

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



POSTED 4-9-2021

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Regular Board Meeting, April 14, 2021, 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, or Android: <https://meetings.ringcentral.com/j/1440730976>
2. Via telephone: +1(623)404-9000 Meeting ID: 144 073 0976
3. If you choose to access through your browser, visit <https://meetings.ringcentral.com/join> enter Meeting ID: 144 073 0976, Join Meeting

REGULAR MEETING AGENDA

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 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.*

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

1. Approve Minutes of 3-10-2021 Regular Meeting

B. INVOICE PAYMENT

Approve Payment of the following Invoices as reviewed and recommended for approval by the Finance Committee:

1. 3-17-2021 MNS Invoice 77440 (February Services) \$7,865.00 (Reserved for Full Board Action by Fin. Cmte.)
2. SDRMA Insurance Invoice 2021-22 FY \$2,483.46
3. 3-31-2021 Streamline Website Invoice \$600
4. 3-5-2121 GSI Invoice 0876.001 - 2 (January Services) \$7,142.50
5. 4-1-2021 Stantec Invoice 1772297 (Services through 2-28-21) \$4,944.00
6. 4-5-2021 Aleshire & Wynder Invoice 61425 (March Services) \$1,120
7. 4-5-2021 GSI Invoice 0876.001 - 3 (Feb-Mar Services) \$3,867.50

7. INTERIM GENERAL MANAGER REPORT

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

8. BUSINESS ITEMS: Discussion and Action on the following:

A. District Organizational Meeting

1. It is proposed that the Board of Directors direct every April Meeting be the annual organizational meeting. Board directive or vote.
2. Board Officer Positions.
 - i. Accept Nominations For President, Vice President, and Secretary.
 - ii. Hold Vote for all new officers.
3. Committee Positions.
 - i. Finance Committee
 1. Accept nominations for Finance Committee. (Two Board Members + IGM)
 2. Affirm existing or install new members by vote.
 - ii. Ad Hoc Technical Committee
 1. Determine if an Ad-hoc Technical committee is still desired, or if a standing Committee is preferred. If a Standing Technical Committee is desired, it must be formed by vote.
 2. Accept nominations for this Committee. (Two Board Members + IGM)
 3. Affirm existing or install new members by vote.
 - iii. Need for Additional Committees.
 1. Consider Project Management Ad Hoc Committee or Other ad Hoc or Standing Committee
 2. If desired, accept nominations for new Committee. (Two Board Members + IGM)
 3. Install new members by vote.

B. WWTP Siting Feasibility Study

1. Review of Analysis Spreadsheet and Map Prepared by UPC (One Mile criteria).
2. The Board may choose to:
 - a. further investigate sites that rank well,
 - b. eliminate sites from future consideration,
 - c. Select a preferred site or sites for the Phase I WWTP and direct IGM pursue concept design for the preferred site.

C. WRF 50% Planning (Preliminary Design) Grant Update

1. IGM Pike to provide report on Grant timing and proposed schedule & Commitment Dates
2. Board may choose to direct final consumation of application process and authorize Board President to execute State agreement to receive the grant.
3. Authorization to IGM & Director Palmer to advance agreement

D. General Manager Services RFP

1. Update and possible action (Director Palmer)

E. INFORMATION ITEMS

F. CLOSED SESSION District Counsel Performance and Contract Review pursuant to Government Code section 54957(b)(1)

1. IGM Pike will explain Ring Central Closed Session Virtual Meeting Room Logistics
2. Reconvene to open session and action report out

G. Call for Agenda Items

9. Next Regular Meeting:

Wednesday, May 12, 2021, 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)

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 losolivoscsd@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 3-6-2021

LOS OLIVOS COMMUNITY SERVICES DISTRICT

Board of Directors Regular Board Meeting, March 10, 2021, 6:00 p.m.

The Meeting was held electronically via RingCentral Meetings. The public was permitted to hear and participate via:

1. Join from PC, Mac, or Android: <https://meetings.ringcentral.com/j/1483772960>
2. Via telephone: +1(623)404-9000 **Meeting ID: 148 763 2121**
3. If you choose to access through your browser, visit <https://meetings.ringcentral.com/join> enter Meeting ID: 148 377 2960, Join Meeting

REGULAR MEETING MINUTES

1. CALL TO ORDER: 6:02 PM
2. ROLL CALL: *Present: Directors Palmer, Fayram, O'Neill (arrived 6:08 pm), and Ross. Director Arme absent.*
4. DIRECTOR COMMENTS: *Director Palmer updated the Board on a brief project update she supplied Meighan Diethenhofer of Supervisor Hartmenn's office.*
5. PUBLIC COMMENTS: *None*
6. ADMINISTRATIVE AGENDA
 - A. MEETING MINUTES *Approved: Approved Minutes of 1-13-2021 Regular Meeting, and Approved Minutes of 2-10-2021 Regular Meeting. Motion: Director Fayram, second: Director O'Neill. Vote 4-0 Approved, 1 Absent.*
 - B. INVOICE PAYMENT - Approved Payment of the following Invoices:
 1. 3-1-2021 Aleshire & Wynder Invoice 60988 (February Services) \$1,640
 2. 2-16-2021 Coastal Onsite Design Svcs (Paul Jenzen) Invoice 115 (Services Through 12-21-2020) \$1,600
 3. 2-16-2021 Coastal Onsite Design Svcs (Paul Jenzen) Invoice 116 (January Services) \$1,440
 4. 2-11-2021 Stantec Invoice 1751908 (December Services) \$3,250.50
 5. 2-23-2021 MNS Invoice 77309 (Jan. Services) \$8,188.75 (Reviewed only by Finance Committee)*Motion: Director Fayram, second: Director O'Neill. Vote 4-0 Approved, 1 Absent.*
7. INTERIM GENERAL MANAGER REPORT *Interim General Manager Reported on current assignments, action items, and general District business.*
8. BUSINESS ITEMS: Discussion and Action on the following:
 - A. LAFCO Prop. 218 Assessment Election Extension Request - *Reviewed request letter. Board assigned Director Palmer and the IGM to attend LAFCO April Meeting to present update and two year extension request. Motion: Director Fayram, second: Director O'Neill. Vote 4-0 Approved, 1 Absent.*
 - B. Set District Special Planning Meeting. *Reviewed proposed agenda for Special Meeting & confirmed date for March 17, 2021. Motion: Director O'Neill, second: Director Fayram. Vote 4-0 Approved, 1 Absent.*
 - C. WWTP Siting Feasibility Study. *Deferred pending consultant submittal*
 - D. WRF 50% Planning (Preliminary Design) Grant Update. *IGM Pike provided report on Grant provisions, details and benefits, and proposed Budget impacts. Board may choose to direct final consumation of application process and*

authorize IGM or Board President to execute State agreement to receive the grant. This will be the main topic of the March 17 Special Meeting.

