

Lisa Palmer, President
Tom Fayram, Vice President
Mike Arme, Director
Brian O'Neill, Director
Brad Ross, Director



Posted: 3-4-2022

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting March 9, 2022, 6:00 PM

REGULAR MEETING AGENDA

**PLEASE NOTE: MEETING WILL BE HELD IN PERSON AT
ST MARK'S EPISCOPAL CHURCH, STACY HALL
2901 NOJOQUI AVE., LOS OLIVOS, CA 93441**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**

4. **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.

5. **PUBLIC COMMENTS**

Members of the public may address the Board on any subject within the jurisdiction of the Board and which is not on the agenda for Regular Meetings or that is on the agenda for Special Meetings. The public is encouraged to work through District staff to place items on the agenda for Board consideration. No action can be taken on matters not listed on the agenda. Comments are limited to five (5) minutes per person.

6. **ADMINISTRATIVE AGENDA**

All matters listed hereunder constitute a consent agenda and will be acted upon by a single roll call vote of the Board. Matters listed on the Administrative Agenda will be read-only on the request of a member of the Board or the public, in which event the matter shall be removed from the Administrative Agenda and considered as a separate item.

a. **MEETING MINUTES**

- i. Approve December 08, 2021 Minutes
- ii. Approve February 23, 2022 Minutes

b. **INVOICE PAYMENT**

- i. February 14, 2022, MNS Engineering Services, invoice #79731, (January) \$10,572.21
- ii. February 16, 2022, Aleshire and Wynder, LOCSO invoice # 66213 Legal Services (January) \$1740.00
- iii. February 08, 2022, Stantec, Invoice # 1885853 (January) \$4,254.55 (Basis of Design-1,825, 3rd Party Siting Review 2,310.75, Direct \$118.80

7. **BUSINESS ITEMS DISCUSSION AND ACTION ON THE FOLLOWING**

- a. **Project Progress Overview and Timeline.** Brief Presentation directed at Status and Schedule
- b. **Update on the WWTP Site Selection:** Receive update from IGM and direct next steps.

- c. **Update on the Assessment Engineer Selection.** Review results of interviews by Technical Committee, receive Board Member comments, and approve selection of an Assessment Engineer. Direct IGM & Legal Counsel to prepare a contract, authorize the Board President to execute the contract.
- d. **Update on GSI Contract and placement of Sampling Well.** Receive update from IGM and Approve proposed Location of sampling well.
- e. **Grant Funding Update.** Review report presented by MNS and direct next steps.
- f. **Update of Recruitment for Permanent General Manager.** Review progress and discuss possible action on recruitment for a permanent General Manager. Recommendation: Appoint an Ad Hoc Committee for interviews, consider special meeting for appointment.

8. INTERIM GENERAL MANAGER'S REPORT

General Manager Report on current assignments, action items, and general District business.

a. Review of Project Management and Financial Reports

- 1. 30% Design Effort (Stantec)
- 2. Update on Effluent Disposal Study Solicitation
- 3. LAMP Update Progress review (County effort)
- 4. Budget Summary
- 5. Elections (Dates Review)
- 6. Cash Flow Chart

9. COMMENT ON INFORMATIONAL ITEMS

10. CALL FOR AGENDA ITEMS

11. NEXT REGULAR MEETING: April 13, 2022, St Mark's Episcopal Church, Stacy Hall, 6:00 PM

12. 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. 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.

MINUTES TO APPROVE

MINUTES TO APPROVE

Lisa Palmer, President
Tom Fayram, Vice President
Mike Arme, Director
Brian O'Neill, Director
Brad Ross, Director



Posted 12-3-21

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting December 8, 2021, 6:00 PM

REGULAR MEETING AGENDA

MINUTES (REVISED)

ST MARK'S EPISCOPAL CHURCH, STACY HALL
2901 NOJOQUI AVE. LOS OLIVOS, CA

1. **CALL TO ORDER:** President Palmer called the meeting to order at 6:00 PM
2. **ROLL CALL:** Present at the meeting were President Palmer, Director O'Neill, and Director Ross. Vice President Fayram and Director Arme were Absent.
3. **PLEDGE OF ALLEGIANCE:** President Palmer led the Pledge of Allegiance
4. **DIRECTOR COMMENTS:** Director Ross indicated that progress has been made with the draft revision to the Project Description with only a couple of comments remaining to be addressed.
5. **PUBLIC COMMENTS:** No public comments were offered.

6. **ADMINISTRATIVE AGENDA**

All matters listed hereunder constitute a consent agenda and will be acted upon by a single roll call vote of the Board. Matters listed on the Administrative Agenda will be read-only on the request of a member of the Board or the public, in which event the matter shall be removed from the Administrative Agenda and considered as a separate item. Director Ross offered a motion to approve items 6a and 6b. Director O'Neill seconded the motion. The motion passed with 3-0-2 with President Palmer, Ross, and O'Neill voting aye. No members voted no and Vice President Fayram and Director Arme were noted as absent

a. **MEETING MINUTES**

- i. Approve Minutes of November 10, 2021

b. **INVOICE PAYMENT**

- i. October 22, 2021, MNS Engineering Services, invoice #78994, (September) \$4,225.01.
- ii. November 10, 2021, GSI Water Solutions, Invoice #876-001 \$3,876.25.
- iii. November 10, 2021, GSI Water Solutions, Invoice #876-002-2 \$575.
- iv. November 15, 2021, Robert Perrault, General Management Services (10-15-11-15 2021) \$4,050.

7. **BUSINESS ITEMS DISCUSSION AND ACTION ON THE FOLLOWING**

- a. **Consideration of Approval of Action Plan and Modification of the FY 21-22 Budget.** The proposed Action Plan and Budget Modification are the results of the Board Workshop held on November 4th and the subsequent Board Discussion held during the meeting held on November 10, 2021.

Recommendation: By motion approve Action Plan and Modification to the FY 21-22 Budget.

General Manager Perrault provided a brief overview of the development of the Action Plan and Budget modification. He noted the Action Plan was the result of the Board Workshop held in November. The Budget modifications were the result of a realignment of originally budgeted Professional Services costs and a need to allocate an additional amount to District Engineering costs. Director Ross asked a

question regarding reserve costs. The General Manager responded that by policy the district is required to maintain a reserve of 10%. Further Board discussion on the proposed budget modifications was held. No further changes to the recommended modifications were offered. President Palmer requested public comments- No public comments were offered.

Director Ross moved the Action Plan to be approved as presented. Director O' Neill seconded the motion. There being no further discussion the motion was approved on the following roll call vote: President Palmer aye, Director Ross Aye, Director O'Neill aye, Vice President Fayram absent, Director Arme, absent.

Director Ross moved the modification to the FY 2021-22 Budget be approved revising the Budget to \$591,630. The motion was seconded by Director O'Neill. There being no further comment the motion was approved by the following roll call vote: President Palmer aye, Director Ross aye, Director O' Neill aye, Vice President Fayram absent, Director Arme absent.

b. Discussion of Ground Water Management Plan Strategy

This item was requested by Board member O'Neill who would like to discuss the strategy to work with County representatives/ engineers/ regulators to ensure the County takes responsibility for upgradient contamination of groundwater. Director O' Neill initiated a discussion. He noted several meetings were held with County. He Identified that the original plan called for the development of testing wells that would collect information of properties in shallow aquifers. Director noted the cost for this testing is the responsibility of the County. Board members discussed the need to implement a strategy for involving County and other partners in responsibility for testing wells.

c. Update on the County Local Area Management Plan (LAMP) and Staff Direction

This item was requested by Board member O'Neill. The County Environmental Health Services (EHS) has recently provided a LAMP addendum draft and requested district comment on the draft. The staff has distributed the draft to Board members for comments by December 10th. General Manager noted that the comments on the LAMP were due by the end of the week. Director O' Neill noted the current LAMP needs to be updated but should reflect a clarification as to the responsibilities of the County and the District.

d. Grant Seeking Activity Report

District Engineer gave a brief report regarding grant-seeking activity and responded to Board questions.

