exempted from Assessment and Tax Collection

Local Government Property: 135-122-031 (County of Santa Barbara); 135-086-001 and 135-086-002 (Santa Ynez River & Water Conservation District); 135-220-072 (Los Olivos Elementary School)

Religious Worship: 135-082-020, 135-082-021, and 135-082-022 (Berean Baptist Church); and 135-102-007 (St. Marks in-the-Valley Episcopal Church)

Veteran's Property Exemption: 135-350-006 Marilyn Bowman Trust ("Veteran's Property" is defined as any parcel in the District that has received tax exempt status from either the government of the United States or the government of the State of California and as approved by the Board of Directors of the District.):

Non-Profit Park Property: 135-093-007 The Polo Park Foundation ("Non-Profit Public Park Property" is defined as any parcel in the District operated as a park open to the general public by a qualified non-profit corporation under the laws of the United States or the State of California and as approved by the Board of Directors of the District.):

Non-Buildable Parcel: 135-161-016 ("Non-Buildable Parcel" is defined as any parcel in the District that is restricted by size, zoning, location, or any other local jurisdiction ordinance or policy, from being developed with either a residential or commercial structure and as approved by the Board of Directors of the District.):

Partial Exemption for parcels that have installed advanced septic systems on their property: 135-340-014 (Partial Exemption Parcel is defined as a parcel that has completed the installation of an advanced treatment septic system within the District, and as approved by the Board of Directors of the District.)

**ATTACHMENT "4"**

**Parcel List for Assessment and Tax Collection**



<b>District Name:</b>	Los Olivos Community Services District
<b>Description of Direct Charge:</b>	Los Olivos Community Services District Special Tax
<b>Tax Year:</b>	2020-2021
<b>Contact:</b>	Douglas Pike, Board Secretary, PO Box 345, Los Olivos,
<b>Total Assessments:</b>	379
<b>Total Amount:</b>	\$ 197,029.03

FundNumber	ParcelNumber	Amount
3491	135-064-009	520.14
3491	135-064-013	520.14
3491	135-064-014	520.14
3491	135-064-015	520.14
3491	135-064-016	520.14
3491	135-064-017	520.14
3491	135-064-018	520.14
3491	135-064-019	520.14
3491	135-064-021	520.14
3491	135-064-024	520.14
3491	135-064-026	520.14
3491	135-064-028	520.14
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3491	135-350-017	520.14
3491	135-350-018	520.14
3491	135-350-019	520.14
3491	135-350-020	520.14

**G. Project Work Plan and Financial Plan Progress and Planning:**

- 1. Updated Action Item List (Attached)**







**ALESHIRE &  
WYNDER** LLP  
ATTORNEYS AT LAW

Eileen Lee  
[eelee@awattorneys.com](mailto:eelee@awattorneys.com)

18881 Von Karman Avenue,  
Suite 1700  
Irvine, CA 92612  
P (949) 223.1170  
F (949) 223.1180

ORANGE COUNTY | LOS ANGELES | RIVERSIDE | CENTRAL VALLEY

AWATTORNEYS.COM

August 5, 2020

VIA EMAIL ONLY: [dpike@mnsengineers.com](mailto:dpike@mnsengineers.com)

Mr. Doug Pike, Interim General Manager  
Los Olivos Community Services District  
P.O. Box 345  
Los Olivos, CA 93441

Re: **August 2020 Billing Statement (for services through 7/31/20);  
Aleshire & Wynder, LLP**

---

Dear Doug:

Enclosed please find a billing statement for the month of August, which includes services rendered and costs incurred by Aleshire & Wynder, LLP, through July 31, 2020.

Should you have any questions or require additional information concerning the foregoing, please let me know.

