



POSTED 3-6-2020

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

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Meeting, March 11, 2020, 6:00 p.m.
Los Olivos School, Room 602
2540 Alamo Pintado Avenue, Los Olivos, CA 93441

REGULAR MEETING AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MEETING MINUTES

- a. Minutes of 2-12-2020 Regular Meeting

5. DIRECTOR COMMENTS

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

6. PUBLIC COMMENTS

Members of the public may address the Board on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Government Code - 54954.3).

Speakers are limited to 3 minutes. Due to the requirements of the Ralph M. Brown Act, the District cannot take action today on any matter not on the agenda, but a matter raised during Public Comments can be referred to District staff for discussion and possible action at a future meeting.

7. INTERIM GENERAL MANAGER REPORT

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

8. BUSINESS ITEMS

A. Remnant County Parcel Aquisition.

- 1. Update, discussion and action/assignments.
 - a. Communication from County ROW.
 - b. Supervisor Hartmann Meeting.
 - c. Options for siting.

B. Benefit Assessment Process. Preliminary Report from Lynn Takaichi (Water Consultancy on Engineer's Report Outline. Via Phone Call.

- 1. Review Following minimum milestones (Board Actions), schedule and take action as required to complete milestones:
 - a. Order Engineer's Report: NTP issued 12-30-2019
 - b. Receive Draft Engineer's Report: 3-30-2020
 - c. Draft Report Review/Directors By: 4-10-2020
 - d. Draft Report Presented at Reg. Meeting, discuss & receive Public Comment: 4-15-2020
 - e. Revise Engineer's Report & distribute to Board by: 4-29-2020
 - f. Board Consider & Approve Revised Engineer's Report: 5-13-2020

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

- g. Consider & Approve Resolution of Intent: 5-13-2020
- h. Mail Notice of Public Hearing & Assessment Ballot: 5-15-2020
- i. Public Hearing after 45 days: Can Be done at Special or Regular Meeting 7-15-2020

C. Environmental Health Funding Request Status and Next Steps

1. See Final Letter, Attached.
2. County Agreement being prepared.
3. Consultant Proposals Required:
 - a. Geotechnical/Hydrogeology. Boring(s) and Test well(s) GWMP.
 - b. Loading Study & Preliminary Engineering.
 - c. Preliminary Environmental

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

1. Review Project Plan, Project progress, discussion direct action.
2. Possible items of discussion/action (below):
 - All preliminary project tasks, and future project tasks including Environmental and planning tasks, funding tasks, project siting, phasing, analysis and design tasks. Proposition 218 related items.
 - Review and potential action regarding Mattei's Project Update and Cooperation with the District.
 - RWQCB Support.
 - EHS Support
 - Project Funding
 - LAFCO Status and Actions
 - Open Consultant Contract discussion, comments direct action (Engineer's Report – Water Consultancy, Grant Writing Services – Wallace Group, Local LAMP – Paul Jenzen)
 - Reports from Ad hoc Technical Committee – Report and Potential Action.
 - Report from Individual Board Members Regarding Project Assignments and Actions– Report and Potential Action.

E. Budget Update Report from the Finance Committee.

F. CSDA Board of Director Nominations and Elections, LAFCO Alternate Commission Member as well as a LAFCO Regular Commission Member position Nominations and Election.

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

1. 2-5-2020 Aleshire & Wynder Invoice 55301 (Jan. 1-Jan. 31 Services) \$1782.85
2. 1-9-2020 Aleshire & Wynder Invoice 55302 (Jan. 1-Jan. 31 Reimbursables) \$106.00
3. 2-28-2020 MNS (January Services) \$3,388.75
4. FIN Quarterly Billing \$1,000
5. Director Kennedy reimbursement For Attendance at 2019 Board Secretary Conference \$525. Note: District received Check for \$525 from Special District Leadership Foundation as Scholarship for Director Kennedy.
6. Website Fee Streamline: \$600

9. Next Regular Meeting:

Wednesday, April 15, 2020, 6:00 p.m.
Los Olivos School, Room 602
2540 Alamo Pintado Avenue, Los Olivos, CA 93441

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 losolivoscscd@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.



POSTED 2-7-2020

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

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Meeting, February 12, 2020, 6:00 p.m.
Los Olivos School, Room 602
2540 Alamo Pintado Avenue, Los Olivos, CA 93441

REGULAR MEETING MINUTES

1. CALL TO ORDER

Meeting called to order at 6:00pm

2. ROLL CALL

Directors Fayram, Palmer, Arme, O'Neill & Kennedy present along with IGM Pike.

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MEETING MINUTES

a. Minutes of 1-15-2020 Regular Meeting

Action: Approve Minutes of January 15, 2020 Meeting

Motion: Director Palmer Second: Director Kennedy

Vote: 5-0

5. DIRECTOR COMMENTS

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

6. PUBLIC COMMENTS

Members of the public may address the Board on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Government Code - 54954.3).

Speakers are limited to 3 minutes. Due to the requirements of the Ralph M. Brown Act, the District cannot take action today on any matter not on the agenda, but a matter raised during Public Comments can be referred to District staff for discussion and possible action at a future meeting.

7. INTERIM GENERAL MANAGER REPORT

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

8. BUSINESS ITEMS

A. Report on behalf of the board our District status to LAFCO on Dec 12, 2019.

1. Report on Project Funding From the County EHS Department, including Senator Hannah-Beth Jackson set-aside funds for Los Olivos water quality improvement support. Discuss all correspondence and communications with EHS. Three projects proposed for funding at this time are: Loading Study, Groundwater Monitoring Plan, Preliminary Environmental Report.
2. Authorize Ad Hoc Technical Committee and IGM to continue effort to secure funds, obtain consultant proposals Direct other steps moving forward.

B. Benefit Assessment Process. Preliminary Report from Lynn Takaichi (Water Consultancy on Engineer's Report Outline

1. Review Following minimum milestones (Board Actions), schedule and take action as required to complete milestones:
 - a. Order Engineer's Report: NTP issued 12-30-2019
 - b. Receive Draft Engineer's Report: 3-30-2020
 - c. Draft Report Review/Directors By: 4-10-2020
 - d. Draft Report Presented at Reg. Meeting, discuss & receive Public Comment: 4-15-2020
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 - f. Board Consider & Approve Revised Engineer's Report: 5-13-2020
 - g. Consider & Approve Resolution of Intent: 5-13-2020
 - h. Mail Notice of Public Hearing & Assessment Ballot: 5-15-2020
 - i. Public Hearing after 45 days: Can Be done at Special or Regular Meeting 7-15-2020

C. Remnant County Parcel Aquisition.

1. Update, discussion and action/assignments.

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

1. Review Project Plan, Project progress, discussion direct action.
2. Possible items of discussion/action (below):
 - All preliminary project tasks, and future project tasks including Environmental and planning tasks, funding tasks, project siting, phasing, analysis and design tasks. Proposition 218 related items.
 - Review and potential action regarding Mattei's Project Update and Cooperation with the District.
 - RWQCB Support.
 - EHS Support
 - Project Funding
 - Open Consultant Contract discussion, comments direct action (Engineer's Report – Water Consultancy, Grant Writing Services – Wallace Group, Local LAMP – Paul Jenzen)
 - Reports from Ad hoc Technical Committee – Report and Potential Action.
 - Report from Individual Board Members Regarding Project Assignments and Actions– Report and Potential Action.

E. Budget Update Report from the Finance Committee.

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

1. 1-9-2020 Aleshire & Wynder Invoice 54835 (Dec. 15-Dec. 31 Services) \$3843.72
2. 1-9-2020 Aleshire & Wynder Invoice 54836 (Dec. 15-Dec. 31 Supplemental bill for Services) \$106.00
3. 1-20-2020 MNS (December Services) \$5,234.30

Action: Approve Invoices for Payment

Motion: Director Palmer Second: Director Kennedy

Vote: 5-0

9. Next Regular Meeting:

Wednesday, March 11, 2020, 6:00 p.m.

Los Olivos School, Room 602

2540 Alamo Pintado Avenue, Los Olivos, CA 93441

10. ADJOURNMENT

Action: Adjourn Meeting at 8:04pm

Motion: Director Kennedy Second: Director Arme

Vote: 5-0

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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.

APPROVED

Tom Fayram, President

ATTEST

Julie Kennedy, Secretary

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



3-11-2020 IGM Notes

Informational Items

1. General Items
 - a. Form 700's Due April 1, 2020. all designated employees listed in an agency's Conflict of Interest Code must file a Statement of Economic Interests (SEI), Form 700. The filing deadline is 4/1/2020 12:00:00 AM. Fines for late filings will be assessed at \$10 per day. You are eligible to use the eDisclosure system to complete your Form 700 and submit electronically.
 - b. IGM Attended Onsite Wastewater Treatment Training in Santa Barbara - 02/27/2020. Hosted by County EHS (Jason Johnston & Larry Fay).
 - c. SDRMA Annual Renewal Questionnaire was submitted.

2. Training Opportunity: Engage your community: Guerilla Marketing Tactics for Special Districts (free webinar series) Weekly 30-minute webinars packed full of ideas on how to promote your district to the community, without spending an arm and a leg. (And it's free!) Six Wednesdays beginning March 2020. 1pm Pacific | 2pm Mountain | 3pm Central | 4pm Eastern. Register once to attend any modules in the series, and you'll receive a link to watch the recordings of any you miss. Registrants will also have access to all the free tools and templates we share.
 - a. Wed. March 4: An introduction to guerrilla marketing tactics and overview of upcoming modules.
 - b. Wed. March 11: Sponsoring an event that's perfect marketing fodder. (Kids at the fire station, parents sharing it on social? Check!)
 - c. Wed. March 18: Leveraging social media - and your community members' social media presence - to promote your district. (#hashtagfamous!)
 - d. Wed. March 25: Writing a press release your paper will want to publish. (Hint: don't make them work for it!)
 - e. Wed. April 1 (no joke!): Hitting the streets...with chalk and other edgy ideas you may not have considered. (Community mural projects?)
 - f. Wed. April 8: Using email, surveys, and your website to engage citizens. (They don't have to cost money!)

From: [Achdjian, Carlo](#)
To: [Doug Pike](#)
Cc: ["Brian O'Neill"; Freebourn, Susan](#)
Subject: RE: Los Olivos CSD - 2 Feb Meeting follow up
Date: Wednesday, March 04, 2020 8:14:31 AM
Attachments: [image002.png](#)

Hello Doug,

Thank you for your message yesterday. We recently met with County Planning & Development as well as County Parks & Recreation to discuss your request further. County Parks & Recreation has identified the subject property as being essential to the creation of a County Class I trail in the area. The concept development is in the preliminary stages, however, the area requested will be reserved for this future project.

If the Los Olivos CSD identifies an alternate site in the County unincorporated ROW for your proposed project, then please contact us again for future consideration.

Thank you,

Carlo Achdjian
Real Property Manager
Program Business Leader
General Services Department
County of Santa Barbara
105 E. Anapamu Street
Santa Barbara, CA 93101
Office: 805.568.3081



General Services
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for first class service.*

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From: Brian O'Neill <brian.oneill@beacon-west.com>
Sent: Sunday, February 9, 2020 8:58 AM
To: Achdjian, Carlo <cachdjian@countyofsb.org>; Freebourn, Susan <sfreebourn@countyofsb.org>
Cc: Doug Pike <dpike@mnsengineers.com>
Subject: Los Olivos CSD - 2 Feb Meeting follow up

Caution: This email originated from a source outside of the County of Santa

Barbara. Do not click links or open attachments unless you verify the sender and know the content is safe.

Carlo/Susan,

Can't thank you enough for spending as much time with me as you two did Friday.

My hope was that our time together would result in establishing a pleasant working arrangement moving forward. I really feel we made that happen and again enjoyed spending time with you.

Carlo you had asked for a few things including:

- the "unofficial" slide deck I used to guide our discussion
- The graphics from Mattie's Tavern's used for the Historic Commission submittal
- The parcel information surrounding the desired ROW parcel and indicating the vacated (?) parcel to the North.

