

Julie Kennedy, President
Lisa Palmer, Vice President
Tom Fayram, Director
Greg Parks, Director
Nina Stormo, Director



**LOS OLIVOS COMMUNITY SERVICES DISTRICT
REGULAR MEETING**

Posted: 2-25-2024

February 28, 2024, 6PM (PST)

Los Olivos Grange Hall

2374 Alamo Pintado Ave, Los Olivos CA 93441

Please observe decorum and instructions from the President

This meeting will be held both in-person and electronically via Zoom meetings. In-person the meeting will be held at the following location:
St Mark's in the Valley Episcopal Church, Stacy Hall - 2901 Nojoqui Ave, Los Olivos CA 93441

The public will also be able to hear and participate electronically by using the following links:

On Zoom:

<https://us06web.zoom.us/j/86135156557?pwd=4sl90bmVH88b51RlbLhlyUaGD52CFf.1>

By Phone:

Meeting ID: 861 3515 6557 Passcode: 157483

One tap mobile: +16699006833,,86135156557#,,,,*157483# US (San Jose)

The Los Olivos Community Services District (LOCS D) is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act (ADA), if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please call 805.500.4098 or email to losolivoscscsd@gmail.com. Agendas and meeting packets are generally available to the public at the Los Olivos Post Office - 2880 Grand Avenue. 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.

MEETING AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

Members of the public may address the Board of Directors on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Gov. Code - 54954.3). The public may also request future agenda topics at this time. Speakers are limited to a maximum of 3 minutes. Due to the requirements of the Ralph M. Brown Act, the Board of Directors 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.

INFORMATIONAL ITEM:

Per public request, a brief report from the General Manager that conveys District status and updates is being added at the beginning of the agenda. This status report may touch on key items in the project plan or schedule. The General Manager will leave other detailed reporting, including budgetary reporting until the end of the meeting. This item is informational only, no action will be taken, and no public comment will be received.

5. GENERAL MANAGER'S DISTRICT STATUS REPORT

ADMINISTRATIVE ACTION ITEMS:

All matters listed hereunder constitute an administrative / consent agenda and will be acted upon by a single vote of the Board. Matters listed on the Consent Agenda will be read only on the request of a member of the Board, in which

Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 500-4098

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event the matter may be removed from the Consent Agenda and considered as a separate item. Public may comment on any of the items prior to the vote being taken by the Board.

6. CONSENT AGENDA

A. APPROVAL OF MEETING MINUTES

Meeting minutes of January 10, 2024.

B. APPROVAL PAYMENT OF INVOICES RECEIVED ON OR BEFORE FEBRUARY 1, 2024.

The invoices below have been reviewed by the Finance Subcommittee and are recommended for approval.

No.	Invoice Date	Invoice #	Provider	Amount
1	1/11/2024	83365	Aleshire & Wynder – Legal Services	\$ 1,122.00
2	1/22/2024	N55777	County of Santa Barbara – Encroachment Permits (Grant Reimbursable)	\$ 926.00
3	1/24/2024	85320	MNS Engineering – Engineering and Support Srvcs. (Portions Grant Reimbursable)	\$ 3,242.50
4	2/1/2024	20241	Savage – General Manager Services (Portions Grant Reimbursable)	\$ 8,670.89

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit (pre 2022-23)	Moss, Levy & Hartzheim, LLP	\$ 2,780.00	\$ 4,995.00
30% Hybrid Design	REGEN, LLC.	\$ 25,306.59	\$ 49,693.41
Groundwater Wells	Various	\$ 9,209.20	\$ 112,235.80

BUSINESS ITEMS:

7. CONSIDERATION OF REGEN 30% ENGINEERING DESIGN HYBRID COLLECTION CONTRACT – 15% PROGRESS POINT

The Board will receive an update from REGEN and the Technical Subcommittee related to the progress of the engineering design on a hybrid collection system. The hybrid collection system was originally developed by the LOCS D Technical Subcommittee and used as a basis for the REGEN contract. Staff and/or the Technical Subcommittee have met with REGEN on a monthly (minimum) basis since the contract was signed. As noted in the original 30% engineering design contract (see below), REGEN is returning at the “15% Design” point which marks the roughly halfway point in the engineering design and costing effort. REGEN and staff will be seeking direction on which option(s) to develop to the full 30% design level. The final 30% design of a hybrid collection system is anticipated to be presented at the April 2024 Regular Board meeting. Any issues raised by the contract will also be discussed. See the October 16, 2023 Regular Meeting agenda for the LOCS D Board of Directors, starting on page 74, for more details on the contract:

<https://www.losolivoscsd.com/files/211066245/2023-10-16+Packet+Los+Olivos+CSD+Regular+Meeting.pdf>

Note: The Technical Subcommittee will be meeting with REGEN on 2/26/2024 to discuss the “15% Design” – which is after the posting of this agenda. Consequently, an addendum will likely be published subsequent to the Technical Subcommittee meeting and prior to this meeting being held.

8. UPDATE ON THE INSTALLATION OF THREE NEW GROUNDWATER MONITORING WELLS AND TESTING OF THE THREE NEW WELLS, PLUS TESTING OF TWO EXISTING WELLS

The LOCS D successfully applied for grant funds to install three new groundwater monitoring wells and test the three new wells plus two existing groundwater monitoring wells. Staff will provide an update on the progress of the effort. The initial well drilling was completed in early February. Final well development of the three new wells and sampling of all five wells was completed in mid-February. Samples were sent for testing and results are expected in March or April. Staff has informed the County of Santa Barbara, Public Works about the additional wells and provided well data to them.

9. CONSIDERATION OF A CONTRACT WITH MOSS, LEVY, AND HARTZHEIM, LLP. TO PERFORM INDEPENDANT AUDITOR SERVICES IN AN AMOUNT NOT TO EXCEED \$2,900 (TWO THOUSAND, NINE HUNDRED DOLLARS)

The Board will consider the attached contract from Moss, Levy, & Hartzheim, LLP (MLP) to perform Fiscal Year (FY)

2022-23 Independent Auditor services. MLP has provided similar services for all prior LOCSD FY audits. The contract is structured as not to exceed amount of \$2,900 (two thousand, nine hundred dollars).

10. CONSIDERATION OF UPCOMING ACTIVITIES AND 2024 LOCSD CALENDAR

The Board will consider and discuss upcoming activities for calendar year 2024. The Project Management Subcommittee will meet on 2/26/2024 (after this agenda will be posted) and is expected to have specific recommendations regarding scheduling of activities.

11. CONSIDERATION OF DONATIONS FOR PUBLIC ANNOUNCEMENT (PA) SYSTEM EQUIPMENT IN THE AMOUNT OF \$500 (FIVE HUNDRED DOLLARS) AND \$330.22 (THREE HUNDRED THIRTY DOLLARS AND TWENTY-TWO CENTS) IN THE COMBINED TOTAL AMOUNT OF \$830.22 (EIGHT HUNDRED THIRTY DOLLARS AND TWENTY-TWO CENTS)

The Board will consider two separate donations in the total amount of \$830.22 (eight hundred thirty dollars and twenty-two cents) for the purchase of a public announcement (PA) system (see attached email and staff report).

INFORMATIONAL ITEMS:

These items are informational only, no action will be taken, and no public comment will be received.

12. REPORTS

A. SUBCOMMITTEE REPORTS

Finance Subcommittee (President Kennedy Chair)
Grants Subcommittee (President Kennedy Chair)
Project Management Subcommittee (Director Palmer Chair)
Technical Subcommittee (Director Fayram Chair)

B. GENERAL MANAGER AND DISTRICT ENGINEER COMMENTS

The GM and DE will give reports on any meetings that they attended on behalf of the District, report on various District-related activities and/or provide status on projects. The GM may also review Budget Reports. See the packet for more details.

Notable upcoming meeting items:

April – REGEN 30% deliverable final presentation
April – Fiscal Year (FY) 2024-25 Budget and Strategic Planning, GM’s Annual Report
May – FY 2024-25 Budget Workshop
July/June – FY 2024-25 Budget Hearing, Gann Limit, Tax Assessment Authorization

13. DIRECTORS COMMENTS

Directors will give reports on any meetings that they attended on behalf of the Board and/or choose to comment on various District-related activities. Directors may also request future agenda topics at this time.

14. ADJOURNMENT

Tom Fayram, President
Julie Kennedy, Vice President
Lisa Palmer, Director
Greg Parks, Director
Nina Stormo, Director



**LOS OLIVOS COMMUNITY SERVICES DISTRICT
REGULAR MEETING**

Posted: 1-4-2024

January 10, 2024, 6PM (PST)

**St Mark's in the Valley Episcopal Church, Stacy Hall
2901 Nojoqui Ave, Los Olivos CA 93441**

Please observe decorum and instructions from the President

This meeting will be held both in-person and electronically via Zoom meetings. In-person the meeting will be held at the following location:
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Meeting ID: 861 3515 6557 Passcode: 157483

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MEETING AGENDA

1. CALL TO ORDER

President Fayram calls the meeting to order at: 6:01 PM

2. ROLL CALL

Present: President Fayram, Vice President Kennedy, Director Palmer, Director Parks

Absent: Director Stormo

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

Members of the public may address the Board of Directors on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Gov. Code - 54954.3). The public may also request future agenda topics at this time. Speakers are limited to a maximum of 3 minutes. Due to the requirements of the Ralph M. Brown Act, the Board of Directors 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.

President Fayram opens the floor to public comment.

No requests to speak.

INFORMATIONAL ITEM:

Per public request, a brief report from the General Manager that conveys District status and updates is being added at the beginning of the agenda. This status report may touch on key items in the project plan or schedule. The General Manager will leave other detailed reporting, including budgetary reporting until the end of the meeting. This item is informational only, no action will be taken, and no public comment will be received.

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5. GENERAL MANAGER’S DISTRICT STATUS REPORT

General Manager Savage provides a brief status noting that Regen is on track to provide a 15% Design review at the February 14, 2024 meeting and likely will present the final 30% Design at the March 13, 2024 meeting. He comments that the three Groundwater Monitoring Wells are scheduled for construction beginning February 11, 2024. He adds that the residents of the three closest properties have been notified of the pending construction and that he will be following up with them as the construction gets nearer.

GM Savage comments that the Bylaws item was listed last on the agenda as he was not certain that the Project Management Subcommittee would be prepared to recommend a set of Bylaws when the agenda was originally published. He notes that, at the Board’s discretion, that item could be moved “up” on the agenda.

ADMINISTRATIVE ACTION ITEMS:

All matters listed hereunder constitute an administrative / consent agenda and will be acted upon by a single vote of the Board. Matters listed on the Consent Agenda will be read only on the request of a member of the Board, in which event the matter may be removed from the Consent Agenda and considered as a separate item. Public may comment on any of the items prior to the vote being taken by the Board.

6. CONSENT AGENDA

A. APPROVAL OF MEETING MINUTES

Meeting minutes of December 13, 2023.

B. APPROVAL PAYMENT OF INVOICES RECEIVED ON OR BEFORE DECEMBER 31, 2023.

The invoices below have been reviewed by the Finance Subcommittee and are recommended for approval.

No.	Invoice Date	Invoice #	Provider	Amount
1	11/21/2023	84418	MNS Engineering – Engineering and Support Srvc.	\$ 2,615.05
2	12/4/2023	1277	REGEN, LLC.	\$ 10,900.00
3	12/21/2023	85048	MNS Engineering – Engineering and Support Srvc.	\$ 1,321.25
4	12/29/2023	202312	Savage – General Manager Services	\$ 6,654.96

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit	Moss, Levy & Hartzheim, LLP	\$ 2,780.00	\$ 4,995.00
30% Hybrid Design	REGEN, LLC.	\$ 25,306.59	\$ 49,693.41
Groundwater Wells	Various	\$ 1,109.16	\$ 120,335.84

GM Savage notes that he has contacted Moss, Levy, Hartzheim about performing another year’s worth of audits. Alex Hom (MLH) is preparing the contract for Board approval, likely at the February meeting.

President Fayram opens the floor to public comment.

No comments.

Motion to approve Consent Agenda items A and B, as presented.

Motion by: Director Palmer, Second: Vice President Kennedy

Voice vote: 4-0

BUSINESS ITEMS:

7. CONSIDERATION OF ELECTION OF OFFICERS FOR CALENDAR YEAR 2024

Consistent with Resolution 23-02 (Selection of Board Officers), the Board will consider election of officers to fill the positions of President and Vice-President.

GM Savage provides a brief introduction to the item. As part of his introduction, he reminds the Board of current terms for each Director.

President Fayram opens the floor to public comment.

No comments.

President Fayram queries the Board regarding President and Vice President positions.

Motion to elect Director Kennedy as President.

Motion by: Director Palmer, Second: Director Parks

Under discussion, Directors Parks, Palmer, and Kennedy all thank President Fayram for his service as President.

Voice vote: 4-0

President Fayram opens the floor to public comment.

No comments.

Motion to elect Director Palmer as Vice-President.

Motion by: Director Parks, Second: Director Kennedy

Voice vote: 4-0

Following the election, newly elected President Kennedy assumes her role and begins presiding over the meeting.

8. CONSIDERATION OF APPOINTMENTS TO STANDING COMMITTEES (SUBCOMMITTEES) AND SETTING OF MEETING SCHEDULES

Consistent with Resolution 23-01 (Standing Committees), the Board will consider appointments to standing committees/subcommittees. Preliminary selection for meeting days and times may also be considered. Note that not all standing committees/subcommittees are scheduled to meet on a monthly basis.

GM Savage introduces the standing subcommittees and their related representation by the Board.

Finance – Directors Kennedy and Palmer

Project Management – Directors Palmer and Stormo

Technical – Directors Fayram and Parks

Grants – Directors Kennedy and Parks

He notes that the subcommittee assignments are made by the President, following input and commentary by the full Board of Directors, in an open public meeting such as this one.

President Kennedy queries Directors for their interest in continuing to serve on subcommittees as currently constituted. Director Palmer comments that she believes the current assignments are good. Directors Fayram and Parks echo the comment that they too like the assignments.

President Kennedy opens the floor to public comment.

Tom Nelson comments.

President Kennedy confirms the following subcommittee membership:

Finance – Directors Kennedy and Palmer

Project Management – Directors Palmer and Stormo

Technical – Directors Fayram and Parks

Grants – Directors Kennedy and Parks

9. CALENDAR PLANNING FOR 2024

The Board will discuss the current high-level project plan for the District. As part of its deliberations, the Board may consider additional dates for meetings, timing of actions to be taken, and provide direction to staff, as necessary.

GM Savage walks the Board through the attached timelines and schedules.

President Kennedy opens the floor to public comment.

No commenters.

Director Fayram comments about the meeting scheduled for February 14. He suggests that a meeting be held February 21. Director Parks concurs that moving the meeting makes sense. President Kennedy comments that the following week is President's Day. Director Fayram suggests an earlier start on February 14, perhaps at 5:00PM.

Director Palmer asks about the suggested Siting workshop in May and suggests that hearing from the City of Solvang could be helpful. She adds that the Final Project Description may take more than just a workshop. She suggests perhaps a workshop in order to give the public and Board an opportunity to discuss and think about a Final Project Description, and then vote to finalize it in a separate meeting.

Director Fayram echoes the comments about having two meetings for the Project Description.

President Kennedy comments that she would like to see the meeting in April as early in the month as possible.

Direction to staff is to put together meetings according to the presented schedule, including an added workshop for Final Project Description in June.

10. CONSIDERATION OF A LETTER TO CITY OF SOLVANG REGARDING WASTEWATER TREATMENT

As noted at the December 2023 Regular meeting of the Board of Directors, General Manager Savage noted that he and President Fayram met with City of Solvang representatives to discuss the possibility of connecting to the City of Solvang's Wastewater Treatment Plant. The attached letter was written at the request of the City Manager for the City of Solvang and will primarily serve two purposes: (1) confirm interest by the current City of Solvang's City Council in having the LOCSD connect to their wastewater infrastructure and (2) express the LOCSD's interest in exploring connectivity. The attached is not a commitment by the LOCSD to connect. Instead, it serves to kick off efforts that will lead to a better understanding of the costs and implications of connecting the LOCSD and City of Solvang.

GM Savage walks the Board through the attached letter to the City of Solvang. He notes that sending the letter is not a commitment by the LOCSD to connect to the City. Instead, it will kick off the work necessary to get something akin to a 30% design effort to better understand the costs and implications of connecting to the City of Solvang.

Director Fayram says that the responsible thing to do is to send the letter and help us understand the costs. He comments on issues that could be raised by building a line down Alamo Pintado, but that the costs and option of connecting need to be understood. Director Palmer concurs. Director Parks asks about what would be done to move wastewater to the City of Solvang. Director Fayram replies that the approach is probably a "force main" with booster station(s) as necessary. District Engineer Pike confirms that a force main type approach, with metering, is the correct approach should a connection to the City of Solvang be considered.

President Kennedy opens the floor to public comment.

Tom Nelson, Ken Zigler, and Kathryn Lohmeyer speak.

With the permission of the President, GM Savage responds some of the public commentary and questions.

Motion to approve the letter and send it to the City of Solvang.

Motion by: Director Fayram, Second: Vice President Palmer

Voice vote: 4-0

11. CONSIDERATION OF WRDA FUNDING REQUESTS TO CONGRESSMAN CARBAJAL'S OFFICE (CA-24)

On Monday, December 11, 2023, the District was notified by Congressman Carbajal's office that a funding opportunity is available through the 2024 Water Resources and Development Act (WRDA). Consistent with LOCSD Resolution 23-07, the Grants Subcommittee considered options and submitted two grant requests on behalf of the LOCSD. The two grants, in priority order were:

1. \$300,000 to fund 60% Engineering Design activities
2. \$162,500 to fund Environmental Impact Report (\$150,000) plus one year of groundwater monitoring well costs (\$12,500)

Consistent with Resolution 23-07, the funding requests will be considered for ratification by the full Board of Directors.

GM Savage walks the Board through the process that led to the submittal of two funding requests through the 2024 Water Resources and Development Act (WRDA). He notes that the Grants Subcommittee met twice to discuss the submittals, on December 22, 2023 and January 2, 2024. GM Savage closes by saying he submitted the two funding requests on January 4, 2024, one day prior to the January 5, 2024 deadline.

Director Fayram comments that he did talk to the Congressman’s staff a few weeks ago. He notes that these are essentially an “ear mark” funding, not a grant.

President Kennedy opens the floor to public comment.

No comments.

Motion to ratify the requests for 2024 WRDA.

Motion by: Director Fayram, Second: Director Parks

Voice vote: 4-0

12. THE BROWN ACT – AN OVERVIEW

District Counsel will provide an overview of the Brown Act to the Board of Directors, staff, and the public.

President Kennedy used her discretion to move this item to after the District Bylaws discussion.

District Counsel Steve O’Neill provides a presentation on the Brown Act (see attached).

President Kennedy opens the floor to public comment.

Anna Marie Gott speaks.

13. CONSIDERATION OF DISTRICT BYLAWS

As part of the discussion on item 12 at the Regular Meeting for the District Board of Directors on August 24, 2023, the Board of Directors decided that supplementing existing practice, policy, and resolution through the development and adoption of a set of Bylaws for the District would provide additional guidance to the Board, staff, and the public; while also increasing public transparency and District efficiencies. As part of the discussion, the Board directed the GM and Counsel to put together a draft set of Bylaws, review them with the Project Management Subcommittee, and then bring them back to the full Board of Directors for final adoption. The Project Management Subcommittee met on December 22, 2023 and January 8, 2024 to discuss the attached draft Bylaws. Note: Due to the timing of the Project Management Subcommittee’s meeting on January 8, and the posting of the agenda for this meeting, an addendum may be published with updates made by the Project Management Subcommittee.