Sincerely,

ALESHIRE & WYNDER, LLP

Eileen Lee for  
G. Ross Trindle, III

Enclosure

## LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: July 1 thru July 31, 2020

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
<b>0001 General</b> (\$190 Blended: Atty / Paralegal / Law Clerk)	17.50	190	3,325.00	0.00	3,325.00	0.00	(Advisory/Transactional Svcs)
<b>TOTALS:</b>	17.50		3,325.00	0.00	3,325.00	0.00	



Los Olivos Community Services District  
Attn: Mr. Doug Pike, Interim General Manager  
2540 Alamo Pintado Avenue  
Los Olivos, CA 93441

August 5, 2020  
Bill No. 57969

For Legal Services Rendered Through 07/31/20

CLIENT: 01245 - Los Olivos Community Services District  
MATTER: 0001 - General

**PROFESSIONAL SERVICES**

Date	Attorney	Description	Hours	Amount
07/06/20	GRT	(PROPERTY NEGOTIATIONS) REVIEW OF BIKE TRIAL CO-LOCATION PLAN AND INFORMATION FROM INTERIM GENERAL MANAGER RE SAME	0.30	57.00
07/10/20	GRT	(TASK ORDERS) FOLLOW UP EMAIL EXCHANGE WITH IGM RE ABILITY TO ENTER INTO CONTRACT WITH TASK ORDERS/MASTER AGREEMENT ARRANGEMENT AND PROVIDE FOLLOW UP ANALYSIS RE SAME; REVIEW OF DRAFT AGENDA RE SUFFICIENT LANGUAGE FOR BOARD DISCUSSION	0.40	76.00
	GRT	(RESOLUTION 20-3) PHONE DISCUSSION WITH IGM RE RESOLUTION FOR CALCULATION AND COLLECTION OF ASSESSMENT; REVIEW OF DRAFT AGENDA RE SUFFICIENT LANGUAGE FOR BOARD DISCUSSION AND APPROVAL OF RESOLUTION	0.30	57.00
07/14/20	GRT	(RESOLUTION 20-3) PHONE CONFERENCE WITH IGM RE AUTHORITY PROVISIONS OF RESOLUTION 20-3 RE LEVYING SPECIAL ASSESSMENT	0.30	57.00
07/15/20	GRT	(REGULAR MEETING) COMPLETE PREPARATION FOR AND ATTEND REGULAR BOARD MEETING VIA RINGCENTRAL	2.40	456.00

**PROFESSIONAL SERVICES**

<b>Date</b>	<b>Attorney</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>
07/16/20	GRT	(COUNTY PARCEL) DIRECT FOLLOW UP RE LEGAL RESEARCH AND ANALYSIS RE EASEMENT VERSUS LEASE AGREEMENT FOR DISTRICT'S USE AND ACCESS TO COUNTY-OWNED PARCEL FOR TREATMENT PLANT SITING	0.30	57.00
	GRT	(ACCESS AGREEMENT) DIRECT FOLLOW UP RE DRAFT ACCESS AGREEMENT AND ACCESS EASEMENT FOR ST. MARK'S CHURCH PENDING FINAL AGREEMENT WITH COUNTY OF SANTA BARBARA ON COUNTY-OWNED PARCEL FOR TREATMENT PLANT SITING	0.30	57.00
	GRT	(POLICIES) DIRECT FOLLOW UP RE DRAFT POLICIES RE TASK ORDER APPROVALS BY AD HOC TECHNICAL COMMITTEE AND GRANT PROPOSAL REVIEW AND APPROVAL BY GRANT PROPOSAL AD HOC COMMITTEE TO BE CREATED	0.30	57.00
07/17/20	WGA	(WASTEWATER TREATMENT PLANT LEASE) ANALYZE BACKGROUND MATERIALS TO DETERMINE WHETHER A LEASE OR AN EASEMENT IS MORE APPLICABLE TO THE DISTRICT'S INTEREST IN THE WASTEWATER TREATMENT PLANT; DRAFT COVER EMAIL RE SAME	1.50	285.00
07/20/20	WGA	(TASK ORDER REVIEW POLICY) ANALYZE BACKGROUND MATERIALS TO DETERMINE CONTENTS OF POLICY; DRAFT POLICY RE TASK ORDER REVIEW; REVIEW AND REVISE SAME; DRAFT COVER EMAIL RE SAME	2.40	456.00
	BJH	(ACCESS AGREEMENT) REVIEW AGENDA BEGIN DRAFTING ACCESS AGREEMENT FOR WASTE WATER TREATMENT PLANT	1.80	342.00
	BJH	(ACCESS EASEMENT) BEGIN DRAFTING ACCESS EASEMENT FOR WASTEWATER TREATMENT PLANT	1.70	323.00
07/21/20	BJH	(EASEMENT AGREEMENT) RESEARCH BURDENED AND BENEFITTED PROPERTIES AND COMPLETE DRAFT EASEMENT AGREEMENT FOR ACCESS TO CONSTRUCT AND OPERATE WWTP	1.70	323.00