I believe we were successful in our discussion to identify and eliminate any impacts between the proposed Rails to Trails path thru Los Olivos and the subject property. I completely understand that you will need to validate this with the appropriate folks, but I am confident your results will mirror our discussion.

As far as the ROW is concerned, we discussed the potential of transitioning this property to the District along with touching on the process to make that happen. We also discussed the needs of the General Services/Real Property Division to be the lead entity in this process as we work the tangential efforts through Planning and ultimately to the BOS for final approval.

As requested, I would also appreciate if you could put me in touch with your recommended best contact in the Planning Department to initiate similar proactive communications.

Hopefully, we can continue our discussions to include your Division's required scope, level of effort and rates to support us in this effort.

I look forward to your response and ask that in your anticipated scope you could also prove a summary "Roadmap" of the anticipated process you envision needs to occur to bring this to fruition.

Please reach out to me or Doug Pike, the Districts GM – cc'd here, if you have any questions or need additional information. Happy to help and thanks again.

B

Brian O'Neill
Contracts Manager

Beacon West Energy Group
1145 Eugenia Place, Suite 101
Carpinteria, CA 93013

D: 805-395-9651
C: 805-455-0612
O: 805.324.7973

Brian.oneill@beacon-west.com





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

March 2, 2020

DRAFT

County of Santa Barbara
Planning and Development Department
123 East Anapamu St.,
Santa Barbara, CA 93101
ATTN: Glenn Russell

Via email: grussell@co.santa-barbara.ca.us

Subject: General Plan Conformancy Determination for Right-of-way in Los Olivos Community Services District

Dear Dr. Russell:

The Los Olivos Community Services District (District) was formed in 2018 with the mission of collecting, treating and reclaiming wastewater in order to improve ground water quality within this designated "Special Problems" area. The District will own and operate the treatment facility, the collection system, and the groundwater percolation/injection system.

The District has been in communication with the County Right-of-way Agent regarding its desire to accept a relinquishment of ROW for siting District facilities. The County Right-of-way Agent has, in turn, discussed the transfer of fee ownership and easement rights of this ROW to the District with County Roads Division, as well as Santa Barbara County Community Services – Parks Division

The transfer of fee ownership and easement rights will accommodate the need for siting of our planned small package treatment plan, with its ancillary tanks, panels and enclosure.

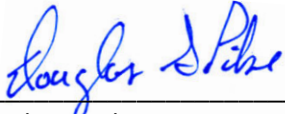
Please provide a statement regarding the conformity with the County's approved General Plan of the proposed acquisition of easements by the District listed below and shown on the attached Exhibit A.

The ROW acquisitions are:

- Contingent Fee Simple from County of Santa Barbara to Los Olivos Community Services District (County ROW from Gaviota Street to easterly end)
- Easements (N/A)

The District is very appreciative of any and all support the County provides the District. If you have any questions, please contact Doug Pike at dpike@mnsengineers.com or (805) 331-3553 or Brian O'Neill at brian.oneill@onefineserv.com or 805.455.0612.

Sincerely,
Los Olivos CSD



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

Cc:
General Services Director/ Right-of-way Agent
Supervisor Joan Hartmann
Public Works Director
Environmental Health Services
LOCSD Board of Directors
Los Olivos CSD Counsel

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MNS
 ENGINEERS INC
 ENGINEERING | SURVEYING
 CONSTRUCTION MANAGEMENT

201 Industrial Way
 Buellton, CA 93427
 Phone: 805-688-5200
 www.mnsengineers.com

"EXHIBIT A"
LOS OLIVOS PARCEL MAP
FOR USE IN DEVELOPMENT OF
WASTEWATER TREATMENT PLANT

DRAFT

Los Olivos Community Services District



Engineer's Report Benefit Assessment District No. 1

2020/2021 ANNUAL LEVY REPORT

Prepared under the provisions of the Municipal Improvement Act of 1913

Intent Meeting: April 15, 2020

Public Hearing: June 10, 2020

DRAFT

ENGINEER'S REPORT AFFIDAVIT

Establishment of Annual Assessments for Benefit Assessment District No. 1

**Los Olivos Community Services District
Santa Barbara County, State of California**

This Report describes the District including the improvements, budgets, parcels and assessments to be levied for Fiscal Year 2020/2021 as they existed at the time of the passage of the Resolution of Intention. Reference is hereby made to the Santa Barbara County Assessor's maps for a detailed description of the lines and dimensions of parcels within the District.

Pursuant to the provisions of the State Constitution, Part 7.5 of the "Special Assessment Investigation, Limitation and Majority Protest Act of 1931", being Division 4 of the Streets and Highway Code of the State of California, and the Municipal Improvement Act of 1913" being Division 12 of said code, and the Resolution of Intention, adopted by the Board of Directors of the Los Olivos Community Services District (Los Olivos CSD), in connection with the proceedings for Benefit Assessment District No.1 (District), the undersigned respectfully submits the enclosed Report as directed by the Board of Directors.

Dated this 15th day of April 2020.

Water Consultancy
Assessment Engineer
On Behalf of the Los Olivos Community Services District

By:
Lynn Takaichi
R.C.E. #24082

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I. INTRODUCTION

BACKGROUND INFORMATION

The Los Olivos Community Services District (Los Olivos CSD) was formed by voters in 2018 to provide a funding mechanism for the development, building and operation of facilities necessary to collect and treat wastewater in the unincorporated community of Los Olivos. The Los Olivos Wastewater Reclamation Program (Program) is comprised of four distinct components, each being interdependent and implemented concurrently:

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

To implement the Program, Los Olivos CSD has established implementation phases. Due to the large number of very small lots in the Los Olivos Commercial Core, areas of high OWTS density and history of system failures, the Commercial Core (Zoning C-2) was designated as Phase 1. Future phases of adjacent areas will be based on the results of groundwater monitoring.

The purpose of this report is to establish the assessment for each parcel for the 2020/2021 fiscal year. To apportion the estimated costs, 2 zones have been established. Zone 1 will consist of the properties that will be served by the Phase 1 project and Zone 2 will consist of the properties that benefit from the related activities of Los Olivos CSD, as well as any capacity in the Phase 1 facilities reserved for future connections. The parcels in the District are specified in the voter-approved formation ballot (Measure P2018). The benefit assessment shall be levied upon each parcel within the boundaries of each zone and the assessment levied upon each parcel shall be based solely on the benefit received from the respective zone. All of the parcels to be assessed are the listed in Appendix "A".

As required by the Municipal Improvement Act of 1913, this Engineer's Report describes the improvements to be developed, operated, maintained and serviced by the Los Olivos CSD, provides an estimated budget for the facilities and related activities, and lists the proposed assessments to be levied upon each assessable lot or parcel within the District.

The Board of Directors of Los Olivos CSD will hold a Public Hearing on June 10, 2020 to provide an opportunity for any interested person to be heard. At the conclusion of the Public Hearing, the Board of Directors may adopt a resolution confirming the levy of assessments. Following the adoption of this resolution, the final assessor's roll will be prepared and filed with the Santa Barbara County Assessor Division to be included on the FY 2020/2021 tax roll.

II. DESCRIPTION OF THE DISTRICT

This Engineer's Report has been prepared pursuant to the provisions of the 1913 Act "Municipal Improvement Act of 1913", being Division 12 of the Streets and Highway Code of the State of California for the Los Olivos Community Services District, County of Santa Barbara, in connection with the proceedings for:

Los Olivos Community Services District BENEFIT ASSESSMENT DISTRICT No. 1

Hereinafter referred to as the "District", submitted herewith the "Report" consisting of five (5) parts as follows:

PART A: PLANS AND SPECIFICATIONS

This part describes the improvements in the District. Plans and specifications for the improvements have not yet been completed. A project description of the improvements was adopted by Los Olivos CSD on August 14, 2019 and are as set forth on the lists thereof and are on file in the office of the Los Olivos CSD and are incorporated herein by reference.

PART B: ESTIMATE OF COST AND ZONE BUDGETS

This part contains an estimate of the cost of the proposed improvements, including incidental and related costs and expenses in connection therewith, as set forth on the lists thereof, attached hereto, and are on file in the office of the Los Olivos CSD.

Estimate of the costs to develop and construct the wastewater facilities, including incidental costs, as well as the estimate of costs of related activities within the District and its Zones are presented. This budget includes an estimate of anticipated direct capital costs and incidental expenses including, but not limited to administration expenses and the collection of appropriate fund balances to establish an initial maximum assessment to be approved by the property owners of record. The special benefit assessments are based on the overall costs minus any costs that are considered general benefit. The proposed assessments for the first fiscal year (2020/2021), and each subsequent year shall be based on the estimated net annual cost of developing the wastewater facilities, including related activities, servicing the District and Zone improvements for that fiscal year as well as funds to be collected to prudently operate Los Olivos CSD. The proposed maximum assessment (Rate per Equivalent Benefit Unit) identified in the budget of this Report establishes the initial maximum assessment for the District and each Zone in fiscal year 2020/2021 and shall be adjusted annually by the Assessment Range Formula described in the method of apportionment.

PART C: ASSESSMENT DISTRICT DIAGRAM

This part incorporates, by reference, a Diagram of the Assessment District showing the exterior boundaries of the District, the boundaries of any zones within the District, and the lines and dimensions of each lot or parcel of land within the District. This Diagram has been prepared by the Engineer of Work and is on file in the office of the Los Olivos CSD. The lines and dimensions of each lot or parcel within the District are those lines and dimensions shown on the maps of the Assessor of the County of Santa Barbara for the year when this Report was

prepared. The Assessor's maps and records are incorporated by reference herein and made part of this Report.

PART D: METHOD OF APPORTIONMENT OF ASSESSMENT

This part describes the method of apportionment of assessments, based upon parcel classification of land within the Assessment District, in proportion to the estimated benefits to be received as established at the time of formation.

PART E: PROPERTY OWNER LIST & ASSESSMENT ROLL

This part contains a list of the Santa Barbara County Assessor's parcel numbers, and the net amount to be assessed upon benefited lands within the Assessment District for FY 2020/2021. The list is keyed to the records of the Assessor of the County of Santa Barbara, which are incorporated herein by reference.

The Board of Directors of Los Olivos CSD will hold a Public Hearing on June 10, 2020 to provide an opportunity for any interested person to be heard. At the conclusion of the Public Hearing, the Board of Directors may adopt a resolution confirming the levy of assessments as originally proposed or as modified. Following the adoption of this resolution, the final Assessor's roll will be prepared and filed with the County Clerk Recorder-Assessor's office to be included on the FY 2020/2021 tax roll.

Payment of the assessment for each parcel will be made in the same manner and at the same time as payments are made for property taxes. All funds collected through the assessment must be placed in a special fund and can only be used for the purposes stated within this Report.

III. PART A – THE PLANS AND SPECIFICATIONS

Plans and specifications for the improvements have not yet been completed. A project description of the improvements was adopted by Los Olivos CSD on August 14, 2019 and are as set forth on the lists thereof and are on file in the office of the Los Olivos CSD and are incorporated herein by reference. When completed, the plans and specifications for the improvements will be on file in the office of Los Olivos CSD.

General Description of the Improvements

The purpose of this District is to provide a funding mechanism for the development, building and operation of facilities necessary to collect and treat wastewater in the unincorporated community of Los Olivos. The Los Olivos Wastewater Reclamation Program (Program) is comprised of four distinct components, each being interdependent and implemented concurrently:

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

Detailed maps and descriptions of the location and extent of the specific improvements will be maintained by the Los Olivos CSD are on file in the office of Los Olivos CSD and by reference are made part of this Report. Those portions of the District improvements that may be identified as general benefit or will be funded in whole or in part by other revenue sources as part of the approved development agreements, will not be included as part of the District assessments. The net annual cost to provide and maintain the improvements determined to be of special benefit shall be allocated to each property in proportion to the special benefits received.

Improvements and Services Permitted Pursuant to the Municipal Improvement Act of 1913

As applicable or may be applicable to this District, the 1913 Act defines improvements to mean one or any combination of the following:

- Streets, drainage, sewer and water.
- Electrical lines, conduits and street lights
- Seismic and fire safety.
- Stations and transportation facilities
- Park improvements.