8. GENERAL MANAGER'S REPORT

General Manager Report on current assignments, action items, and general District business.

- **State Recycling Water Fund Grant Update.** General Manager Perrault indicated final agreement documents have not yet been received.
- **Stantec Draft Basies of Design Status Report.** General Manager Perrault noted the Draft of the Basies of Design report had been received from Stantec and requested all comments on the draft should be provided by December 15, 2021
- **Effluent Disposal Study Status.** District Engineer Pike gave a brief update

9. INFORMATIONAL ITEMS: President Palmer requested the District Information Update be sent out as soon as possible.

10. CALL FOR AGENDA ITEMS

11. NEXT REGULAR MEETING: January 12, 2021, St Mark's Episcopal Church, Stacy Hall, 6:00 PM

12. ADJOURNMENT: The Meeting was adjourned at 7:30 PM on a motion by Director Ross and a Second by Director O' Neill.

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losolivoscscsd@gmail.com, www.losolivoscscsd.com

Lisa Palmer, President
Tom Fayram, Vice President
Mike Arme, Director
Brian O'Neill, Director
Brad Ross, Director



Posted: 1-28-22

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting February 2, 2022, 6:00 PM

REGULAR MEETING MINUTES

PLEASE NOTE: MEETING WAS HELD IN PERSON AT
ST MARK'S EPISCOPAL CHURCH, STACY HALL
2901 NOJOQUI AVE., LOS OLIVOS, CA 93441

1. CALL TO ORDER 6:00 pm
2. ROLL CALL: Present Directors Palmer, Fayram, Arme, & Ross. Director O'Neill Excused (medical) by vote: Motion to excuse Director O'Neill: Director Arme, Second: Director Fayram. Vote 4-0 in favor (Director Palmer Aye, Director Fayram aye, Director Arme Aye, Director Ross aye. Unanimous of those present)
3. PLEDGE OF ALLEGIANCE: Lead by President Palmer
4. DIRECTOR COMMENTS: None
5. PUBLIC COMMENTS: None. Note that Ms. Anna Marie Gott attended virtually as the result of an accommodation request.
6. ADMINISTRATIVE AGENDA
 - a. MEETING MINUTES
 - i. Approve December 08, 2021 Minutes (Continue due to lack of Board Majority present for this item)
 - ii. Approve January 12, 2022 Minutes (Item 7a was ammended to correct the second of the motion, which was made by Director Arme) Minutes were approved: Motion to Approve by Director Ross, second by Director Arme. 3 ayes (Director Palmer Aye, Director Arme Aye, Director Ross aye.) -0 noes-1 Abstain (Director Fayram)
 - b. INVOICE PAYMENT
 - i. November 19, 2021, MNS Engineering Services, invoice #79151, (October) \$5,441.27 (Reapproval due to agenda error)
 - ii. December 19, 2021, MNS Engineering Services, invoice #79312, (November) \$4,852.50
 - iii. January 7, 2022, Aleshire and Wynder, LOCS D invoice # 65594 Legal Services (December) \$960.00
 - iv. January 25, 2022, Robert Perrault, General Management Services (12-16-2021 to 1-25, 2022) \$4,455
 - v. January 21, 2022, Stantec, Invoice # 1878574 Basis of Design (November) \$2,815.00Invoice Payments approved: Motion to approve: Director Fayram, Second: Director Ross. Vote 4-0 in favor (Director Palmer Aye, Director Fayram aye, Director Arme Aye, Director Ross aye. Unanimous of those present)
7. BUSINESS ITEMS DISCUSSION AND ACTION ON THE FOLLOWING
 - a. Update on the Assessment Engineer Selection – Review results of solicitation, receive Board Member comments. A general preference, based on proposals submitted was for Wildan, however the Board was not able to come to a majority on final selection. Questions on appropriate timing to enter a contract were discussed. An interview solution was presented with IGM Pike being asked to see if Wildan would make a presentation at the next meeting and be avasilable for comment. IGM Pike accepted the assignment to call both consultants and explore the possibility of presentation or interview at the next meeting.

- b. Update on Basis of Design Draft – Stantec. Autumn Glaeser presented the final BOD document. It was accepted with the clarification that 3rd Party Review of the UPC Siting Study was complete per their scope with the final summary contained within the BOD document. Stantec will continue their effort with 30% design and will submit a revised schedule before the next Board Meeting. IGM Pike to meet with Stantec and solidify Assumptions.
- c. Update on the WWTP Site Selection – Review Stantec 3rd party site review effort. See item b. Above and d. Below. IGM Pike presented a staff report giving the background and history of developing a siting criteria. He clarified that the District’s goal to-date has been to bracket costs for project design in preparation to create an assessment Engineer’s report.
In public comment Ms. Rohrer asked if additional sites were investigated by Stantec. This request was made in a previous Board meeting. Additional sites were not studied by Stantec, as it was not in their scope of work. IGM Pike clarified that the goal at this point is to bracket costs and not to perform an exhaustive study at this time. Ms. Rohrer expressed a concern that the District is making a decision without appropriate process to locate its WWTP to a location that in her opinion is not appropriate. Carter (name?) had questions regarding criteria assignments and weighting. Mr. Rohrer read a statement of concern regarding the thought that the placement of a WWTP at the site identified as a potential site near his home. He expressed concern regarding the potential for development growth. Mr. Rohrer expressed his opinion that the Board has acted arbitrarily and does not have the legal ability to locate a WWTP outside its District.
- d. WWTP Facilities Acquisition Process- Review IGM Report, guidance from District Counsel, General Discussion.
Board directed the IGM and District Counsel to refine a site selection process guidance document with initial effort not to exceed 12 hours. Motion to approve: Director Ross, Second by Director Fayram. Approved 4-0 in favor (Director Palmer Aye, Director Fayram aye, Director Arme Aye, Director Ross aye. Unanimous of those present).
- e. Grant Funding Update – Review current grant funding efforts. Presentation was made to update the Board on the Grant opportunities by MNS Engineers.
- f. LAFCO and Community Update letters – Review DRAFT Update Letters, receive Board Member Comments, approve finalization and distribution. Letter to public was generally accepted and President
Recommendation: Review draft updates presented by IGM and direct next steps.
- g. Update of Recruitment for Permanent General Manager – Review progress and discuss possible action on recruitment for a permanent General Manager.
Recommendation: Review report presented by IGM and direct next steps.

8. GENERAL MANAGER’S REPORT

General Manager Report on current assignments, action items, and general District business.