**PROFESSIONAL SERVICES**

Date	Attorney	Description	Hours	Amount
07/21/20	BJH	(LICENSE AGREEMENT) RESEARCH BURDENED AND BENEFITTED PROPERTIES AND COMPLETE DRAFT LICENSE AGREEMENT FOR ACCESS TO CONSTRUCT WWTP	1.70	323.00
07/22/20	WGA	(GRANT PROPOSAL POLICY) ANALYZE BACKGROUND MATERIALS TO DETERMINE CONTENTS OF POLICY ALLOWING AD HOC GRANT PROPOSAL COMMITTEE TO PREPARE AND SUBMIT GRANT PROPOSALS	0.40	76.00
07/23/20	GRT	(COUNTY PARCEL) REVIEW OF UPDATE FROM COUNTY RE COUNTY PARCEL; DRAFT BRIEF EMAIL INQUIRY RE DIRECTION FROM IGM ON LEASE V. EASEMENT	0.30	57.00
07/24/20	GRT	(COUNTY PARCEL) PHONE CONFERENCE WITH IGM RE UPDATE ON COUNTY PARCEL ACQUISITION AND LAND INTEREST EASEMENT V. LEASE	0.30	57.00
07/29/20	GRT	(INTERIM GENERAL MANAGER) REVIEW OF INFORMATION UPDATE FROM STATE WATER RESOURCES CONTROL BOARD RE ENGINEERING AND SITING ISSUES; FOLLOW UP PHONE CONFERENCE WITH IGM RE SAME	0.60	114.00
07/31/20	WGA	(AD HOC GRANT PROPOSAL POLICY) DRAFT RESOLUTION ESTABLISHING POLICY ALLOWING AD HOC GRANT PROPOSAL COMMITTEE TO REVIEW AND PROPOSE GRANT PROPOSALS TO BOARD	0.50	95.00
<b>Total Professional Services</b>			<b>17.50</b>	<b>\$3,325.00</b>

**PROFESSIONAL SERVICES SUMMARY**

Code	Name	Hours	Rate	Amount
WGA	William G. Ash	4.80	190.00	912.00
BJH	Braden J. Holly	6.90	190.00	1,311.00
GRT	George "Ross" Trindle	5.80	190.00	1,102.00
<b>Total Professional Services</b>		<b>17.50</b>		<b>\$3,325.00</b>

**CURRENT BILL TOTAL AMOUNT DUE**

**\$3,325.00**

Client: 01245 - Los Olivos Community Services District  
Matter: 0001 - General

August 5, 2020  
Page 4

Balance Forward:	3,238.52
Payments & Adjustments:	-0.00
<b>Total Due:</b>	<b><u>3,238.52</u></b>



# Please return this page with remittance

to  
Aleshire & Wynder, LLP

**Bill Number:** 57969  
**Bill Date:** August 5, 2020  
**Client Code:** 01245  
**Client Name:** Los Olivos Community Services District  
**Matter Code:** 0001  
**Matter Name:** General

Total Professional Services	3,325.00
Total Disbursements	0.00
<b>CURRENT BILL TOTAL AMOUNT DUE</b>	<b><u>\$3,325.00</u></b>
Balance Forward:	3,238.52
Payments & Adjustments:	-0.00
<b>Total Due:</b>	<b><u>\$6,563.52</u></b>

Amount enclosed: \_\_\_\_\_

Thank You



201 N. Calle Cesar Chavez, Suite 300  
 Santa Barbara, CA 93103

ENGINEERING  
 PLANNING  
 SURVEYING  
 CONSTRUCTION MANAGEMENT

July 21, 2020

Project No: LOCSD.180392.00

Invoice No: 75661

Los Olivos Community Services District

P.O. Box 553

Los Olivos, CA 93441

Principal Jeffrey Edwards  
 Project Manager Douglas Pike  
 Project LOCSD.180392.00 General Manager Services