-
- Land acquisition
 - The acquisition of any existing improvement otherwise authorized pursuant to this section.
 - Services are limited to what was funded by assessment

Incidental expenses associated with the improvements including, but not limited to:

- The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
- The costs of printing, advertising, and the publishing, posting, and mailing of notices;
- Compensation payable to the County for collection of assessments;
- Compensation of any engineer or attorney employed to render services;

IV. PART B –ESTIMATE OF COSTS AND ZONE BUDGETS

With the exception of Debt Financing and District Administration Costs, the following cost estimate were provided by the District in its Program budget dated October 7, 2019.

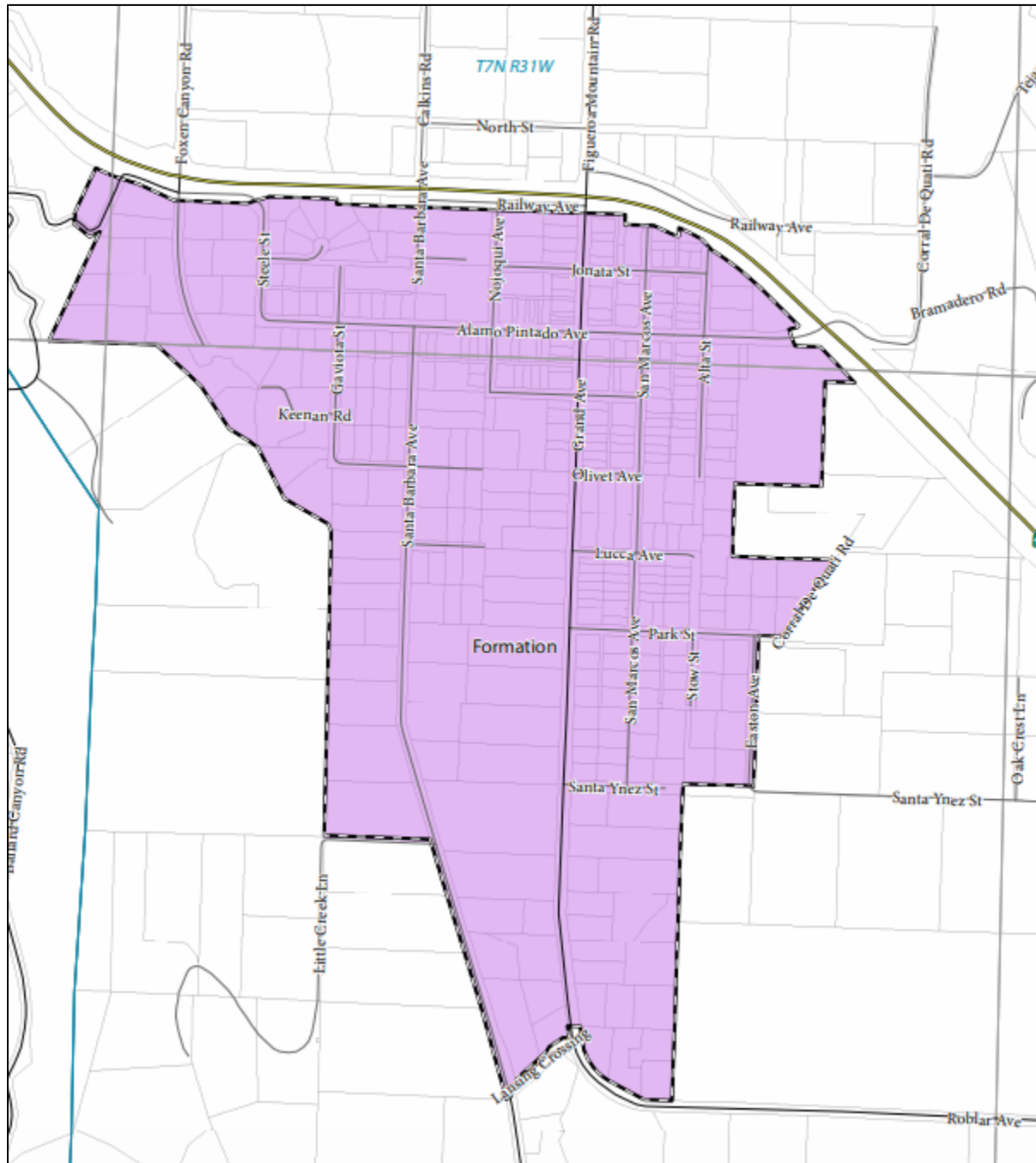
**TABLE OF ESTIMATE OF COST
Fiscal Year 2020/2021**

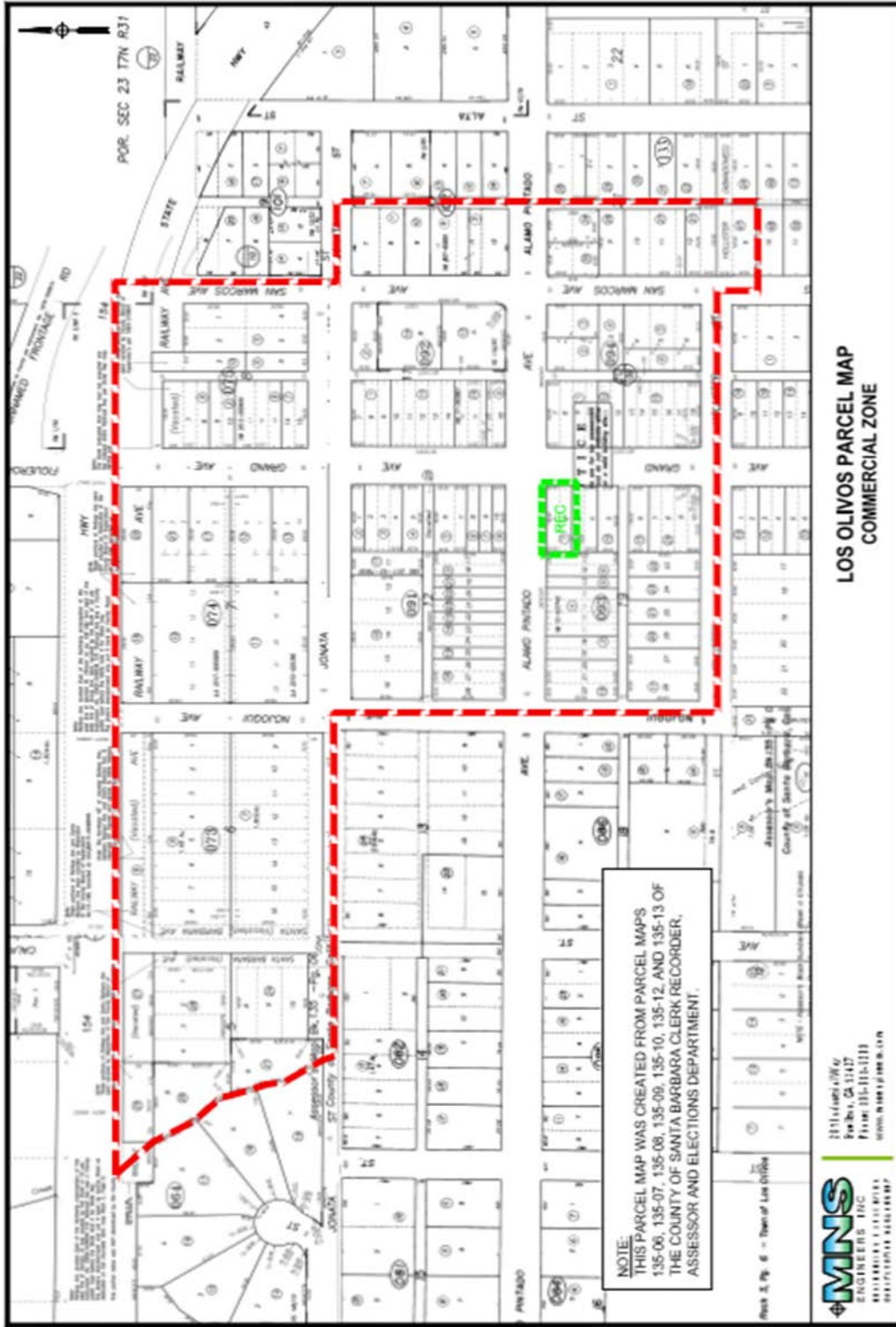
Activity	Estimated Cost	Zones of Benefit
SOFT COSTS & GROUND WATER MONITORING PROGRAM	\$893,000	
Contingency	\$178,600	
Subtotal	\$1,071,600	1&2
DESIGN COSTS	\$116,500	
Contingency	\$23,300	
Subtotal	\$139,800	1&2
RIGHT-OF-WAY	\$357,000	
Contingency	\$71,400	
Subtotal	\$428,400	1&2
CONSTRUCTION TREATMENT PLANT & ASSOCIATED FACILITIES	\$2,954,600	
Contingency	\$590,920	
Subtotal	\$3,545,520	1
CONSTRUCTION COLLECTION SYSTEM PHASE 1	\$6,031,400	
Contingency	\$1,206,280	
Subtotal	\$7,237,680	1&2
DEBT FINANCING COSTS		1&2
TOTAL - Community Wastewater Program	\$12,423,000	
DISTRICT ADMINISTRATION COSTS		1&2

V. PART C – ASSESSMENT DISTRICT DIAGRAM

The following Zone Diagrams are based on the Santa Barbara County Assessor's Maps and the Santa Barbara County Assessor's information and identify all the parcels of land within the proposed District and its Zones, as the same existed at the time this Report was prepared. The combination of these maps and the Assessment Rolls contained in this Report constitute the District and Zone Assessment Diagrams. The following maps constitute Assessment District Diagram for Los Olivos CSD. The first diagram shows the parcels within Los Olivos CSD (Zone 2) and the second diagram shows the parcels to be served by the Phase 1 project (Zone 1). The maximum assessment rate, assessment range formula and the proposed assessment amount for each of the existing parcels within the District as described herein, shall be presented to the property owners of record for approval or protest in accordance with the provisions of the California Constitution.

An **Assessment District Diagram** was prepared for the District in the format required by the Municipal Improvement Act of 1913 and is on file at the Los Olivos CSD office and is, by reference, made part of this Report. The Assessment Diagram is available for inspection at the office during normal business hours.





VI. PART D – THE METHOD OF APPORTIONMENT

A. General

The method of apportionment described in this Report for allocation of special benefit assessments utilizes commonly accepted engineering practices and have been established pursuant to the 1913 Act and the provisions of the California Constitution. The formulas used for calculating assessments reflects the composition of parcels within the District and the improvements and services provided, to fairly apportion the costs based on the special benefits to each parcel.

B. Proposition 218 Benefit Analyses

In conjunction with the provisions of the 1913 Act, the California Constitution Article XIID addresses several key criteria for the levy of assessments, notably:

Article XIID Section 2d defines District as follows:

“District means an area determined by an agency to contain all parcels which will receive a special benefit from a proposed public improvement or property-related service”;

Article XIID Section 2i defines Special Benefit as follows:

“Special benefit” means a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large. General enhancement of property value does not constitute “special benefit.”

Article XIID Section 4a defines proportional special benefit assessments as follows:

“An agency which proposes to levy an assessment shall identify all parcels which will have a special benefit conferred upon them and upon which an assessment will be imposed. The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the capital cost of a public improvement, the maintenance and operation expenses of a public improvement, or the cost of the property related service being provided. No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel.”

This District was formed to develop and construct wastewater facilities to collect and treat wastewater from the unincorporated community of Los Olivos. These improvements will directly benefit the parcels to be assessed within the District. The assessments and method of apportionment is based on the premise that the assessments will be used to develop and construct wastewater collection and treatment facilities, including related activities and incidental expenses, and the assessment revenues generated by District will be used solely for such purposes.

The costs of the proposed improvements have been identified and allocated to properties within the District based on special benefit. The improvements to be provided by this District and for which properties will be assessed have been identified as an essential component and local amenity that provides a direct reflection and extension of the properties within the District which the property owners and residents have expressed a high level of support.