- E. Los Olivos CSD LAMP. IGM Pike reported on Meeting with County EHS Director. Director Lars Seifert suggested the District consider partnering with EHS to provide modified section within the existing County LAMP to accomplished District Residential OWTS policy goals. He provided the IGM with sample language that may be used that is consistent with State requirements. The Board expressed a desire to do this and directed the IGM to cooperate with the County as they update their LAMP.*
 - F. General Manager Services RFP. The Board directed the final preparation and issuing of an RFP for Permanent Part-Time District General Manager services. Director's Palmer and O'Neill will work with the IGM and District Counsel to finalize an RFP. Motion: Director Ross, second: Director Fayram. Vote 4-0 Approved, 1 Absent.*
 - G. INFORMATION ITEMS: None
 - H. CLOSED SESSION Interim General Manager Performance and Contract Review pursuant to Government Code section 54957(b)(1). Mr. Trindle, District Counsel Reported out: No Action.*
 - I. Call for Agenda Items: *None.*
9. Next Regular Meeting: *Wednesday, April 14, 2021, 6:00 p.m. Via RingCentral Meeting Link to be posted in the agenda (at the Post Office Bulletin Board & CSD Website www.losolivoscscd.com)*
10. ADJOURNMENT: 7:32 Motion: Director Ross, second: Director O'Neill. Vote 4-0 Approved, 1 Absent.

APPROVED

_____ Lisa Palmer, President

ATTEST

_____ Doug Pike, IGM/Secretary

INVOICE PAYMENT

INVOICE PAYMENT



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

ENGINEERING
 PLANNING
 SURVEYING
 CONSTRUCTION MANAGEMENT

March 17, 2021

Project No: LOCD.180392.00

Invoice No: 77440

Los Olivos Community Services District
 P.O. Box 553
 Los Olivos, CA 93441

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

This Invoice includes:

1. General District Management: \$5,390.00
2. WWTP County Site Easement: \$200
3. Design Contract: \$100.00
4. GSI Contract: \$762.50
5. Jenzen Contract: \$300
6. Siting Study - UPC: \$500.00
7. WRF Grant: \$612.50

Professional Services for the Period: February 1, 2021 to February 28, 2021

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Project Management				
Assistant Project Manager	2.00	175.00	350.00	
Project Coordinator	8.00	105.00	840.00	
District Manager	21.00	200.00	4,200.00	
Totals	31.00		5,390.00	
Total Labor				5,390.00
				Level 2 Subtotal
				\$5,390.00

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount	
Project Management				
Assistant Project Manager	5.00	175.00	875.00	
District Manager	8.00	200.00	1,600.00	
Totals	13.00		2,475.00	
Total Labor				2,475.00
		Level 2 Subtotal		\$2,475.00
		Current Invoice Amount		\$7,865.00

Outstanding Invoices

Number	Date	Balance
77309	2/23/2021	8,188.75
Total		8,188.75

Billing Backup

Wednesday, March 17, 2021

MNS Engineers, Inc.

Invoice 77440 Dated 3/17/2021

9:32:23 PM

Project LOCS.D.180392.00 General Manager Services
 Level 2 TASK01 District Management

Professional Personnel

			Hours	Rate	Amount
Project Management					
Assistant Project Manager					
Nisich, Anthony	2/10/2021		2.00	175.00	350.00
Feb monthly meeting attendance					
Project Coordinator					
Zepeda, Mary	2/1/2021		.50	105.00	52.50
District Gmail management					
Zepeda, Mary	2/2/2021		.25	105.00	26.25
Update Direct Mailer Label List based on returned District Update Letters					
Zepeda, Mary	2/5/2021		1.00	105.00	105.00
Create Single Payment Claims for approved Aleshire & Wynder and MNS Invoices and process payment for DP					
Zepeda, Mary	2/8/2021		1.50	105.00	157.50
Check LOCS.D Gmail Account for emails from Community Members; Create Single Payment Claims for approved Stantec Invoices and process payment for DP; Update JE for Easement of Proposed LOCS.D WWTP Site					
Zepeda, Mary	2/17/2021		.75	105.00	78.75
Update LOCS.D Website with 2021 Regular Meeting and Finance Committee Calendar Dates; Scheduled District Transparency Certificate of Excellence Bimonthly Meeting					
Zepeda, Mary	2/19/2021		2.00	105.00	210.00
Create Single Payment Claims for approved A&W and MNS Invoices and process payment for DP; Begin Processing GSI Invoice for submission to EHS					
Zepeda, Mary	2/22/2021		1.00	105.00	105.00
District Gmail management					
Finalize GSI Invoice for submission to EHS					
Zepeda, Mary	2/24/2021		.50	105.00	52.50
Begin Creation of LOCS.D Website Profile for BR and Update DP Profile; Contact Streamline re Profile Page Issues					
Zepeda, Mary	2/25/2021		.50	105.00	52.50
Finalized LOCS.D Website Profile for BR and modified DP format based on response with Streamline which confirmed glitch in the system					
District Manager					
Pike, Douglas	2/1/2021		2.00	200.00	400.00
Finance Committee Meeting agenda and packet preparation, and update e-mail to FDirector Palmer.					
Pike, Douglas	2/2/2021		1.50	200.00	300.00
Finance Committee Meeting packet preparation, completion and distribution.					

Project	LOCSD.180392.00	General Manager Services			Invoice	77440
Pike, Douglas		2/3/2021	.50	200.00	100.00	
		Appointment of brad Ross Coordination with Mr. Trindle, and add Oath of Office to packet.				
Pike, Douglas		2/5/2021	1.50	200.00	300.00	
		Preparation and distribution of General Meeting Agenda. Finance Committee meeting attendance (1 hr).				
Pike, Douglas		2/8/2021	3.00	200.00	600.00	
		Preparation and posting of General Meeting Packet (3)				
Pike, Douglas		2/9/2021	.50	200.00	100.00	
		Cloacina (.5 hrs)				
Pike, Douglas		2/10/2021	3.00	200.00	600.00	
		Preparation for District Meeting. Note that when Tony Nisch, MNS Project Manager is attending the General Meetings, only one of us will charge our time. (2 hrs)				
		GSA Eastern Area Letter Draft (1 hr)				
		Emails and Phone conversation with Jody Hack, State Water Board re: award of Planning Grant. (1 hr)				
Pike, Douglas		2/12/2021	1.00	200.00	200.00	
		Comments to the Hydrogeologic Conceptual Model for the EMA, and a Request for Coordination between the EMA and Los Olivos CSD. Draft, coordination with Director Palmer, and final.				
Pike, Douglas		2/16/2021	2.00	200.00	400.00	
		Meeting Follow-up memo to Lisa Palmer. (1 hr)				
		Ad Hos TEch Committee meeting with Brian (1 hr)				
Pike, Douglas		2/22/2021	1.00	200.00	200.00	
		General Meeting with Lisa Palmer regarding agenda's IGM Position, and Work Plan (.5)				
		Orientation questions and email transmittals of info to Brad Ross (.5)				
		Follow-up letter to Paeter Garcia, ID-1 Re: Mutually beneficial sharing of your Well 5 site (1 hr)				
Pike, Douglas		2/23/2021	1.00	200.00	200.00	
		General Meeting with Brad Ross regarding Work Plan (.5)				
		Collect and Email Document to Brad Ross, respond to correspondence (.5)				
		Draft Agenda (.5)				
Pike, Douglas		2/24/2021	2.50	200.00	500.00	
		ISent letter & email to Renee Bischoff at the County regarding appointment of Bradley A. Ross to assume the position vacated due to the resignation of Julie Kennedy. Requested the Oath of Office Form for Mr. Ross's signature. (.5)				
		Prepared & sent to Brian Brad and Lisa, a consolidation of "the white wall" that Brian & I generated. It is intended as a foundational document that we can add deliverables/milestones/schedule/costs w grants to. (2)				
Pike, Douglas		2/24/2021	1.50	200.00	300.00	

Communications to Renee Bishoff (SB County) Regarding appointment of Brad Ross and requesting an Oath of Office Template. (.5)

Communication to sheila Hess (SB County) regarding Form 700's for Brad Ross (1)