- a. Review of Project Management and Financial Reports
 - 1. Project Timeline
 - 2. Funding Strategy
 - 3. Budget Summary
 - 4. Cash Flow Chart

9. COMMENT ON INFORMATIONAL ITEMS - None

10. CALL FOR AGENDA ITEMS-None

11. NEXT REGULAR MEETING: March 9, 2022, St Mark’s Episcopal Church, Stacy Hall, 6:00 PM

12. ADJOURNMENT: Motion to Adjourn at 8:42. Motion

INVOICE PAYMENT

INVOICE PAYMENT



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

ENGINEERING
PLANNING
SURVEYING
CONSTRUCTION MANAGEMENT

February 14, 2022

Project No: LOCS.D.180392.00

Invoice No: 79731

Los Olivos Community Services District

P.O. Box 553

Los Olivos, CA 93441

Principal Jeffrey Edwards
Project Manager Douglas Pike
Project LOCS.D.180392.00 District Support Services

This Invoice includes:

1. IGM and general District Support Tasks: \$5,723.46
2. Engineering Tasks:
 - a. WRF Grant Management: \$0.00
 - b. Stantec Contract Support: \$0.00
 - c. Site Acquisition - Surveyor Support: \$0.00
 - d. Site Acquisition - Engineering Support: \$0.00
 - e. Grant Funding Analysis and Memo: \$3,461.25
 - f. Assessment Engineer: \$0.00
 - g. General Engineering Tasks: \$1,387.50

Professional Services for the Period: January 1, 2022 to January 31, 2022

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Administrative Support				
Project Coordinator	8.00	105.00	840.00	
Project Management				
Engineering Technician	20.50	95.00	1,947.50	
District Engineer	14.50	185.00	2,682.50	
Totals	43.00		5,470.00	
Total Labor				5,470.00

Reimbursable Expenses

Pike, Douglas					
10/8/2021	Pike, Douglas	USPS Buellton		220.40	
	Total Reimbursables		1.15 times	220.40	253.46
			Level 2 Subtotal		\$5,723.46

Level 2 TASK02 Engineering Tasks

Professional Personnel

		Hours	Rate	Amount	
Internal Meetings					
Senior Project Engineer		1.00	180.00	180.00	
Project Management					
Senior Project Engineer		2.00	180.00	360.00	
District Engineer		7.50	185.00	1,387.50	
Project Meeting					
Senior Project Engineer		4.75	180.00	855.00	
Fund Development/Grant Applications					
Engineering Technician		21.75	95.00	2,066.25	
Totals		37.00		4,848.75	
	Total Labor				4,848.75
			Level 2 Subtotal		\$4,848.75
			Current Invoice Amount		\$10,572.21

Outstanding Invoices

Number	Date	Balance
79151	11/19/2021	5,441.27
79312	12/19/2021	4,852.50
79587	1/18/2022	2,283.77
Total		12,577.54

Billing Backup

Monday, February 14, 2022

MNS Engineers, Inc.

Invoice 79731 Dated 2/14/2022

9:07:24 AM

Project	LOCSD.180392.00	District Support Services
Level 2	TASK01	District Management

Professional Personnel

		Hours	Rate	Amount
Administrative Support				
Project Coordinator				
Zepeda, Mary	1/4/2022	.25	105.00	26.25
District correspondences including emails				
Zepeda, Mary	1/10/2022	.25	105.00	26.25
District correspondences including emails				
Zepeda, Mary	1/13/2022	1.00	105.00	105.00
Prepare GSI, MNS, Stantec and A&W, RP Invoices for payment; Update Budget Tracking Log				
Zepeda, Mary	1/14/2022	2.25	105.00	236.25
Followup with TG re pending items to report out to RP and DP; Follow-up with RP re GSI and Stantec Invoice; Follow-up with DP re MNS Invoice and place on hold due to amount discrepancy listed on agenda, MNS invoice to be placed on next agenda for re- review and approval; Prepare A&W, Stantec, and RP Invoices for payment via FIN and forward Invoice Approvals to DP for review and final approval; Update Budget Tracking Log; Prepare EHS Invoice #17 and #18 Reimbursement Request Letter and forward to RP for review and approval; Forward Invoice #17 and \$18 to EHS for reimbursement				
Zepeda, Mary	1/18/2022	1.50	105.00	157.50
District correspondences including emails; Create Single Payment Claims within FIN for approved Stantec (Task 202 and 203), Aleshire & Wynder, Robert Perrault Invoice; Update Budget Tracking Log				
Zepeda, Mary	1/24/2022	.25	105.00	26.25
District correspondences including emails				
Zepeda, Mary	1/25/2022	1.25	105.00	131.25
Complete New Vendor Packet Forms for FIN based on discussion with DP; Forward Substitute W9 & Vendor Information Form and Withholding Exemption Certificate Form 590 to LP for Execution; Forward Executed Forms to SBCPHD (EHS) for processing EHS Grant Extension				
Zepeda, Mary	1/26/2022	.25	105.00	26.25
Prepare GSI Invoice 00876.001-11 and Stantec Invoice 1871308 (Top Task 201) following receipt of EHS Funds and forward to DP for review and approval; Update Budget Tracking Log				
Zepeda, Mary	1/27/2022	.50	105.00	52.50
Create Single Payment Claims within FIN for approved GSI Invoice 00876.001-11 and Stantec Invoice 1871308 (Top Task 201); Update Budget Tracking Log				
Zepeda, Mary	1/28/2022	.25	105.00	26.25
Website Update - Post Finance Committee and Regular Meeting Agenda on the website				
Zepeda, Mary	1/31/2022	.25	105.00	26.25
District correspondences including emails				

Project	LOCSD.180392.00	District Support Services			Invoice	79731
Project Management						
Engineering Technician						
Gullikson, Taylor		1/4/2022	1.50	95.00		142.50
Transparency checklist, Bob's requests, RFQ review						
Gullikson, Taylor		1/5/2022	3.00	95.00		285.00
Revising and distributing documents for Bob						
Gullikson, Taylor		1/6/2022	.25	95.00		23.75
Reviewing and posting FC agenda						
Gullikson, Taylor		1/7/2022	1.25	95.00		118.75
Regular meeting agenda revision and posting						
Gullikson, Taylor		1/10/2022	.50	95.00		47.50
Posting and distributing agenda packets for finance com and regular meetings						
Gullikson, Taylor		1/11/2022	1.00	95.00		95.00
Sorting through Minutes and Resolutions; email reminder						
Gullikson, Taylor		1/12/2022	.50	95.00		47.50
amended agenda materials distribution and posting						
Gullikson, Taylor		1/14/2022	4.00	95.00		380.00
Posting Board meeting video, updating project description, creating 2022 District calendar, entering meetings on website, reviewing trans. checklist and sending update to Bob/Doug						
Gullikson, Taylor		1/26/2022	3.00	95.00		285.00
Creating LinkedIn profile and job posting						
Gullikson, Taylor		1/27/2022	2.50	95.00		237.50
LinkedIn job posting, editing description to fit						
Gullikson, Taylor		1/28/2022	3.00	95.00		285.00
Re-editing job description, finally posting, emails with Lisa/Doug						
District Engineer						
Pike, Douglas		1/10/2022	.50	185.00		92.50
Financial Report preparation and transmit to RP						
Pike, Douglas		1/24/2022	2.00	185.00		370.00
Weekly Check-in Meeting with Lisa (1)						
Assessment Engineer Selection Evaluation to Board (1)						
Pike, Douglas		1/26/2022	1.00	185.00		185.00
GM Recruitment						
Pike, Douglas		1/28/2022	5.00	185.00		925.00
Finance Committe Agenda and Packet (2)						
Regular Meeting Agenda (1)						
Posting Agendas (.5)						
Counsel correspondence RE: 1. general site or property/easement acquisition process as a beginning point to get the Board and public oriented as to what our general process will be once we have a short list of options, 2. Ms Kathryn Rohrer has request (.5)						
GM Job Posting (1)						
Pike, Douglas		1/29/2022	3.00	185.00		555.00
Regular Meeting Packet (3)						
Draft Staff Report - Site Selection Summary (1)						