The method of apportionment (method of assessment) set forth in the Report is based on the premise that each assessed property receives special benefits from the wastewater facilities within the District, and the assessment obligation for each parcel reflects that parcel's proportional special benefits as compared to other properties that receive special benefits.

To identify and determine the proportional special benefit to each parcel within the District, it is necessary to consider the entire scope of the improvements provided as well as the properties that benefit from those improvements. The improvements and the associated costs described in this Report, have been carefully reviewed and have been identified and allocated based on a benefit rationale and calculations that proportionally allocate the net cost of only those improvements determined to be of special benefit to properties within the District. The various public improvements and the associated costs have been identified as either "general benefit" (not assessed) or "special benefit".

Each of the Program components, and the associated costs and assessments, have been carefully reviewed, identified, and allocated based on special benefit pursuant to the provisions of the California Constitution and 1913 Act. The facilities and related program components for which properties will be assessed have been identified as necessary, required and/or desired for the orderly development of the properties within the District to their full potential, consistent with the development plans as approved by the Santa Barbara Department of Planning and Development. As such, these improvements would be necessary and required of individual property owners for the development of such properties and the ongoing operation, servicing and maintenance of these improvements would be the financial obligation of those properties. Therefore, the wastewater facilities are a distinct and special benefit to the properties within the District territory. Any improvement or portion thereof that is considered to be of general benefit shall be funded by other revenue sources and not included as part of the special benefit assessments allocated to properties within the District.

Special Benefit

The method of apportionment (method of assessment) established herein is based on the premise that each assessed parcel within the District receives special benefits from the improvements and the desirability and security of those properties is enhanced by the presence of wastewater collection and treatment facilities in close proximity to those properties.

The special benefits associated with the Program are specifically:

- The Program provides viable wastewater treatment and reclamation to the residents and property owners within Los Olivos CSD that meets public health needs and regulatory requirements of the Regional Water Quality Control Board (RWQCB).
- The Program will address issues related to guidance from the Santa Barbara County Environmental Health Services (County EHS) regarding dwelling expansion, system

failure, need for installation of an advanced treatment system (ATS), existing system maintenance, and other related issues.

- The Program will allow Los Olivos CSD to seek out grants and low interest loans, competitive procurement of select vendors, and consortium-based pricing from service providers.
- The Program will provide a groundwater monitoring network which will allow phased implementation of wastewater facilities based on the data collected.
- For property owners within the Commercial Core which include a large number of small to very small lots, areas of high OWTS density, and a history of system failures, the Program will provide wastewater facilities in Phase 1 of the implementation.
- For properties adjacent to the Commercial Core, the Program will implement future extensions based on the information collected.

All of the preceding special benefits contribute to the desirability of each of the assessed parcels within the District territory and thereby provide a special enhancement of the properties.

Furthermore, it has been determined that the lack of funding to properly develop and construct the wastewater facilities would have a negative impact on the properties within the District.

General Benefit

In reviewing the Program components, the proximity of those improvements to both properties within the District and those outside the District areas as well as the reasons for installing and constructing such improvements, it is evident that the improvements are solely the result of properties within the District area and providing the facilities will directly affect the properties within the District. Although the development and construction of the wastewater facilities are necessary for the properties within the District and may not be required nor necessarily desired by any properties or developments outside the District boundary, any public access or use of the wastewater facilities by others is incidental. Therefore, it has been determined that the wastewater facilities provide no measurable general benefit to properties outside the District territory or to the public at large, but clearly provide distinct and special benefits to properties within the District.

C. Assessment Methodology

The method of apportionment for the District calculates the receipt of special benefit from the respective improvements based on the actual or proposed land use of the parcels within the District. The special benefit received by each lot or parcel is equated to the overall land use of parcels within the District based on the parcel's actual land use or proposed development.

All costs associated with the improvements shall be fairly distributed among the parcels based upon the special benefit received by each parcel. Additionally, in compliance with the California Constitution Article XIID Section 4, each parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred to that parcel. The benefit formula used to determine the assessment obligation is therefore based upon both the improvements that benefit the parcels within the District as well as the proposed land use of each property as compared to other parcels that benefit from those specific improvements.

To identify and determine the special benefit to be received by each parcel and their proportionate share of the improvement costs it is necessary to consider the entire scope of the

planned improvements as well as individual property development within the District. Upon review of the proposed improvements it has been determined that each parcel within the District receives special benefit from all the improvements to be funded by annual assessments for its own development. Based on the current or planned property development, two zones of benefit are appropriate for the allocation of the assessments and proportional benefit. Zone 1 includes the Commercial Core which would be served by Phase 1 of the Program and Zone 2 includes the remaining portion of the District that would be served by future phases of the Program but would benefit from several District activities conducted during Phase 1.

Costs of the Program components that are unrelated to the Phase 1 wastewater facilities can be apportioned by land use based on equivalent benefit units. Costs of the Program components related to wastewater treatment must consider both the flow and strength of the wastewater to be discharged to the Phase 1 system whereas only the flow characteristics of the wastewater must be considered for wastewater collection

Equivalent Benefit Units

To assess benefits equitably it is necessary to relate each property's proportional special benefits to the special benefits of all other properties within the District and Zones. The method of apportionment established for most districts formed under the 1913 Act utilizes a weighted method of apportionment known as an Equivalent Benefit Unit (EBU) methodology that uses the single-family home site as the basic unit of assessment. A single-family home site equals one Equivalent Benefit Unit (EBU) and all other land uses are converted to a weighted EBU based on an assessment formula that equates the property's specific development status, type of development (land use), and size of the property, as compared to a single-family home site.

The Equivalent Benefit Unit method of apportioning special benefit is most commonly used and applied to districts that have a wide range of land use classifications (residential and non-residential use). Based on a review of the land use codes listed in the Assessor's parcel database, the following land uses were identified. Not all land use types described in the following are necessarily applicable to the current and planned development of properties within this District and its Zones Accordingly, Los Olivos CSD may need to expand the land use types in the future. They are presented for comparison purposes to support the proportional special benefit applied to those land use types within the District and its Zones.

EBU Application by Land Use

Based on the review of the Assessor parcel database, the following land use categories were identified:

Single-family Residential (land use codes 01xx, 04xx and 58XX) — This land use is defined as a fully subdivided residential home site with or without a structure. This land use is assessed 1.00 EBU per lot or parcel. This is the base value that all other properties are compared and weighted against (i.e. Equivalent Benefit Unit EBU).

Retail/Commercial/Office (land use codes 0070(without dining), 08xx, 10xx, 12xx, 17xx, 18xx, and 23xx)— This land use is defined as retail, commercial and professional businesses, including stores, shops and offices supplying commodities or performing services for the

residents of the surrounding community. Not included in this category are businesses that are considered high strength wastewater dischargers.

High Strength Retail/Commercial/Office (land use codes 07xx (with dining), 21xx, 25xx, 26xx, — Certain types of businesses discharge wastewater that has a higher strength than single family residential wastewater or may have characteristics that are harder and more expensive to treat than single family residential wastewater. Based on the 2015 Sewer System Management Plan for the City of Solvang, such businesses include hotel/motel with dining, industrial laundries, markets with disposal, and restaurants and bakeries. These dischargers are included in this land use category. Wine tasting rooms/bars are also included in this category.

Institutional (land use codes 64xx, 69xx, 70xx, 71xx, and 72xx) — This land use includes properties used for clubs, parks with bathroom facilities, churches, and schools.

Vacant Residential — This land use is defined as property currently zoned for residential development, but a tentative or final tract map for the property has not yet been approved. Based upon the opinions of professional appraisers who appraise market property values for real estate in California, the land value portion of a property typically ranges from 20 to 30 percent of the total value of a developed residential property (the average is about 25 percent). Although the assessed value of an individual property is not a direct reflection of the property's special benefit, this general correlation between land value and structure value does provide a reasonable basis for apportioning special benefit for vacant residential properties.

Utilizing this twenty-five percent (25%) apportionment and the number of single-family residential units typically developed per acre of land (an average of 4 residential units per acre) and Equivalent Benefit Unit of 1.0 EBU per acre (4 units per acre x 25%) is derived and presents an appropriate apportionment of special benefit for vacant residential properties. Recognizing that the full and timely utilization of vacant property is reduced as the size of the property increases, it has been determined that the maximum EBU assigned to a vacant residential parcel shall not exceed 25.0 EBU (parcels in excess of 25 acres are assigned 25.0 EBU). Parcels less than one acre shall be assigned a minimum of 1.0 EBU (similar to a vacant lot within a residential tract).

Exempt Parcels (land use codes 00xx, 80xx, 86xx, and 87xx) — This land use identifies properties that are not assessed and are assigned 0.00 EBU. This land use classification may include but is not limited to:

- Lots or parcels identified as public streets and other roadways (typically not assigned an APN by the County);
- Dedicated public easements including open space areas, utility rights-of-way, greenbelts, parkways, parks or other publicly owned properties that are part of the District improvements or may provide other benefits to private properties within the District.; and
- Private properties that cannot be developed independently from an adjacent property, such as common areas, sliver parcels or bifurcated lots or properties with very restrictive development use.

These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment but shall be reviewed annually by the assessment engineer to confirm the parcels current development status. Government owned properties or

public properties are not necessarily exempt properties and shall be subject to special benefit assessment unless it qualifies for an exempt status.

Special Cases — In many districts where multiple land use classifications are involved, there is usually one or more properties that the standard land use classifications do not accurately identify the special benefits received from the improvements. For example, a parcel may be identified as a Vacant Residential property, however only a small percentage of the parcel's total acreage can actually be developed. In this case, an appropriate calculation would be based on the net acreage that can be utilized rather than the gross acreage of the parcel.

To determine the parcel EBU, water consumption data for 2019 were obtained from the Santa Ynez Water Conservation District, Improvement District No.1, which provides water service within Los Olivos CSD. For the Retail/Commercial/ Office, High Strength Retail/Commercial/Office, and Institutional land uses, wastewater discharge rates were estimated based on the 2019 water consumption of each parcel and 2015 return-to-sewer factors developed for the City of Buellton. The assumed return-to-sewer factors are presented below.

Land Use Category	Assumed Return-to-Sewer Factor
Single Family Residential	50%
Retail/Commercial/Office	75%
High Strength Retail/commercial/Office	75%
Institutional	30%

These wastewater discharge rates were compared to the average wastewater discharge rates of the Single Family Residential land use to determine the parcel EBU. In addition, for High Strength Retail/Commercial/Office land use the parcel EBU was multiplied by 2.6 based on the factors developed for the City of Solvang 2015 Sewer System Management Plan. However, a minimum of one EBU is assigned to each eligible parcel.

The total number of Equivalent Benefit Units (EBU's) is the sum of all individual EBU's applied to parcels that receive special benefit from the improvements. For each of the four Zones, an assessment amount per EBU (Assessment Rate) for the improvements is established by taking the total cost of the improvements and dividing that amount by the total number of EBU's of all parcels benefiting from the improvements. This Rate is then applied back to each parcel's individual EBU to determine the parcel's proportionate benefit and assessment obligation for the improvements. Then, for each Zone:

$$\begin{aligned} \text{Total Balance to Levy} / \text{Total EBU} &= \text{Levy per EBU} \\ \text{Levy per EBU} \times \text{Parcel EBU} &= \text{Parcel Levy Amount} \end{aligned}$$

VII. PART E – ASSESSOR’S PARCEL LIST

Parcel identification for each lot or parcel within the District is based on available parcel maps and property data from the Santa Barbara County Assessor’s Office at the time the Engineer’s Report was prepared. A listing of the proposed lots and parcels to be assessed within the District along with the assessment amounts is provided herein.

Non-assessable lots or parcels may include but are not limited to public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas that do not generate wastewater, rights-of-way, common areas; landlocked parcels, small parcels vacated by the County, bifurcated lots, and any other property that cannot be developed or has little or no value. These types of parcels are considered to receive little or no benefit from the wastewater facilities and are therefore exempted from assessment.

If any parcel submitted for collection is identified by the County Clerk-Recorder-Assessor to be an invalid parcel number for the fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Clerk-Recorder-Assessor. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be based on the method of apportionment and assessment rate described in this Report as approved by the Board of Directors. Therefore, if a single parcel is subdivided to multiple parcels, the assessment amount applied to each of the new parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate rather than a proportionate share of the original assessment.