Totals	31.00	5,390.00	
Total Labor			5,390.00
		Level 2 Subtotal	\$5,390.00

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount
Project Management			
Assistant Project Manager			
Nisich, Anthony 2/3/2021	1.50	175.00	262.50
project status meeting w/GSI			
Nisich, Anthony 2/17/2021	1.50	175.00	262.50
Assist Doug with WRF Grant requirements & cost estimates			
Nisich, Anthony 2/24/2021	2.00	175.00	350.00
finalize State WRFP grant application and review w/ interim General Manager			
District Manager			
Pike, Douglas 2/1/2021	1.00	200.00	200.00
Los Olivos CSD; Location of County Bike Path and Los Olivos CSD Requested Area D3. Updated easement docs to County.			
Pike, Douglas 2/2/2021	1.00	200.00	200.00
Siting Relay of data to UPC, and contract completion.			
Pike, Douglas 2/3/2021	1.00	200.00	200.00
Coordination and progress review meeting with GSI and Director O'Neill. (1)			
Pike, Douglas 2/5/2021	1.00	200.00	200.00
WWTP Siting Study Progress meeting with Dave Swenk & Brian Tetley.			
Pike, Douglas 2/8/2021	.50	200.00	100.00
Stantec Draft Review - Send to Cloacina and Ad Hoc Tech Committee			
Pike, Douglas 2/12/2021	1.50	200.00	300.00
Los Olivos LAMP Scope of Work			
Pike, Douglas 2/19/2021	.50	200.00	100.00
Parcel List of previously considered parcels to Brian Tetley at UPC (.5)			
Pike, Douglas 2/23/2021	1.50	200.00	300.00
Historical test results to Andres Lapostol (GSI) (.5)			
Lengthy email to RWQCB new staffer Lucille Blancarte regarding effluent injection (1)			
Totals	13.00	2,475.00	
Total Labor			2,475.00
		Level 2 Subtotal	\$2,475.00
		Project Total	\$7,865.00

Project	LOCSD.180392.00	General Manager Services	Invoice	77440
			Total this Report	\$7,865.00



1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141 or 800.537.7790 * F 916.231.4111

Maximizing Protection. Minimizing Risk. *www.sdrma.org

March 25, 2021

Mr. Douglas Pike
General Manager
Los Olivos Community Services District
Post Office Box 345
Los Olivos, California California

RE: 2021-22 Property/Liability Program Estimated Contribution

Dear Mr. Pike,

We sincerely appreciate your continued support of SDRMA and patience in waiting for the 2021-22 estimated renewal contribution while we are working on finalizing renewal costs from the program excess/reinsurer carriers.

As we mentioned at our 2021 Virtual Spring Education Day on March 3, the current insurance market continues to be impacted by the catastrophic losses around the world. Underwriting practices throughout the insurance market are consistently evolving due to the development of losses and cost of claims. Based on those factors and overall pool claims costs over the past several years, after considerable review and discussion with the SDRMA Board of Directors, staff has refined SDRMA underwriting methodologies for the 2021-22 renewal.

SDRMA will continue to make every effort to reduce operating costs and minimize rate increases while ensuring the financial integrity of the Property/Liability Program. We have received initial indications from our excess/reinsurer carriers of imposed rate increases that are impacting all of their clients, including SDRMA.

We are providing you with an estimated contribution amount for use in your budgeting process. Until the 2021-22 renewal invoices are issued, we cannot guarantee the final contribution amount. We will continue to work with our excess/reinsurers to negotiate the rate increases on behalf of our program membership. Your agency’s actual renewal contribution will be confirmed on the 2021-22 renewal invoice that will be sent out in mid-May.

The actual contribution amount for 2021-22 will vary compared to 2020-21 due to rate increases, any coverage limit changes, stand-alone policy pricing, scheduled item additions/deletions, updates on agency operations submitted on the renewal questionnaire, risk factor adjustments, and Credit Incentive Program (CIP) points earned. Your agency’s 2021-22 estimated contribution amount is as follows:

2020-21 Annual Contribution \$2.5M Liability Limits	2021-22 Estimated Annual Contribution \$2.5M Liability Limits
\$2,925.49	\$2,483.46



The SDRMA Property/Liability Program offers three liability limit options; \$2.5M, \$5M, or \$10M. Lowering liability limits could help lower your agency's annual contribution amount. Before considering lower liability limits, please verify that your agency is not bound by any contract or agreement to carry a specific level of liability limits. Please consult legal counsel and your governing body prior to changing the coverage limit. Liability limits cannot be changed after renewal on July 1.

Other Important Items to Note:

- If you would like to elect an alternative liability limit for 2021-22, please provide your selected limit by **May 15, 2021** by emailing memberplus@sdrma.org.
- No Longevity Distribution is declared for the Property/Liability Program this year.
- Our Multi-Program Discount provides members a great opportunity to save money. Members receive an automatic multi-program discount of 5% per program (Property/Liability and Workers' Compensation) when they belong to both programs.
- Your annual contribution provides your agency with access to safety and loss prevention services, resources, and trainings that are provided at no additional cost, including Target Solutions, ergonomic assessments, discounted CSDA Conferences and trainings, free CSDA webinars, and safety DVDs.
- The 2021-22 estimated contribution range does not serve as a 'not to exceed' amount. Final reinsurance costs, and any policy adjustment made before or after July 1 may incur a change in premium.
- Members considering withdrawal from coverage with SDRMA for the 2021-22 program year are required to submit a "Notice of Intent to Withdraw" by **April 1** in accordance with SDRMA Bylaws and must have completed the initial three full program year commitment period.

On behalf of the Board of Directors and our entire risk management team, we thank you for your continued participation in our programs! If you have any questions, please contact Ellen Doughty, at edoughty@sdrma.org or 800.537.7790.

Sincerely,
Special District Risk Management Authority

A handwritten signature in blue ink that reads "Laura S. Gill". The signature is written in a cursive, flowing style.

Laura S. Gill
Chief Executive Officer

From: Streamline
To: Doug Pike
Subject: New invoice from Streamline #326BDB28-0002
Date: Wednesday, March 31, 2021 6:02:56 PM

Streamline

Invoice from Streamline

\$600.00

Due May 1, 2021



Download invoice

To Douglas Pike - Los Olivos Community Services District
From Streamline

[Pay this invoice](#)

Invoice #326BDB28-0002

APR 1, 2021 – APR 1, 2022

Streamline Web Member 50k-250k	\$600.00
Qty 1	

Amount due	\$600.00
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Questions? Contact us at billing@getstreamline.com

PAY \$600.00 WITH ACH OR WIRE TRANSFER

Bank transfers, also known as ACH payments, can take up to five

business days. To pay via ACH, transfer funds using the following bank information.

Bank name	WELLS FARGO BANK, N.A.
Routing number	121000248
Account number	40630134959785748
SWIFT code	WFBIUS6S

PAY \$600.00 WITH MAILED CHECK

Please enclose a printed copy of the [invoice PDF](#) and use USPS. (Courier services may not deliver to PO Boxes.) Once received, checks are processed within 3 business days.