President Kennedy used her discretion to move this item to before the Brown Act.

GM Savage walks the Board through the revised Bylaws that he published as an addendum on January 9, 2024. As he walks through the Bylaws, he notes several sections that received comment at either the December 22, 2023 or January 8, 2024 Project Management Subcommittee meetings.

President Kennedy opens the floor to public comment.

Kathryn Lohmeyer and Anna Marie Gott speak.

Director Fayram raises the conversation about remote meetings and whether the Board is interested in shifting back to in-person meetings only. Director Palmer responds that she believes that maximizing public participation opportunities during this period is important. Director Parks concurs with Director Palmer about the importance of public participation. President Kennedy comments she supports.

Director Fayram motions that the Bylaws be changed to hold only in-person meetings. Motion fails due to a lack of a second.

Director Palmer comments that she believes this is a good set of Bylaws. Director Parks asks about adding an item for the public to add an item to a future agenda. Director Palmer comments that she doesn’t believe it needs to be in the Bylaws. Director Fayram comments that the President often gets requests to add items to the agenda. He cautions that not all requests to add items are appropriate. President Kennedy comments on her experiences at the Los Olivos School Board.

Director Fayram asks about section 5.13. Counsel responds that he would anticipate changes to the document in the future.

Motion to approve the Bylaws, as presented.

Motion by: Vice President Palmer, Second: Director Parks
Voice vote: 4-0

INFORMATIONAL ITEMS:

These items are informational only, no action will be taken, and no public comment will be received.

14. REPORTS

A. SUBCOMMITTEE REPORTS

Finance Subcommittee (Vice President Kennedy Chair)

Vice President Palmer (as Chair Kennedy was absent) comments that the Finance Subcommittee met.

Grants Subcommittee (Vice President Kennedy Chair)

President Kennedy comments that the Grants Subcommittee met twice with a focus on the WRDA grants. She notes that there were several items that were tabled for future meetings.

Project Management Subcommittee (Vice President Palmer Chair)

Vice President Palmer comments that the Project Management Subcommittee met twice with a focus on the Bylaws. She expects that future conversations will focus on the calendar.

Technical Subcommittee (President Fayram Chair)

Director Fayram comments that the Technical Subcommittee met.

B. GENERAL MANAGER AND DISTRICT ENGINEER COMMENTS

The GM and DE will give reports on any meetings that they attended on behalf of the District, report on various District-related activities and/or provide status on projects. The GM may also review Budget Reports. See the packet for more details.

Notable upcoming meeting items:

- February – REGEN 15% check in and direction setting
- March/April – REGEN 30% deliverable final presentation
- April – Fiscal Year (FY) 2024-25 Budget and Strategic Planning, GM’s Annual Report
- May – FY 2024-25 Budget Workshop
- July/June – FY 2024-25 Budget Hearing, Gann Limit, Tax Assessment Authorization

GM Savage reviews attachments to the agenda. He notes that given earlier comment regarding 2024 schedules, some things in the attachment will change. He comments that there was a significant increase in District funds due to the Special Assessment. He adds that he has spoken to the State regarding the \$75,000 in grant funds, noting that the email he received on December 11 is an indication that a check will be mailed in 4-6 weeks, so the check should arrive in the next couple of weeks.

GM Savage reiterates that the three Groundwater Monitoring Wells are scheduled for construction beginning February 11, 2024. He adds that the residents of the three closest properties have been notified of the pending construction and that he will be following up with them as the construction gets nearer. He has received the signed contract from BC2, the drilling firm and has follow-up once with the County of Santa Barbara regarding the encroachment permits. GM Savage notes that he is still sending monthly updates to the CCRWQCB regarding the District’s actions related to the monitoring wells.

GM Savage notes that he and Director Parks visited the Avila Beach MBR plant in December, adding that if additional Directors want to see the plant firsthand, Cloacina is willing to host a walkthrough.

GM Savage notes that he has been in regular contact with Mr. Tristian Bounds from REGEN. Mr. Bounds is travelling this evening, so unable to join the meeting. As of 1/9, the general project status includes:

- On target to present to the Technical Subcommittee the week of January 22, with a 15% design presentation target for the February 14, 2024 meeting, and potential full 30% design presentation at the March 13, 2024 meeting.
- Completed a draft Basis of Design, which will be part of the upcoming meetings
- Completing mapping updates, particularly as it relates to road and collection information
- Developing a series of scenarios, at least 5 or 6, for collection and treatment
- Using a three treatment location approach that mirrors what was done by Stantec, the difference being that he has added the elementary school as a possible location

- Using a slightly modified flow calculation, with the calculation being a little lower for residential parcels
- Looking hard at water lines and smaller parcels on San Marcos, Alta, Stow, and Lucca avenues due to setbacks
- Confirmed that tank setbacks for community water lines is 25' and that for service water lines (those on your individual parcel) are 5'.

GM Savage closes his comments by stating he will immediately get the letter off to the City of Solvang.

DE Pike comments that in December, MNS helped put together the information for encroachment permits. Now that there is a schedule, he can begin work on the second 75,000.

15. DIRECTORS COMMENTS

Directors will give reports on any meetings that they attended on behalf of the Board and/or choose to comment on various District-related activities. Directors may also request future agenda topics at this time.

Director Palmer - No comments.

Director Fayram - No comments.

Director Parks - No comments.

Director Kennedy – Comments about her professional relationship with Mr. Herthel. She assures the Board and public that there are no issues.

GM Savage – Adds that POLO is preparing to send the rest of their grant funds.

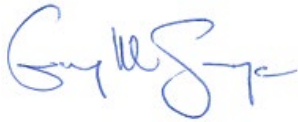
16. ADJOURNMENT

Motion to adjourn at: 8:18 PM.

Motion by: Vice President Palmer, Second: Director Fayram

Voice vote: 4-0

Respectfully submitted:



Guy W. Savage
General Manager – Los Olivos Community Services District

Approved:

President Julie Kennedy

ITEM 6B – INVOICES

INVOICES



1 Park Plaza, Suite 1000
 Irvine, CA 92614
 P (949) 223-1170 • F (949) 223-1180
 awattorneys.com

Federal Tax ID: 55-0814676

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

Billing Period: December 2023

Matter Description	Total Hours	Total Fees	Total Costs	Total Other Charges	Total Billed	Comments
0001 General	5.10	1,122.00	0.00	0.00	1,122.00	
TOTALS:	5.10	1,122.00	0.00	0.00	1,122.00	



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 Federal Tax ID: 55-0814676

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

January 11, 2024
 Bill No. 83365

For Legal Services Rendered Through 12/31/23

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

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
12/05/23	MDK	REVIEW AGENDA AND MEETING SCHEDULE RESOLUTION AND PROVIDE COMMENTS	0.50	110.00
12/05/23	SON	CORRESPONDENCE RE BROWN ACT AND MEETINGS	0.10	22.00
12/06/23	SON	CORRESPONDENCE RE NOTICE REQUIREMENTS AND COMMITTEES	0.10	22.00
12/07/23	SON	REVIEW AND EDIT AGENDA AND RESOLUTIONS	0.40	88.00
12/11/23	SON	REVIEW ADU RESEARCH; DRAFT EMAIL	1.00	220.00
12/13/23	SON	REVIEW CORRESPONDENCE RE BROWN ACT AND ADDING ITEM TO AGENDA; EMAIL GS; TELEPHONE CONFERENCE WITH GUY RE AGENDA ITEMS; REVIEW GOTT EMAIL; ATTEND BOARD MEETING	1.80	396.00
12/18/23	SON	CORRESPONDENCE RE WFX RESOLUTION	0.10	22.00
12/20/23	SON	CORRESPONDENCE RE FACILITIES TOUR	0.20	44.00
12/26/23	SON	CORRESPONDENCE WITH GUY RE BROWN ACT ISSUE AND MEETING IN AVILA	0.30	66.00
12/28/23	SON	REVIEW, EXECUTE WELL MONITORING CONTRACT	0.40	88.00

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

January 11, 2024
 Page 2

Date	Attorney	Description	Hours	Amount
12/29/23	SON	REVIEW CORRESPONDENCE RE WEBSITE AND PRIVACY DATA	0.20	44.00
Total Professional Services			5.10	\$1,122.00

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
MDK	Martin D. Koczanowicz	0.50	220.00	110.00
SON	Steven O'Neill	4.60	220.00	1,012.00
Total Professional Services		5.10		\$1,122.00

CURRENT BILL TOTAL AMOUNT DUE **\$1,122.00**

Balance Forward: 1,430.00

Receipts Since Last Bill

Date	Description	Total Applied
12/22/23	Wire Transfer Payment - Thank you	-1,188.00
12/22/23	Wire Transfer Payment - Thank you	-242.00
Less Total Payments		<u>-1,430.00</u>

Payments & Adjustments: -1,430.00

Total Due: **\$1,122.00**

Please return this page with remittance

to
Aleshire & Wynder LLP

Bill Number: 83365
Bill Date: January 11, 2024
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services:	1,122.00
Total Disbursements:	0.00
CURRENT BILL TOTAL AMOUNT DUE	<u>\$1,122.00</u>
Balance Forward:	1,430.00
Payments & Adjustments:	-1,430.00
Total Due:	<u>\$1,122.00</u>

Amount enclosed: _____

Thank You



**COUNTY OF SANTA BARBARA
DEPARTMENT OF PUBLIC WORKS - TRANSPORTATION DIVISION
4417 Cathedral Oaks Road
Santa Barbara, CA 93110
Tel. (805) 681-4990**



INVOICE

ENCROACHMENT PERMIT

*Please make checks payable to:
County of S.B. - P.W. Trans.*

Invoice Date: January 22, 2024

Permit No.: **N55777**

PERMITTEE:

Guy Savage
LOS OLIVOS COMMUNITY SERVICES DISTRICT
PO Box 345
Los Olivos, CA 93441

Amount Enclosed: _____

The following permit services have been provided to you
by Public Works - Transportation Division.

Location of Encroachment: 2280, 2440 OLIVET ST, Los Olivos

Encroachment Permit Fees:

Plan Review + Inspection Fee: \$926.00

TOTAL FEES: \$926.00

Balance Due: \$926.00

Please reference the Permit Number on your check.
Please enclose REMIT copy with payment and mail to:

**County of Santa Barbara
Public Works Transportation Permit Office
4417 Cathedral Oaks Rd.
Santa Barbara, CA 93110**

If you have any questions, Please call (805) 681-4990

All permits fees must be **PAID IN FULL** prior to completion of work.

DUPLICATE STATEMENT: ONE for REMITTANCE, ONE for PERMITTEE



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

Main: 805 692 6921

WWW.MNSENGINEERS.COM

- > CIVIL ENGINEERING
- > CONSTRUCTION MANAGEMENT
- > LAND SURVEYING

January 24, 2024

Project No: LOCD.180392.00

Invoice No: 85320

Los Olivos Community Services District

P.O. Box 553

Los Olivos, CA 93441

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

This Invoice includes:

1. General District Support Tasks: \$420.00
2. Engineering Tasks:
 - a. General Support Tasks: Attend Meeting \$0.00
 - b. General Engineering Tasks GIS/CAD Exhibits: \$2,822.50

Professional Services for the Period: December 01, 2023 to December 31, 2023

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount
Administrative Support			
Project Coordinator	4.00	105.00	420.00
Totals	4.00		420.00
Total Labor			420.00
		Level 2 Subtotal	\$420.00

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount
Project Management			
Supervising Technician	.50	135.00	67.50
District Engineer	2.00	185.00	370.00

Project	LOCSD.180392.00	District Support Services	Invoice	85320
Development Review (Plan/Map Checking)				
	Senior Project Engineer	13.25	180.00	2,385.00
	Totals	15.75		2,822.50
	Total Labor			2,822.50
			Level 2 Subtotal	\$2,822.50
			Current Invoice Amount	\$3,242.50

Outstanding Invoices

Number	Date	Balance
84819	11/21/2023	2,615.05
Total		2,615.05

Billing Backup

Wednesday, January 24, 2024

MNS Engineers, Inc.

Invoice 85320 Dated 1/24/2024

12:36:38 PM

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

Professional Personnel

	Hours	Rate	Amount
Administrative Support			
Project Coordinator			
Zepeda, Mary	12/1/2023	.25 105.00	26.25
File and Upload A&W Invoice; Update Budget Tracking Log			
Zepeda, Mary	12/4/2023	.25 105.00	26.25
Follow-up with DP and GS re processing election payment			
Zepeda, Mary	12/5/2023	.25 105.00	26.25
File and Upload MNS Invoice; Update Budget Tracking Log; Follow-up with DP and GS re Reimbursement Statements			
Zepeda, Mary	12/8/2023	.25 105.00	26.25
Follow-up with GS and DP re LOCSD Reimbursement Statement			
Zepeda, Mary	12/20/2023	3.00 105.00	315.00
Prepare A&W (2), CSDA, GWS, and Regen Invoices for payment via FIN; Create and Process Single Payment Claims for A&W (2), CSDA, GWS, and Regen Invoices for DP; Update Budget Tracking Log			
	Totals	4.00	420.00
	Total Labor		420.00
Level 2 Subtotal			\$420.00

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount
Project Management			
Supervising Technician			
Starr, Robert	12/14/2023	.50 135.00	67.50
E-transmit district information maps.			
District Engineer			
Pike, Douglas	12/11/2023	.50 185.00	92.50
Exhibits for 3 new wells			
Pike, Douglas	12/12/2023	1.00 185.00	185.00
Field measurements for Sampling Well Exhibits			
Pike, Douglas	12/29/2023	.50 185.00	92.50
water use rates from the Water District to Tristian Bounds			
Development Review (Plan/Map Checking)			
Senior Project Engineer			
Mak, Gabriella	12/8/2023	2.00 180.00	360.00
Prepared 3 exhibits			
Mak, Gabriella	12/11/2023	1.50 180.00	270.00
Groundwater wells map			
Mak, Gabriella	12/12/2023	1.00 180.00	180.00
Groundwater wells map			
Mak, Gabriella	12/13/2023	4.00 180.00	720.00
meeting with Doug and prepared exhibits			

Project	LOCSD.180392.00	District Support Services			Invoice	85320
Mak, Gabriella		12/14/2023	2.75	180.00	495.00	
		Meeting with Doug and revised exhibits				
Mak, Gabriella		12/15/2023	2.00	180.00	360.00	
		Revised exhibits				
		Totals	15.75		2,822.50	
		Total Labor				2,822.50
					Level 2 Subtotal	\$2,822.50
					Project Total	\$3,242.50
					Total this Report	\$3,242.50

INVOICE

FROM:

Guy W. Savage
 PO Box 894
 Los Olivos, Ca 93441

BILL TO:

Via electronic delivery
 President Julie Kennedy
 Los Olivos Community Services District
 PO Box 345
 Los Olivos, Ca 93441

Invoice #: 20241
Invoice Date: 2/1/2024

Dear President Kennedy,

Please see the below for professional services provided, plus any expenditures made on behalf of the District. The attached tally of hours (units) exceeds those being billed below. This is being done to track the hours for future reference. Per agreement, the hours will be capped at the number below or as authorized by the District.

Date	Description	Units	Rate	Amount
1/31/2024	General Manager Services - LOCSD (1/1/24-1/31/24) See Attached for Details	30	\$ 138.65	\$ 4,159.35
1/31/2024	Grant Reimbursable - General Manager Services - Groundwater Monitoring Wells (1/1/24-1/31/24) See Attached for Details	24	\$ 138.65	\$ 3,327.48
1/20/2024	Grant Reimbursable Expense - Paint for field marking (DIG ALERT			\$ 30.41
1/22/2024	Grant Reimbursable Expense - NO PARKING signs			\$ 11.03
1/22/2024	Grant Reimbursable Expense - LOCSD equipment marking			\$ 7.60
1/22/2024	Grant Reimbursable Expense - Grainger Online - signs, cones, barricades, safety equipment			\$ 1,126.26
1/30/2024	Grant Reimbursable Expense - Drill rig generator fuel			\$ 8.76
Total				\$ 8,670.89

Thank you for your continued support.



Email: GM.LOCSD@gmail.com

Date	Description	Hours	Grant			Amount Grant Reimbursable
			Reimbursable	Rate	Amount	
1-Jan	Emails	0.25		\$ 138.65	\$ 34.66	\$ -
2-Jan	Grants subcommittee meeting	1		\$ 138.65	\$ 138.65	\$ -
	Carbajal Office follow-up	0.25		\$ 138.65	\$ 34.66	\$ -
4-Jan	Bylaws and Brown Act discussion w/Counsel	0.75		\$ 138.65	\$ 103.98	\$ -
	Grants meeting minutes, video post	0.25		\$ 138.65	\$ 34.66	\$ -
	WRDA funding requests	0.5		\$ 138.65	\$ 69.32	\$ -
	Regular meeting agenda and related agenda item development	4		\$ 138.65	\$ 554.58	\$ -
	Encroachment permit / BC2 contract follow-up		0.25	\$ 138.65	\$ -	\$ 34.66
	2023 Audit outreach to Moss, Levy, Hartzheim	0.25		\$ 138.65	\$ 34.66	\$ -
5-Jan	Finance Subcommittee	0.25		\$ 138.65	\$ 34.66	\$ -
	Finance Subcommittee minutes, prior minutes	0.25		\$ 138.65	\$ 34.66	\$ -
8-Jan	PM Meeting	1		\$ 138.65	\$ 138.65	\$ -
	PM Minutes, video, web post	0.5		\$ 138.65	\$ 69.32	\$ -
	Finance Subcommittee minutes, video, web post	0.25		\$ 138.65	\$ 34.66	\$ -
	Administrative - annual activities	1		\$ 138.65	\$ 138.65	\$ -
	Fayram meeting	0.5		\$ 138.65	\$ 69.32	\$ -
	Review 2023 video postings, minutes, etc. to ensure posting	0.75		\$ 138.65	\$ 103.98	\$ -
9-Jan	Regen	0.5		\$ 138.65	\$ 69.32	\$ -
	Bylaws	0.75		\$ 138.65	\$ 103.98	\$ -
	1/10 meeting prep	0.75		\$ 138.65	\$ 103.98	\$ -
	Draft CCRWQCB monthly memo	0.5		\$ 138.65	\$ 69.32	\$ -
10-Jan	Regular meeting			\$ 138.65	\$ -	\$ -
11-Jan	CCRWQCB monthly memo regarding Groundwater Monitoring Wells		0.25	\$ 138.65	\$ -	\$ 34.66
	Letter to Solvang	0.25		\$ 138.65	\$ 34.66	\$ -
	Regular meeting minutes, video, post	1.5		\$ 138.65	\$ 207.97	\$ -
	Administrative - billing, emails, County follow up	0.5		\$ 138.65	\$ 69.32	\$ -
	Responses to City of Solvang related to 1/24 City Council meeting	0.25		\$ 138.65	\$ 34.66	\$ -
	Website updates, Form 700	1		\$ 138.65	\$ 138.65	\$ -
12-Jan	County Recorder follow up	0.5		\$ 138.65	\$ 69.32	\$ -
16-Jan	Emails, CSDA	0.75		\$ 138.65	\$ 103.98	\$ -
17-Jan	1/22 Tech Agenda, post	1		\$ 138.65	\$ 138.65	\$ -
19-Jan	Kennedy meeting, emails, website updates	2		\$ 138.65	\$ 277.29	\$ -
	BC2 coordination, signs, barricades		1	\$ 138.65	\$ -	\$ 138.65
20-Jan	Letter to residents near drill sites, dig-alert prep and paint, talk to neighbors		3.25	\$ 138.65	\$ -	\$ 450.60
22-Jan	Technical Subcommittee meeting, minutes, post video, post prior minu	2.25		\$ 138.65	\$ 311.95	\$ -
	Safety equipment purchasing, No Parking signage, put up barriers		3.5	\$ 138.65	\$ -	\$ 485.26
	City of Solvang Council Meeting - connection to Solvang	4.25		\$ 138.65	\$ 589.24	\$ -
23-Jan	Coord 1/29 drilling, No Parking signage, put up barriers, encroachment permits		2.5	\$ 138.65	\$ -	\$ 346.61
	GSI Contract		0.75	\$ 138.65	\$ -	\$ 103.98
24-Jan	GSI Contract-finish and sign		0.5	\$ 138.65	\$ -	\$ 69.32
25-Jan	Dunn School meeting	1		\$ 138.65	\$ 138.65	\$ -
26-Jan	Deposits - \$75k, \$20k, \$20	0.5		\$ 138.65	\$ 69.32	\$ -
30-Jan	MW - 4		6.5	\$ 138.65	\$ -	\$ 901.19
31-Jan	MW - 3, cuttings		5.5	\$ 138.65	\$ -	\$ 762.55
				\$ 138.65	\$ -	\$ -
Totals		30	24		\$ 4,159.35	\$ 3,327.48
Grand Totals		Hours	54.00			\$ 7,486.83



Guy Savage <gm.locsd@gmail.com>

Re: Request regarding hours

Julie Kennedy <julie.kennedy.locsd@gmail.com>
To: General Manager - LOCSD <gm.locsd@gmail.com>

Fri, Jan 12, 2024 at 8:54 AM

Thank you Guy for the background info, I appreciate it!
Yes, additional hours approved.
Julie

Julie Kennedy , Los Olivos Community Services District



Phone: 805.946.0431
Mobile: 805.693.4077
Email: julie.kennedy.locsd@gmail.com
Website: www.losolivoscsd.com
Address: PO Box 345, Los Olivos, CA 93441

On Thu, Jan 11, 2024 at 3:42 PM General Manager - LOCSD <gm.locsd@gmail.com> wrote:
Julie,

My contract requires that I ask for approval to exceed 30 hours a month. The 30 hours is roughly what is needed to support the "normal" business of the District. I think you've also noticed that I regularly exceed 30 hours, but donate the excess hours, unless I get close to or over 40 hours.