Project	LOCSD.180392.00	District Support Services	Invoice	79731	
Pike, Douglas		1/31/2022	3.00	185.00	555.00
		District Check-in Mtg W/ Lisa (.5)			
		Regular Meeting Packet (2)			
		District Update letter Draft (.5)			
		Autumn Glaeser discussio and correspondence (Stantec) (.5)			
		Totals	43.00		5,470.00
		Total Labor			5,470.00
				Level 2 Subtotal	\$5,723.46

Level 2 TASK02 Engineering Tasks

Professional Personnel

			Hours	Rate	Amount
Internal Meetings					
Senior Project Engineer					
Jaquez, Gregory		1/10/2022	1.00	180.00	180.00
		Brief staff on IRWM meeting.			
Project Management					
Senior Project Engineer					
Jaquez, Gregory		1/11/2022	2.00	180.00	360.00
		Review and finalize grant strategy memo.			
District Engineer					
Pike, Douglas		1/4/2022	1.00	185.00	185.00
		Project Management Meeting			
Pike, Douglas		1/5/2022	1.50	185.00	277.50
		Three Tracking/Reporting Tools to Brad Ross			
Pike, Douglas		1/11/2022	.50	185.00	92.50
		Paeter Garcia (SYRWCD ID#1) communications and atlas transmittal			
Pike, Douglas		1/12/2022	1.50	185.00	277.50
		Attend District Meeting			
Pike, Douglas		1/18/2022	2.00	185.00	370.00
		LAMP Addendum Edits			
Pike, Douglas		1/19/2022	1.00	185.00	185.00
		LAMP Addendum Edits			
Project Meeting					
Senior Project Engineer					
Jaquez, Gregory		1/4/2022	1.50	180.00	270.00
		Project review and guidance for funding strategy memo. Instructions to Beth R.			
Jaquez, Gregory		1/5/2022	1.00	180.00	180.00
		Project guidance/instructions to Beth R. and Taylor G.			
Jaquez, Gregory		1/10/2022	2.00	180.00	360.00
		Attend SBA IRWM meeting.			
Jaquez, Gregory		1/13/2022	.25	180.00	45.00
		Consultation email on FY 23 state budget.			
Fund Development/Grant Applications					
Engineering Technician					
Gullikson, Taylor		1/6/2022	4.00	95.00	380.00

Project	LOCSD.180392.00	District Support Services		Invoice	79731
		LOCSD funding analysis draft			
Gullikson, Taylor		1/7/2022	4.75	95.00	451.25
		LOCSD funding analysis draft			
Gullikson, Taylor		1/10/2022	4.50	95.00	427.50
		LOCSD funding analysis draft			
Gullikson, Taylor		1/11/2022	6.50	95.00	617.50
		LOCSD funding analysis draft			
Gullikson, Taylor		1/20/2022	2.00	95.00	190.00
		Funding Analysis research and development			
		Totals	37.00		4,848.75
		Total Labor			4,848.75
				Level 2 Subtotal	\$4,848.75
				Project Total	\$10,572.21
				Total this Report	\$10,572.21



BUPELLTON
140 W HIGHWAY 246
BUPELLTON, CA 93427-9721
(800)275-8777

10/08/2021 10:19 AM

Product	Qty	Unit Price	Price
US Flag Bklt/20	4	\$11.60	\$46.40
US Flag Coil/100	3	\$58.00	\$174.00
Grand Total:			\$220.40
Credit Card Remitted			\$220.40
Card Name: AMEX			
Account #: XXXXXXXXXXXX1001			
Approval #: 825866			
Transaction #: 117			
AID: A000000025010801			Chip
AL: AMERICAN EXPRESS			
PIN: Not Required			



February 16, 2022

VIA EMAIL ONLY: Lisa@lpalmerconsulting.com

Ms. Lisa Palmer, Board President
Los Olivos Community Services District
P.O. Box 345
Los Olivos, CA 93441

Re: **February 2022 Billing Statement (for services through 1/31/22);
Aleshire & Wynder, LLP**

Dear Bob:

Enclosed please find a billing statement for the month of February, which includes services rendered and costs incurred by Aleshire & Wynder, LLP, through January 31, 2022.

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

Sincerely,

ALESHIRE & WYNDER, LLP

Peggy Middleton *for*
G. Ross Trindle, III

Enclosure

cc: Mary Zepeda – mzepeda@mnsengineers.com
Doug Pike – dpike@mnsengineers.com

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: January 1 thru January 31, 2022

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
0001 General (\$200 Blended: Atty / Paralegal / Law Clerk)	8.70	200	1,740.00	0.00	1,740.00	0.00	(Advisory/Transactional Svcs)
TOTALS:	8.70		1,740.00	0.00	1,740.00	0.00	

Receipts Since Last Bill

Prior Balance On This Matter -2,500.00

Date	Description	Total Applied to this Matter
01/19/22	SANTA BARBARA COUNTY - EFT	<u>2,500.00</u>
	Less Total Payments	<u>\$2,500.00</u>
	Current Matter Due Amount	<u>\$2,700.00</u>

CURRENT BILL TOTAL AMOUNT DUE \$1,740.00

Balance Forward: 3,460.00

Payments & Adjustments: -2,500.00

Total Due: \$2,700.00

Please return this page with remittance

to
Aleshire & Wynder, LLP

Bill Number: 66213
Bill Date: February 16, 2022
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services 1,740.00

Total Disbursements 0.00

CURRENT BILL TOTAL AMOUNT DUE \$1,740.00

Balance Forward: 3,460.00

Payments & Adjustments: -2,500.00

Total Due: \$2,700.00

Amount enclosed: _____

Thank You

Project Name: Septic to Sewer Preliminary Design Project
 Contract Order No.:
 Progress Report No.: **3**
 Ending Date: **21-Jan-22**

TASK SUMMARY

Task	Title	Authorized Budget	Billed to Date	Billed this Invoice	Total Billed	Status
201	Loading Study	\$ 19,862.00	\$ 16,594.50	\$ -	\$ 16,594.50	Complete
202	Basis of Design	\$ 266,750.00	\$ 28,073.00	\$ 1,825.00	\$ 29,898.00	In Progress
203	WWTP Siting Study	\$ 10,000.00	\$ 7,493.00	\$ 2,429.55	\$ 9,922.55	In Progress
Total Due this invoice				\$ 4,254.55		

TASK EXPENDITURE SUMMARY

WORK TASK	DESCRIPTION	ASSIGNED	EXPENDED PREVIOUSLY	EXPENDED THIS PERIOD	TOTAL EXPENDED	% OF FUNDS EXPENDED	% ACTUAL COMPLETED
201	Loading Study	\$ 19,862.00	\$ 16,594.50		\$ 16,594.50	84%	100%
202	Basis of Design	\$ 266,750.00	\$ 28,072.50	\$ 1,825.00	\$ 29,897.50	11%	11%
202.001	Basis of Design	\$ 13,876.00	\$ 13,320.00		\$ 13,320.00	96%	100%
202.002	30 Percent Design	\$ 173,048.00	\$ 12,104.00	\$ 1,825.00	\$ 13,929.00	8%	8%
202.003	60 Percent Design	\$ 51,040.00			\$ -	0%	0%
202.004	PM	\$ 28,786.00	\$ 2,648.50		\$ 2,648.50	9%	10%
203	Siting Study	\$ 10,000.00	\$ 7,453.50	\$ 2,429.55	\$ 9,883.05	99%	70%
203.001	3rd Party Review	\$ 10,000.00	\$ 7,453.50	\$ 2,429.55	\$ 9,883.05	99%	100%
CONTRACT TOTALS:		\$ 296,612.00	\$ 52,120.50	\$ 4,254.55	\$ 56,375.05	19.0%	19%