Make payable to	Streamline
Memo	326BDB28-0002
Mail to	PO Box 207561 Dallas, TX 75320-7561

Powered by  | [Learn more about Stripe Invoicing](#)



55 SW Yamhill Street, Suite 300
 Portland, OR 97204
 P: 503.239.8799
 accounting@gsiws.com
 www.gsiws.com

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

March 5, 2021
 Invoice No: 0876.001 - 2

Project 0876.001 Groundwater Quality Management Services
Professional Services from February 1, 2021 to February 28, 2021

Task .001 Hydrogeological Conceptual Model

Labor

	Hours	Rate	Amount	
Principal Consultant				
Thompson, Timothy	5.25	265.00	1,391.25	
Managing Hydrogeologist				
Franz, Brian	3.25	160.00	520.00	
Project Geologist				
Lapostol, Andres	14.75	135.00	1,991.25	
Totals	23.25		3,902.50	
Total Labor				3,902.50
				Total this Task
				\$3,902.50

Task .002 Groundwater Monitoring Plan

Labor

	Hours	Rate	Amount	
Supervising Hydrogeologist				
Nicely, Timothy	1.00	225.00	225.00	
Project Geologist				
Lapostol, Andres	22.00	135.00	2,970.00	
Totals	23.00		3,195.00	
Total Labor				3,195.00
				Total this Task
				\$3,195.00

Task .005 Project Management

Labor

	Hours	Rate	Amount	
Administrative Assistant				
D'Auvergne, Andra	.50	90.00	45.00	
Totals	.50		45.00	
Total Labor				45.00
				Total this Task
				\$45.00

Project Summary	Current Period	Prior Periods	Invoiced to Date
Total Billings	7,142.50	13,411.25	20,553.75
Authorized Budget			85,000.00
Budget Remaining			64,446.25

Project	0876.001	Los Olivos: GW Quality Mgmt Services	Invoice	2
			Total this Invoice	<u><u>\$7,142.50</u></u>

Outstanding Invoices

Number	Date	Balance
1	2/4/2021	13,411.25
Total		13,411.25



INVOICE

Invoice Number 1772297
Invoice Date March 31, 2021
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: \$20,000.00
Authorization Previously Billed: \$11,650.50
Authorization Billed to Date: \$16,594.50
Current Invoice Due: \$4,944.00
For Period Ending: February 19, 2021

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

INVOICE

Invoice Number

1772297

Project Number

184031368

Top Task 201

Determine the flows&strength of commercial & residential wastewater loading to determine capacity of collection system and package plant treatment facilities.

Low Task 201.001

Determine the flows&strength of commercial & residential wastewater loading to determine capacity of collection system and package plant treatment facilities.

Professional Services

Category/Employee

	Date	Hours	Rate	Current Amount
Devries, Andrew Anil	2021-01-06	4.00	192.00	768.00
Devries, Andrew Anil	2021-01-26	2.00	192.00	384.00
Devries, Andrew Anil	2021-01-27	2.00	192.00	384.00
Devries, Andrew Anil	2021-01-29	4.00	192.00	768.00
Devries, Andrew Anil	2021-02-02	3.00	192.00	576.00
Devries, Andrew Anil	2021-02-04	1.00	192.00	192.00
		16.00		3,072.00
Zukowski, Jonathan Thomas (Jonny)	2021-01-27	0.75	192.00	144.00
Zukowski, Jonathan Thomas (Jonny)	2021-01-28	3.00	192.00	576.00
Zukowski, Jonathan Thomas (Jonny)	2021-02-02	4.00	192.00	768.00
Zukowski, Jonathan Thomas (Jonny)	2021-02-03	2.00	192.00	384.00
		9.75		1,872.00
Professional Services Subtotal		25.75		4,944.00

Low Task 201.001 Subtotal

4,944.00

Top Task 201 Total

4,944.00

Total Fees & Disbursements

\$4,944.00

INVOICE TOTAL (USD)

\$4,944.00



**ALESHIRE &
WYNDER_{LLP}**
ATTORNEYS AT LAW

Eileen Lee
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

April 5, 2021

VIA EMAIL ONLY: dpike@mnsengineers.com

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

Re: **April 2021 Billing Statement (for services through 3/31/21);
Aleshire & Wynder, LLP**

Dear Doug:

Enclosed please find a billing statement for the month of April, which includes services rendered and costs incurred by Aleshire & Wynder, LLP, through March 31, 2021.

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: March 1 thru March 31, 2021

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
0001 General (\$200 Blended: Atty / Paralegal / Law Clerk)	5.60	200	1,120.00	0.00	1,120.00	0.00	(Advisory/Transactional Svcs)
TOTALS:	5.60		1,120.00	0.00	1,120.00	0.00	



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

April 5, 2021
Bill No. 61425

For Legal Services Rendered Through 03/31/21

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

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
03/02/21	GRT	(EVALUATIONS) REVIEW OF EVALUATION PROCESS BY PRESIDENT PALMER AND DRAFT BRIEF RESPONSE CONFIRMING SAME	0.20	40.00
03/10/21	GRT	(REGULAR MEETING) COMPLETE PREPARATION FOR AND ATTEND REGULAR MEETING, INCLUDING CLOSED SESSION FOR PERFORMANCE REVIEW OF INTERIM GENERAL MANAGER	3.20	640.00
03/17/21	GRT	(SPECIAL MEETING) COMPLETE PREPARATION FOR AND ATTEND SPECIAL MEETING AND PROJECT WORKSHOP	2.20	440.00
Total Professional Services			5.60	\$1,120.00

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
GRT	George "Ross" Trindle	5.60	200.00	1,120.00
Total Professional Services		5.60		\$1,120.00

Receipts Since Last Bill

Prior Balance On This Matter -1,640.00

Date	Description	Total Applied to this Matter
03/18/21	SANTA BARBARA COUNTY - EFT	1,640.00

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

April 5, 2021
Page 2

Less Total Payments	<u>\$1,640.00</u>
Current Matter Due Amount	<u>\$1,120.00</u>

CURRENT BILL TOTAL AMOUNT DUE	<u><u>\$1,120.00</u></u>
--------------------------------------	---------------------------------

Balance Forward:	1,640.00
------------------	----------

Payments & Adjustments:	-1,640.00
-------------------------	-----------

Total Due:	<u><u>\$1,120.00</u></u>
-------------------	---------------------------------

Please return this page with remittance

to
Aleshire & Wynder, LLP

Bill Number: 61425
Bill Date: April 5, 2021
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services	1,120.00
Total Disbursements	0.00
CURRENT BILL TOTAL AMOUNT DUE	<u>\$1,120.00</u>
Balance Forward:	1,640.00
Payments & Adjustments:	-1,640.00
Total Due:	<u>\$1,120.00</u>

Amount enclosed: _____

Thank You



55 SW Yamhill Street, Suite 300
 Portland, OR 97204
 P: 503.239.8799
 accounting@gsiws.com
 www.gsiws.com

Water Solutions, Inc.