**Professional Services for the Period: June 1, 2020 to June 30, 2020**

Level 2 TASK01 District Management

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Requested Services			
Project Coordinator	3.50	105.00	367.50
District Manager	3.50	200.00	700.00
Project Management			
Project Coordinator	5.00	105.00	525.00
District Manager	18.00	200.00	3,600.00
Totals	30.00		5,192.50
<b>Total Labor</b>			<b>5,192.50</b>

**Discounts**

Credit 3.5h Project Coordinator			-367.50
Credit 3.5h District Manager			-700.00
<b>Total Discounted Fees</b>			<b>-1,067.50</b>

**Level 2 Subtotal \$4,125.00**

Level 2 TASK02 Engineering Tasks

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Requested Services			
Assistant Engineer	11.50	125.00	1,437.50
City Inspector	7.00	125.00	875.00
General Consulting/Requested			
Assistant Engineer	11.50	125.00	1,437.50
City Inspector	7.25	125.00	906.25
Totals	37.25		4,656.25
<b>Total Labor</b>			<b>4,656.25</b>

**Discounts**

Credit 11.5h Assistant Engineer			-1,437.50
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Project	LOCSD.180392.00	General Manager Services	Invoice	75661
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Credit 7h City Inspector	-875.00
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<b>Total Discounted Fees</b>	<b>-2,312.50</b>	<b>-2,312.50</b>
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<b>Level 2 Subtotal</b>	<b>\$2,343.75</b>
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Level 2      TASK03      Survey Tasks

**Professional Personnel**

	Hours	Rate	Amount	
Exhibits				
Supervising Technician	5.00	135.00	675.00	
Totals	5.00		675.00	
<b>Total Labor</b>				<b>675.00</b>
				<b>Level 2 Subtotal</b>
				<b>\$675.00</b>
				<b>Current Invoice Amount</b>
				<b>\$7,143.75</b>

**Outstanding Invoices**

Number	Date	Balance
75419	6/19/2020	6,190.00
<b>Total</b>		<b>6,190.00</b>

# Billing Backup

Tuesday, July 21, 2020

MNS Engineers, Inc.

Invoice 75661 Dated 7/21/2020

4:21:56 PM

Project	LOCSD.180392.00	General Manager Services
Level 2	TASK01	District Management

## Professional Personnel

			Hours	Rate	Amount
<b>Discounted</b>					
Project Coordinator					
Zepeda, Mary	6/11/2020		.50	105.00	52.50
Research Deadlines for Submission of Legal Notice for Publishing within SYV News					
Zepeda, Mary	6/12/2020		1.00	105.00	105.00
Assist with the processing of A&W and MNS Invoices; and create backup documentation for FIN					
Zepeda, Mary	6/16/2020		2.00	105.00	210.00
Modify Legal Notice for publication within SYV News and discuss time-line and process for publication within SYV News Legal Division; and format Preliminary Budget Proposal for posting on Los Olivos CSD website					
District Manager					
Pike, Douglas	6/2/2020		1.00	200.00	200.00
Review Design SOQ - Forward to Technical Committee					
Pike, Douglas	6/23/2020		1.00	200.00	200.00
Alamo Pintado Creek Bridge replacement project question; Space for utilities?					
Pike, Douglas	6/24/2020		.50	200.00	100.00
Exhibit work					
Pike, Douglas	6/29/2020		1.00	200.00	200.00
Ground Water Monitoring Program RFQ Development, District Parcels Request and IRWM Coordinator communications					
Project Management					
Project Coordinator					
Zepeda, Mary	6/22/2020		3.00	105.00	315.00
Submit Legal Notice for 6/25/20 publication within SYV News and provide payment for Legal Notice; Update LOCSD Website with 2020-21 Los Olivos CSD Budget Proposal for Adoption; Assist with the processing of SDRMA and FIN invoices; and create backup documentation for FIN; Check LOCSD Gmail Account for emails from Community Members					
Zepeda, Mary	6/23/2020		2.00	105.00	210.00
Create FIN E-Form Claim for Payment of MNS, Wallace Group, Water Consultancy, Aleshire and Wynder, SDRMA Invoices; and upload documentation (including invoice approval); Review FIN Invoice for approval					
District Manager					
Pike, Douglas	6/1/2020		3.00	200.00	600.00
Design SOQ - Called Stantec, Wallace, Stantec to submit. Prepare Finance Committee Agenda, Packet and Post					
Pike, Douglas	6/3/2020		.50	200.00	100.00
County Road Parcel detailed exhibit.					
Pike, Douglas	6/4/2020		1.50	200.00	300.00
County Road Parcel detailed exhibit. Meeting with Lisa re: Exhibit and action items.					