The work currently being carried out related to Groundwater Monitoring Wells, which is reimbursable via our EHS grant, is a workload that could quickly push me over 30 hours in January, February, and March. Therefore, I am requesting that you approve me to work as many hours as necessary on the wells effort until this current well project is completed. These hours would be in addition to my contractually agreed to maximum of 30 hours. If I need more than 30 hours for "normal" business, I will make a separate request.

Hopefully that is clear enough. I would essentially work my 30 hours, plus as many hours as necessary to support the wells project (without a cap). If you would please respond with an approval or denial of this approach, it would be appreciated.

Guy

Guy Savage
General Manager
Los Olivos Community Services District
PO Box 345, Los Olivos, CA 93441
(805) 500-4098
www.LosOlivosCSD.com



Guy Savage <gm.locsd@gmail.com>

Grainger Online Order Confirmation #1504292365 / P.O. #WEB2484585265

Grainger <Grainger@service.grainger.com>
Reply-To: Grainger <CustomerFeedback@service.grainger.com>
To: gm.locsd@gmail.com

Mon, Jan 22, 2024 at 10:37 AM



[My Account](#) | [Order History](#) | [Help](#) | [All Products](#)

ORDER CONFIRMATION

Hello Guy Savage,

Thank you for placing an order with Grainger. We confirm that the following order has been received.

Order Faster—Next Time!
Your details are saved. All you need now is a user ID, password and security question/answer.

FINISH REGISTRATION

ORDER DETAILS

Order #1504292365
PO #WEB2484585265
Company Name : GUY SAVAGE

ORDER SUMMARY

Subtotal **\$975.80**
Estimated Tax **\$75.63**
Estimated Shipping **\$74.83**
Estimated Total \$1,126.26

Availability, Shipping, Tax & Promotions are not final until your order is processed. All final charges will be reflected on the associated invoice.

DELIVERY METHOD

SHIPPING ADDRESS
Los Olivos Community Services
Distr
[Redacted]
US

PAYMENT METHOD

VISA **** [Redacted] **VISA**

MY PURCHASED PRODUCTS



APPROVED VENDOR
Item # **3UTY5**
Price **\$163.89** / each

STATUS
Preparing to Ship
Expected to Arrive Between Tue Jan 23* and Wed Jan 24*

TOTAL **\$655.56**
QTY **4**

PO Line # 1



CONDOR
Item # **53YN58**
Price **\$19.04** / each

STATUS
Preparing to Ship
Expected to Arrive Between Tue Jan 23* and Wed Jan 24*

TOTAL **\$19.04**
QTY **1**

PO Line # 2



APPROVED VENDOR
Item # **6FHA1**
Price **\$30.12** / each

STATUS
Preparing to Ship
Expected to Arrive Between Tue Jan 23* and Wed Jan 24*

TOTAL **\$301.20**
QTY **10**

PO Line # 3

*Within the continental U.S. when your order is received by 5 p.m. local time at your local shipping facility, which may be in a different time zone from you. Deliveries occur Monday-Friday, excluding holidays. Currently subject to limited product availability on select high-demand, pandemic-related items.

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These items are sold for domestic consumption in the US. If exported, purchaser assumes full responsibility for compliance with US export controls. All US and Export orders are subject to the [Grainger Terms of Sale](#) as set forth on the website and/or an existing contract, if applicable. Products shipped directly from suppliers to customers are subject to supplier availability. Certain items are not eligible for purchase by individual consumers without a Grainger business account. If you are not a registered business customer or did not place this order under a logged in account, your order is subject to review and Grainger may refuse to accept your request for certain products.

THANK YOU FOR SHOPPING AT
VALLEY HARDWARE
1665 MISSION DR.
SOLVANG, CA 93463
(805) 688-4191

30 DAY RETURN/REFUND EXCHANGE

01/22/24 1:50PM DG 551 SALE

5028140 1 EA \$6.99 EA
STENCIL KIT HD 3" 36PK \$6.99

SUB-TOTAL:\$ 6.99 TAX:\$.61
TOTAL:\$ 7.60
BC AMT:\$ 7.60

BK CARD#: XXXXXXXXXXXX0153
MID:*****4885 TID:***2495
AUTH: 98552G AMT:\$ 7.60
Host reference #:476959 Bat#

Authorizing Network: VISA

Chip Read
CARD TYPE:VISA EXPR: XXXX

AID : A0000000031010
TVR : 8080008000
IAD : 06010A03602000
TSI : 6800
ARC : 00
MODE : Issuer
CVM : No CVM
Name : VISA CREDIT
ATC :05C1
AC : F260F928D23F4699
TxnID/ValCode: 528820

Bank card USD\$ 7.60



==>> JRNL#E76959 <<==
CUST NO:*12363

THANK YOU GUY SAVAGE
FOR YOUR PATRONAGE
ACE REWARDS ID # 1971447600

Acct: GUY SAVAGE

Customer Copy

Inklines Printing Co.
1693 Mission Drive...Suite C-101
Solvans CA 93463
(805) 686-0705

01/22/24 13:56:50

DESCRIPTION	QTY	PRICE
C - Color Copy 8.5x14	6	10.14
Subtotal		10.14
Tax		0.89
Total		11.03
Tendered Cash		11.03
Change		0.00

THANK YOU FOR SHOPPING AT
VALLEY HARDWARE
1665 MISSION DR.
SOLVANG, CA 93463
(805) 688-4191

30 DAY RETURN/REFUND EXCHANGE

01/20/24 12:24PM RC 552 SALE

27219 1 EA \$9.99 EA
TAPE BARACD CAUTION 200 \$9.99
1804855 1 EA \$9.99 EA
MARKING PAINT PL WB WHT \$9.99
1396084 1 EA \$7.99 EA
SPRYPNT 2X SAT CANYN BLK \$7.99

SUB-TOTAL:\$ 27.97 TAX:\$ 2.44
TOTAL:\$ 30.41
BC AMT:\$ 30.41

BK CARD#: XXXXXXXXXXXX0153
MID:*****4885 TID:***2495
AUTH: 06349G AMT:\$ 30.41
Host reference #:476512 Bat#

Authorizing Network: VISA

Chip Read
CARD TYPE:VISA EXPR: XXXX
AID : A0000000031010
TVR : 8080008000
IAD : 06010A03602000
TSI : 6800
ARC : 00
MODE : Issuer
CVM :
Name : VISA CREDIT
ATC :05BF
AC : 074721054724AACD
TxnID/ValCode: 528513

Bank card USD\$ 30.41



==>> JRNL#E76512 <<==
CUST NO:*12363

THANK YOU GUY SAVAGE
FOR YOUR PATRONAGE
ACE REWARDS ID # 1971447600

006 TAXABLE 8.75% .87
006 TAXABLE 8.75% 1.57

Acct: GUY SAVAGE

Customer Copy

Jims Service Center
2015 Mission Drive
Solvang, CA 93463

2015 MISSION DR
JIMS SERVICE STATIO
XXXXXXXXXX7001
SOLVANG, CA
93463
01/30/2024 820316437
10:04:20 AM

XXXX XXXX XXXX 0153
Visa
INVOICE 058074
AUTH 08099G

*** REPRINT *** REPRINT *** REPRINT ***
PUMP# 5

REGULAR 2.136G
PRICE/GAL \$4.099
FUEL TOTAL \$ 8.76

TOTAL = \$ 8.76
*** REPRINT *** REPRINT *** REPRINT ***

CREDIT \$ 8.76

=====
Customer-activated Purchase/Capture
Sequence Number 04887
Contactless
APPROVED 08099G
=====

Thanks for coming in!
Come back soon!



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

Main: 805 692 6921

WWW.MNSENGINEERS.COM

- > CIVIL ENGINEERING
- > CONSTRUCTION MANAGEMENT
- > LAND SURVEYING

January 24, 2024

Project No: LOCD.180392.00

Invoice No: 85320

Los Olivos Community Services District

P.O. Box 553

Los Olivos, CA 93441

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

This Invoice includes:

1. General District Support Tasks: \$420.00
2. Engineering Tasks:
 - a. General Support Tasks: Attend Meeting \$0.00
 - b. General Engineering Tasks GIS/CAD Exhibits: \$2,822.50

Professional Services for the Period: December 01, 2023 to December 31, 2023

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount
Administrative Support			
Project Coordinator	4.00	105.00	420.00
Totals	4.00		420.00
Total Labor			420.00
		Level 2 Subtotal	\$420.00

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount
Project Management			
Supervising Technician	.50	135.00	67.50
District Engineer	2.00	185.00	370.00

Project	LOCSD.180392.00	District Support Services	Invoice	85320
Development Review (Plan/Map Checking)				
	Senior Project Engineer	13.25	180.00	2,385.00
	Totals	15.75		2,822.50
	Total Labor			2,822.50
			Level 2 Subtotal	\$2,822.50
			Current Invoice Amount	\$3,242.50

Outstanding Invoices

Number	Date	Balance
84819	11/21/2023	2,615.05
Total		2,615.05

Billing Backup

Wednesday, January 24, 2024

MNS Engineers, Inc.

Invoice 85320 Dated 1/24/2024

12:36:38 PM

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

Professional Personnel

	Hours	Rate	Amount
Administrative Support			
Project Coordinator			
Zepeda, Mary	12/1/2023	.25 105.00	26.25
File and Upload A&W Invoice; Update Budget Tracking Log			
Zepeda, Mary	12/4/2023	.25 105.00	26.25
Follow-up with DP and GS re processing election payment			
Zepeda, Mary	12/5/2023	.25 105.00	26.25
File and Upload MNS Invoice; Update Budget Tracking Log; Follow-up with DP and GS re Reimbursement Statements			
Zepeda, Mary	12/8/2023	.25 105.00	26.25
Follow-up with GS and DP re LOCSD Reimbursement Statement			
Zepeda, Mary	12/20/2023	3.00 105.00	315.00
Prepare A&W (2), CSDA, GWS, and Regen Invoices for payment via FIN; Create and Process Single Payment Claims for A&W (2), CSDA, GWS, and Regen Invoices for DP; Update Budget Tracking Log			
	Totals	4.00	420.00
	Total Labor		420.00
Level 2 Subtotal			\$420.00

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount
Project Management			
Supervising Technician			
Starr, Robert	12/14/2023	.50 135.00	67.50
E-transmit district information maps. For Tristain's use in his WW Report in process.			
District Engineer			
Pike, Douglas	12/11/2023	.50 185.00	92.50
Exhibits for 3 new wells for Groundwater Well Permit Application			
Pike, Douglas	12/12/2023	1.00 185.00	185.00
Field measurements for Sampling Well Exhibits for Groundwater Well Permit Application			
Pike, Douglas	12/29/2023	.50 185.00	92.50
Water use rates from the Water District to Tristian Bounds For Tristain's use in his WW Report in process.			
Development Review (Plan/Map Checking)			
Senior Project Engineer			
Mak, Gabriella	12/8/2023	2.00 180.00	360.00
Prepared 3 exhibits for Groundwater Well Permit Application			
Mak, Gabriella	12/11/2023	1.50 180.00	270.00
Groundwater wells map for Groundwater Well Permit Application			
Mak, Gabriella	12/12/2023	1.00 180.00	180.00
Groundwater wells map for Groundwater Well Permit Application			
Mak, Gabriella	12/13/2023	4.00 180.00	720.00
Meeting with Doug and prepared exhibits for Groundwater Well Permit Application			

Project	LOCSD.180392.00	District Support Services			Invoice	85320	
Mak, Gabriella		12/14/2023	2.75	180.00	495.00		
		Meeting with Doug and revised exhibits for Groundwater Well Permit Application					
Mak, Gabriella		12/15/2023	2.00	180.00	360.00		
		Revised exhibits for Groundwater Well Permit Application					
		Totals	15.75		2,822.50		
		Total Labor				2,822.50	
				Level 2 Subtotal		\$2,822.50	
				Project Total		\$3,242.50	
				Total this Report		\$3,242.50	

ITEM 7 – REGEN 15% DESIGN CHECKPOINT

REGEN 15% DESIGN CHECKPOINT



Preliminary Basis of Design Report

LOS OLIVOS WASTEWATER HYBRID COLLECTION ANALYSIS

Initial Draft

Prepared for:
Los Olivos Community Service District

Prepared by:
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February 21, 2024
Rev 1.0

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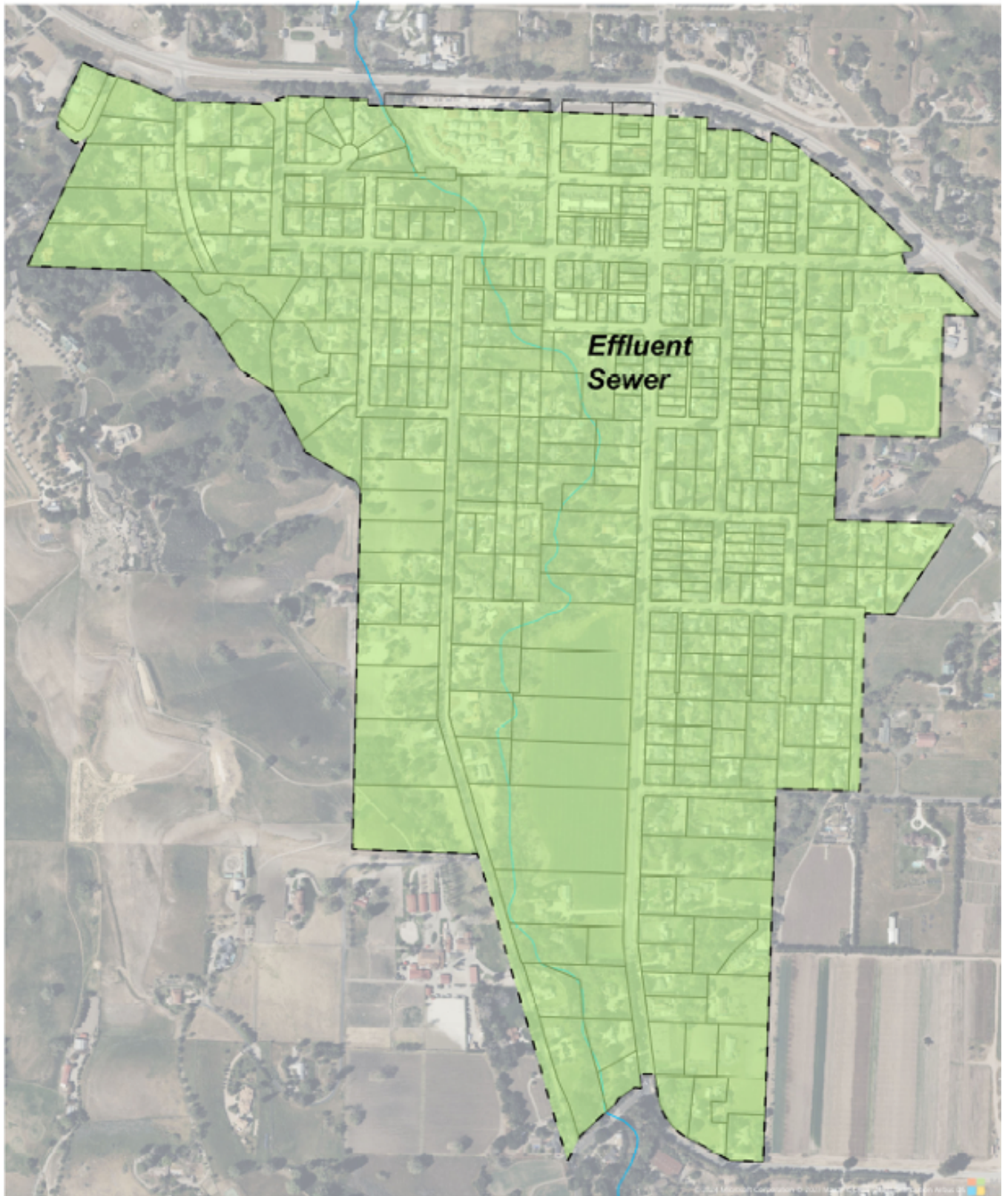


Figure 8 – Proposed Hybrid Sewer Collection System Alternative B2

Option C - Gravity Sewer in central town (zones 1 & 2), Effluent Sewer in immediate area surrounding downtown (zones 3-5), Advanced Onsite Systems (zone 6)