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

April 5, 2021
 Invoice No: 0876.001 - 3

Project 0876.001 Groundwater Quality Management Services

Professional Services from March 1, 2021 to March 31, 2021

Task .002 Groundwater Monitoring Plan

Labor

	Hours	Rate	Amount	
Principal Consultant				
Thompson, Timothy	7.50	265.00	1,987.50	
Managing Hydrogeologist				
Franz, Brian	2.00	160.00	320.00	
Project Geologist				
Lapostol, Andres	10.00	135.00	1,350.00	
GIS/Graphics/Database				
Barry, Andrea	1.50	110.00	165.00	
Totals	21.00		3,822.50	
Total Labor				3,822.50
				Total this Task
				\$3,822.50

Task .005 Project Management

Labor

	Hours	Rate	Amount	
Administrative Assistant				
D'Auvergne, Andra	.50	90.00	45.00	
Totals	.50		45.00	
Total Labor				45.00
				Total this Task
				\$45.00

Project Summary

	Current Period	Prior Periods	Invoiced to Date
Total Billings	3,867.50	20,553.75	24,421.25
Authorized Budget			85,000.00
Budget Remaining			60,578.75
			Total this Invoice
			<u><u>\$3,867.50</u></u>

Outstanding Invoices

Number	Date	Balance
1	2/4/2021	13,411.25
2	3/5/2021	7,142.50
Total		20,553.75

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



4-14-2021 IGM Notes

Informational Items

1. Board Training – Please complete the Ethics Training and Harassment Avoidance Training online. Please print (PDF) and send my your Completion Certificate.
2. LAFCO Meeting May 6, 2021 Extension Request Letter sent is attached.
 - a. Request for 2-year extension on Prop 218 vote.
 - b. The District will be given opportunity to make a presentation (Director Palmer, IGM Pike and one additional Board Member can participate)
3. New Board Policies being drafted to achieve SDRMA “Transparency Certificate” (Using existing templates, to be reviewed by Counsel):
 - a. Policy Related to Brown Act Compliance
 - b. Policy Related to Handling Public Record Act Requests
 - c. Reimbursement Policy for Reimbursement of Actual and Necessary Expenses
 - d. Financial Reserves Policy
 - e. Code of Ethics/Values/Norms or Board Conduct
4. Financial/Budget Overview (See attached Budget Report, Cash Flow Chart, and Consultant Expense Summary)
5. Project Updates (See attached summary report)
 - Residential OWTS Requirements & LAMP Update
 - Financial Outreach & Assistance
 - Local Groundwater Monitoring Programs
 - Phased Collection and Treatment/ Load Study
 - Status of ID1 request to consider sharing Well 5 Site
6. Action Item List Update. (See attached)

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



March 19, 2021

Local Agency Formation Commission

Attention: Mike Prater, Executive Officer
County of Santa Barbara
105 East Anapamu Street, Rm 407
Santa Barbara, CA 93101

SUBJECT: Los Olivos Community Services District Project Progress and Request for Prop. 218 Extension

Dear Commissioners:

As you may recall, 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 and the implementation of a septic to sewer conversion.

The District reports the following progress since August 12, 2020 report to you (a copy of that letter is attached). Progress is based on the District's adopted [Project Description](#).

Project Goals:

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

Goal 1: Development of Residential Onsite Wastewater Treatment System (OWTS) Requirements

1. Developed resident guidance for immediate assistance in maintaining their existing systems while Phase 1 is being implemented.
2. The District is working with Santa Barbara County Environmental Health Services (EHS) to update the Los Olivos Local Area Management Plan in accordance with State Guidelines, establishing appropriate requirements that allow continued residential OWTS use while implementing septic-to-sewer phased development. The District has contracted Coastal Onsite Design Services to assist with this effort.

Goal 2: Financial Outreach and Assistance for Program Development, Construction and Operation

1. The District currently collects a special district tax is \$500 (increased annually by growth index) per parcel until the permanent assessment vote.

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

2. In preparing for the Proposition 218 compliant permanent assessment vote, Water Consultancy Inc. is preparing the Engineers Report, scheduled to be complete August of 2022. Preliminary studies, design, and environmental work are also underway with various consultants; completion of these studies is expected by June 2022.
3. The District has successfully obtained some grant funds for “soft costs” (preliminary design, studies and environmental work, etc.).
 - a. Current Project Funding
 - i. District Funds - \$30,080 funding for specific project elements in support of Goals 1, 2 & 4.
 - ii. County Environmental Health Special Funds - \$180,000 funding for specific project elements in support of critical tasks supporting Goals 3 & 4.
 - iii. State Water Board SRF Water Recycling Funding Program – 50% match on all studies, Design and Environmental tasks required to “determine Feasibility” of the project. Maximum Grant: \$150,000 match for \$300,000 in studies and design.
4. Future Construction Funding
 - a. Future Grants considered with a good probability of success
 - i. SRF Design-Build Matching (to Match Loans) Funding
 - ii. Bureau of Reclamation Funds
 - b. Future Low Interest Loans
 - i. Low interest loans are available through USDA, CSDA, SDRMA, and SWB resource entities.
5. O&M, Administrative and Debt Service Costs
 - a. A fair share assessment, as determined by the Assessment District Engineer in his report will be complete by August 2022. This report, prepared by Water Consultancy, will provide the assessment bases.

Goal 3: Implementation of a Local Groundwater Monitoring Program

1. This project defines “background” nitrates entering the District from upgradient sources and provides a network of sampling wells to facilitate measurement and analysis of project success.
 - a. GSI hydrogeologists are developing a Ground Water Monitoring Plan, to include modeling, and recommended implementation requirements. Draft plan will be complete by April 30, 2021. This plan will interpret sample data over time to determine groundwater improvement effort effectiveness and guide the development of future project phases beyond Phase I.

Goal 4: Phased Collection and Treatment System Implementation

1. Phase 1 Implementation
 - a. An agreement was reached with the County of Santa Barbara in October 2020 for a potential site easement within excess County Road right-of-way.
 - b. Siting and site procurement of a Wastewater Treatment Plant Location study is underway by Urban Planning Concepts with completion expected in March 2021.
 - c. Preliminary Environmental Assessment is under preparation, also by Urban Planning Concepts; expected completion June 30, 2021.

As demonstrated above we continue to make substantial progress toward implementing a community wastewater solution. Yet we still have significant work to do in order to get to an informed and successful Prop. 218 benefit assessment vote. We therefore respectfully request that the LAFCO Board of Director’s receive this progress report and extend the LAFCO Resolution deadline to conduct

the District's Prop 218 proceedings for two years. During this time we will continue to submit biannual updates to your Board. We ask for this extension to maximize the probability of a successful Prop 218 proceeding for the District.

Thank you for your consideration and continued support of the Los Olivos CSD and our efforts to improve our groundwater quality with the implementation of a community wastewater management solution. If you have any questions, please contact me at (805) 680-2336 (or lisa@lpalmerconsulting.com) or Douglas Pike, Interim General Manager, at (805) 331-3553 (or dpike@mnsengineers.com.)

Sincerely,



Lisa Palmer
Board of Directors, President

cc: Joan Hartmann, 3rd District Supervisor
Lars Siefert, County EHS Director

Report : Financial Status (Real-Time)