Project	LOCSD.180392.00	General Manager Services			Invoice	75661
Pike, Douglas		6/8/2020	1.00	200.00	200.00	
		Groundwater Hydrologist RFQ and phone pre-interviews				
Pike, Douglas		6/9/2020	1.00	200.00	200.00	
		Groundwater Geologist RFQ				
Pike, Douglas		6/10/2020	3.50	200.00	700.00	
		Board Meeting (1.5)				
		Site Exhibit (.5)				
		Cloacina Call, 3 emails and & data review/file (1)				
		Hillary Hauser Communication (.5)				
Pike, Douglas		6/11/2020	1.00	200.00	200.00	
		Technical committe correspondence re: flows and Cloacina Configuration, video call				
Pike, Douglas		6/16/2020	1.00	200.00	200.00	
		Budget Hearing notice and posting coordination.				
Pike, Douglas		6/22/2020	1.00	200.00	200.00	
		Los Olivos CSD Board Elections				
Pike, Douglas		6/26/2020	2.00	200.00	400.00	
		1. Analysis of Offers-Design Services				
		2. Draft Contract with Stantec				
		3. Stantec's SOQ				
Pike, Douglas		6/29/2020	1.00	200.00	200.00	
		Ground Water Monitoring Program RFQ Development, District Parcels Request and IRWM Coordinator commuications				
Pike, Douglas		6/30/2020	1.50	200.00	300.00	
		Communications with Assessor's office re: request for updated parcel list. (.5)				
		Exhibit work (1)				
		Totals	30.00		5,192.50	
		<b>Total Labor</b>				<b>5,192.50</b>
					<b>Level 2 Subtotal</b>	<b>\$5,192.50</b>

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Level 2            TASK02            Engineering Tasks

**Professional Personnel**

			Hours	Rate	Amount
Discounted					
Assistant Engineer					
Madrigal, Josh		6/2/2020	4.00	125.00	500.00
		Started Site Plan exhibit with more detail for WWTP site			
Madrigal, Josh		6/3/2020	3.50	125.00	437.50
		Continued Site Plan Exhibit			
Madrigal, Josh		6/4/2020	4.00	125.00	500.00
		Continued Site Plan Exhibit			
City Inspector					
Haefele, Matthew		6/8/2020	2.00	125.00	250.00
		Created Exhibit changes for Doug regarding the new bike trail.			

Project	LOCS.D.180392.00	General Manager Services			Invoice	75661	
Haefele, Matthew		6/10/2020	2.00	125.00	250.00		
		Worked with Doug to update the Los Olivos waste water treatment plant exhibits.					
Haefele, Matthew		6/11/2020	1.00	125.00	125.00		
		Finished up adding changes and edits to the Los Olivos WWTP exhibit drawings.					
Haefele, Matthew		6/24/2020	.50	125.00	62.50		
		Updated the Site Exhibit drawing for Doug per request.					
Haefele, Matthew		6/30/2020	1.50	125.00	187.50		
		Updated the Los Olivos CSD Bike trail exhibits and other exhibits per Doug's request.					
General Consulting/Requested Assistant Engineer							
Madrigal, Josh		6/2/2020	4.00	125.00	500.00		
		Started Site Plan exhibit with more detail for WWTP site					
Madrigal, Josh		6/3/2020	3.50	125.00	437.50		
		Continued Site Plan Exhibit					
Madrigal, Josh		6/4/2020	4.00	125.00	500.00		
		Continued Site Plan Exhibit					
City Inspector							
Haefele, Matthew		6/8/2020	2.00	125.00	250.00		
		Created Exhibit changes for Doug regarding the new bike trail.					
Haefele, Matthew		6/10/2020	2.00	125.00	250.00		
		Worked with Doug to update the Los Olivos waste water treatment plant exhibits.					
Haefele, Matthew		6/11/2020	1.00	125.00	125.00		
		Finished up adding changes and edits to the Los Olivos WWTP exhibit drawings.					
Haefele, Matthew		6/24/2020	.75	125.00	93.75		
		Updated the Site Exhibit drawing for Doug per request.					
Haefele, Matthew		6/30/2020	1.50	125.00	187.50		
		Updated the Los Olivos CSD Bike trail exhibits and other exhibits per Doug's request.					
		Totals	37.25		4,656.25		
		<b>Total Labor</b>				<b>4,656.25</b>	
					<b>Level 2 Subtotal</b>	<b>\$4,656.25</b>	