The following is a list of the parcels and proposed assessment amounts for each of the parcels within the District as determined by the assessment rates and method of apportionment described herein:

To be included at a later date



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

Mr. Jason Johnston
SB County EHS Services
2125 Centerpointe Parkway, Rm. 333
Santa Maria, CA 93455

February 28, 2020

Via email: Jason.Johnston@sbcphd.org; cc: Lawrence.Fay@sbcphd.org

Subject: Request for Funding Assistance, Los Olivos Community Services District Phase 1 Wastewater Collection, Treatment and Reclamation Project

Dear Mr. Johnston:

Thank you for your e-mail of February 4, 2020 expressing conceptual agreement with the District's funding request. As request, I prove this Letter of Proposal with detailed Scope, Cost, and Schedule information.

Background

The newly formed Los Olivos Community Services District (District) is diligently pursuing an ambitious schedule to construct a Phase 1 Wastewater Collection, Treatment and Reclamation Project in the Los Olivos Urbanized Area. This project has been endorsed by citizens within the District through a series of public workshops, is supported by the Regional Water Quality Control Board (RWQCB), and is designed to address the water quality issues within our District. Successful implementation of this project will result in significant benefit to the community and advance ongoing efforts to improve long term water quality throughout the County.

The District is not able to move forward and accomplish the next steps without financial support from the County. The District is currently operating using very limited Special Tax Assessment funds to support initial efforts to make this solution a reality. The District respectfully requests assistance for the following three preliminary activities which are critical and urgent for the timely progress of the project:

Loading Study Determine the expected flows and extent of commercial and residential nitrate loading in the proposed wastewater collection and treatment system to support local, state and federal requirements to protect groundwater quality and determine the appropriate capacity of the planned treatment and reclamation facilities.

Groundwater Monitoring Plan Determine a regulatory acceptable strategy for defining baseline groundwater quality within the District, quantitate the effectiveness of remedial measures associated with Phase 1 improvements in groundwater quality and form the basis for subsequent phases of the project, if necessary.

Preliminary Environmental Report An initial review of the environmental baseline of the project area to include, as a minimum, identification of regulatory limitations, prerequisite environmental, consideration of the engineering approach and other factors necessary in order to comply with applicable environmental State and Federal laws and requirements.

These items are beyond the current financial ability of our new District. We hope you agree that available funding can be provided to support these critical tasks. Below is a detailed Scope of Work, with a budget for costs, and a timeline for implementation.

Detailed Tasks, Costs and Schedule:

Below is a detailed description of the three efforts, with cost and schedule estimates. Cost distribution among tasks is considered flexible and may be redistributed differently.

Loading Study

With a focus on the commercially zoned parcels, this study will determine the expected flows and extent of commercial and residential nitrate loading in the proposed wastewater collection and treatment system to support local, state and federal requirements to protect groundwater quality and determine the appropriate capacity of the planned treatment and reclamation facilities.

Tasks:

1. Validate Phase 1 flows, in Gallons/day for Average Daily Flows (ADF), Maximum Daily Flows (MDF) and Peak Daily Flows (PDF).
2. Determine the beneficial oxygen demand (BOD) of the Build-out commercial zone area, as a basis for sizing the treatment and reclamation facilities for Phase 1.
3. Determine collection system sizing in/through the Commercial Zone in order to accommodate future expansion into subsequent phases of the project.
4. Estimate subsequent Phase flows, in Gallons/day for Average Daily Flows (ADF), Maximum Daily Flows (MDF) and Peak Daily Flows (PDF).
5. Determine components and design criteria/sizing for potential treatment system expansion for subsequent phases for site layout planning, groundwater percolation and injection system planning and overall system planning.
6. Prepare a schematic layout (horizontal and vertical) for the Phase 1 collection system.
7. Prepare a schematic layout for the “expandable” Phase 1 package plant layout.

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

1. Consultant analysis and letter of report to include:
 - a. Phase 1 flows of the Build-out commercial zone area. (\$4,000)
 - b. The beneficial oxygen demand (BOD) of the Build-out commercial zone area. (\$2,500)
 - c. Collection system sizing in/through the Commercial Zone which accommodates future phase expansion. (\$6,500)
2. Preliminary collection system layout exhibits. (\$4,000)
3. WWTP layout exhibits. (\$3,000)

Groundwater Monitoring Plan

In partnership with the RWQB, determine a regulatory acceptable strategy for defining baseline groundwater quality within the District, quantify the effectiveness of remedial measures associated with

Phase 1 improvements in groundwater quality and form the basis for subsequent phases of the project, if necessary.

The goal is to determine a groundwater gradient. This will be achieved by using existing wells or new purpose-built wells. The Plan will determine water quality up gradient of the high-density Onsite Wastewater Treatment System (OWTS) zone and water quality within the high-density zone of the business core. The Plan will examine the positioning of wells in a manner that the District can monitor geochemical evolution along the groundwater flow path.

Tasks:

1. Develop a hydrogeological conceptual model that is specific to the town of Los Olivos and specific to groundwater quality related to OWTS impacts. This would involve compiling existing hydrogeological reports for the area, well logs, and down well geophysics in order to have a higher resolution understanding of the stratigraphy, aquifer zones, and aquitards in the Los Olivos area. The conceptual model will inform decisions regarding the number of purpose-built wells, the location of these wells, and any other data gaps.
2. To determine baseline groundwater quality, the District will attempt to determine quality at various vertical horizons in the aquifer and most importantly near the top of the water table. The shallow groundwater zones will reflect most recent land use practices and will respond most quickly to changes in management activities. If possible, identify if vertical hydraulic gradients occur that may be drawing contaminated shallow groundwater into deeper zones.
3. Acquiring data specific to this project from only a single well will likely be inadequate for characterizing baseline conditions in groundwater quality. The District will determine if existing wells exist that can be utilized that have known construction information. If permissions can be obtained, the District will collect chemical data from those wells. If aquifer testing (to determine conductivity, transmissivity, storativity) is desirable, then the District may choose to conduct pump testing in an existing supply well and construct one or more nearby monitoring wells. Parameters derived from aquifer tests at a single well (without proximal monitoring wells) only provide very near-field parameters and may not provide information on storativity.

Estimated Groundwater Monitoring Program Budget is **\$85,000** and shall include, as a minimum, the following deliverables:

1. Initial Draft, 2nd Draft and Final Plan to include recommended locations of test wells, frequency of testing, depth, test criteria, etc. (\$9,500)
2. Perform at least one test well and garner as much info as possible, including depth to groundwater, water quality, sampling frequency, analytical spectrum, geotechnical and hydrological datum, surface and subsurface elevations, site specific percolation and conductivity, etc. (\$65,000)
3. Develop a hydrogeological conceptual model to have a higher resolution understanding of the stratigraphy, aquifer zones, and aquitards. (\$9,500)
4. Includes a hydrologic and geotechnical report with recommendations, including trenching and pipeline construction, and effluent disposal recommendations. (Cost Included in 2 above)
5. Initial water sampling and testing. (\$1,000)

Preliminary Environmental Report

This analysis and report will provide an initial review of the environmental baseline of the project area to include, as a minimum, identification of regulatory limitations, prerequisite environmental, consideration of the engineering approach and other factors necessary in order to comply with applicable environmental State and Federal laws and requirements.

Tasks:

1. Environmental Baseline Report (EBR) of the District, to include Preliminary Environmental Checklist (PEC).
2. Develop a list of technical and preliminary engineering requirements necessary to comply with defined applicable environmental requirements and regulations.
3. Prepare draft, draft final and final environmental document.

Estimated Preliminary Environmental Report Budget is **\$75,000** and shall include, as a minimum, the following deliverables:

1. Environmental Baseline Report (EBR). (\$15,000)
2. List of technical and preliminary engineering requirements necessary to comply with defined applicable environmental requirements and regulations. (\$6,500)
3. Preliminary engineering required to support the environmental document. (\$32,000)
4. Environmental process review support including environmental document preparation of a draft for distribution and review, and preparation of final environmental document. (\$21,500)

Procurement of Consultant Services

The District understands that any funding would be managed through an agreement between the County and the Los Olivos CSD. The District would, in turn, contract for professional or construction services.

The District has adopted a Procurement Policy through its Resolution 19-06, which details the process the District uses in selection and contract of services. Please see attached copy of this resolution and policy.

Schedule

Please see the attached Master Project Schedule for the overall schedule. The general implementation of these tasks is as follows:

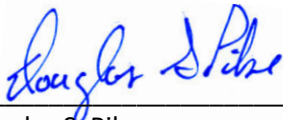
TASK	DESCRIPTION	DURATION
1	Loading Study	6 Weeks
2	Groundwater Monitoring Plan	10 Weeks
3	Preliminary Environmental Report	14 Weeks

These dates may need to be adjusted to accommodate the County Board of Directors action at a regularly scheduled County BOD meeting, if required.

The District is very appreciative of any and all support the County can provide the District. We are committed to the Community and to working hard to maintain our successful relationship with the County and State throughout this process. If you have any questions, please contact Doug Pike at

dpike@mnsengineers.com or (805) 331-3553 or Brian O'Neill at brian.oneill@onefineserv.com or 805.455.0612.

Sincerely,
Los Olivos CSD



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

Attachment:
Los Olivos CSD Board Resolution 19-06 and Procurement Policy

RESOLUTION NO. 19-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT ADOPTING A PURCHASING AND PROCUREMENT POLICY

WHEREAS, the Los Olivos Community Services District ("District") is committed to openness and transparency regarding the use and expenditures of public funds; and

WHEREAS, the Board of Directors of the District ("District") seek to establish its purchasing policy setting forth the authority and restrictions on the purchase of equipment, materials, supplies, and services by District personnel, in accordance with California law; and

WHEREAS, it is in the best interests of the District and its residents to set and maintain limits, restrictions, and procedures in the form of a purchasing policy.

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

1. The above recitals are true and correct; and
2. The Board of Directors hereby establishes and adopts as its purchasing policy the policy set forth in Exhibit A.
3. The authority, limits, restrictions, and procedures set forth in the purchasing policy shall be subject to any and all applicable annual budgetary amounts and other authorizations as may be imposed by the Board from time to time.
4. As of the effective date of this Resolution, the purchasing policy shall be deemed controlling over, and shall otherwise supersede any and all other purchasing authority policies that may conflict with, or be contrary to, the hereby adopted purchasing policy.
5. If any provision of this Resolution or the attached and incorporated purchasing policy is for any reason held invalid, the validity of the remainder of this Resolution and incorporated purchasing policy shall remain unaffected.
6. This Resolution shall become effective upon the date of adoption as set forth herein.

[SPACE INTENTIONALLY LEFT BLANK]

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 regular meeting held on the 9th day of October 2019, by the following vote:


AYES: 5

NOES: 0

ABSENT: 0

ABSTAIN: 0

ATTEST:



DOUG PIKE, Interim General Manager
LOS OLIVOS COMMUNITY SERVICES DISTRICT

By: 
THOMAS FAYRAM, Board President

APPROVED AS TO FORM:

By: 
G. ROSS TRINDLE, III, District Counsel

I, Julie Kennedy, Secretary of the Los Olivos Community Services District, 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 A

PURCHASING & PROCUREMENT POLICY

PURPOSE

The purpose of this policy is to provide uniform guidelines and procedures for the purchase of goods and services used for the operation of District programs. These procedures and guidelines enable the District to coordinate purchasing processes and to establish a system of financial controls for the efficient use and expenditure of public funds.

I. POLICY

A. Ethics

District personnel—employees and contractors—must discharge their duties impartially to assure fair competition for District business by responsible vendors. In addition, they shall conduct themselves in a manner that will create confidence in the integrity of the District's purchasing operations. Personnel are prohibited from accepting any gifts, rebates, kickbacks, personal services, or in any way incurring personal gain from any vendor in exchange for doing business with the District. Personnel shall perform all purchasing responsibilities in a manner intended to obtain goods and services for the District in the most cost effective and ethical manner.