Selection Criteria: Fund = 3490

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

Last Updated: 4/6/2021 3:55 PM

Accounting Period: OPEN

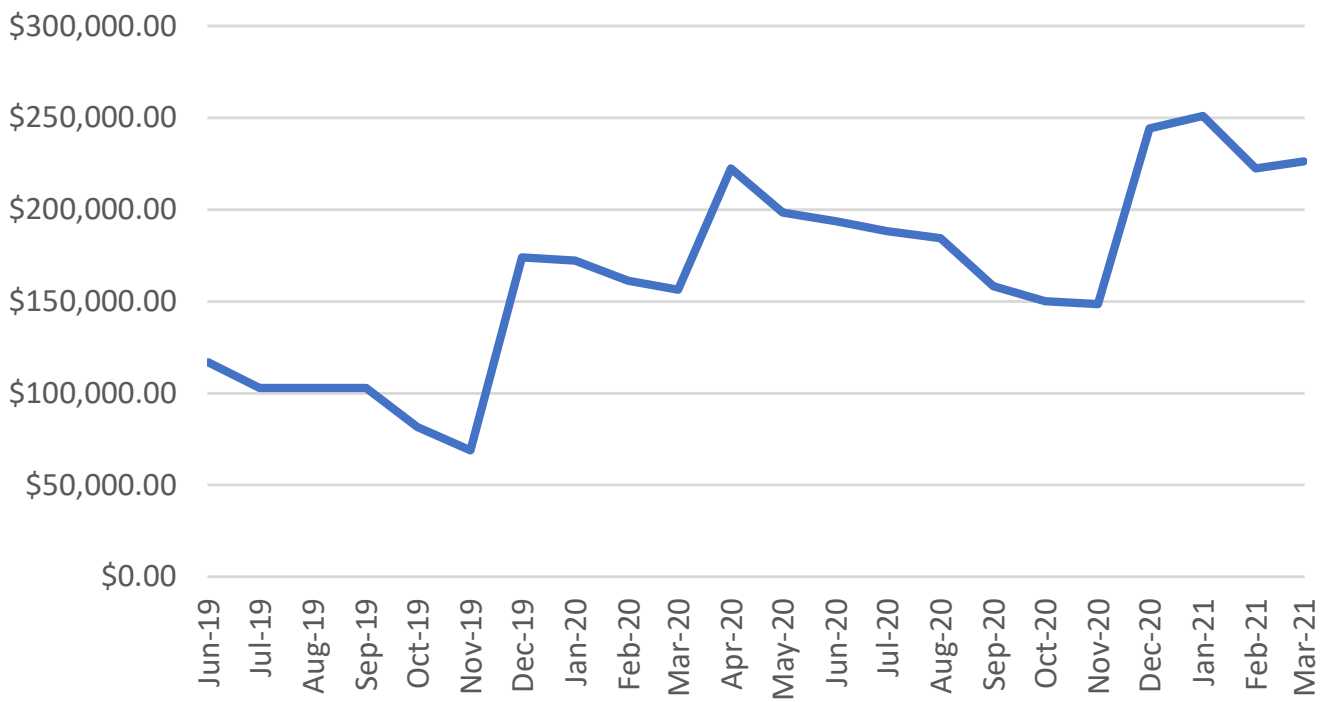
Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2021 Fiscal Year Adjusted Budget	4/6/2021 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget	
Revenues					
Taxes					
3066 -- Special Tax Assessment	188,887.00	116,445.34	116,445.34	61.65%	
Taxes	0.00	116,445.34	116,445.34	0.00%	
Use of Money and Property					
3380 -- Interest Income	0.00	537.51	537.51	--	
3381 -- Unrealized Gain/Loss Invstmnts	-476.00	-475.75	0.25	99.95%	
Use of Money and Property	-476.00	61.76	537.76	-12.97%	
Intergovernmental Revenue-Other					
4840 -- Other Governmental Agencies	180,000.00	25,061.75	25,061.75	13.92%	SBCCEHS Reimb. For
Intergovernmental Revenue-Other	0.00	25,061.75	25,061.75	--	Special Studies
Revenues	180,000.00	141,568.85	142,044.85	0.79	
Expenditures					
Services and Supplies					
7090 -- Insurance	2,320.00	0.00	2,320.00	0.00%	
7324 -- Audit and Accounting Fees	4,000.00	2,000.00	2,000.00	50.00%	
7430 -- Memberships	1,200.00	1,050.00	150.00	87.50%	
7450 -- Office Expense	2,000.00	0.00	2,000.00	0.00%	
7460 -- Professional & Special Service (Project, Planning & Studies)	193,500.00	21,575.00	171,925.00	11.15%	
7508 -- Legal Fees	27,000.00	14,181.22	12,818.78	52.52%	\$3238.02 from FY 19-20
7510 -- Contractual Services (IGM Contract)	80,400.00	71,533.76	8,866.24	88.97%	\$13,333.75 from FY 19-20
7530 -- Publications & Legal Notices	1,000.00	0.00	1,000.00	0.00%	
7732 -- Training	1,500.00	0.00	1,500.00	0.00%	
Services and Supplies	309,920.00	110,339.98	202,580.02	35.60%	
Other Charges					
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%	\$2,000 Charged to 7324
Expenditures	318,850.00	110,339.98	202,580.02	34.61%	

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					
7/1/2020 - 7/31/2020 (FY 2020-21)	193,885.94	0.00	608.94	6,190.00	\$188,304.88
8/1/2020 - 8/31/2020 (FY 2020-21)	188,304.88	0.00	0.00	3,883.02	\$184,421.86
9/1/2020 - 9/02/2020 (FY 2020-21)	184,421.86	0.00	0.00	25,696.25	\$158,453.86
10/1/2020 - 10/31/2020 (FY 2020-21)	158,453.86	0.00	339.47	8,476.50	\$150,316.83
11/1/2020 - 11/30/2020 (FY 2020-21)	150,316.83	0.00	0.00	0.00	\$148,574.58
12/1/2020 - 12/7/2020 (FY 2020-21)	148,574.58	0.00	115,577.07	19,862.00	\$244,289.65
1/1/2021 - 1/31/2021 (FY 2020-21)	244,289.65	0.00	6,838.04	0.00	\$251,127.69
2/1/2021 - 2-28-2021 (FY 2020-21)	251,127.69	0.00	116,459.34	145,180.52	\$222,406.00
3/1/2021 - 3/31/2021 (FY 2020-21)	\$222,406.00	0.00	16,661.75	0.00	\$226,199.51

Los Olivos CSD Cash Balance History



Consultant Contract Cost Summary

STATUS DATE

4/12/2021

	Project	Consultant	SCHEDULE		Contract Value	FY 2019-20	FY 2020-21				FY 2020-21	TOTAL CONTRACT TO-DATE	
			START	FINISH		TOTAL FY 2019-20	Dec-20	Jan-21	Feb-21	Mar-21	TOTAL FY 2020-21		
1	Residential OWTS Requirements & Guidelines	Paul Jenzen	1/31/2020	4/30/2021	\$19,200.00	\$1,960.00	\$1,600.00	\$1,440.00			\$3,040.00	\$5,000.00	
					% Expended								26%
					% Est Wk Comp								50%
	MNS Project Management						\$905.00	\$500.00	\$400.00	\$300.00		\$1,700.00	\$2,605.00
	A&W Contract Review/Support				\$0.00					\$0.00	\$0.00		
3	Preliminary Design Services	Stantec	8/20/2020	2/28/2021	\$20,000.00	\$0.00		\$3,250.50	\$4,944.00		\$16,594.50	\$16,594.50	
					% Expended								83%
					% Est Wk Comp								90%
	MNS Project Management						\$1,105.00	\$200.00	\$100.00	\$100.00		\$2,100.00	\$3,205.00
	A&W Contract Review/Support				\$0.00					\$0.00	\$0.00		
4	Preliminary Hydrogeologic/ Geotechnical Services	GSI	12/8/2020	5/21/2021	\$85,000.00	\$0.00			\$7,142.50	\$3,867.50	\$11,010.00	\$11,010.00	
					% Expended								13%
					% Est Wk Comp								15%
	MNS Project Management						\$1,000.00	\$200.00	\$100.00	\$762.50		\$3,062.50	\$4,062.50
	A&W Contract Review/Support				\$0.00					\$38.00	\$38.00		
5	Preliminary Environmental Services	TBD	1/13/2020	5/15/2021	\$45,000.00	\$0.00					\$0.00	\$0.00	
	MNS Project Management						\$0.00	\$300.00	\$300.00			\$800.00	\$800.00
	A&W Contract Review/Support						\$0.00					\$0.00	\$0.00
6	County Excess ROW Site	County of SB	7/30/2020	2/28/2021	\$5,000.00	\$0.00			\$4,236.00		\$4,236.00	\$4,236.00	
					% Expended								85%
					% Est Wk Comp								65%
	MNS Project Management/Engrg.						\$5,725.00	\$300.00	\$300.00	\$200.00		\$3,463.75	\$9,188.75
	MNS Survey						\$2,240.00	\$0.00	\$495.00			\$2,730.00	\$2,730.00
	A&W Contract Review/Support				\$0.00					\$0.00	\$0.00		
7	Site ID Study	UPC	2/5/2021	3/15/2021	\$4,800.00	\$0.00					\$0.00	\$0.00	
					% Expended								0%
					% Est Wk Comp								90%
	MNS Project Management						\$0.00		\$600.00	\$500.00		\$1,100.00	\$1,100.00
	A&W Contract Review/Support				\$0.00					\$0.00	\$0.00		
8	Assessment Engineer's Report	Water Consulta	12/30/2019	TBD	\$15,280.00	\$9,860.00					\$0.00	\$9,860.00	
					% Expended								65%
					% Est Wk Comp								45%
	MNS Project Management						\$855.00					\$0.00	\$855.00
	A&W Contract Review/Support				\$0.00					\$0.00	\$0.00		
9	Ongoing Grant Support	MNS	2/28/2021	TBD	T&M	\$0.00					\$0.00	\$0.00	
	WRF Grant	MNS					\$0.00			\$612.50		\$612.50	\$612.50
							\$0.00					\$0.00	\$0.00
TOTAL Contract Costs					\$186,440.00	\$14,535.00					\$56,386.01	\$81,642.27	