INVOICE

Invoice Number 1885853
Invoice Date February 8, 2022
Customer Number 163739
Project Number 184031368

Bill To

Los Olivos Community Service District
Douglas Pike
PO Box 345
Los Olivos CA 93441
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID
11-2167170

Project Description: Los Olivos Community Service District Project Design Services – Task Order No. 1 rev 01 (Loading Study)

Stantec Project Manager: Glaeser, Autumn Lee
Authorization Amount: \$296,750.00
Authorization Previously Billed: \$52,159.70
Authorization Billed to Date: \$56,414.25
Current Invoice Due: \$4,254.55
For Period Ending: January 22, 2022

email invoice to: Doug Pike (dpike@mnsengineers.com)

Invoice Number

1885853

Project Number

184031368

Top Task 202 Basis of Design

Low Task 202.002 30 Percent Design

Professional Services

Category/Employee	Date	Hours	Rate	Current Amount
Tammar, Rebecca Christine (Becky)	2022-01-03	3.50	160.00	560.00
		3.50		560.00
Vernon, Matthew Joseph	2022-01-11	2.00	253.00	506.00
Vernon, Matthew Joseph	2022-01-20	2.00	253.00	506.00
Vernon, Matthew Joseph	2022-01-21	1.00	253.00	253.00
		5.00		1,265.00
Professional Services Subtotal		8.50		1,825.00

Low Task 202.002 Subtotal **1,825.00**

Top Task 202 Total **1,825.00**

Top Task 203 Third Party Siting Review

Low Task 203.001 Third Party Siting Review

Professional Services

Category/Employee	Date	Hours	Rate	Current Amount
Glaeser, Autumn Lee	2022-01-07	4.00	237.00	948.00
Glaeser, Autumn Lee	2022-01-12	0.50	237.00	118.50
Glaeser, Autumn Lee	2022-01-21	0.50	237.00	118.50
		5.00		1,185.00
Poytress, Carrie Elizabeth	2022-01-04	2.00	237.00	474.00
Poytress, Carrie Elizabeth	2022-01-07	2.50	237.00	592.50
Poytress, Carrie Elizabeth	2022-01-10	0.25	237.00	59.25
		4.75		1,125.75
Professional Services Subtotal		9.75		2,310.75

Disbursements

INVOICE

Invoice Number 1885853
Project Number 184031368

	Date	Cost	%	Current Amount
Direct - Utilities				
Southern California Gas Company JAN1122	2022-01-11	108.00	10.00	118.80
Disbursements Subtotal				118.80

Low Task 203.001 Subtotal 2,429.55

Top Task 203 Total 2,429.55

Total Fees & Disbursements \$4,254.55

INVOICE TOTAL (USD) \$4,254.55



**REMITTANCE
ADVICE**

coder Becky Tammar
184031368



FOR OFFICE USE ONLY

BUSINESS AREA:	<input type="checkbox"/> 2010 Distribution
DATE PREPARED:	1/11/2022
EMPLOYEE ID / M.L.:	68554/ SC 9333
Log-in ID / PHONE #:	SJRODRIG

JOB ID# 44-22-0013

BILL TO: Stantec
2646 Santa Maria Way Suite 107
Santa Maria, CA 93455
Attn: Becky Tammar

Request for Maps:

Los Olivos CSD Septic to Sewer Project

Return Invoice with Payment
Do Not Enclose Any Other Documents
FEES ARE NON-REFUNDABLE

Internal Order #:	300126012	SAP Account #:	4370804
Plan File #:		Cost Center:	2200-2191
# of Atlas Sheets:	8	Atlas Fee:	\$108.00
Will Serve Letter:	No	Letter Fee:	\$0.00
Letter Only Postage	No	Letter Only Pstg Fee:	\$0.00
Atlas/Ltr Pstg Fee:	No	Atlas/Letter Pstg Fee:	\$0.00
PDF:	Yes		

MAIL TO: Southern California Gas Company
Mail Payments
P.O. Box 2007
Monterey Park, CA 91754-0957

TOTAL AMOUNT DUE \$108.00

Make checks payable to: Southern California Gas Company

COMPANY COPY – ENCLOSE TOP PORTION WITH TOTAL AMOUNT DUE



**REMITTANCE
ADVICE**



FOR OFFICE USE ONLY

BUSINESS AREA:	<input type="checkbox"/> 2010 Distribution
DATE PREPARED:	1/11/2022
EMPLOYEE ID / M.L.:	68554/ SC 9333
Log-in ID / PHONE #:	SJRODRIG

JOB ID# 44-22-0013

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Atlas/Ltr Pstg Fee:	No	Atlas/Letter Pstg Fee:	\$0.00
PDF:	Yes		

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Mail Payments
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Monterey Park, CA 91754-0957

TOTAL AMOUNT DUE \$ 108.00

Make checks payable to: Southern California Gas Company

REQUESTOR COPY – KEEP FOR YOUR RECORDS

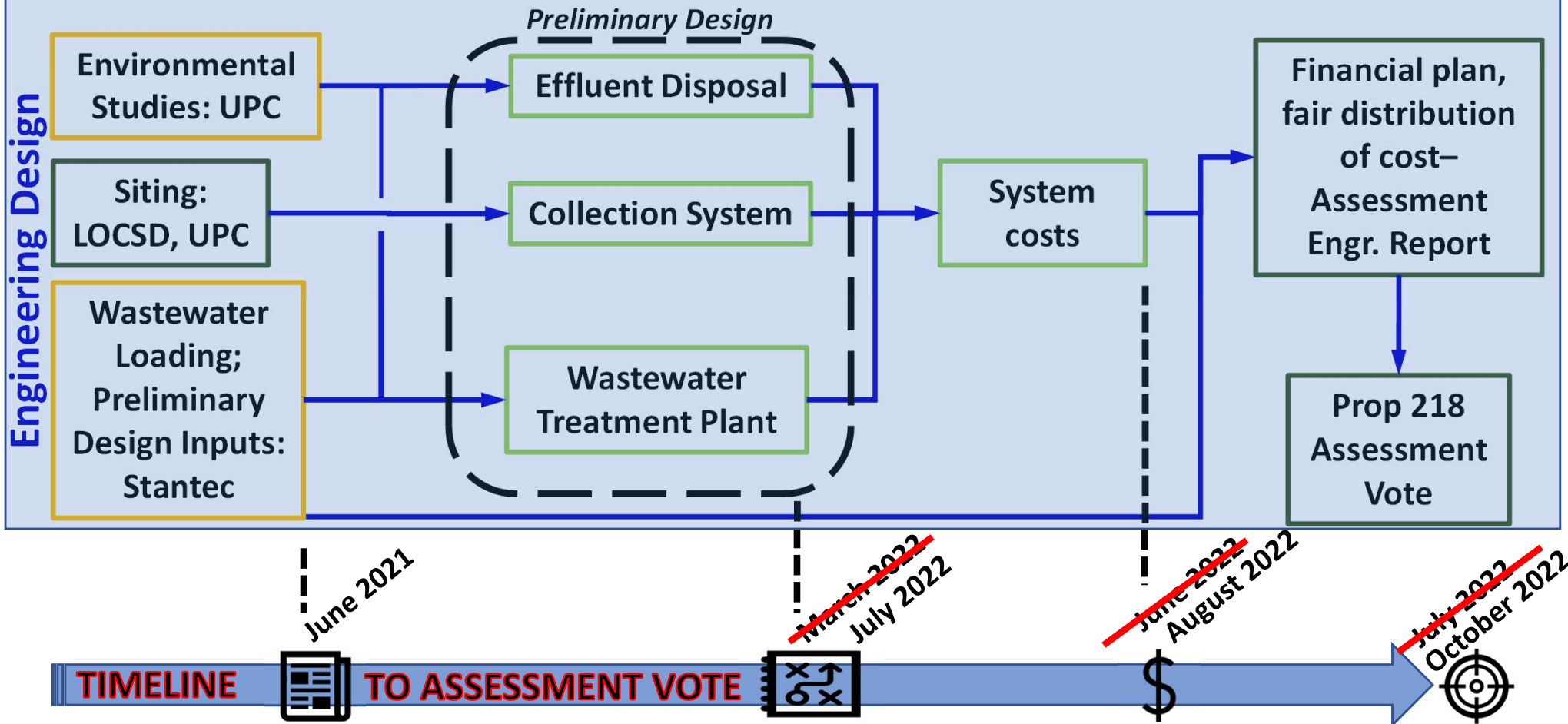
BUSINESS ITEM a.