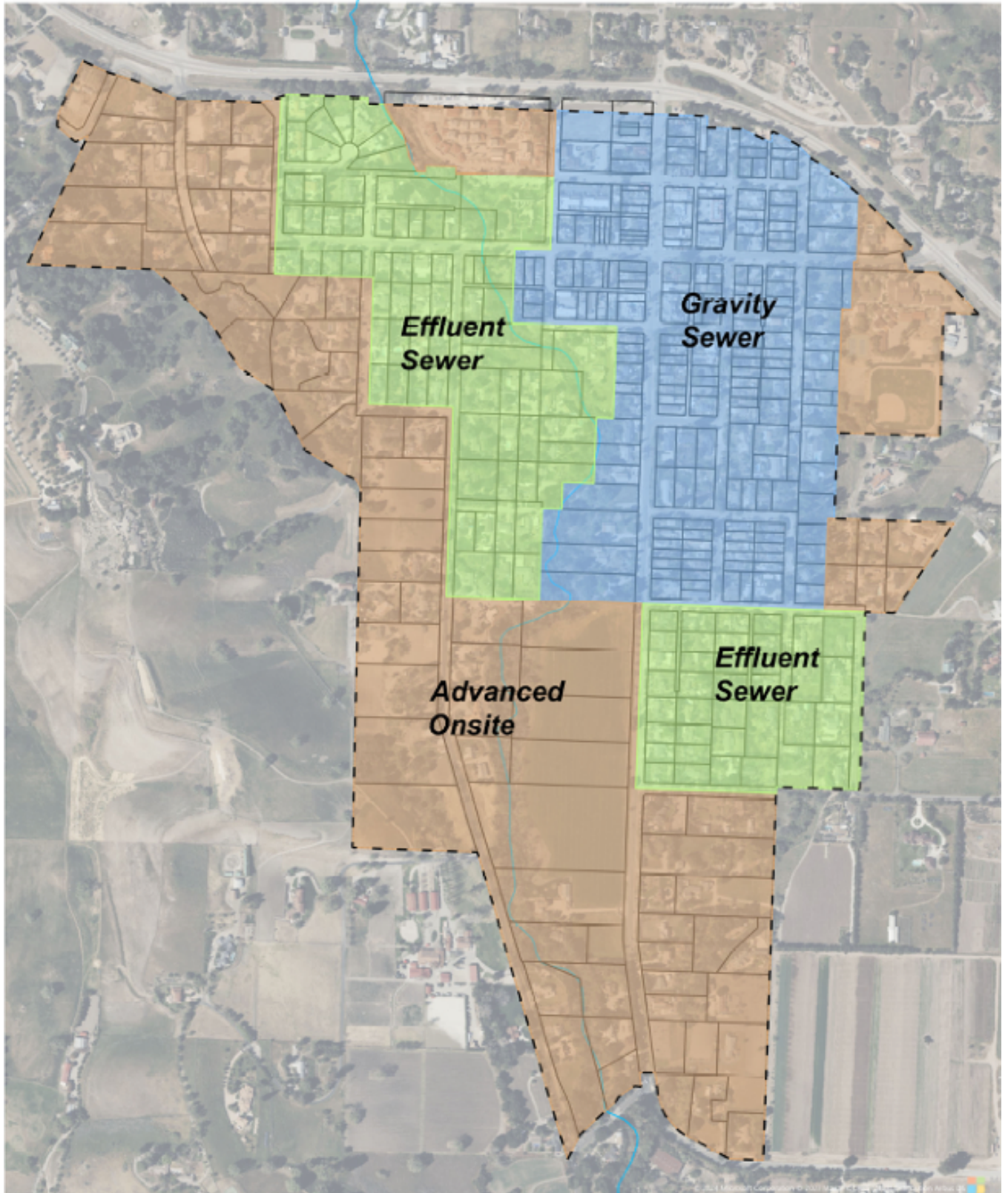


Figure 9 – Proposed Hybrid Sewer Collection System Alternative C3

Option D - Effluent Sewer in dense areas (zones 1-5), Advanced Onsite Systems (zone 6)

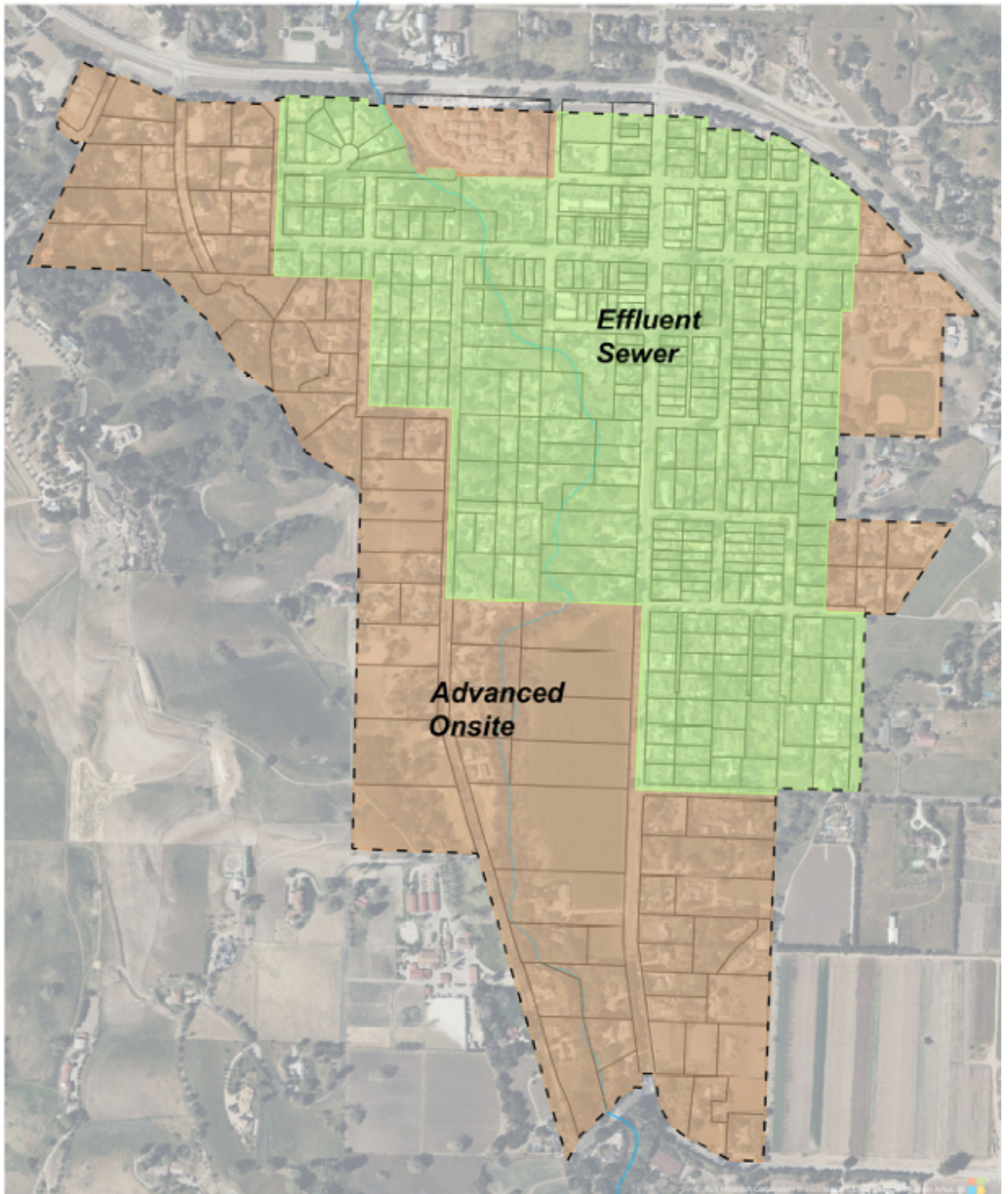


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EXECUTIVE SUMMARY

The purpose of this Basis of Design (BOD) is to compare alternative hybrid collection systems configuration and make an initial recommendation on the best approach for the unincorporated community of Los Olivos. This BOD has been conducted by Regen AEC (Regen) for the Los Olivos Community Service District (LOCSD) and the Los Olivos Wastewater Reclamation Program Project (LOWRPP).

INTRODUCTION

This Basis of Design (BOD) report had been developed to provide the Los Olivos Community Service District (CSD or District) with a foundational design basis for the development of a hybrid wastewater collection system design. Regen has been contracted to assist the Los Olivos Community Services District with the design of a hybrid wastewater collection system.

STUDY AREA CHARACTERISTICS

The Los Olivos area is located within Santa Barbara County off California highway 154. The proposed wastewater collection area consists of 391 parcels and roughly 840 residents. Per adopted Resolution 2019-04, the Los Olivos Wastewater Reclamation Program Project (LOWRPP) was initiated to help identify strategies to provide viable wastewater collection and treatment for the residents and business owners within the District.

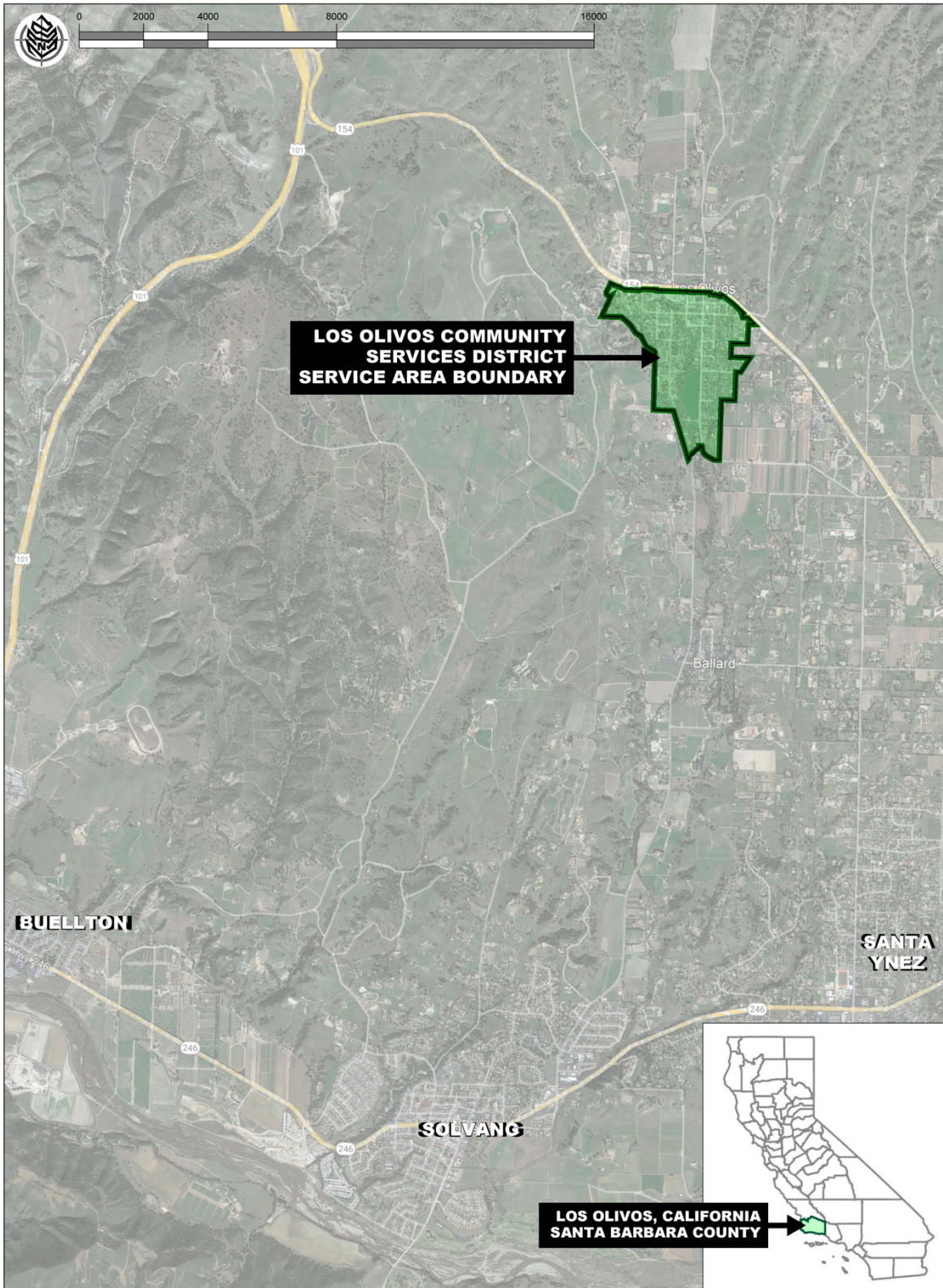


Figure 1 – Vicinity Map

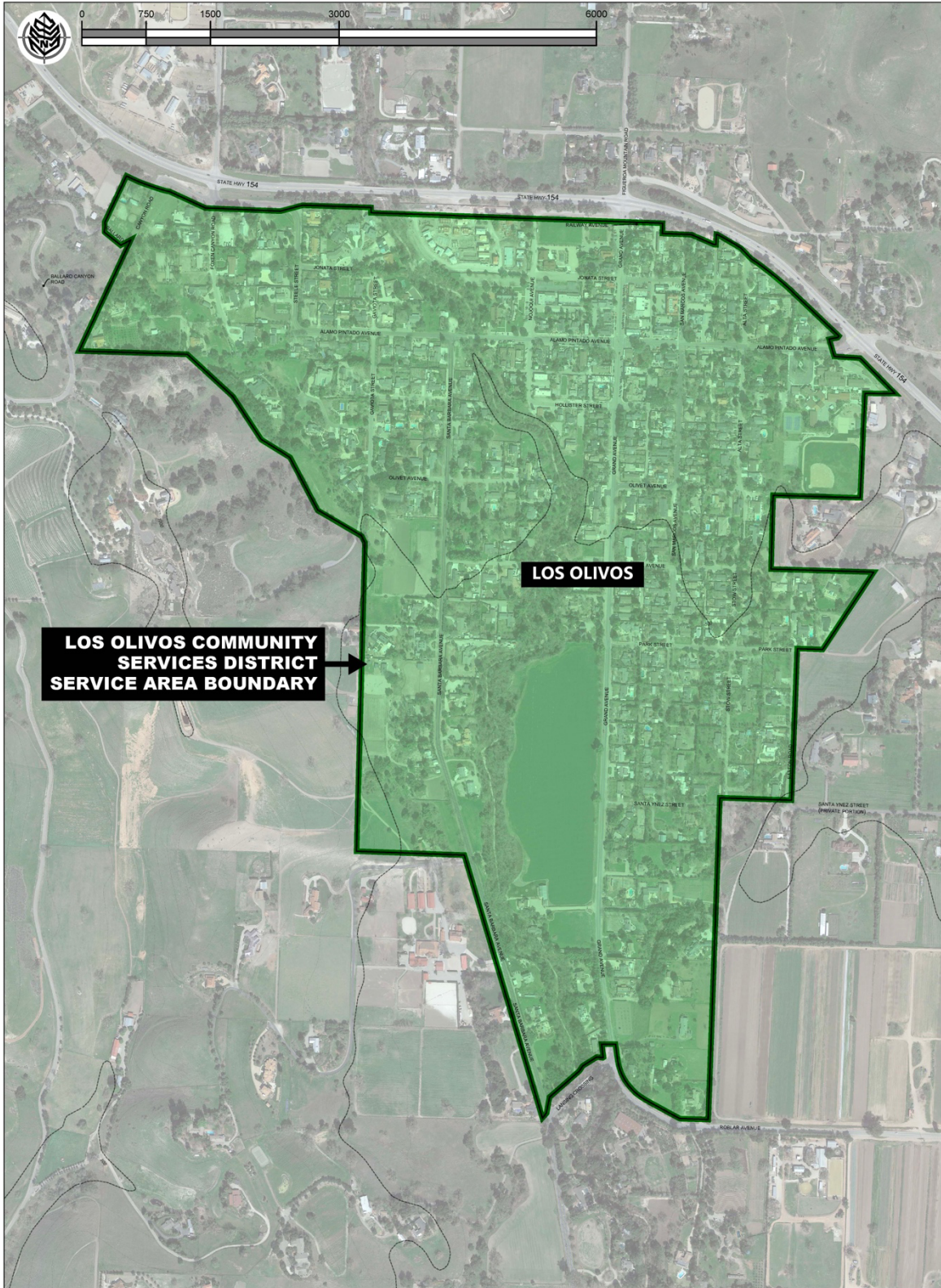


Figure 2 – Community Service District Area Boundary

PREVIOUS STUDIES

The community of Los Olivos has had several studies conducted over the past two decades to evaluate wastewater alternatives to address groundwater quality concerns. Key previous studies include:

1. Santa Ynez Valley Community Plan Environmental Impact Report (EIR 2009)
2. Los Olivos Wastewater Management Plan (LOWWMP 2010)
3. Los Olivos Wastewater System Preliminary Engineering Report (AECOM 2013)
4. Los Olivos Special Problems Area Sewer Calculations (Stantec 2015)
5. Final Draft Plan for Services and Feasibility Study (Berkson 2016)
6. Update to Los Olivos Wastewater System Preliminary Engineering Report (AECOM 2016)
7. Desktop Study- Proposed Wastewater Treatment Plant Siting Study (UPC 2021)
8. Septic to Sewer Task Order No. 1
9. Wastewater Collection and Treatment Basis of Design Report (Stantec 2022)

BASIS OF PLANNING

Zone Area Boundaries

Zone 6 - “Remainder of District” Served by Individual Advanced Onsite Systems

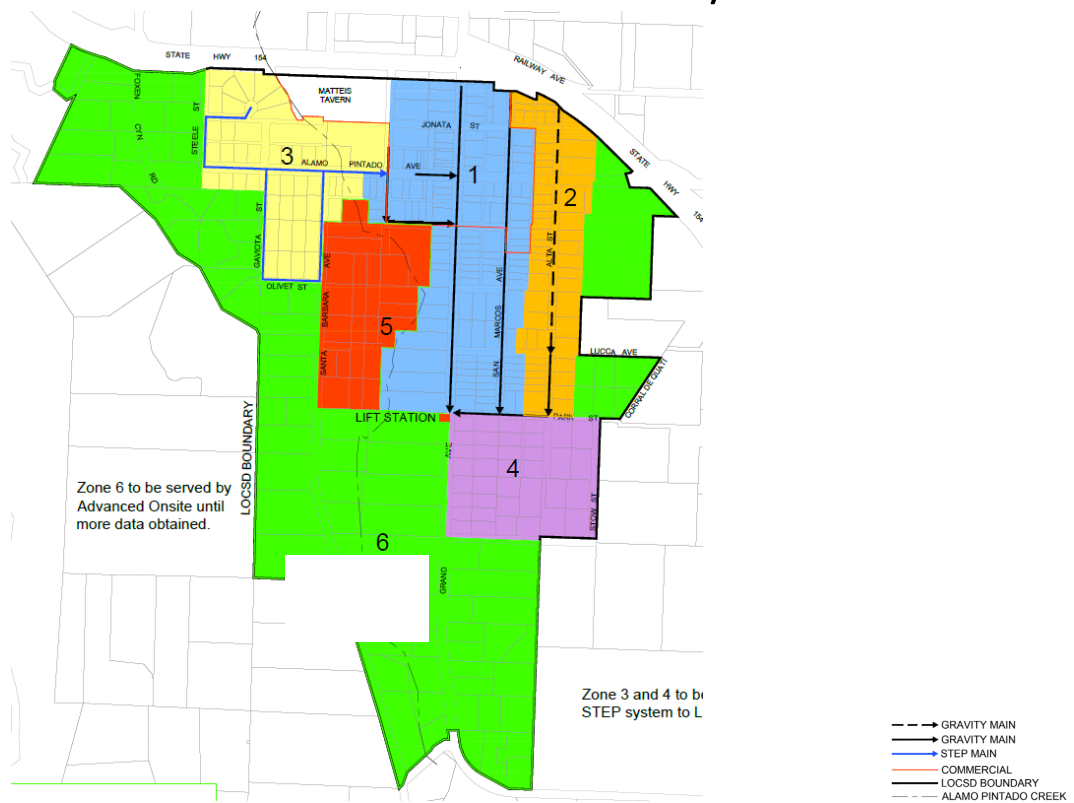


Figure 3 –Proposed Service District Zoning Map

Proposed Zone Collections System Alternatives

Collection system alternatives traditionally evaluated for residential development include gravity centralized lift stations, effluent collection systems (also known as step or liquid only sewers), and grinder systems.

Gravity sewers utilize large diameter lines, which gravity flow to a centralized location for further conveyance. In the step system, the effluent is pumped from the septic tank under pressure to a small-diameter, pressurized collector sewer. In the individual grinder lift stations, household sewage is collected in a small basin and macerated into the conveyance line with the grinder pumps. Residential step and grinder systems consist of an electrical panel, tank or basin, pump vault containing a single pump and level control.