IGM Notes Project Updates

- Residential OWTS Requirements & LAMP Update
 - EHS Director Director Lars Seifert suggested the District consider partnering with EHS to provide modified section within the existing County LAMP to accomplished District Residential OWTS policy goals. He provided the IGM with sample language that may be used that is consistent with State requirements. The Board expressed a desire to do this and directed the IGM to cooperate with the County as they update their LAMP.
 - Residential Guidelines: Text Complete (Attached). Formatting By an MNS Graphic Artist to be performed on 4-15-2021.
- Financial Outreach & Assistance
 - WRF 50% matching Grant: Feasibility (60%) design scope drafted with proposal being prepared by Stantec. Schedule to be presented when supplied by the State.
- Local Groundwater Monitoring Program
 - Draft from GSI Reviewed and comments forwarded to GSI
- Phased Collection and Treatment/ Load Study
 - Load Study is 95% Complete. Peaking factor selection is the only remaining task. TBD recommended by the Ad Hoc Technical Committee.
- Status of ID1 request to consider sharing Well 5 Site
 - No change ID 1 remains silent on our request.

ACTION ITEMS

Los Olivos Community Services District

Last Updated:

4/12/2021

Next Meeting: Wed, 14-Apr-2021, 6:00 PM



ACTION ITEM	RANK	PRIORITY	OWNER	BOARD ASSIST	ASSIGNED	DUE	DONE	STATUS	NOTES
<u>Goal 1: Development of Residential Onsite Wastewater Treatment System (OWTS) Requirements</u>									
Residential OWTS Guidelines		HIGH	Doug	Lisa	3/8/2021	4/15/2021		100%	Document Text complete, formatting complete on 4/15/2021
Coordinate with the County as they update their LAMP		HIGH	Doug	Brian	3/8/2021			Pending	Topic of our bi-monthly meetings with EHS
<u>Goal 2: Financial Outreach and Assistance for Program Development, Construction and Operation</u>									
SWRF 50% Grant								50%	Need Schedule and Final Agreement
Evaluate low interest Agency Line of Credit Loans as contingency for cash flow.		LOW	Doug	Lisa	3/8/2021	3/20/2021		50%	Have data and contacts from CSDA, SDRMA and associated lenders
<u>Goal 3: Implementation of a Local Groundwater Monitoring Program</u>									
Formal Letter request to EHS for Construction Funding for GWMP		HIGH	Doug	Lisa	4/5/2021	4/19/2021		Not Started	
Hartmann - GSA Meeting to discuss Monitoring Program goals/overlap/funding		HIGH	Doug	Lisa	1/6/2021	1/30/2021		Not Started	From 1/6/2021 Meeting With Supv. Hartmann & Staff
<u>Goal 4: Phased Collection and Treatment System Implementation</u>									
Finalize Platte Map and Description for County ROW Parcel Acquisition		HIGH	Doug	Brian	9/9/2020	2/22/2021		75%	To expedite Acquisition
Hartmann - Tabulate Matteis CUP & RWQCB requirements. Clarify Mattei's future obligation to CSD WWT System		MEDIUM	Doug	Lisa	1/6/2021	1/30/2021		25%	From 1/6/2021 Meeting With Supv. Hartmann & Staff
Finalize comments to Stantec (Peaking factor)		HIGH	Doug	Brian	3/8/2021	3/20/2021		50%	Cloacina Suggests 2, Stantec suggests 4-6
Get proposal cost for Feasibility (60%) Design		HIGH	Doug	Brad	3/8/2021	4/20/2021		50%	Stantec + 1 other?

RESOLUTION NO. 18-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT ADOPTING A POLICY ON COMMITTEES

WHEREAS, the Los Olivos Community Services District ("District") is empowered to adopt policies governing its operations; and

WHEREAS, the Board of Directors ("Board") of the District wishes to create standing committees and ad hoc committees to facilitate with carrying out the District's business by obtaining and analyzing information to report back to the full Board on designated topic areas and as designated by the Board; and

WHEREAS, the Board wishes provide transparency to the public and efficient use of public funds; and

WHEREAS, the Board wishes adopt a uniform policy governing the creation and operation of all standing and ad hoc committees that may be created and appointed by the Board;

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 Board of Directors hereby adopts the Policy on Committees, attached hereto as Exhibit "1" and incorporated herein by this reference. (See Exhibit "1".)

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 10th day of October 2018, by the following vote:

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

NOES: none

ABSENT: n/a


ABSTAIN: n/a

ATTEST:



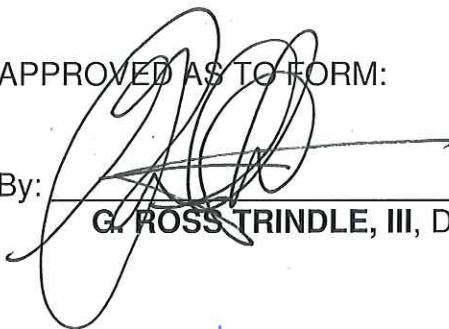
JULIE KENNEDY, Board Secretary

**LOS OLIVOS COMMUNITY SERVICES
DISTRICT**

By: 

TOM FAYRAM, Board President

APPROVED AS TO FORM:

By: 

G. ROSS TRINDLE, III, District Counsel

I, Julie Kennedy, 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.

EXHIBIT “1”

Policy on Committees

Policy on Committees

Standing Committees:

The Board of Directors shall agree upon and shall appoint the members of committees as deemed necessary and proper. Committee members shall meet at such times and places as directed by the Chair or as deemed convenient by the members of the committee. Committees shall elect the Chair in their discretion and shall select the rules by which the work of the committee shall be done.

RULES GOVERNING COMMITTEES:

Definitions:

Unless otherwise qualified in this section, the term “committee” includes standing committee, special committee, ad hoc committee, and subcommittee.