B. Environmentally Preferable Purchasing

The District is committed to the use of recycled products and materials in order to demonstrate compliance with the Waste Management Reduction Act, encourage market development for recycled products, and to promote overall environmentally responsible practices.

1. Preferred products shall include those that minimize environmental impacts, including but not limited to, toxic substances, pollution, and hazards to workers and to community safety to the greatest extent practicable.
2. Preferred products shall include those that include recycled content; are durable and long lasting; conserve energy, water and natural resources; use agricultural products, fibers and residues; reduce greenhouse gas emissions and other pollutants; use unbleached or chlorine free manufacturing processes; and use wood from sustainable harvested forested or other environmentally friendly substitutes.

3. A maximum effort shall be made, whenever possible, to purchase products in the following categories:
 - a. Recycled Materials
 - b. Remanufactured Products
 - c. Non-Toxic Chemicals and Sprays
 - d. Energy and Water Conserving Equipment
 - e. Products with an Energy Star Rating
4. When alternatives are available, a maximum effort shall be made to identify environmentally preferred products in bid specifications and/or provide up to a 5% preference for bids that specify products identified as environmentally preferred in this Policy.

C. Local Vendor Preference

Local vendors may be given an additional ten percent (10%) discount when comparing bids against outside vendors for economic development purposes.

D. Purchases of \$2,500 or Less

1. Purchases of \$2,500 or less do not require a purchase order or competitive bid and do not require prior Board of Director approval. All purchases made at this level of authority require proper documentation and approval at the next regular Board of Directors meeting.

E. Purchase of \$25,000 or Less and Greater than \$2,500

1. Purchases shall require a purchase order. All purchase orders shall require approval of the Board of Directors prior to the purchase.
2. When making purchases of \$25,000 or less and greater than \$2,500, the purchase shall require at least three, and no less than two, bids. Bids may be obtained by phone or by sealed written bids. Telephone

bids shall be documented by submission of a memo to the file for the purchase.

3. A record of all open market orders and bids shall be kept for a period of one (1) year after the submission of bids or the placing of orders, or as otherwise may be required by law. This record is open to public inspection and will normally be maintained as part of any vendor file.
4. Bids shall not be required in the following circumstances.
 - a. When an emergency requires that an order be placed with the nearest available source and/or in an urgent manner;
 - b. When the commodity can be obtained from only one vendor;
 - c. After rejection of all bids;
 - d. When purchases made under a State Department of General Services Purchasing Contract; or
 - e. In other circumstances when a determination is made, in consultant with District Counsel, that dispensing with bids is necessary for the effective and/or cost efficient delivery of District services.
1. In most cases, purchases shall be awarded to the lowest responsive bidder. However, when evaluating bids, price quotes, and proposals, consideration may be given to such things as vendor location, costs of shipping/delivery/pickup, warranty and/or maintenance contracts, retention of the District's share of sales tax, environmentally preferred products, and variations in quality.
2. It shall be the responsibility of the Interim General Manager to ensure sufficient funds are available in the appropriate account(s) prior to any purchase.
3. Any expenses that require a funding allocation require District Board approval.
4. Supplies or equipment received shall be inspected immediately upon receipt to determine conformance with the specifications for the order.

G. Purchases of Supplies or Equipment in Excess of \$25,000

The purchase of supplies and equipment for any one project or activity with an estimated individual or aggregate value greater than \$25,000 shall be by written contract in accordance with the following:

1. Notice Inviting Bids

A notice inviting bids, all final specifications, and bid documents shall be prepared for distribution. The notice shall include a general description of the article(s) to be purchased or constructed, where bid documents and specifications may be secured, the time and place for opening bids, and state if security deposits are required. The notice inviting bids shall be published at least two (2) times at least five (5) days apart, in a newspaper of general local circulation at least ten (10) days before the date of opening of the bid(s).

2. Bidders List

Sealed bids shall be solicited from responsible prospective suppliers whose names are on any established bidders list or who have made written request that their names be added to it.

3. Post Office & Website Listing

Proposed purchases may be advertised additionally via notice posted in the Post Office and/or on the District's website.

4. Bidder's Security

When considered necessary, bidder's security shall be set and a statement of the security shall be included in the notice inviting bids. Each bidder is entitled to a return of the bid security. However, a successful bidder forfeits the bid security if he/she refuses or fails to execute the contract within ten (10) days after the notice of award of contract is mailed. If the successful bidder fails or refuses to execute the contract, the bid may be awarded to the next lowest responsive bidder, the amount of the lowest bidder's security shall be applied to the contract price difference between the lowest bid and the second lowest bid. The surplus, if any, shall be returned to the lowest bidder.

5. Bid Opening

All bids shall be sealed and identified as "Bid No . . ." on the envelope. Bids shall be opened in public at the time and place stated in the public notice. The bids received shall be tabulated and tabulation kept open for public inspection during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.

6. Rejection of Bids

In its discretion, the Board may reject all bids presented and re-advertise for bids. If no bids are received, the District may have the project done without further compliance with this Policy.

7. Performance of Project After Rejection of Bids

After rejecting bids, the Board of Directors may pass a resolution by a four-fifths vote of its members declaring that the project can be performed more economically by day labor, or the materials or supplies furnished at a lower price in the open market. Upon adoption of the resolution, it may have the project done in the manner stated without further complying with the resolution.

8. Award of Contracts

Contracts normally shall be awarded to the lowest responsible and responsive bidder, except that the Board may award a contract to a higher bidder if it specifically determines that the best interests of the District are served by so doing. Such determination must be supported by specific findings.

H. Public Works Projects

The provisions contained in Public Contract Code Section 20160 et seq. establish the contract procedures the District shall normally follow regarding public works projects.

I. Professional Services

1. Professional services are those activities to be performed by specially trained persons or firms who provide services in connection with financial, economic, accounting, engineering, administrative or other matters involving specialized expertise or unique skills. Contracts for professional services need not necessarily be awarded to the lowest bidder since the person or firm is selected based on their qualifications. The price, however, must be reasonable and within budgeted funding amounts.
2. All consultants shall execute an agreement with the District. Any professional service agreement submitted to the Board of Directors for approval must provide sufficient background analysis to support the recommendation. The Interim General Manager is authorized to approve agreements for professional services up to \$25,000 when funding is budgeted. Any agreements for services above \$25,000 or those where a funding appropriation is necessary requires Board of Directors approval.

3. A Request for Proposals (RFP) and/or Request for Qualifications (RFQ) shall be prepared for professional services and distributed to a minimum of three firms and/or individuals. The RFP/RFQ shall include the purpose, background, scope of work, proposal format instructions, submittal instructions, deadline and selection process.
Proposals
4. An RFP/RFQ may not be required for services that will not exceed \$7,500 and involve standard work where a specialized description of how the consultant will approach the scope of work is not necessary.
5. When proposals and/or qualifications are received, the proposals shall be reviewed based upon impartial criteria established. For large projects, a review panel should be formed and finalists should be interviewed, if practicable. When a recommendation is agreed upon, a standard professional services agreement shall be prepared and submitted to the Interim General Manager or Board of Directors for approval.
6. For agreements for engineering and architecture services, RFPs shall request that costs be submitted in a separate envelope. The costs shall be opened and only considered after the proposals are reviewed and qualified applicants are determined.
7. The Interim General Manager shall be responsible for verifying that required insurance is submitted by the consultant prior to execution of the agreement and verified by the District Counsel.
8. An on-call list of consultants for specialized services may be established through the process outlined above. In such case, agreements for more than one consultant may be executed for a not-to-exceed amount for services that are needed on a periodic basis. The consultants may then be utilized when the need arises on an alternating basis or based upon availability.
9. If it is determined that it is in the best interests of the District for services to be provided by a specific consultant—with contract terms, scope of work, and compensation to be determined based on direct negotiations—commonly referred to as “sole source” services/contract, a recommendation for shall be made by the Interim General Manager for designee thereof to the Board of Directors and a contract award shall be subject to Board approval by a majority vote.

J. Payment Process

1. When invoices are received, all receipts shall be attached and submit to the Finance Committee for payment, along with an invoice cover form, which shall include a description and justification of the purchase.
2. The Finance Committee shall review receipts and invoices prior to recommending approval for payment by the Board of Directors. Any irregularities or issues identified shall be submitted to the District Counsel for potential investigation.
3. Payments shall be issued by authorized personnel of the Distrct. Checks shall be issued with electronic signatures.
4. All payments shall be made within the time period agreed to with the vendor.
5. The Board of Directors shall receive a monthly check register for review and formal acceptance.

From: [Doug Pike](#)
To: [Paul Jenzen](#)
Cc: [Brian O'Neill \(brian@onefineserv.com\)](#); [Michael Arme](#); [David Brummond](#)
Subject: LAMP
Date: Monday, March 02, 2020 6:09:00 PM

Paul & David,

I met with Larry and Jason on Thursday and had a conversation regarding the concept of a "local LAMP" or perhaps better stated, a "Los Olivos CSD Supplement to the SB County LAMP" which the County indicated is a preferred title. They agreed that there are a number of clarifications and supplemental guidelines that may be helpful to the District that are within the parameters of the existing LAMP, They would like a "sit down" with us all to discuss. We should go prepared with our conceptual list. They acknowledged some items could be associated with data from the Groundwater Monitoring Program.

Brian is back tonight, so we will let him catch his breath before we schedule a meeting with EHS. However, let's get our list going. Some we have discussed that could at least be talked about:

1. More specific guidelines on septic repairs. What constitutes the need to replace vs. Repair? (resolves the 'many answers' received by County counter staff.
2. Address as appropriate the groundwater quality requirements and improvements that the concept of Title 22 water injection/percolation may achieve (This is a RWQCB issue, but perhaps should be at least conceptually described in the "Los Olivos CSD Supplement to the SB County LAMP" as a precursor to other references to this program).
3. Timing of repairs:
 - a. With the sewerage/reclamation project in work, who can be allowed some extra time without replacement?
 - b. With the Groundwater Monitoring Program, who can be allowed some extra time without replacement?
4. What customer service questions should/could the District answer?
5. EHS wants to discuss O&M monitoring function going to the District. They would keep enforcement.
6. Possibles: address any timing adjustments for small residential lots, lots of various sizes, etc.

Lets add to this list and then thin it out if needed before we meet with EHS.

Thanks,

Doug Pike, PE

Interim General Manager

Los Olivos CSD

PO BOX 345, LOS OLIVOS CA 93441

(805) 500-4098

MNS Engineers, Inc.