Proposed Treatment Plant Locations

The wastewater treatment works are outside of the scope of Regen's collection system design work.

Treatment plant capacities are based on estimated flows from all residential and commercial properties. Estimated residential flows of 200 gpd average have been assumed, commercial property flows have been estimated based on water records and potential growth.

Hydraulic analysis will be based on the approved configuration when determined.

COLLECTION SYSTEM

Gravity Collection

Conventional gravity sewage collection systems are the oldest forms of sewage collection and sanitation dating back to the Roman Empire. These systems generally require no mechanical or electrical facilities and rely solely on gravity to transport sewage from the points of connection to a central receiving location, either a transfer lift station or a wastewater treatment plant (WWTP). Gravity collection systems are designed with network of pipes placed at slopes sufficient to maintain minimum velocities to transport solids and prevent deposition and accumulation of materials in the system. Typically, the network is subdivided into primary pipes (sewer mainlines along main roads), secondary pipes, and tertiary pipes collecting wastes from individual neighborhoods and properties.

Design Criteria

Gravity sewer wastewater contains human waste solids, grit, and other solids that down the drain. In considering the solid content in gravity sewers they must be designed to "self-clean" which requires specific velocities to be maintained to "flush" the solids to their destination. Velocities must be maintained at a minimum of 2 to 3 fps (feet per second) to ensure minimal build-up of material within collection lines. Velocities are maintained by designing gravity sewer collection lines to have slopes as is related of flow and pipe diameter.

Manholes are required for access at given straight distances along the gravity sewer lines, at pipe intersections, and at any change in pipe direction. Manholes allow for maintenance, inspection, and cleaning of the gravity collection system. Manholes are generally required at the end of each line, at all changes in grade, size, or alignment, at all intersections, and at distances not to exceed 400 ft for sewers 15” or less (Recommended Standards for Wastewater Facilities, 2004).

Minimum pipe diameters are required in gravity sewers to minimize blockages and allow for adequate space for cleaning equipment and cameras. Although the District does not currently have standard design criteria established for gravity sewer collection systems there are standards set forth in the industry and by local agencies that will be the basis for design. Based on agency and industry standards (and previous studies), a 6-inch minimum gravity sewer main line will be utilized. Gravity sewer pipe materials are assumed to be either PVC SDR3-35 or HDPE PE3408.

Manning’s equation for open channel flow will be utilized with a minimum allowable pipe slope and coefficient “n” equal to 0.013, where “n” is the roughness coefficient of the pipe material.

Table 1 – Gravity Sewer Main Slopes and Design Depths

Pipe Size (inches)	Minimum Slope ¹ (%)	Maximum Liquid Depth to Diameter Ratio (d/D)	Maximum Percent Full (%)
8	0.4	0.5	50
10	0.28	0.5	50
12	0.22	0.5	50
15	0.16	0.75	75

¹ Table 5.1 2013 AECOM Report

Estimated minimum cover over gravity sewer pipes should be maintained at 5 feet with an additional 1-foot vertical separation from existing or future utilities.

Lateral Connection Requirements

Each individual property will be required to connect to the gravity sewer collection system (where appropriate) with private laterals. Laterals are typically owned and maintained by the individual property owners. Each property owner is expected to be responsible for the construction of the lateral connection. Laterals are typically a minimum of 4-inch diameter at a minimum of 2 percent slope per the California Plumbing Code.

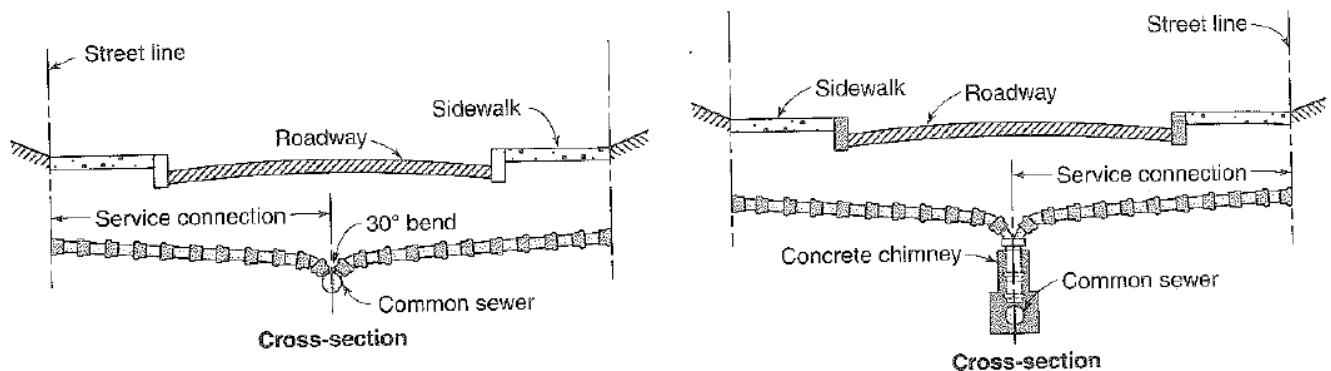


Figure 4 - Typical gravity sewer service lateral (Water Supply and Wastewater Removal, 2011).

Constructed costs for gravity sewers service laterals vary based upon main line depth, geological conditions, groundwater elevation, pipe material, and service lateral length.

Lateral size serving commercial multiple family dwellings must maintain pipe slope uniform from the sewer main to the property line. Minimum depths for laterals shall be maintained at 4 feet. Wye branches are used for lateral connections to mainline connections. Cleanouts shall be required with all lateral connections.

Right-of-way Requirements

ROW equipment for gravity sewers consists of large diameter mainline laid at a constant slope, manholes, lift stations (if required), and air release valves (if required). Costs fluctuate based upon bedding material, location (rural versus urban), clearing costs, topography, geological conditions, depth, and surface restoration costs. Table 2 excludes manholes, lift-stations, service wye’s, and terminal cleanouts. It also assumes ideal soil conditions, no dewatering, and an 8-ft mean burial depth.

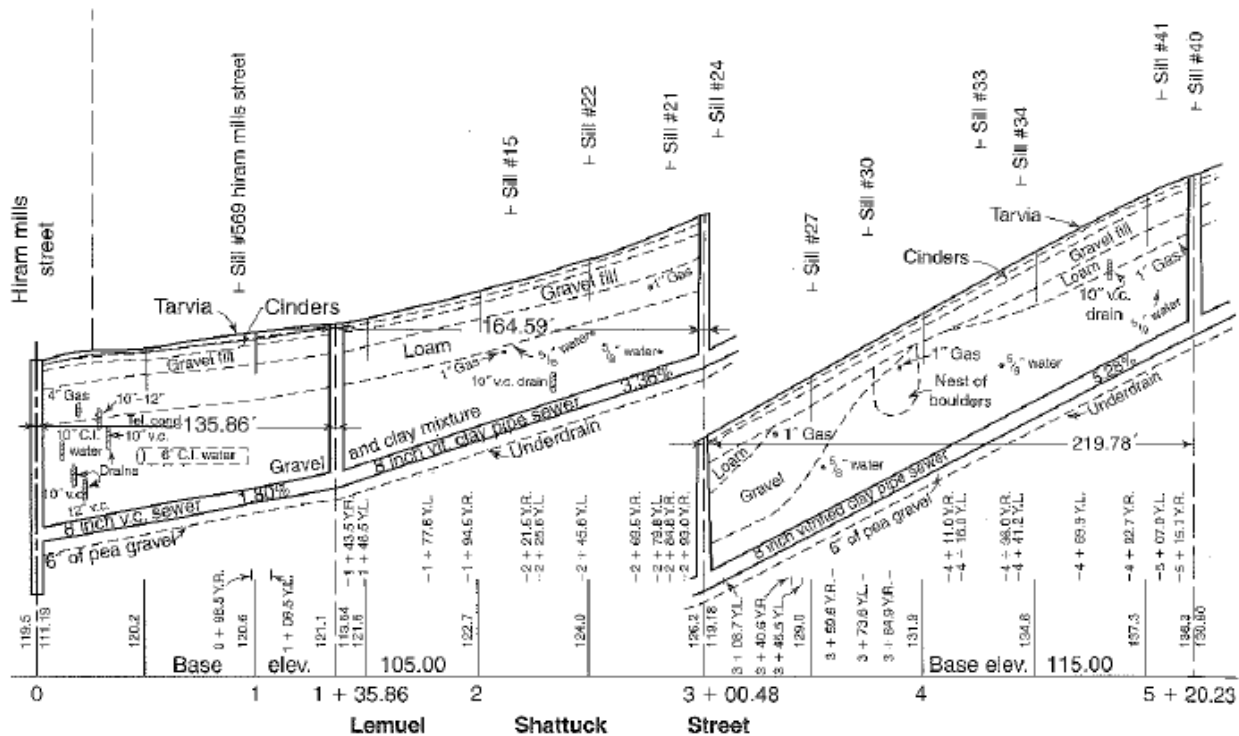


Figure 5 - Profile of gravity sewer (Water Supply and Wastewater Removal, 2011).

Table 2 - Installed Unit Costs: Gravity Sewer Pipe USD/Linear Ft (PVC).²

Item	Cost (2022 Stantec)
6" dia Mainline (USD/linear ft)	\$180
8" dia Mainline (USD/linear ft)	\$240

² Fair, Geyer, and Okun, Water Supply and Wastewater Removal, 3rd ed. (Wiley, 2011), Table 16.3.

Sewage Lift Station

When gravity sewers are installed in trenches deeper than 10 ft, the cost of sewer line installation increases significantly because of the more complex and costly excavation equipment and trench shoring techniques required. Lift stations are used to reduce mainline installation depth and, in some cases,

reduce the capital cost of sewer system construction. Lift station construction has a significant economy of scale and is generally expensive and difficult to apply to small communities. For example, if the capacity of a lift station is increased by 100%, the construction cost would increase only by 50 to 55%.

A sewage lift station will be required to convey wastewater from the District gravity sewer collection system to a wastewater treatment plant regardless of the plant location. For estimating purposes, it is assumed the lift station will include a round manhole wet well, duplex submersible pumps, and telemetry controls. The lift station should include odor control systems.

The force main from the pump station to the WWTP shall be a dual force main to provide redundancy and reliability. It shall be two 6-inch diameter force mains, to be confirmed during design (Stantec 2022).

Effluent Sewer Collection

Effluent sewers utilize small settling tanks with pumping filters and effluent filtration units, small diameter transport lines (typically 2”-4”) buried with the contours of the land just below frost depth, and small simple cleaning and air release ports throughout the pressurized line network. Since solids in an effluent sewer system are collected and digested in the on-lot tank, only liquid effluent is conveyed to the collection system. Line cleanings are eliminated as a result, so effluent sewer owners and users should be exempt from the charges typically associated with cleaning activities. In addition, effluent sewer collection systems are watertight, reducing infiltration costs in both conveyance and at the treatment facility.

Design Criteria

Transporting wastewater from the primary tanks to the centralized treatment facility will be accomplished with a 2”-4” force main lines. Assumptions include Hazen-Williams C-Factor of 150 and Battelle Institute Flows of DU₃ (250 gpd, 3.5 people/dwelling unit).

The force mains in the conveyance system are typically only a few feet deep; therefore, there is potential of breakage due to future excavation events. Location wire and route markers will be used and strict enforcement controlling excavations in proximity of pipe should be exercised. Still, damage can occur and the used of isolation valves can be critical. Odor issues are a potential if primary tanks are not properly installed. All equipment should be installed to ensure proper seal of lids.

Because effluent sewers provide primary treatment on-lot and convey primary-treated and clarified effluent through a watertight, pressurized collection system that’s largely immune to infiltration and inflow, they allow bioreactor volume reductions compared to other collection systems (gravity or grinder).

On Lot Processing Tank

A primary septic, or interceptor, tank will collect and retain raw sewage from each dwelling. In the interceptor tank, heavy solids (known as sludge) settle to the bottom while the lighter material (known as scum) floats to the top of the liquid contents. The organic material at the bottom of the tank (sludge) undergoes facultative and anaerobic digestion converting the organic matter to gases. Facultative microbes solubilize the complex organic material to volatile organic acids while strict anaerobes ferment the volatile organic acids to gases (methane, carbon dioxide, etc.). The rate at which both scum and sludge accumulates decreases as the biological process in the tank matures. It allows sufficient storage

capacity for sludge and scum, resulting in long intervals between septage pump-outs. With long solids retention times, the tanks provide natural digestion, greatly reducing the impact of solids on a treatment facility. An effluent filter prevents any solids larger than 1/8-inch from reaching the pump. Typically, 40% to 60% of the BOD will be removed in the interceptor tank. It provides enough reserve space for 24 to 48 hours of normal operation before an emergency condition must be corrected, which minimizes the need for immediate maintenance. It provides an operating zone sufficient for modulating peak inflows without causing nuisance alarms or excessive hydraulic gradients.

The tanks in effluent sewers provide passive, long-term anaerobic digestion of primary sludge, flow equalization internal to the collection system, resistance to infiltration and inflow (I/I), and fine-screened effluent to the wastewater treatment facility. They facilitate the downsizing or complete elimination of influent fine-screen processes directly upstream of any wastewater secondary treatment process. The lower organic load of effluent sewers and their near elimination of I/I also permit smaller bioreactors (up to ~ 57% smaller), reduce bioreactor aeration requirements (lowering bioprocess aeration by ~ 57%), and reduce biosolids management demands (by up to 75%).

For smaller clustered units such as the cottages and villas, and for commercial buildings such as retail shops and offices, one interceptor tank may serve more than one building. Tanks will be furnished appropriately sized for the expected waste flows, typically at a minimum of 2.2 times design flow. For larger users, such as the restaurant and clubhouse, two tanks in series may be used. Grease traps will be required for all commercial kitchen facilities.

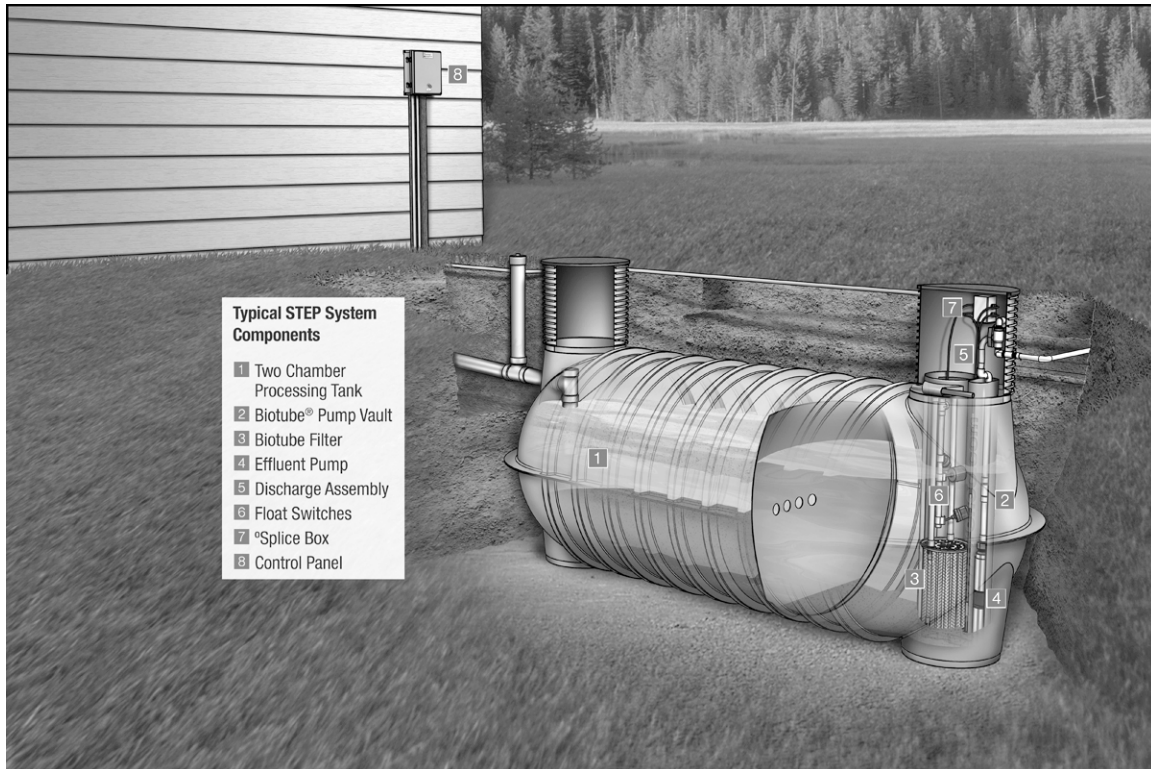


Figure 6 - Typical STEP system components.

courtesy of Orenco Systems Inc.

Lateral Connection Requirements

Effluent sewers use watertight tanks and low-pressure sewer mains. The mains are also watertight and do not include manholes; therefore, they are largely resistant to I/I. Per capita average flows are typically 50 gpcd.

Right-of-way Requirements

Mainline and appurtenances for pressure sewers typically consist of small diameter mainlines (2” to 6” typical) that follow the contour of the land, service saddles, air release valves, clean-outs, pigging ports, and mainline isolation valves. Mainline material is generally polyvinyl chloride (PVC), polyethylene (PE or HDPE), with pipe buried at shallow depths and with fewer joints compared to gravity sewer due to their increased individual pipe lengths.

Water Lateral Separation Requirements

Individual lot water lateral separation will be required at a minimum of 5 horizontal feet. Primary tank separation from main water lines shall be maintained at a minimum of 25 horizontal feet.

WASTEWATER TREATMENT FACILITY SITING

Based on the Stantec Basis of Design Report the preliminary WWTP site will need a minimum of 1.6 acres to accommodate the treatment process, influent/effluent storage, truck access, equipment, buildings/screening, and other onsite needs at buildout of the facility. In addition to the two top recommendations from the Stantec report there is an additional option to utilize land at the school for treatment and dispersal of effluents. This cooperative with the school district would have to be met before moving forward with additional analysis.

Alternatively, distributed treatment facilities could be an alternative option for future evaluation. Distributed treatment and dispersal alternatives would be appropriate if high demands of water usage at specific locations could utilize the benefit of treated reuse for irrigation or other industrial water reuse applications. Variations in collection costs from this report would be minimal if distributed treatment facilities are deemed to be the appropriate solution for treating the districts wastewater.