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Level 2	TASK03	Survey Tasks					
<b>Professional Personnel</b>							
			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>		
Exhibits							
Supervising Technician							
Starr, Robert		6/11/2020	1.00	135.00	135.00		
		Research, edits and additions to site map exhibit.					
Starr, Robert		6/12/2020	4.00	135.00	540.00		
		Research, edits and additions to site map exhibit.					
		Totals	5.00		675.00		
		<b>Total Labor</b>				<b>675.00</b>	
					<b>Level 2 Subtotal</b>	<b>\$675.00</b>	



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Project	LOCSD.180392.00	General Manager Services	Invoice	75661
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<b>Project Total</b>	<b>\$10,523.75</b>
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<b>Total this Report</b>	<b>\$10,523.75</b>
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**Wallace Group**  
**A California Corporation**  
**612 Clarion Court**  
**San Luis Obispo, CA 93401**  
**Phone: 805-544-4011 Fax: 805-544-4294**

Los Olivos Community Services District  
 PO Box 345  
 Los Olivos, CA 93441

August 5, 2020  
 Project No: 1565-0001-00  
 Invoice No: 51440  
**Invoice Total \$430.00**

Project 1565-0001-00 Los Olivos Community Services District, SRF Loan Application Assistance

**Professional services rendered through June 30, 2020**

Phase 00001 LOCSD Grant

**Labor**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Principal Engineer	2.00	215.00	430.00	
Totals	2.00		430.00	
<b>Total Labor</b>				<b>430.00</b>
				<b>Total this Phase \$430.00</b>

**Budget**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	430.00	3,060.00	3,490.00	
Limit			5,000.00	
Remaining			1,510.00	
				<b>Total this Invoice \$430.00</b>

# Billing Backup

Wednesday, August 5, 2020

Wallace Group

Invoice 51440 Dated 8/5/2020

9:31:38 AM

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Project	1565-0001-00	Los Olivos Community Services District, SRF Loan Application Assistance
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Phase	00001	LOCSD Grant
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**Labor**

			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Principal Engineer					
Tanaka, Steven	5/28/2020		.25	215.00	53.75
Task Coordination					
Tanaka, Steven	6/2/2020		.50	215.00	107.50
Funding Outreach to Mike Downey of State Board					
Tanaka, Steven	6/15/2020		1.00	215.00	215.00
Mike Downey Telephone Call, Follow Up Notes to Doug Pike					
Tanaka, Steven	6/16/2020		.25	215.00	53.75
Grant/Loan SRF Follow Up					
Totals			2.00		430.00
<b>Total Labor</b>					<b>430.00</b>

**Total this Phase \$430.00**

**Total this Project \$430.00**

**Total this Report \$430.00**

Water Consultancy Inc.

3585 Maple Street  
 Suite 250  
 Ventura, CA 93003-9106

# Invoice

Date	Invoice #
2/11/2020	374

<b>Bill To</b>
Los Olivos Community Services District Attn: Doug Pike, Interim General Manager PO Box 345 Los Olivos, CA 93441

Project	Terms	Project
	Net 30	WC-056

Quantity	Description	Rate	Amount
14	<p>Consulting services in connection with the client Los Olivos for certain professional planning services as necessary for Engineering Assessment Services in accordance with the terms and conditions of Professional Services Agreement entered into on December 1, 2019 that will expire on June 30, 2020 for services through January 31, 2020.</p> <p>LABOR Principal</p> <p>Budget: \$15,280.00            Previous Billings: \$ 0.00            Current Billings: \$ 4,060.00            Budget Remaining: \$11,220.00</p>	290.00	4,060.00

Thank you for your business.	<b>Total</b>	\$4,060.00
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