BUSINESS ITEM a.

Los Olivos CSD Roadmap to Assessment Vote

DRAFT

Groundwater Monitoring & Geotech: GSI – plan, 1 sampling well



Serving Residents

Transition Plan for Residents

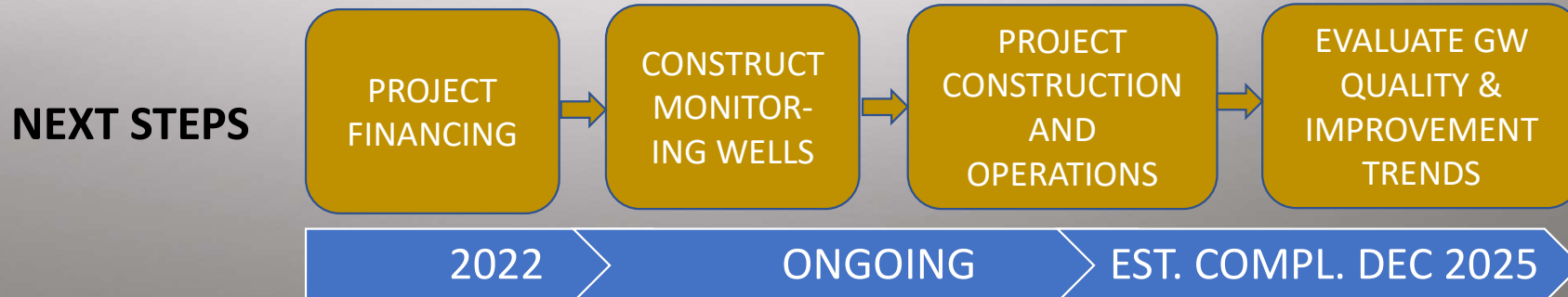
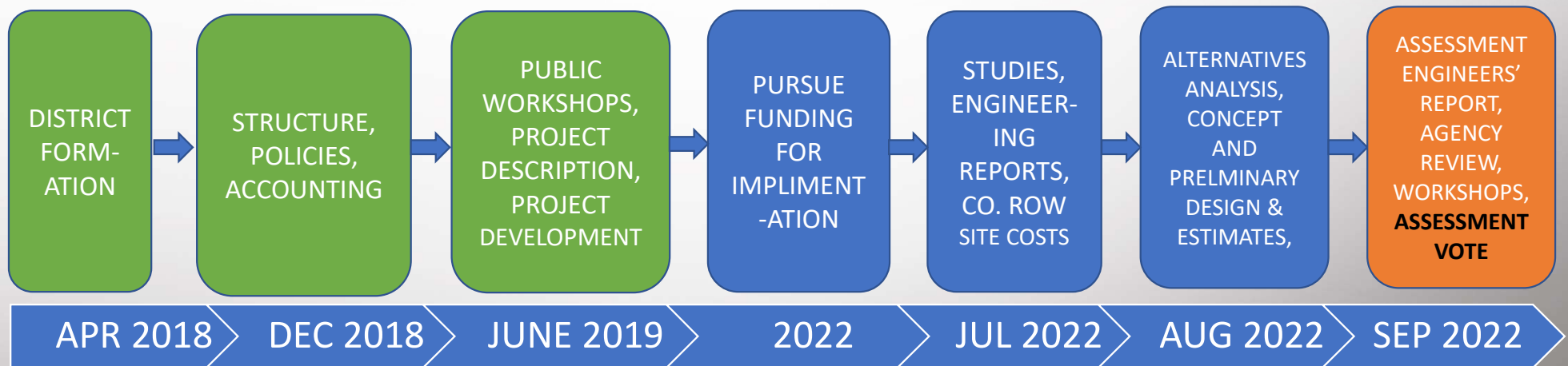
Proposed County LAMP Modifications for Los Olivos Transition