WASTEWATER COLLECTION SYSTEM OPTIONAL LAYOUTS

Option A - Gravity Sewer in central town (zones 1 & 2), Effluent Sewer in area surrounding downtown (zones 3-6)

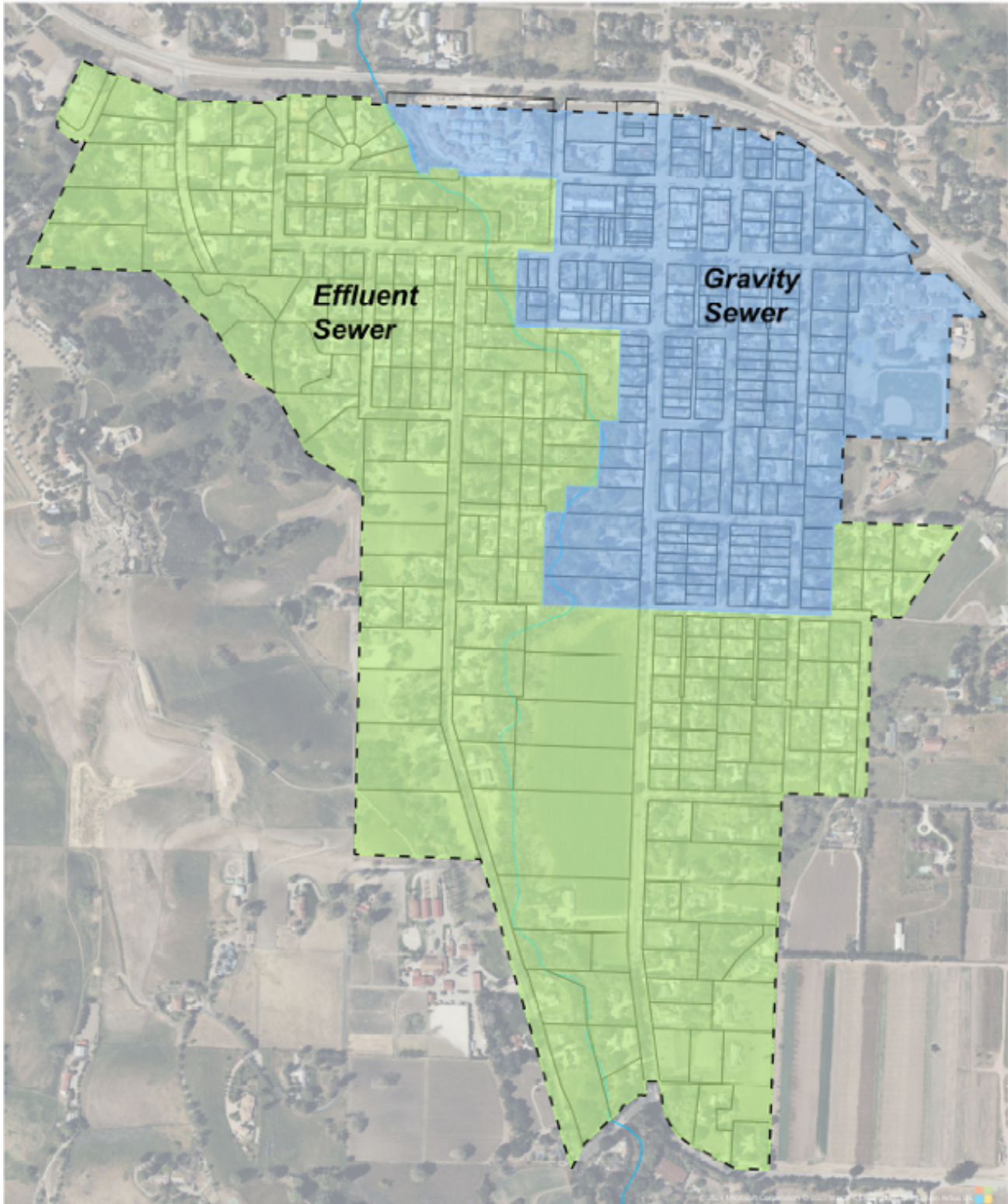


Figure 7 – Proposed Hybrid Sewer Collection System Alternative A

Option B - Effluent Sewer for entire district (zones 1-6)



Figure 8 – Proposed Hybrid Sewer Collection System Alternative B

Option C - Gravity Sewer in central town (zones 1 & 2), Effluent Sewer in immediate area surrounding downtown (zones 3-5), Advanced Onsite Systems (zone 6)

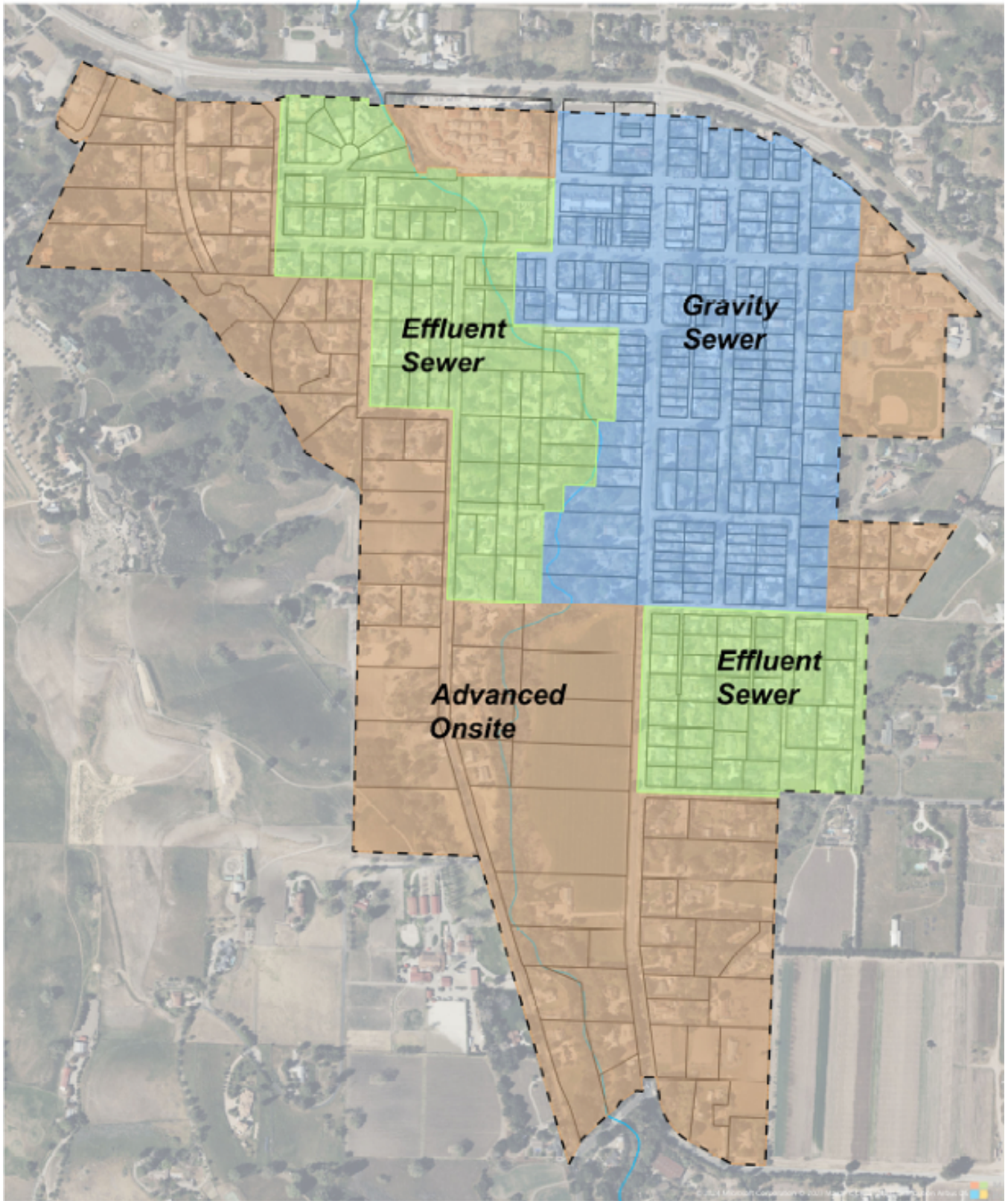


Figure 9 – Proposed Hybrid Sewer Collection System Alternative C

Option D - Effluent Sewer in dense areas (zones 1-5), Advanced Onsite Systems (zone 6)

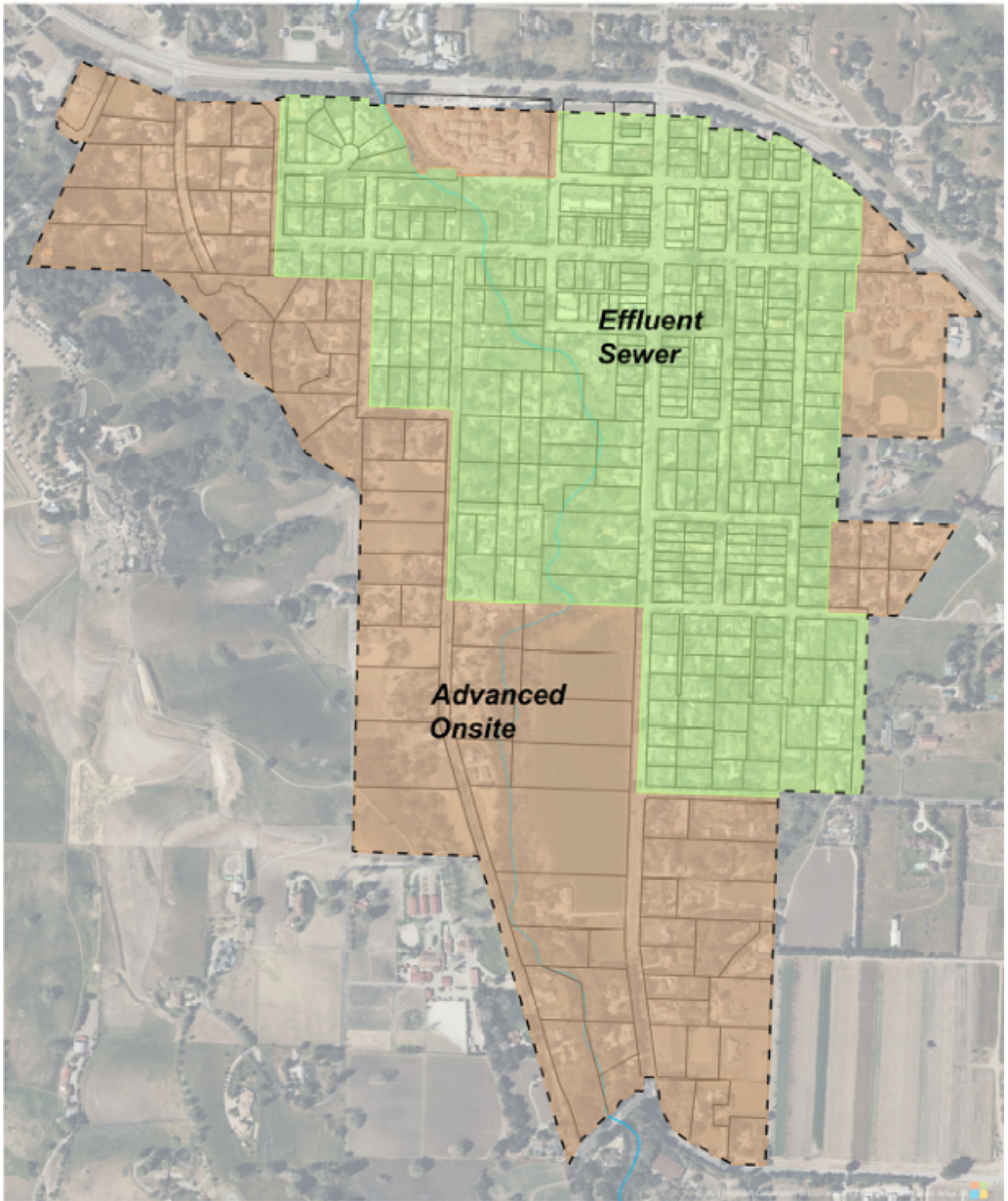


Figure 10 – Proposed Hybrid Sewer Collection System Alternative D

WASTEWATER FLOW AND COMPOSITION ANALYSIS

Wastewater collection options such as Gravity, grinder, and effluent sewers each deliver unique hydraulics and wastewater characteristics to downstream wastewater treatment facilities that greatly affect the design, capital costs, performance, and operational costs of treatment facilities.

Zone Populations

Table 3 – Zone Populations

Zone	Parcels	Equivalent Dwelling Unit (EDU)	Population Equivalent (2.5/EDU)
#1	149	249	623
#2	58	58	145
#3	46	46	115
#4	43	43	108
#5	26	26	65
#6	74	74	185

Various Systems Loading Estimates

Table 4 - Typical wastewater loading rates from effluent sewer, grinder sewer and gravity sewer

Constituent Loading Assumptions	Effluent Sewer	Grinder Sewer	Gravity Sewer
Design Average Flow	50 gpcd	50 gpcd	120 gpcd
Biochemical Oxygen Demand (BOD ₅)	150 mg/L	450 mg/L	200 mg/L
Chemical Oxygen Demand (COD)	381 mg/L	1143 mg/L	508 mg/L
Total Suspended Solids (TSS)	40 mg/L	500 mg/L	210 mg/L
Total Kjeldahl Nitrogen (TKN)	65 mg/L	70 mg/L	35 mg/L
Ammonia (NH ₃ -N)	40 mg/L	55 mg/L	21 mg/L
Total Phosphorus	16 mg/L	17 mg/L	7 mg/L
Fats, Oils, Greases (FOG)	15 mg/L	164 mg/L	80 mg/L

¹Adapted from Metcalf & Eddy 2003; Crites and Tchobanoglous 1998; USEPA 2002; Winneberger 1984.

Gravity Wastewater Hydraulic and Constituents Estimates

Table 5 – Gravity Collection Hydraulic Estimates

Zone	Avg Day (gpd)	Max Month (gpd)	Max Day (gpd)	Peak Hour (gpm)	Peak Hour Factor
#1	46,781	53,798	65,493	130	4
#2	11,600	13,340	16,240	32	4

Table 6 – Gravity Collection Wastewater Constituent Estimates

Contaminant	Typical Composition	Design Values
Total Suspended Solids (TSS)	300 to 400 mg/L	350 mg/L
BODs at 20°C	200 to 350 mg/L	275 mg/L
Nitrogen (total as N)	60 to 120 mg/L	75 mg/L
Phosphorous (total as P)	8 to 18 mg/L	12 mg/L

Effluent Sewer Wastewater Hydraulic and Constituent Estimates

Table 7 – Effluent Sewer Hydraulic Estimates

Zone	Avg Day (gpd)	Max Month (gpd)	Max Day (gpd)	Peak Hour (gpm)	Peak Hour Factor
#1	46,781	53,798	65,493		
#2	11,600	13,340	16,240		
#3	9,200	10,580	12,880		
#4	8,600	9,890	12,040		
#5	5,200	5,980	7,280		
#6	14,800	17,020	20,720		

Table 8 – Effluent Sewer Collection Wastewater Constituent Estimates

Contaminant	Typical Composition	Design Values
Total Suspended Solids (TSS)	40 to 50 mg/L	40 mg/L
BODs at 20°C	110 to 220 mg/L	150 mg/L
Nitrogen (total as N)	40 to 70 mg/L	65 mg/L
Phosphorous (total as P)	8 to 12 mg/L	8 mg/L

Wastewater Treatment Facility Hydraulic Load Estimates

The design flows for the collection system within the identified zones will be based on population estimates and commercial establishment water records. Flow estimates are based on 180 gpd per equivalent dwelling unit (EDU).

Table 9 – Collection Hydraulic Load Estimates

Option	Avg Day (gpd)	Max Month (gpd)	Max Day (gpd)
A	96,181	110,608	134,653
B	96,181	110,608	134,653
C	81,381	93,588	113,933
D	81,381	93,588	113,933

Table 10 – Alternative Option Constituent Estimates

Option	Avg BOD (mg/L)	Avg TSS (mg/L)	Avg TKN (mg/L)
A	183	271	71
B	150	40	65
C	209	293	72
D	150	40	65

The type of wastewater collection system also influences primary and biosolid accumulation and management requirements at treatment facilities. Effluent sewers, when paired with MBRs, reduce the overall volume of primary solids and waste-activated sludge generated by up to 75%. With the trend for more stringent regulations governing the disposal of solids, design options that reduce the overall amount of solids warrant close attention. The reduction of solids management requirements at the treatment facility also correlates to additional overall project savings, estimated to be roughly 2.5% of the centralized treatment facility capital cost (potentially around \$500,000).

Additionally, there may be hydraulic and organic loading benefits in sizing and capital cost for treatment capacity. Solids within the effluent sewer collection system will be removed on an estimated frequency of 5-10 years and will need to be handled by an appropriate solids handling facility.

SUMMARY

Based on the analysis above and attached estimated construction cost for each option, the lowest capital options include the differed costs with the use of advanced onsite alternatives in zone 6. The reduced impact from the organic load is utilizing and Effluent Sewer 82%, and the reduced impact from the suspended solids load is 85%. Effluent sewers also allow for a reduction in biosolids handling costs and eliminate sewer line cleaning, however they do require annual onsite visits for maintenance and infrequent solids pumping and hauling.

Preliminary Cost Summary

Small communities face enormous challenges when constructing and maintaining wastewater infrastructure. Conventional collection system technologies — when applied to small, rural communities — typically result in costs that exceed affordability thresholds and ultimately require grant subsidies to attain reasonable user rates.

Table 11 – Estimated Options Costs

Option	Overhead and Construction (\$US)	Gravity Sewer Construction (\$US)	Effluent Sewer Construction (\$US)	Collection Contingency Costs	Advanced Onsite Construction (\$US)	Engineering Costs (\$US)	Costs Provided by District (\$US)
A	\$2,830,000	\$6,777,000	\$3,969,000	\$4,072,800	\$0	\$5,294,640	\$2,760,000
B	\$2,830,000	\$0	\$8,756,800	\$3,422,040	\$0	\$4,488,652	\$2,360,000
C	\$2,830,000	\$6,777,000	\$2,553,000	\$3,648,000	\$6,734,000	\$4,742,400	\$2,760,000
D	\$2,830,000	\$0	\$7,160,800	\$2,997,240	\$6,734,000	\$3,896,412	\$2,360,000

Table 12 – Estimated Total Cost

Option	Collection System Subtotal (\$US)	Advanced Onsite Subtotal (\$US)
A	\$25,703,440	\$0
B	\$21,637,492	\$0
C	\$23,310,400	\$6,734,000
D	\$19,244,452	\$6,734,000

Alternative collection systems were developed and designed to avoid the shortcomings associated with applying gravity sewers to small communities. Effluent sewer systems are largely immune to extraneous flows, resulting in a major cost savings, both capital and electrical, at the WWTP. Effluent sewer systems, by design, also enable simpler operations, less expensive operational equipment, and less reactive maintenance with respect to immediate response time relative to individual onsite problems versus gravity or lift station problems.