201 Industrial Way, Ste A / Buellton, CA 93427

Direct (805) 697-1416 / Cell (805) 331-3553 (preferred)

dpike@mnsengineers.com

Report : Financial Status

Selection Criteria: Fund = 3490

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

Last Updated: 3/9/2020 4:52:32 AM

As of: 3/9/2020 (69% Elapsed)Accounting Period: OPEN

Fund 3490 -- Los Olivos CSD

Line Item Account	Fiscal Year Adjusted Budget	3/9/2020 Year-To-Date Actual	6/30/2020 Fiscal Year Variance	Fiscal Year Pct of Budget
Revenues				
Taxes				
3066 -- Special Tax Assessment	184,386.00	113,620.00	-70,766.00	61.62 %
Taxes	184,386.00	113,620.00	-70,766.00	61.62 %
Use of Money and Property				
3380 -- Interest Income	0.00	930.43	930.43	--
3381 -- Unrealized Gain/Loss Invstmnts	-57.00	-56.64	0.36	99.37 %
Use of Money and Property	-57.00	873.79	930.79	-1,532.96 %
Revenues	184,329.00	114,493.79	-69,835.21	62.11 %
Expenditures				
Services and Supplies				
7090 -- Insurance	1,850.00	2,209.66	-359.66	119.44 %
7324 -- Audit and Accounting Fees	10,000.00	500.00	9,500.00	5.00 %
7430 -- Memberships	3,000.00	1,024.00	1,976.00	34.13 %
7450 -- Office Expense	2,000.00	230.24	1,769.76	11.51 %
7460 -- Professional & Special Service	65,000.00	22,627.96	42,372.04	34.81 % \$14,907 From FY 2018-19
7508 -- Legal Fees	26,500.00	18,570.99	7,929.01	70.08 % \$,2755 From FY 2018-19
7510 -- Contractual Services	72,000.00	20,142.05	51,857.95	27.98 %
7530 -- Publications & Legal Notices	1,000.00	39.48	960.52	3.95 %
7732 -- Training	5,000.00	0.00	5,000.00	0.00 %
Services and Supplies	186,350.00	65,344.38	121,005.62	35.07 %
Other Charges				
7894 -- Communication Services	1,500.00	0.00	1,500.00	0.00 %
Other Charges	1,500.00	0.00	1,500.00	0.00 %
Expenditures	187,850.00	65,344.38	122,505.62	34.79 %
Changes to Fund Balances				
Decrease to Restricted				
9797 -- Unrealized Gains	128.00	127.31	-0.69	99.46 %
Decrease to Restricted	128.00	127.31	-0.69	99.46 %
Decrease to Residual Fund Balance				
9601 -- Residual Fund Balance-Inc/Dec	3,464.00	0.00	-3,464.00	0.00 %
Decrease to Residual Fund Balance	3,464.00	0.00	-3,464.00	0.00 %
Increase to Restricted				
9797 -- Unrealized Gains	71.00	70.67	0.33	99.54 %
Increase to Restricted	71.00	70.67	0.33	99.54 %
Changes to Fund Balances	3,521.00	56.64	-3,464.36	1.61 %
Los Olivos CSD	0.00	49,206.05	49,206.05	--
Net Financial Impact	0.00	49,206.05	49,206.05	--

Cash Balance

Fund	Beginning Balance	Month-To- Date Treasury Credits (+)	Month-To- Date Treasury Debits (-)	Ending Balance
3490 -- Los Olivos CSD				
6/1/2019 - 6/30/2019 (FY 2018-19)	112,073.98	189,600.16	184,868.00	116,806.14
7/1/2019 - 7/31/2019 (FY 2019-20)	116,806.14	568.10	14,530.44	102,843.80
8/1/2019 - 8/31/2019 (FY 2019-20)	102,843.80	0.00	0.00	102,843.80
9/1/2019 - 9/30/2019 (FY 2019-20)	102,843.80	0.00	0.00	102,843.80
10/1/2019 - 10/31/2019 (FY 2019-20)	102,843.80	502.03	21,826.18	81,519.65
11/1/2019 - 11/30/2019 (FY 2019-20)	81,519.65	0.00	12,726.68	68,792.97
12/1/2019 - 12/31/2019 (FY 2019-20)	68,792.97	118,021.75	12,772.97	174,041.75
1/31/2019 - 1/30/2020 (FY 2019-20)	174,041.75	0.00	1,799.03	172,242.72
2/1/2020 - 2/29/2020 (FY 2019-2020)	172,671.12	257.75	11,695.00	161,233.87
3/1/2020 - 3/5/2020 (FY 2019-20)	161,233.87	0.00	9,184.02	152,049.85



**California Special
Districts Association**

Districts Stronger Together

DATE: January 27, 2020
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT C**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2021 - 2023 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event, however does comp registration for the two events)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

- Complete Annual Chief Executive Officer Evaluation.

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is March 26, 2020. Nominations and supporting documentation may be mailed, faxed, or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814

Fax: 916.442.7889

E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on May 25, 2020. All votes must be received through the system no later than 5:00 p.m. July 10, 2020. The successful candidates will be notified no later than July 14, 2020. All selected Board Members will be introduced at the Annual Conference in Palm Desert, CA in August 2020.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network Seat C-Fred Ryness, Director, Burney Water District*
Sierra Network Seat C-Pete Kampa, GM, Saddle Creek Community Services District*
Bay Area Network Seat C-Stanley Caldwell, Director, Mt. View Sanitary District*
Central Network Seat C-Sandi Miller, GM, Selma Cemetery District*
Coastal Network Seat C-Vincent Ferrante, Director, Moss Landing Harbor District*
Southern Network Seat C-Arlene Schafer, Director, Costa Mesa Sanitary District*

(* = Incumbent is running for re-election)

If you have any questions, please contact Amber Phelen at amberp@csda.net.

February 19, 2020

TO: Members of the Independent Special District Selection Committee

Subject: Nominations for one Regular and one Alternate Special District Member to Santa Barbara LAFCO

REVISED

CALL FOR NOMINATIONS FOR LAFCO REGULAR AND ALTERNATE SPECIAL DISTRICT MEMBER

This Revised Call for Nominations supplements the Notice sent to the Special Districts on February 10, 2020. Please note that the dates for submitting nominations remain the same as in the previous notice, in particular nominations must be received by LAFCO no later than March 27, 2020. The accompanying Nomination Forms have been updated to require that the forms be signed and dated.

The terms of Regular Special District member Craig Geyer, and Alternate Special District member Cynthia Allen, will expire on March 1, 2020. Both Commissioner Geyer and Alternate Commission Allen are interested in being re-elected. Government Code Section 56332(c) states that: ***“At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed.”***

Nomination forms are attached to this notice.

- 1) **Nominations for the one LAFCO Regular and one Alternate Special District Member.** The terms of office of the Regular Special District Member and the Alternate Special District Member end on March 1, 2020. The terms of office shall be four years or until the appointment and qualification of his or her successor. The new terms of office end on March 1, 2024.
- 2) **Voting Requirements:** The independent special district selection committee consist of the presiding officer of the legislative body of each independent special district. If the presiding officer of an independent special district is unable to participate in an election, the legislative body of the district may appoint one of its members as an alternate to participate in the selection committee in the presiding officer's place.

- 3) **Nomination Period and Voting Period: The nomination period will end on March 27, 2020.** Following the nomination period, unless there is only one nominee for a seat, ballots containing the names of qualified nominees will be mailed to each eligible special district. The voting period will be up to 45 days. There are 38 special districts. For the election to be valid, at least 20 valid votes must be received. Election shall be by a majority of those voting, and not by plurality. In the event that a nominee does not receive a majority of votes cast, a runoff election shall be held between the two nominees receiving the highest number of votes.

Call for Nominations for one LAFCO Regular Special District Member and one Alternate Special District Member:

Nominations for one Regular Special District Member and one Alternate Special District Member should be submitted to the LAFCO Executive Officer, at the following address, faxed, or emailed **no later than 5:00 pm, Friday, March 27, 2020.** Nomination forms are attached to this notice.

Santa Barbara Local Agency Formation Commission
105 East Anapamu Street, Santa Barbara CA 93101
FAX 805/568-2249
Email Address: lafco@sblafco.org

Please contact the LAFCO office if you have any questions.

Sincerely,



PAUL HOOD
Executive Officer



POSTED 3-2-2020

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

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Finance Committee Meeting, March 6, 2020, 11:00 a.m.
2680 San Marcos Ave., Los Olivos, CA 93441

FINANCE COMMITTEE MEETING AGENDA

1. CALL TO ORDER

2. ROLL CALL (Some will attend via phone)

3. APPROVAL OF MEETING MINUTES

Approve minutes from the February 7, 2020 Finance Committee Meeting.

4. DIRECTOR COMMENTS

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

5. PUBLIC COMMENTS

Members of the public may address the Committee on any items of interest within the subject matter and jurisdiction of the Committee 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. INTERIM GENERAL MANAGER REPORT

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

7. BUSINESS ITEMS

A. Review and recommend to full Board of Directors payment of invoices to the District.

1. 2-5-2020 Aleshire & Wynder Invoice 55301 (Jan. 1-Jan. 31 Services) \$1782.85
2. 1-9-2020 Aleshire & Wynder Invoice 55302 (Jan. 1-Jan. 31 Reimbursables) \$106.00
3. 2-28-2020 MNS (January Services) \$3,388.75
4. FIN Quarterly Billing \$1,000
5. Director Kennedy reimbursement For Attendance at 2019 Board Secretary Conference \$525. Note: District received Check for \$525 from Special District Leadership Foundation as Scholarship for Director Kennedy.
6. Website Fee Streamline: \$600
7. Consider Other Bills That may be received before the Committee Meeting

B. Review Budget

8. Next Meeting:

Friday, April 3, 2020 (Consider Change to April 10) 11:00 a.m., MNS Engineers, 201 Industrial Way, Ste A, Buellton, CA 93427

9. 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 losolivoscscd@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.

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



**ALESHIRE &
WYNDER** LLP
ATTORNEYS AT LAW

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18881 Von Karman Avenue,
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ORANGE COUNTY | LOS ANGELES | RIVERSIDE | CENTRAL VALLEY

AWATTORNEYS.COM

February 6, 2020

VIA EMAIL ONLY to dpike@mnsengineers.com

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

Re: **February 2020 Billing Statements (for services through 1/31/20);
Aleshire & Wynder, LLP**

Dear Doug:

Enclosed please find the billing statements for the month of February, which include services rendered and costs incurred by Aleshire & Wynder, LLP, through January 31, 2020.

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

Sincerely,

ALESHIRE & WYNDER, LLP

Eileen Lee for
G. Ross Trindle, III

Enclosures

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: January 1 thru January 31, 2020

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
0001 General (\$190 Blended: Atty / Paralegal / Law Clerk)	7.80	190	1,482.00	300.85	1,782.85	0.00	(Advisory/Transactional Svcs)
0011 Reimbursable (\$265 Partner & Of Counsel / \$215 Associate)	0.40	265	106.00	0.00	106.00	0.00	(Reimbursable Svcs)
TOTALS:	8.20		1,588.00	300.85	1,888.85	0.00	



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

February 5, 2020
Bill No. 55301

For Legal Services Rendered Through 01/31/20

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

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
01/14/20	GRT	(REGULAR BOARD MEETING) INITIAL TRAVEL TIME FOR REGULAR BOARD MEETING [SPLIT WITH IVCSO]	1.80	342.00
01/15/20	GRT	(REGULAR MEETING) COMPLETE PREPARATION FOR AND ATTEND REGULAR MEETING	3.30	627.00
01/16/20	GRT	(REGULAR MEETING) RETURN FROM REGULAR BOARD MEETING [SPLIT WITH IVCSO]	1.80	342.00
01/20/20	GRT	(PSA - LAMP) EMAIL EXCHANGE WITH IGM RE INSURANCE REQUIREMENTS FOR SERVICE PROVIDER MR. JENZEN, RE LAMP DRAFTING	0.20	38.00
01/21/20	GRT	(PSA - LAMP) PHONE CONFERENCE WITH IGM AND DIRECTOR O'NEILL RE FOLLOW UP ON ERRORS AND OMISSIONS REQUIREMENTS PER PROFESSIONAL SERVICES AGREEMENT	0.40	76.00
01/29/20	GRT	(REGULAR MEETING) EMAIL EXCHANGE WITH IGM RE RE MARCH MEETING SCHEDULING	0.30	57.00
Total Professional Services			7.80	\$1,482.00

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

February 5, 2020
Page 2

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
GRT	George "Ross" Trindle	7.80	190.00	1,482.00
Total Professional Services		7.80		\$1,482.00

DISBURSEMENTS

Date	Description	Amount
01/07/20	MILEAGE TO/FROM 14P9908-(TO 970 EMBARCADERO DEL MAR, BOARD MTNG, [SPLIT W/ 01233.0001], 12/10/19);Check#31196 - G. Ross Trindle, III	46.98
01/07/20	MILEAGE TO/FROM 14P9908-(FROM IVCSO TO LOCSO, BOARD MTG (1st HALF OF TRIP), 12/10/19);Check#31196 - G. Ross Trindle, III	21.29
01/07/20	MEALS / ENTERTAINMENT 14P9908-(FIRESTONE WALKER BREWING CO, LUNCH , 12/11/19);Check#31196 - G. Ross Trindle, III	21.82
01/07/20	MILEAGE TO/FROM 14P9908-(LOCSO TO IVCSO, BOARD MTG, [2nd HALF OF TRIP], 12/13/19);Check#31196 - G. Ross Trindle, III	21.29
01/07/20	MILEAGE TO/FROM 14P9908-(IVCSO TO RIV, BOARD MTG [2nd HALF OF TRIP], [SPLIT W/ 01233.0001], 12/13/19);Check#31196 - G. Ross Trindle, III	46.98
01/07/20	TRAVEL EXPENSE 14P9908-(HOTEL, BUELLTON, BOARD MTG, [SPLIT W/ 01233.0001], 12/10/19);Check#31196 - G. Ross Trindle, III	142.49
Total Disbursements		\$300.85