KEY

- LOCSD Funded
- SB EHS Funded
- WRF/LOCSD Funded

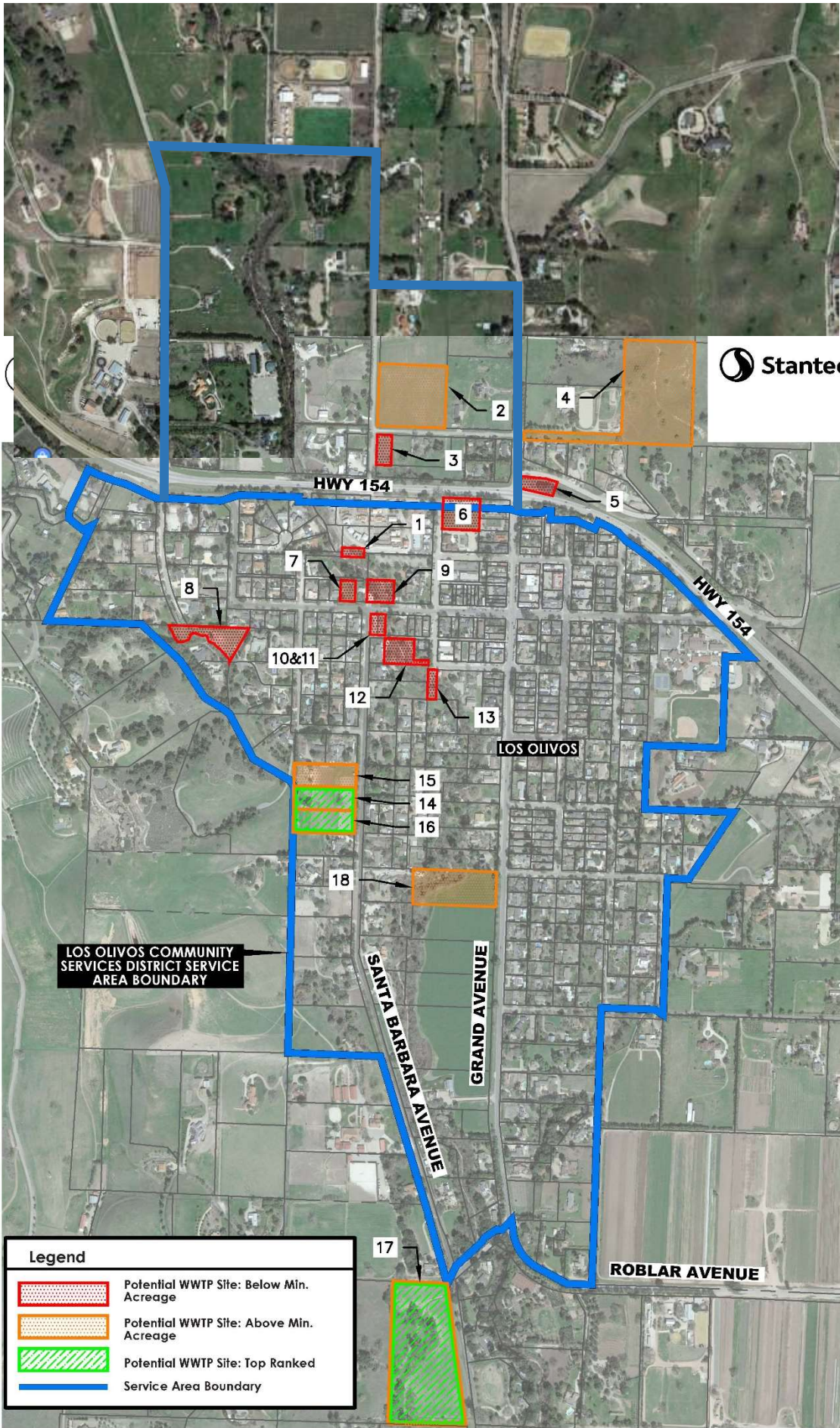
WRF – Water Recycling Fund

District Progress & Timeline to Prop 218 Assessment Vote



BUSINESS ITEM b.

BUSINESS ITEM b.



Santa Barbara V Drive: \\s03277-p05007\workgroup\1540\active\164031368\p05007\topo\G0401.ctb



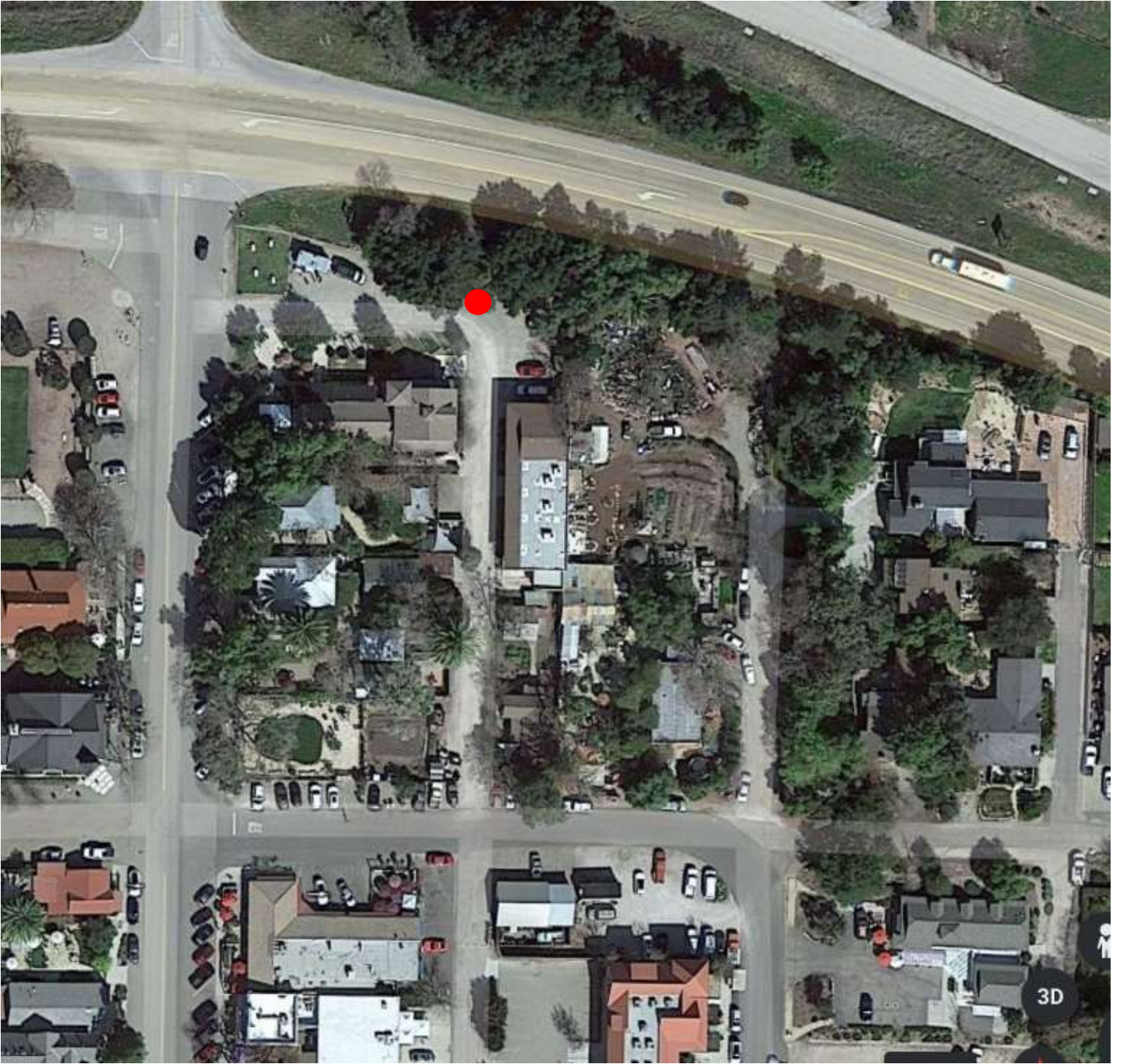
Figure 6
 Potential WWTP Sites

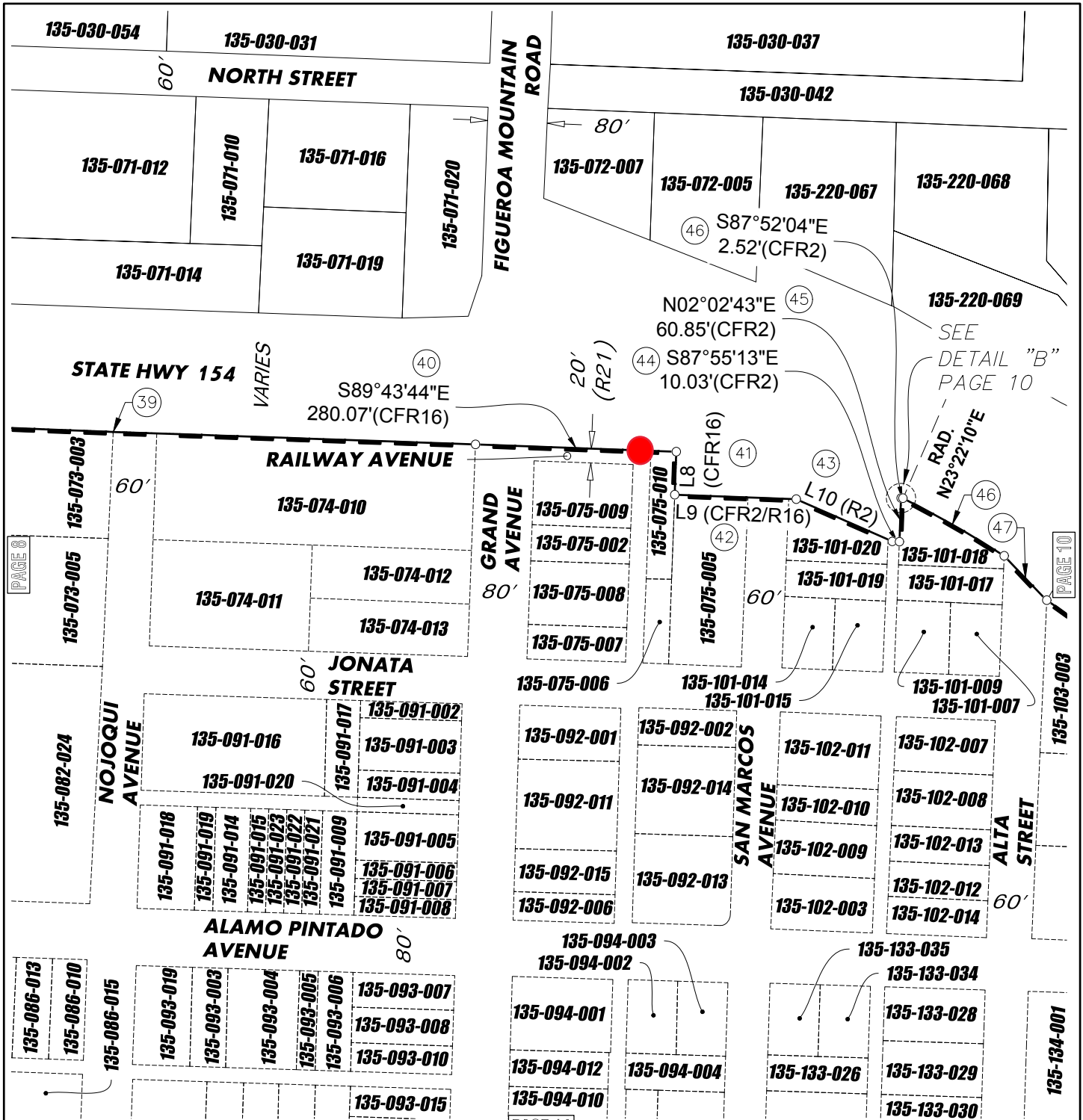
BUSINESS ITEM C.