Los Olivos Wastewater Collection Option A - Gravity Collection Zone 1 & 2, Effluent Sewer Zones 3-6

Item	Description	Unit	Quantity	Unit Price	Total Cost	Responsible Lead	Notes
Overhead and Construction Support							
1	Mobilization, Demobilization, Road Permits, Bonds, & Insurance	LS	1	\$ 2,000,000	\$ 2,000,000	Unknown	Stantec Report
2	Construction Survey	LS	1	\$ 250,000	\$ 250,000	Unknown	Stantec Report
3	Pothole Existing Utilities	LS	1	\$ 250,000	\$ 250,000	Unknown	Stantec Report
4	Traffic Control	LS	1	\$ 330,000	\$ 330,000	Unknown	Should be unnecessary for Effluent zones with boring
Overhead and Construction Support Services Subtotal:					\$ 2,830,000		
Gravity Collection System Construction							
Zone 1							
5	6-inch PVC Sewer Main (<15 ft cover)	LF	8000	\$ 180	\$ 1,440,000	Unknown	Stantec Report
6	8-inch PVC Sewer Main (<15 ft cover)	LF	4000	\$ 240	\$ 960,000	Unknown	Stantec Report
7	48-inch Standard Manhole	EA	30	\$ 17,500	\$ 525,000	Unknown	Stantec Report
8	Service Connection	EA	149	\$ 12,000	\$ 1,788,000	Unknown	4 in service connection (<14 ft) @ 50', landscape repair
Zone 1 Construction Subtotal:					\$ 4,713,000		
Zone 2							
9	6-inch PVC Sewer Main (<15 ft cover)	LF	900	\$ 180	\$ 162,000	Unknown	Stantec Report
10	8-inch PVC Sewer Main (<15 ft cover)	LF	400	\$ 240	\$ 96,000	Unknown	Stantec Report
11	48-inch Standard Manhole	EA	8	\$ 17,500	\$ 140,000	Unknown	Stantec Report
12	48-inch Drop Manhole	EA	2	\$ 20,000	\$ 40,000	Unknown	Stantec Report
13	Service Connection	EA	58	\$ 12,000	\$ 696,000	Unknown	4 in service connection (<14 ft) @ 50', landscape repair
14	Lift Station (duplex pumps, 350 gpm each, 25 HP each, 25 ft deep, 8 ft diameter, site gate, fence, electrical, SCE meter, backup power)	LS	1	\$ 600,000	\$ 600,000	Unknown	Stantec Report
15	4-inch PVC Sewer Forcemain (5 ft cover, separate trench)	LF	3,000	\$ 110	\$ 330,000	Unknown	Stantec Report
Zone 2 Construction Subtotal:					\$ 2,064,000		
Gravity Collection Subtotal:					\$ 6,777,000		
Effluent Sewer Collection System Construction							
Zone 3							
16	2-inch PVC Sewer Main (<4 ft cover)	LF	2400	\$ 51	\$ 122,400	Unknown	Direct boring estimate (Ventura Drilling)
17	3-inch PVC Sewer Main (<4 ft cover)	LF	2000	\$ 54	\$ 108,000	Unknown	Direct boring estimate (Ventura Drilling)
18	4-inch VC Sewer Main (<4 ft cover)	LF	0	\$ 63	\$ -	Unknown	Direct boring estimate (Ventura Drilling)
19	Primary Treatment Tanks	EA	46	\$ 15,000	\$ 690,000	Unknown	Primary tank, service connection, repair (Biosolutions)
Zone 3 Construction Subtotal:					\$ 920,400		
Zone 4							
20	2-inch PVC Sewer Main (<4 ft cover)	LF	2800	\$ 51	\$ 142,800	Unknown	Direct boring estimate (Ventura Drilling)
21	3-inch PVC Sewer Main (<4 ft cover)	LF	1250	\$ 54	\$ 67,500	Unknown	Direct boring estimate (Ventura Drilling)
22	4-inch VC Sewer Main (<4 ft cover)	LF	1500	\$ 63	\$ 94,500	Unknown	Direct boring estimate (Ventura Drilling)
23	Primary Treatment Tanks	EA	43	\$ 15,000	\$ 645,000	Unknown	Primary tank, service connection, repair (Biosolutions)
Zone 4 Construction Subtotal:					\$ 949,800		
Zone 5							
24	2-inch PVC Sewer Main (<4 ft cover)	LF	1400	\$ 51	\$ 71,400	Unknown	Direct boring estimate (Ventura Drilling)
25	3-inch PVC Sewer Main (<4 ft cover)	LF	600	\$ 54	\$ 32,400	Unknown	Direct boring estimate (Ventura Drilling)
26	4-inch VC Sewer Main (<4 ft cover)	LF	3000	\$ 63	\$ 189,000	Unknown	Direct boring estimate (Ventura Drilling)
27	Primary Treatment Tanks	Each	26	\$ 15,000	\$ 390,000	Unknown	Primary tank, service connection, repair (Biosolutions)
Zone 5 Construction Subtotal:					\$ 682,800		
Zone 6							
28	2-inch PVC Sewer Main (<4 ft cover)	LF	6000	\$ 51	\$ 306,000	Unknown	Direct boring estimate (Ventura Drilling)
29	3-inch PVC Sewer Main (<4 ft cover)	LF	0	\$ 54	\$ -	Unknown	Direct boring estimate (Ventura Drilling)
30	4-inch VC Sewer Main (<4 ft cover)	LF	0	\$ 63	\$ -	Unknown	Direct boring estimate (Ventura Drilling)
31	Primary Treatment Tanks	Each	74	\$ 15,000	\$ 1,110,000	Unknown	Primary tank, service connection, repair (Biosolutions)
Zone 6 Construction Subtotal:					\$ 1,416,000		
Effluent Collection Subtotal:					\$ 3,969,000		
Collection Construction Subtotal:					\$ 13,576,000		
32	Construction Contingency (30%)				\$ 4,072,800		
Collection Construction & Contingency Total:					\$ 17,648,800		
Engineering & Construction Management							
33	Final Design Engineering & Support	LS	1	\$ 2,647,320	\$ 2,647,320	Unknown	Assume 15% of construction
34	Construction Management and Inspections	LS	1	\$ 2,647,320	\$ 2,647,320	Unknown	Assume 15% of construction
Engineering & Construction Management Subtotal:					\$ 5,294,640		
Option #1 Collection System Total:					\$ 22,943,440		
Costs to be Provided by District							
35	Legal and Administration	LS	1	\$ 250,000	\$ 250,000	District	Assumed
36	Property Acquisition for Lift Station	AC	0.4	\$ 1,000,000	\$ 400,000	District	Assume \$1M/Acre, 0.4 acres assumed
37	Property Acquisition for Easements	AC	2.11	\$ 1,000,000	\$ 2,110,000	District	Assume \$1M/Acre, placeholder to match Stantec Estimate
District Costs Subtotal:					\$ 2,760,000		
Option #1 Collection System Total Costs:					\$ 25,703,440		

Los Olivos Wastewater Collection Option B - Effluent Sewer Zones 1-6

Item	Description	Unit	Quantity	Unit Price	Total Cost	Responsible Lead	Notes
Overhead and Construction Support							
1	Mobilization, Demobilization, Road Permits, Bonds, & Insurance	LS	1	\$ 2,000,000	\$ 2,000,000	Unknown	Stantec Report
2	Construction Survey	LS	1	\$ 250,000	\$ 250,000	Unknown	Stantec Report
3	Pothole Existing Utilities	LS	1	\$ 250,000	\$ 250,000	Unknown	Stantec Report
4	Traffic Control	LS	1	\$ 330,000	\$ 330,000	Unknown	Should be unnecessary for Effluent zones with boring
Overhead and Construction Support Services Subtotal:					\$ 2,830,000		
Effluent Sewer Collection System Construction							
Zone 1							
5	2-inch PVC Sewer Main (<4 ft cover)	LF	0	\$ 51	\$ -	Unknown	Direct boring estimate
6	3-inch PVC Sewer Main (<4 ft cover)	LF	8000	\$ 54	\$ 432,000	Unknown	Direct boring estimate
7	4-inch PVC Sewer Main (<4 ft cover)	LF	4000	\$ 63	\$ 252,000	Unknown	Direct boring estimate
8	Primary Treatment Tanks	Each	149	\$ 20,000	\$ 2,980,000	Unknown	Primary tank, service connection, landscape repair
Zone 1 Construction Subtotal:					\$ 3,664,000		
Zone 2							
9	2-inch PVC Sewer Main (<4 ft cover)	LF	0	\$ 51	\$ -	Unknown	Direct boring estimate
10	3-inch PVC Sewer Main (<4 ft cover)	LF	900	\$ 54	\$ 48,600	Unknown	Direct boring estimate
11	4-inch PVC Sewer Main (<4 ft cover)	LF	400	\$ 63	\$ 25,200	Unknown	Direct boring estimate
12	Primary Treatment Tanks	Each	58	\$ 15,000	\$ 870,000	Unknown	Primary tank, service connection, landscape repair
Zone 2 Construction Subtotal:					\$ 943,800		
Zone 3							
13	2-inch PVC Sewer Main (<4 ft cover)	LF	2400	\$ 51	\$ 122,400	Unknown	Direct boring estimate
14	3-inch PVC Sewer Main (<4 ft cover)	LF	2000	\$ 54	\$ 108,000	Unknown	Direct boring estimate
15	4-inch PVC Sewer Main (<4 ft cover)	LF	0	\$ 63	\$ -	Unknown	Direct boring estimate
16	Primary Treatment Tanks	Each	46	\$ 15,000	\$ 690,000	Unknown	Primary tank, service connection, landscape repair
Zone 3 Construction Subtotal:					\$ 920,400		
Zone 4							
17	2-inch PVC Sewer Main (<4 ft cover)	LF	2800	\$ 51	\$ 142,800	Unknown	Direct boring estimate (Ventura Drilling)
18	3-inch PVC Sewer Main (<4 ft cover)	LF	1250	\$ 54	\$ 67,500	Unknown	Direct boring estimate (Ventura Drilling)
19	4-inch PVC Sewer Main (<4 ft cover)	LF	1500	\$ 63	\$ 94,500	Unknown	Direct boring estimate (Ventura Drilling)
20	Primary Treatment Tanks	Each	43	\$ 15,000	\$ 645,000	Unknown	Primary tank, service connection, repair (Biosolutions)
Zone 4 Construction Subtotal:					\$ 949,800		
Zone 5							
21	2-inch PVC Sewer Main (<4 ft cover)	LF	1400	\$ 51	\$ 71,400	Unknown	Direct boring estimate (Ventura Drilling)
22	3-inch PVC Sewer Main (<4 ft cover)	LF	600	\$ 54	\$ 32,400	Unknown	Direct boring estimate (Ventura Drilling)
23	4-inch PVC Sewer Main (<4 ft cover)	LF	3000	\$ 63	\$ 189,000	Unknown	Direct boring estimate (Ventura Drilling)
24	Primary Treatment Tanks	Each	26	\$ 15,000	\$ 390,000	Unknown	Primary tank, service connection, repair (Biosolutions)
Zone 5 Construction Subtotal:					\$ 682,800		
Zone 6							
25	2-inch PVC Sewer Main (<4 ft cover)	LF	6000	\$ 51	\$ 306,000	Unknown	Direct boring estimate (Ventura Drilling)
26	3-inch PVC Sewer Main (<4 ft cover)	LF	0	\$ 54	\$ -	Unknown	Direct boring estimate (Ventura Drilling)
27	4-inch PVC Sewer Main (<4 ft cover)	LF	0	\$ 63	\$ -	Unknown	Direct boring estimate (Ventura Drilling)
28	Primary Treatment Tanks	Each	74	\$ 15,000	\$ 1,110,000	Unknown	Primary tank, service connection, repair (Biosolutions)
Zone 6 Construction Subtotal:					\$ 1,416,000		
Effluent Collection Subtotal:					\$ 8,576,800		
Collection Construction Subtotal:					\$ 11,406,800		
29	Construction Contingency (30%)				\$ 3,422,040		
Collection Construction & Contingency Total:					\$ 14,828,840		
Engineering & Construction Management							
30	Final Design Engineering & Support	LS	1	\$ 2,224,326	\$ 2,224,326	Unknown	Assume 15% of construction
31	Construction Management and Inspections	LS	1	\$ 2,224,326	\$ 2,224,326	Unknown	Assume 15% of construction
Engineering & Construction Management Subtotal:					\$ 4,448,652		
Option #2 Collection System Total:					\$ 19,277,492		
Costs to be Provided by District							
32	Legal and Administration	LS	1	\$ 250,000	\$ 250,000	District	Assume
33	Property Acquisition for Lift Station	AC	0	\$ -	\$ -	District	Assume \$1M/Acre, Not needed with option #2
34	Property Acquisition for Easements	AC	2.11	\$ 1,000,000	\$ 2,110,000	District	Assume \$1M/Acre, placeholder to match Stantec Estimate
District Costs Subtotal:					\$ 2,360,000		
Option #2 Collection System Total Costs:					\$ 21,637,492		

Los Olivos Wastewater Collection Option C - Gravity Collection Zone 1 & 2, Effluent Sewer Zones 3-5, Alt Onsite Zone 6

Item	Description	Unit	Quantity	Unit Price	Total Cost	Responsible Lead	Notes
Overhead and Construction Support							
1	Mobilization, Demobilization, Road Permits, Bonds, & Insurance	LS	1	\$ 2,000,000	\$ 2,000,000	Unknown	Stantec Report
2	Construction Survey	LS	1	\$ 250,000	\$ 250,000	Unknown	Stantec Report
3	Pothole Existing Utilities	LS	1	\$ 250,000	\$ 250,000	Unknown	Stantec Report
4	Traffic Control	LS	1	\$ 330,000	\$ 330,000	Unknown	Should be unnecessary for Effluent zones with boring
Overhead and Construction Support Services Subtotal:					\$ 2,830,000		
Gravity Collection System Construction							
Zone 1							
5	6-inch PVC Sewer Main (<15 ft cover)	LF	8000	\$ 180	\$ 1,440,000	Unknown	Stantec Report
6	8-inch PVC Sewer Main (<15 ft cover)	LF	4000	\$ 240	\$ 960,000	Unknown	Stantec Report
7	48-inch Standard Manhole	EA	30	\$ 17,500	\$ 525,000	Unknown	Stantec Report
8	Service Connection	EA	149	\$ 12,000	\$ 1,788,000	Unknown	4 in service connection (<14 ft) @ 50', landscape repair
Zone 1 Construction Subtotal:					\$ 4,713,000		
Zone 2							
9	6-inch PVC Sewer Main (<15 ft cover)	LF	900	\$ 180	\$ 162,000	Unknown	Stantec Report
10	8-inch PVC Sewer Main (<15 ft cover)	LF	400	\$ 240	\$ 96,000	Unknown	Stantec Report
11	48-inch Standard Manhole	EA	8	\$ 17,500	\$ 140,000	Unknown	Stantec Report
12	48-inch Drop Manhole	EA	2	\$ 20,000	\$ 40,000	Unknown	Stantec Report
13	Service Connection	EA	58	\$ 12,000	\$ 696,000	Unknown	4 in service connection (<14 ft) @ 50', landscape repair
14	Lift Station (duplex pumps, 350 gpm each, 25 HP each, 25 ft deep, 8 ft diameter, site gate, fence, electrical, SCE meter, backup power)	LS	1	\$ 600,000	\$ 600,000	Unknown	Stantec Report
15	4-inch PVC Sewer Forcemain (5 ft cover, separate trench)	LF	3,000	\$ 110	\$ 330,000	Unknown	Stantec Report
Zone 2 Construction Subtotal:					\$ 2,064,000		
Gravity Collection Subtotal:					\$ 6,777,000		
Effluent Sewer Collection System Construction							
Zone 3							
16	2-inch PVC Sewer Main (<4 ft cover)	LF	2400	\$ 51	\$ 122,400	Unknown	Direct boring estimate (Ventura Drilling)
17	3-inch PVC Sewer Main (<4 ft cover)	LF	2000	\$ 54	\$ 108,000	Unknown	Direct boring estimate (Ventura Drilling)
18	4-inch VC Sewer Main (<4 ft cover)	LF	0	\$ 63	\$ -	Unknown	Direct boring estimate (Ventura Drilling)
19	Primary Treatment Tanks	Each	46	\$ 15,000	\$ 690,000	Unknown	Primary tank, service connection, repair (Biosolutions)
Zone 3 Construction Subtotal:					\$ 920,400		
Zone 4							
20	2-inch PVC Sewer Main (<4 ft cover)	LF	2800	\$ 51	\$ 142,800	Unknown	Direct boring estimate (Ventura Drilling)
21	3-inch PVC Sewer Main (<4 ft cover)	LF	1250	\$ 54	\$ 67,500	Unknown	Direct boring estimate (Ventura Drilling)
22	4-inch VC Sewer Main (<4 ft cover)	LF	1500	\$ 63	\$ 94,500	Unknown	Direct boring estimate (Ventura Drilling)
23	Primary Treatment Tanks	Each	43	\$ 15,000	\$ 645,000	Unknown	Primary tank, service connection, repair (Biosolutions)
Zone 4 Construction Subtotal:					\$ 949,800		
Zone 5							
24	2-inch PVC Sewer Main (<4 ft cover)	LF	1400	\$ 51	\$ 71,400	Unknown	Direct boring estimate (Ventura Drilling)
25	3-inch PVC Sewer Main (<4 ft cover)	LF	600	\$ 54	\$ 32,400	Unknown	Direct boring estimate (Ventura Drilling)
26	4-inch VC Sewer Main (<4 ft cover)	LF	3000	\$ 63	\$ 189,000	Unknown	Direct boring estimate (Ventura Drilling)
27	Primary Treatment Tanks	Each	26	\$ 15,000	\$ 390,000	Unknown	Primary tank, service connection, repair (Biosolutions)
Zone 5 Construction Subtotal:					\$ 682,800		
Effluent Collection Subtotal:					\$ 2,553,000		
Collection Construction Subtotal:					\$ 12,160,000		
28	Construction Contingency (30%)				\$ 3,648,000		
Collection Construction & Contingency Total					\$ 15,808,000		
Zone 6							
29	Individual Advanced Onsite Systems	LF	74	\$ 70,000	\$ 5,180,000	Unknown	Assumed TN requirement of 20 mg/L
Zone 6 Construction Subtotal:					\$ 5,180,000		
Advanced Onsite Systems Subtotal:					\$ 5,180,000		
30	Construction Contingency (30%)				\$ 1,554,000		
Advanced Onsite Collection Construction Total					\$ 6,734,000		
Engineering & Construction Management							
30	Final Design Engineering & Support	LS	1	\$ 2,371,200	\$ 2,371,200	Unknown	Assume 15% of construction (Advanced Onsite Not Included)
31	Construction Management and Inspections	LS	1	\$ 2,371,200	\$ 2,371,200	Unknown	Assume 15% of construction (Advanced Onsite Not Included)
Engineering & Construction Management Subtotal:					\$ 4,742,400		
Option #3 Collection & Advanced Onsite System Total:					\$ 27,284,400		
Costs to be Provided by District							
32	Legal and Administration	LS	1	\$ 250,000	\$ 250,000	District	Assumed
33	Property Acquisition for Lift Station	AC	0.4	\$ 1,000,000	\$ 400,000	District	Assume \$1M/Acre, 0.4 acres assumed
34	Property Acquisition for Easements	AC	2.11	\$ 1,000,000	\$ 2,110,000	District	Assume \$1M/Acre, placeholder to match Stantec Estimate
District Costs Subtotal:					\$ 2,760,000		
Option #3 Gravity & Effluent Collection Systems Total Costs:					\$ 23,310,400		
Option #3 Collection & Advanced Onsite Systems Total Costs:					\$ 30,044,400		