CURRENT BILL TOTAL AMOUNT DUE

\$1,782.85



HAMPTON INN & SUITES BUELLTON/SANTA YNEZ VALLEY
 600 MCMURRAY RD
 BUELLTON, CA 93427
 United States of America
 TELEPHONE 805-686-1555 • FAX 805-686-0898
 Reservations
 www.hilton.com or 1 800 HILTONS

TRINDLE, G
 1217 N 1ST AVE
 UPLAND CA 91786
 UNITED STATES OF AMERICA

Room No: 330/NKRU
 Arrival Date: 12/10/2019 1:03:00 PM
 Departure Date: 12/12/2019 9:21:00 AM
 Adult/Child: 1/0
 Cashier ID: EGUEST
 Room Rate: 124.78
 AL:
 HH #: 629895263 DIAMOND
 VAT #
 Folio No/Che: 93159 A

Confirmation Number: 92607514

HAMPTON INN & SUITES BUELLTON/SANTA YNEZ VALLEY 12/12/2019
 9:21:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
12/10/2019	208805	GUEST ROOM	\$124.78
12/10/2019	208805	OCCUPANCY TAX	\$14.97
12/10/2019	208805	TBID	\$2.50
12/10/2019	208805	CA TOURISM ASSESSMENT	\$0.24
12/11/2019	208968	GUEST ROOM	\$124.78
12/11/2019	208968	OCCUPANCY TAX	\$14.97
12/11/2019	208968	TBID	\$2.50
12/11/2019	208968	CA TOURISM ASSESSMENT	\$0.24
12/12/2019	209048	AX *1000	(\$284.98)
BALANCE			\$0.00

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CREDIT CARD DETAIL

APPR CODE	282987	MERCHANT ID	3343897718
CARD NUMBER	AX *1000	EXP DATE	12/22
TRANSACTION ID	209048	TRANS TYPE	Sale

SPLIT { 1233.1 \$142.49
 1245.1 \$142.49

Please return this page with remittance

to
Aleshire & Wynder, LLP

Bill Number: 55301
Bill Date: February 5, 2020
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services	1,482.00
Total Disbursements	300.85
CURRENT BILL TOTAL AMOUNT DUE	<u>\$1,782.85</u>

Amount enclosed: _____

Thank You



**ALESHIRE &
WYNDER** LLP
ATTORNEYS AT LAW

Orange County
18881 Von Karman Ave., Suite 1700
Irvine, CA 92612
P 949.223.1170 • F 949.223.1180
awattorneys.com

Federal Tax ID: 55-0814676

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

February 5, 2020
Bill No. 55302

For Legal Services Rendered Through 01/31/20

CLIENT: 01245 - Los Olivos Community Services District
MATTER: 0011 - Reimbursable

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
01/07/20	GRT	(WALLACE GROUP PSA) REVIEW OF PROPOSED REVISIONS TO PROFESSIONAL SERVICES AGREEMENT PER REQUEST OF INSURANCE PROVIDER FOR WALLACE GROUP; DRAFT RESPONSE TO IGM RE SAME; UPDATE FILE	0.40	106.00
Total Professional Services			0.40	\$106.00

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
GRT	George "Ross" Trindle	0.40	265.00	106.00
Total Professional Services		0.40		\$106.00

CURRENT BILL TOTAL AMOUNT DUE **\$106.00**



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

ENGINEERING
 PLANNING
 SURVEYING
 CONSTRUCTION MANAGEMENT

February 28, 2020

Project No: LOCSD.180392.00

Invoice No: 74647

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

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

Professional Services for the Period: January 1, 2020 to January 31, 2020

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Project Management				
Project Coordinator	2.75	105.00	288.75	
District Manager	15.50	200.00	3,100.00	
Totals	18.25		3,388.75	
Total Labor				3,388.75
				Level 2 Subtotal
				\$3,388.75
				Current Invoice Amount
				\$3,388.75

Outstanding Invoices

Number	Date	Balance
74351	1/20/2020	5,234.30
Total		5,234.30

Billing Backup

Tuesday, March 3, 2020

MNS Engineers, Inc.

Invoice 74647 Dated 2/28/2020

4:32:06 PM

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

Professional Personnel

	Hours	Rate	Amount	
Project Management				
Project Coordinator				
Zepeda, Mary	1/2/2020	.50	105.00	52.50
LOCS.D Website - Create Calendar Entry for January, February and March Regular and Finance Meetings				
Zepeda, Mary	1/3/2020	.75	105.00	78.75
Post Finance Committee Meeting Agenda in LO Post Office				
Zepeda, Mary	1/9/2020	.50	105.00	52.50
LOCS.D Website - Create a Side Bar for 2020 Calendar on Calendar Page; and post Finance Committee Agenda				
Zepeda, Mary	1/14/2020	1.00	105.00	105.00
Prepare Binders for Regular Meeting (1/15/20), and print meeting materials; LOCS.D Website - Post Regular Meeting Agenda Packet				
District Manager				
Pike, Douglas	1/3/2020	1.00	200.00	200.00
Finance Committee Agenda				
Pike, Douglas	1/6/2020	1.00	200.00	200.00
Finance Committee (1), Lynn Takaichi transmittal of information (.5)				
Pike, Douglas	1/8/2020	2.00	200.00	400.00
Draft Agenda				
Pike, Douglas	1/13/2020	4.00	200.00	800.00
Agenda Packet (3), Financial Status Report (1)				
Pike, Douglas	1/15/2020	3.00	200.00	600.00
Regular Meeting prep and attend				
Pike, Douglas	1/16/2020	.50	200.00	100.00
Letter to Larry Fay				
Pike, Douglas	1/20/2020	.50	200.00	100.00
Jenzen contract and Meeting with Tech Committee.				
Pike, Douglas	1/24/2020	2.00	200.00	400.00
agenda prep and Call With Howard Kolb. Draft Notes				
Pike, Douglas	1/27/2020	1.00	200.00	200.00
meeting with CSDA Finance Corporation representatives				
Pike, Douglas	1/31/2020	.50	200.00	100.00
Data to P. Jenzen				
Totals		18.25		3,388.75
Total Labor				3,388.75
			Level 2 Subtotal	\$3,388.75
			Project Total	\$3,388.75
			Total this Report	\$3,388.75

AC Special District Billing Schedule
Accounting & Customer Support Services (excluding Internal Audit)

Direct Billed Special Districts	Fund	CPU	Fixed Billing based on Contract		Billing based on CAP CY Costs ¹							
			FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Carpinteria Cemetery District	3260	83260	10,000	10,000	6,420	5,563	6,200	4,384	5,154	3,343	4,526	3,817
Goleta Cemetery District	3270	83270	10,000	10,000	9,792	7,855	7,395	7,529	7,640	6,528	7,503	6,602
Guadalupe Cemetery District	3280	83280	10,000	10,000	8,547	8,932	6,596	5,856	6,474	4,502	6,121	6,244
Isla Vista Community Services District ²	3480	83480	-	-	-	-	-	-	500	500	496	2,731
Los Olivos Community Services District ³	3490	83490	-	-	-	-	-	-	-	2,000	2,000	196
Carpinteria-Summerland Fire Prot District	3630	83630	20,000	20,000	25,536	18,463	18,806	17,249	16,012	13,340	18,475	14,515
Montecito Fire Protection District	3650	83650	20,000	20,000	16,805	16,469	14,647	13,603	15,961	12,454	16,040	14,796
Mosquito & Vector Mgt District	4160	84160	5,000	5,000	6,920	5,797	5,128	4,939	4,545	3,772	4,141	3,657
Cuyama Valley Recreation & Park District	4400	84400	5,000	5,000	8,471	6,358	5,160	4,660	4,429	5,156	5,335	4,273
Summerland Sanitary District	5215	85215	5,000	5,000	6,189	5,036	4,966	4,701	5,284	4,081	5,258	4,009
Totals			85,000	85,000	88,680	74,473	68,898	62,921	65,999	55,676	69,895	60,840

¹ Roll-forward effect is excluded from billing calculation. The district did not pay the estimate causing the roll-forward from 2 years prior.

² IVCSO began to use FIN in FY 2017-18. As there were no actuals to create a bill until the CAP FUI 2019-20, the district was billed \$500 for the 2017-18 and 2018-19 years.

³ LOCSO will begin to use FIN in FY 2018-19. As there will be no actuals to create a bill until the CAP FUI 2020-21, the district will be billed \$2,000 for the 2018-19 and 2019-20 years.

Order Confirmation

1 message

Info <info@csda.net>

Wed, Jun 5, 2019 at 11:20 AM

To: Julie Kennedy <julie.kennedy6@gmail.com>

**California Special
Districts Association***Districts Stronger Together*

Dear Julie,

Thank you for your order! We are glad to be a resource for you and your agency.

Below are the details of your order. Please retain this email for your records.

Order Number: 75308**Order Date:** Jun 5, 2019 11:19 AM**Bill To:** Julie Kennedy**Order Total:** 525.00**Payment Method:** Visa *****5217**Name on Card:** Julie Kennedy

Item	Price	Qty	Total
2019 Board Secretary/Clerk Conference - Julie Kennedy <i>When:</i> Nov 12, 2019 - Nov 14, 2019 <i>Where:</i> Embassy Suites Monterey Bay-Seaside 1441 Canyon Del Rey Blvd Seaside, 93955	525.00	1	525.00

Registration option: Nov 12, 2019 - Register as an Attendee (please select track below)

Program Items:

- Nov 12, 2019 5:30 PM: Register as a First-time Attendee

Item Total	525.00
Shipping	0.00
Handling	0.00
Item Grand Total	525.00
Transaction Grand Total	525.00

[CSDA Anti-Discrimination and Harassment Policy](#)

Thank you again for your support!

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Special District Leadership Foundation

1112 I Street, Suite 200
Sacramento, CA 95814
916-442-7887

Umpqua Bank
96-505/1232

2108

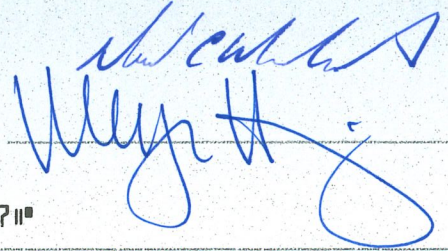
2/4/2020

PAY TO THE ORDER OF Los Olivos Community Services District

\$ **525.00

Five Hundred Twenty-Five and 00/100***** DOLLARS

Los Olivos Community Services District
P.O. Box 345
Los Olivos, CA 93441



MEMO
Scholarship - Julie Kennedy

⑈002108⑈ ⑆123205054⑆4867212617⑈

Special District Leadership Foundation

2108

Los Olivos Community Services District

Date	Type	Reference	Original Amt.	Balance Due	2/4/2020 Discount	Payment
12/30/2019	Bill	Scholarship	525.00	525.00		525.00
					Check Amount	525.00

Umpqua Checking Scholarship - Julie Kennedy 525.00

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Sacramento, CA 95816
(916) 900-6619
support@getstreamline.com



INVOICE

Doug Pike
Los Olivos Community Services District
P.O. Box 345
Los Olivos, CA 93441

INVOICE NO. 103000
DATE 01/01/2020
DUE DATE 01/31/2020
TERMS Net 30

ACTIVITY	AMOUNT
Streamline Annual Member Fee	600.00

Based upon annual revenue of 50K - \$249,999K
Base fee of \$75.00 less association member discount of \$25.00.

Time Period: For the month of the date of this invoice (See "Invoice Date", above.)

Thank you for helping to make Streamline the best content management system for Special Districts! We appreciate that you're part of our community.

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If you have any questions or feedback, please feel free to reach out via the support portal at <https://support.getstreamline.com/> or by sending an email to support@getstreamline.com, 12 @ \$50.00

BALANCE DUE

\$600.00