BUSINESS ITEM C.

BUSINESS ITEM d.

BUSINESS ITEM d.





PAGE 8

PAGE 10

PAGE 14

LEGEND

- Annexation Boundary
- Course Number
- CFR - Calculated From Reference

REFERENCES

- (R2) HWY R/W SB 154 R2.7-16
- (R16) 113-RS-57
- (R21) INST. 1983-0018951

LINE TABLE

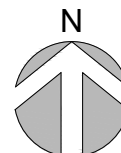
- L8 S00°15'08"W 60.00'
- L9 S87°57'21"E 169.35'
- L10 S63°03'14"E 144.51'



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

ENGINEERING
 PLANNING
 SURVEYING
 CONSTRUCTION MANAGEMENT

LOCSID.160586.00 * ANX_REC-OP 2.dwg * 4/26/2017 * RCS * E-FILE



0 100' 200'

SCALE: 1"=200'

"EXHIBIT B"
 LAFCO 17-01

Formation of the Los Olivos
 Community Services District

Page 9 of 14

BUSINESS ITEM e.

BUSINESS ITEM e.

Lisa Palmer, President
Tom Fayram, Vice President
Mike Arme, Director
Brian O'Neill, Director
Brad Ross, Director



Memo To President Palmer, Board members

From: Doug Pike, Interim General Manager

Subject: Grant Strategy Update

Date: March 9, 2022

In conjunction with our ongoing development of a strategy to pursue grant funding And following the report to your board after December 8, 2021 meeting, I have the following report and recommendations regarding potential cooperation and partnership with the Eastern Management Area (EMA) Groundwater Sustainability Agency (GSA) and Santa Ynez River Water Conservation District, Improvement District No. 1 (ID1).

The District's proposed development of a wastewater collection and treatment infrastructure has distinct components and purposes that align with potential pursuits of grant funding. At the downstream end of the proposed infrastructure development are elements that address wastewater treatment and effluent discharge. It will be necessary for the District to develop a strategy to address the discharge of treated effluent. The subject of effluent discharge has potential connections to grant funding sources. Such funding sources, however, are only accessible to the GSA and ID1 due to program funding objectives and applicant eligibility. The purposes the GSA and ID1 one would have with effluent discharged from the future district system could provide mutual benefits to the GSA, ID1, and the District. If ID1 was to be a potential customer for the District's sale of Title 22 treated effluent, ID1's purpose for using this future water source could be as a supply for non-food agricultural and landscape irrigation or for groundwater basin recharge and storage. The GSA has a statutory objective of implementing its Groundwater Sustainability Plan which could be achieved in part through reuse of advanced treated wastewater to recharge the groundwater basin and dilute concentrations of nitrates in the basin. Reuse opportunities of treated effluent could be means of regulatory relief for the District by avoiding certain permitting

requirements from the Central Coast Regional Water Quality Control Board to address surface discharge of the treated effluent.

The timing of establishing cooperative arrangement with the GSA and ID1 would be based on the schedule of upcoming funding programs. The table below shows the major funding pursuits that are the primary targets for funding sources for the District. Timing is the critical factor. Each funding source serves a different purpose on their own but are also complementary to other respective funding sources. This means that one funding source can serve as a cost-share match to another and vice-versa. As a funding package, each funding source has about equal priority to make the funding package work as a whole.

Funding Program	Funding Source	Funds Available	Grant Amt.	Open Date	Closing Date
Sustainable Groundwater Mgmt. (SGM) (Round 2)	State (DWR), Prop 68	\$62 million	\$500k - \$1million	Fall 2022	Late 2022
Clean Water State Revolving Fund	State, Loan	\$586 million	\$1 - \$100 million	Ongoing	Ongoing
Title XVI Water Reuse	Federal (BOR)	\$245 million*	\$0-20 million*	Jan-22*	Mar-22*

*anticipated

The November 2021 passage of the Infrastructure Investment and Jobs Act (IIJA) will have a positive effect on the availability of increased funding for the both the Clean Water State Revolving Fund (CWSRF) and the Title XVI Water Reclamation and Reuse (Title XVI) programs. Additional capital for loans through the CWSRF makes the program more accessible in addition to the District having initiated the CWSRF funding process by securing a CWSRF Planning Grant which puts the District in a queue for CWSRF construction funding. Title XVI funding has been effectively doubled thereby improving odds of winning a Title XVI grant.

The critical path on establishing a cooperative arrangement with the GSA and ID1 leads to targeting a pursuit of the Sustainable Groundwater Management (SGM) Program (Round 2). The schedule milestone for formalizing this cooperative arrangement requires it be in place by no later than August 2022.

Recommendations

1. Direct the Interim General Manager to prepare and provide a comprehensive briefing presentation to the GSA and ID1 on District project planning and financial planning.

2. Initiate formal discussions with the GSA and ID1 on the development of key principles of common interest for mutual benefit with regard to possible uses of treated effluent produced from the future District infrastructure system.
3. Develop and propose entering into a Memorandum of Understanding with ID1 for purposes of cooperation and partnership on District sales and ID1 use of future District effluent supplies, pursuit of grant funding to implement uses of District effluent, and cost sharing in the pursuit of grant funding.

Los Olivos CSD Septic to Sewer Proposed Project Design Schedule											
Key Efforts	2022										2023
	Feb	March	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
Fully Executed Contract and Notice to Proceed											
Task 2.1: Project Management, Meetings, and Communication				★				★			
Task 2.2: Basis of Design											
Prepare Basis of Design											
District Review Period											
Task 2.3: 30 Percent Design											
Topographical Mapping											
Data Review, Utility Research, and Base Mapping											
30 Percent Plans											
District Review Period											
Task 2.4: 60 Percent Design											
60 Percent Plans											
District Review Period											