Definitions of Committee types:

- a) **Standing Committee.** A Standing committee consists of two Board members supported by the General Manager. A Standing committee will meet with District Staff and consultants on a regular schedule in order to fulfill the needs of the Board, consistent with the subject area/jurisdiction established by the Board. Standing Committees generally have a duration longer than six (6) months and are intended to provide information to the Board within the subject area/jurisdiction established by the Board, on a regular basis. Standing Committees are a Brown Act body and must comply with its provisions.
- b) **Ad Hoc Committee.** An Ad Hoc committee consists of two Board members selected during a Regular Board meeting to meet with District Staff and consultants to discuss and provide recommendation to the Board regarding a specific item not covered by a Standing Committee. Ad Hoc Committees meet infrequently and on an as-needed basis. The duration of an Ad Hoc Committee generally will not exceed six (6) months in duration. For Ad Hoc committees, the committee will be deemed dissolved after its final report is made to the Board.

Special Meetings:

Special meetings of any Ad Hoc Committee may be called upon request of two (2) members of the Ad Hoc Committee. Special Meetings of any Standing Committee may be called as provided in the Brown Act.

Scope of Responsibility:

Committees shall gather information, explore alternatives, examine implications, and offer recommendations to the full Board for possible further action. Committee may meet with staff and/or District consultants, but are not empowered to direct staff or consultants inconsistent with their duties as determined by the Board.

Limits on Authority:

Unless otherwise delegated by the Board via a formal action, the Board retains all powers and authority provided to it by law. Committees shall not purport to speak or act on behalf of the Board or District, shall not conflict with authority delegated to staff by the Board, and shall not attempt to exercise authority over staff inconsistent with Board direction.

Decorum, Ethics, and Professionalism:

All meetings of Standing Committees shall conform to the open meeting laws that pertain to meeting of the Board of Directors—i.e., the Brown Act. Board Members are constantly being observed by the community every day that they serve in office, whether in a formal meeting setting or while in public. Their behaviors and comments must serve as models of leadership, civility, and transparency for the District. To avoid the perception of impropriety, no more than the two members of the Board appointed to a Committee shall attend a Committee meeting, unless legal clearance is sought and obtained from the General Manager and District Counsel.

Reports:

The reports of the committee may be in writing: provided, however, that oral reports shall be permitted on confidential personnel or other sensitive matters which may be discussed in lawful closed sessions of the full Board. Reports of standing, special and ad hoc committee shall be addressed to the Board of Directors; reports of a subcommittee shall be addressed to its parent standing committee.

Record of Actions:

Committee meetings shall be held in open public session, and a record shall be kept of the actions taken; provided, however, that within the sound discretion of the committee meetings on the subject matter is confidential or if a closed session will serve the District's best interest.

Quorum:

A quorum of a committee shall be a majority of the membership of a committee. Committee shall function in the absence of a quorum.

Adjournment of Meetings:

AT each Committee meeting, one Board Member shall function as Chair and clerk of the committee by consensus agreement, and may be assisted by the GM in documenting meetings and producing minutes. The Chair may declare regular or adjourned regular meetings of committee adjourned when no committee members are present at such meetings. The GM shall give notice of committee meeting adjournment as directed by the committee Chair and shall assist in function as clerk of the committee as requested.

Attendance of Committee:

Insofar as possible all committees shall meet at their scheduled time.

Obligation of Staff:

All references and assignments to Board committee include, the request to District's staff to render assistance and perform such functions and services to the committee as may be requested.

Authorized Standing Committees:

The following Standing Committees are authorized:

1. Finance Committee

Duties: The Finance Committee shall be concerned with the financial management of the District, including:

- a. The preparation of an annual budget and major expenditures for review and action by the full Board.
- b. Reviewing expenditures and invoices and recommending payment to the full Board.
- c. Periodic review of the budget to assess fiscal progress and health of the District and make recommendations.
- d. Members shall be authorized and able to access the County Financial System and authorize deposits and expenditures as directed by the full Board.

RESOLUTION NO. 18-5

RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT ESTABLISHING A STANDING COMMITTEE ON FINANCE, INCLUDING COMMITTEE MEMBERSHIP, RESPONSIBILITIES, AND POWERS

WHEREAS, the Los Olivos Community Services District ("District") has adopted a policy for the creation of standing and ad hoc committees to assist in carrying out the District's purpose; and

WHEREAS, the Board wishes to provide openness, transparency, and clarity to the public, and to avoid any confusion regarding the establishment, membership, responsibilities, and powers related to the creation of a Standing Committee on Finance, as defined herein; and

WHEREAS, the Board wishes to create a Standing Committee to consider and provide recommendations to the Board in the formulation, prioritization, and allocation of funding for the District's budgets, and set the membership, responsibilities, and powers of the Standing Committee on Finance, as defined herein.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE:

1. **Recitals.** The above recitals are true and correct and incorporated herein by reference.
2. **Standing Committee on Finance.** The Standing Committee on Finance is hereby established as follows:
 - 2.1 The title of the committee shall be the "Standing Committee on Finance."
 - 2.2 The Standing Committee on Finance shall be a Standing Committee, as defined in the District's Policy on Committees, comprised of no more than two (2) members of the Board, the Interim General Manager, and assisted by any District staff or consultants that may be required to carry out the functions of the committee.
 - 2.3 The members of the Standing Committee on Finance shall be selected by the President of the Board, in consultation with the Board. The members of the Standing Committee on Finance Ad Hoc shall select a Chair from its membership, and may select a different Chair in its discretion.
 - 2.3.1 The President of the Board shall make appointments to fill any vacancies.

2.3.2 Subject to approval by a majority vote of the Board, the President may appoint up to one (1) member of the public to the Standing Committee on Finance, provided such member of the public is a resident and/or property owner within the District. The President of the Board shall have the power to remove any public member of the Standing Committee on Finance, in the President's sole discretion.

2.4 The Standing Committee on Finance shall conduct itself consistent with agreed upon rules of parliamentary procedure, all applicable policies of the District, and in accordance with California law, including the Ralph M. Brown Act.

2.5 The scope of Standing Committee on Finance functions shall include: consideration of the District's finances for development of District budgets; proposed budget allocations; and engaging in any other related activities as might be necessary and proper in carrying out the scope of its functions set forth herein.

2.6 No other power of the Board, whether express or implied, is delegated to the Standing Committee on Finance.

2.7 The Standing Committee on Finance shall meet regularly and as necessary to carry out its purpose and shall dissolve only upon subsequent action taken by the Board.

3. **Effective Date.** The provisions of this Resolution shall take effect immediately upon adoption.

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 10th day of October 2018, by the following vote:

AYES: Traynam, Palmer, Kennedy, Armes, O'Neill

NOES: none

ABSENT: n/a

ABSTAIN: n/a

ATTEST:

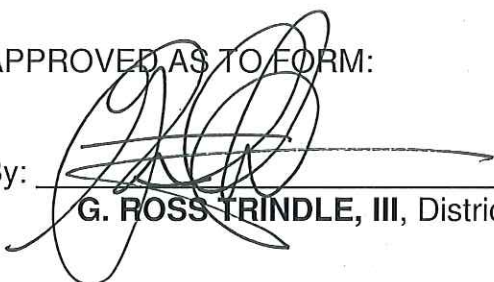


JULIE KENNEDY, Board Secretary

LOS OLIVOS COMMUNITY SERVICES DISTRICT

By: 
TOM FAYRAM, Board President

APPROVED AS TO FORM:

By: 
G. ROSS TRINDLE, III, District Counsel

I, Julie Kennedy, 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.