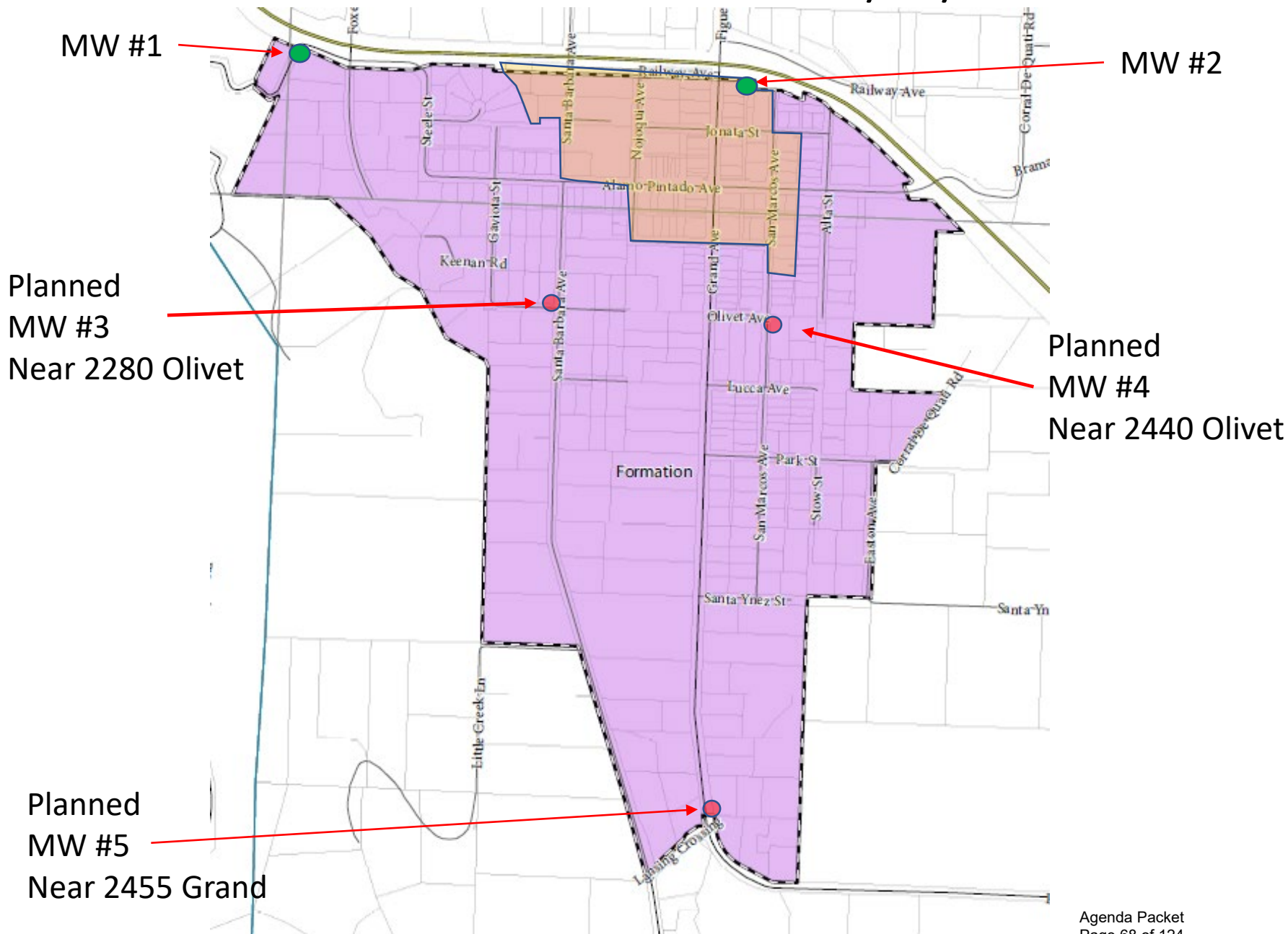
Los Olivos Wastewater Collection Option D - Effluent Sewer Zones 1-5, Alt Onsite Zone 6

Item	Description	Unit	Quantity	Unit Price	Total Cost	Responsible Lead	Notes
Overhead and Construction Support							
1	Mobilization, Demobilization, Road Permits, Bonds, & Insurance	LS	1	\$ 2,000,000	\$ 2,000,000	Unknown	Stantec Report
2	Construction Survey	LS	1	\$ 250,000	\$ 250,000	Unknown	Stantec Report
3	Pothole Existing Utilities	LS	1	\$ 250,000	\$ 250,000	Unknown	Stantec Report
4	Traffic Control	LS	1	\$ 330,000	\$ 330,000	Unknown	Should be unnecessary for Effluent zones with boring
Overhead and Construction Support Services Subtotal:					\$ 2,830,000		
Effluent Sewer Collection System Construction							
Zone 1							
5	2-inch PVC Sewer Main (<4 ft cover)	LF	0	\$ 51	\$ -	Unknown	Direct boring estimate
6	3-inch PVC Sewer Main (<4 ft cover)	LF	8000	\$ 54	\$ 432,000	Unknown	Direct boring estimate
7	4-inch VC Sewer Main (<4 ft cover)	LF	4000	\$ 63	\$ 252,000	Unknown	Direct boring estimate
8	Primary Treatment Tanks	Each	149	\$ 20,000	\$ 2,980,000	Unknown	Primary tank, service connection, landscape repair
Zone 1 Construction Subtotal:					\$ 3,664,000		
Zone 2							
9	2-inch PVC Sewer Main (<4 ft cover)	LF	0	\$ 51	\$ -	Unknown	Direct boring estimate
10	3-inch PVC Sewer Main (<4 ft cover)	LF	900	\$ 54	\$ 48,600	Unknown	Direct boring estimate
11	4-inch VC Sewer Main (<4 ft cover)	LF	400	\$ 63	\$ 25,200	Unknown	Direct boring estimate
12	Primary Treatment Tanks	Each	58	\$ 15,000	\$ 870,000	Unknown	Primary tank, service connection, landscape repair
Zone 2 Construction Subtotal:					\$ 943,800		
Zone 3							
13	2-inch PVC Sewer Main (<4 ft cover)	LF	2400	\$ 51	\$ 122,400	Unknown	Direct boring estimate
14	3-inch PVC Sewer Main (<4 ft cover)	LF	2000	\$ 54	\$ 108,000	Unknown	Direct boring estimate
15	4-inch VC Sewer Main (<4 ft cover)	LF	0	\$ 63	\$ -	Unknown	Direct boring estimate
16	Primary Treatment Tanks	Each	46	\$ 15,000	\$ 690,000	Unknown	Primary tank, service connection, landscape repair
Zone 3 Construction Subtotal:					\$ 920,400		
Zone 4							
17	2-inch PVC Sewer Main (<4 ft cover)	LF	2800	\$ 51	\$ 142,800	Unknown	Direct boring estimate
18	3-inch PVC Sewer Main (<4 ft cover)	LF	1250	\$ 54	\$ 67,500	Unknown	Direct boring estimate
19	4-inch VC Sewer Main (<4 ft cover)	LF	1500	\$ 63	\$ 94,500	Unknown	Direct boring estimate
20	Primary Treatment Tanks	Each	43	\$ 15,000	\$ 645,000	Unknown	Primary tank, service connection, landscape repair
Zone 4 Construction Subtotal:					\$ 949,800		
Zone 5							
21	2-inch PVC Sewer Main (<4 ft cover)	LF	1400	\$ 51	\$ 71,400	Unknown	Direct boring estimate
22	3-inch PVC Sewer Main (<4 ft cover)	LF	600	\$ 54	\$ 32,400	Unknown	Direct boring estimate
23	4-inch VC Sewer Main (<4 ft cover)	LF	3000	\$ 63	\$ 189,000	Unknown	Direct boring estimate
24	Primary Treatment Tanks	Each	26	\$ 15,000	\$ 390,000	Unknown	Primary tank, service connection, landscape repair
Zone 5 Construction Subtotal:					\$ 682,800		
Effluent Collection Subtotal:					\$ 7,160,800		
Collection Construction Subtotal:					\$ 9,990,800		
25	Construction Contingency (30%)				\$ 2,997,240		
Collection Construction & Contingency Total:					\$ 12,988,040		
Zone 6							
26	Individual Advanced Onsite Systems	LF	74	\$ 70,000	\$ 5,180,000	Unknown	Assumed TN requirement of 20 mg/L
Zone 6 Construction Subtotal:					\$ 5,180,000		
Advanced Onsite Systems Subtotal:					\$ 5,180,000		
27	Construction Contingency (30%)				\$ 1,554,000		
Advanced Onsite Construction Total:					\$ 6,734,000		
Engineering & Construction Management							
28	Final Design Engineering & Support	LS	1	\$ 1,948,206	\$ 1,948,206	Unknown	Assume 15% of construction (Advanced Onsite Not Included)
29	Construction Management and Inspections	LS	1	\$ 1,948,206	\$ 1,948,206	Unknown	Assume 15% of construction (Advanced Onsite Not Included)
Engineering & Construction Management Subtotal:					\$ 3,896,412		
Option #4 Collection & Advanced Onsite System Total:					\$ 23,618,452		
Costs to be Provided by District							
30	Legal and Administration	LS	1	\$ 250,000	\$ 250,000	District	Assumed
31	Property Acquisition for Lift Station	AC	0.4	\$ -	\$ -	District	Assume \$1M/Acre, Not needed option #4
32	Property Acquisition for Easements	AC	2.11	\$ 1,000,000	\$ 2,110,000	District	Assume \$1M/Acre, placeholder to match Stantec Estimate
District Costs Subtotal:					\$ 2,360,000		
Option #4 Effluent Sewer Collection Total Costs:					\$ 19,244,452		
Option #4 Effluent Sewer Collection & Advanced Onsite Total Costs:					\$ 25,978,452		

ITEM 8 – GROUNDWATER MONITORING WELLS

GROUNDWATER MONITORING WELLS

FINAL LOCATIONS – 1/22/24





PROJECT NUMBER: 876.876	BORING NUMBER <div style="text-align: right;">SHEET <u>1</u> OF <u>2</u></div>
<h2 style="margin: 0;">SOIL BORING LOG</h2>	

PROJECT : Los Olivos MW-3 LOCATION : 2280 Olivet Street, Los Olivos
 ELEVATION : DRILLING CONTRACTOR : BC2
 DRILLING METHOD AND EQUIPMENT USED : Hollow Stem Auger
 WATER LEVELS : START : END : LOGGER : Nehuen Fortunelli

DEPTH BELOW SURFACE (FT)	INTERVAL (FT)	RECOVERY (IN)	#TYPE BLOWS	LITHOLOGIC LOG	CORE DESCRIPTION	COMMENTS
55			16/22/25	SW	Gravelly sand; dark gray; fine to coarse grained; some clay; wet	
60			5/10/15	SW	Finer	
65			4/7/11	GW	Sandy Gravel; wetter	
70			3/9/11	GW	Coarser	
75			9/7/24	GW	Gravel up to 2.5" in diameter; wet	
80			8/13/16	SW	Gravelly sand; medium to coarse grained; soaked	
85			15/17/20	SW	With some clay, yellowish brown; finer sand	
90				CL	Clay; dark gray End of Boring	
					0-50 blank 50-90 screen Total Depth: 90 ft	
					0-47 grout 44-47 bentonite 47-90 #3 sand	

18 bags of concrete
 28 gal of water
 Bentonite 5%



PROJECT NUMBER:
876.876

BORING NUMBER
MW-5
SHEET OF

SOIL BORING LOG

PROJECT : Los Olivos MW-5

LOCATION : Alamo Pintado and Grand Ave, Los Olivos

ELEVATION :

DRILLING CONTRACTOR : BC2

DRILLING METHOD AND EQUIPMENT USED : Hollow Stem Auger

WATER LEVELS :

START :

END :

LOGGER : Nehuen F. / Andy L.

DEPTH BELOW SURFACE (FT)	INTERVAL (FT)			LITHOLOGIC LOG	CORE DESCRIPTION	COMMENTS
	RECOVERY (IN)		#/TYPE			
	BLOWS					
5			11/14/20	SM-SW	Silty sand with gravel; dark brown; fine to coarse grained	
10			7/14/15	CL	Clayey silt; yellowish brown; trace fine sand	
15			8/9/11	ML	Silt with sand; grayish brown	
20			5/9/12	ML	Sandy silt; gray; very fine grained to fine grained; very moist	
25			5/7/12	CL	Clay; dark gray; trace coarse sand; trace organics (hairlike roots)	Tagged borehole, it was muddy
30			4/5/7	GC	Gravelly clay; well graded; brown; wet	
35			5/8/11	GM	36 ft; sand and gravel; well graded; brown; trace fines; saturated	2 ft of water in borehole
40			4/10/14	GM	Some gravel bigger than 2 inches in diameter	
45			5/7/17	GM	Alternating beds of clay	
50			7/14/19	CL	Silty clay; yellowish brown	



PROJECT NUMBER: 876.876	BORING NUMBER
SHEET <u> </u> OF <u> </u>	
<h2 style="margin: 0;">SOIL BORING LOG</h2>	

PROJECT : Los Olivos MW-5 LOCATION : Alamo Pintado and Grand Ave, Los Olivos
 ELEVATION : DRILLING CONTRACTOR : BC2
 DRILLING METHOD AND EQUIPMENT USED : Hollow Stem Auger
 WATER LEVELS : START : END : LOGGER : Nehuen F. / Andy L.

DEPTH BELOW SURFACE (FT)	INTERVAL (FT)			LITHOLOGIC LOG	CORE DESCRIPTION	COMMENTS
	RECOVERY (IN)					
	#	TYPE	BLOWS			
55			6/12/13	CL	Silty clay, yellowish brown; more silt	
60			12/16/19	CL	Same as previous	No recovery
65					End of Boring	
					0-30 blank 30-65 screen Total Depth = 65 ft	
					0-24 grout seal 24-27 bentonite 27-65 #3 sand	
					9 bags of concrete 27 gal of water 5% bentonite	

**ITEM 9 – AUDIT CONTRACT WITH MOSS, LEVY, AND
HARTZHEIM**

AUDIT CONTRACT WITH MOSS, LEVY, AND HARTZHEIM



February 2, 2024

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

We are pleased to confirm our understanding of the services we are to provide Los Olivos Community Services District for the period ended June 30, 2023. We will audit the financial statements of the business-type activities, the major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Los Olivos Community Services District as of and for the period year ended June 30, 2023. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Los Olivos Community Services District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Los Olivos Community Services District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Los Olivos Community Services District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Los Olivos Community Services District's financial statements. Our report will be addressed to the Board of Directors of Los Olivos Community Services District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will

2400 Professional Parkway, Suite 205 Santa Maria, CA 93455 Tel 805.925.2579 Fax 805.925.2147 mlhcpas.com

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also state that the report is not suitable for any other purpose. If during our audit we become aware that Los Olivos Community Services District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Los Olivos Community Services District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of Los Olivos Community Services District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Agency; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Moss, Levy & Hartzheim LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of California or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Moss, Levy & Hartzheim LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State of California. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately April 15, 2024 and to issue our reports no later than June 30, 2024. Alexander C. Hom, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$2,900. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Los Olivos Community Services District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Moss, Levy & Hartzheim LLP

Moss, Levy & Hartzheim LLP

RESPONSE:

This letter correctly sets forth the understanding of Los Olivos Community Services District.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

ITEM 10 – UPCOMING ACTIVITIES AND EVENTS

UPCOMING ACTIVITIES AND EVENTS

LOCSO - Septic to Sewer / Water Reclamation Roadmap - WORKING DRAFT

Last Update: 2/17/2024

Task	2024				FY 2023-24 Costs	FY 2023-24 Budgeted?	Est Total Costs
	Q1	Q2	Q3	Q4			
Board and Public Education							
Public workshops and outreach						Y	
Engineering / Design							
Collection Study					\$70k	Amended	\$70k
Treatment Study					\$90k+	N	\$90k+
Confirm Disposal Options						Y	
Siting options						Y	
Final Project Description						Y	
60% Design					\$50k	N	\$300k+
Assessment Engineer Report including benefit factors/rates						N	\$50k+
Environmental Review							
Environmental study, assessment and report (incl. public review)						N	\$150k+
Grants and Financing							
Discussion about cost allocations (by parcel type)						Y	
Develop financing plan						Y	
Seek grants and financing						Y	
Prop 218 - Property Owner vote on proposed project							
Polling for election feasibility						N	\$25K
Conduct Prop 218 workshops with public						N	
Voting process						N	\$125k
Monitoring Well(s)							
Drill three additional monitoring wells					\$121K	Amended	\$121k
Data from all five wells						Y	
Monitoring of wells, completed every 6 months (5 years)						N	\$12K
Total					\$331k+		\$943k+

By Funded / Unfunded

Task	2024				FY 2023-24 Costs	FY 2023-24 Budgeted?	Est Total Costs
	Q1	Q2	Q3	Q4			
FUNDABLE (Funds exist in existing budget)							
Public workshops and outreach						Y	
Collection, Treatment, Disposal Options						Y	
Siting options						Y	
Final Project Description						Y	
Develop financing plan						Y	
Seek grants and financing						Y	
Find funding for well monitoring program						Y	
Data from all five wells						Y	
Collection Study					\$70k	Amended	\$70k
Drill three additional monitoring wells, sample all five wells					\$121K	Amended	\$121k
UNFUNDED OR NO SPECIFIC FUNDING ACTION							
Treatment Study					\$90k+	N	\$90k+
60% Design					\$50K	N	\$300k+
Assessment Engineer Report including benefit factors/rates						N	\$50k+
Environmental study, assessment and report (incl. public review)						N	\$150k+
Polling for election feasibility						N	\$25K
Voting process						N	\$125k
Monitoring of wells, completed every 6 months (5 years)						N	\$12k
					Total		\$943k+
							\$331k+

Legend:

Can be completed prior to (or without) a Final Project Description
 Cannot be completed prior to Final Project Description



LOCSO - MEETINGS CALENDAR YEAR 2024 - WORKING DRAFT

Q1	January
	February
	REGEN 15%
Q2	March
	REGEN Report
	April
	60% Design RFP Authorization
	Fiscal Year (FY) 2024-25 Budget and Strategic Planning, GM's Annual Report
Q3	WS - Collection, Treatment, Disposal
	May
	FY 2024-25 Budget
	WS - Siting
	OUTSIDE MTG - CCRWQCB / EHS
Q4	June
	WS - Final Project Description
	Final Project Description
	FY 2024-25 Budget Hearing, Gann Limit, Tax Assessment Authorization
	WS - Capital Cost Distribution
Q1	July
	60% Design Contract
	August
	EIR Contract
	WS - EIR Process
Q2	September
	WS - 218 Process
	October
	November
Q3	Assessment Engineer Contract
	December

ITEM 11 – PA SYSTEM DONATIONS

PA SYSTEM DONATIONS



Guy Savage <gm.locsd@gmail.com>

Re: \$500.00 Donation to Purchase PA System for LOCSD Meetings

1 message

Anna Marie Gott <anna.marie.gott@gmail.com>

Thu, Feb 15, 2024 at 6:47 PM

To: Kathryn Lohmeyer Rohrer <lohrohrer@gmail.com>

Cc: General Manager - LOCSD <gm.locsd@gmail.com>, soneill@awattorneys.com, mtucker@awattorneys.com, "Tom Fayram (tom.fayram.locsd@gmail.com)" <tom.fayram.locsd@gmail.com>, Julie Kennedy <julie.kennedy.locsd@gmail.com>, Julie Kennedy <julie.kennedy6@gmail.com>, grparks@mac.com, Lisa Palmer <lisa@lpalmerconsulting.com>, ninastormo19@gmail.com

Hi Guy,

I spoke with my Mom a few minutes ago and she told me that **she would donate \$330.22 towards the purchase of the PA system** that I have communicated with you about. **With Kathryn and Paul's donation of \$500.00 the LOCSD will pay \$0.00 for this needed PA system.**

Why is my Mom doing this? Her phone call with you today left her with the impression that LOCSD would pay \$830.22 for the system when the reality was that the LOCSD would pay \$330.22. Additionally, she was not confident at the end of the day that you would buy a system that could meet her needs or those of the community.

So, I am writing to you to ask for the shipping address that the LOCSD would like to use to receive the PA system for use at the LOCSD Board Meetings. Please provide it to me as soon as possible as I don't want to miss the sale that Rockville has on this equipment.

Thank you,

A

PS

Please note that Rockville audio has videos on how to set up the equipment which are very easy to understand.

On Tue, Feb 13, 2024 at 2:49 PM Anna Marie Gott <anna.marie.gott@gmail.com> wrote:

Hi Guy,

The donation is **restricted** to this PA system or another one that Kathryn approves of. So, the money cannot be used for something else. I suggest that you ask the Districts attorneys what the requirements are for accepting a gift that: benefits the agency, enhances the ability of the public to access district meetings, and allows the district to meet its obligations to provide access to its meetings under the Brown Act Section 54953(g) and federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). Why? I am confident that they will say the Board can't accept money for one thing and then try to spend it on something else without approval from the donor.

Please do contact my Mom and her friend Willie Mueller ([REDACTED]) about their need for accommodation at District meetings. Willie has also complained to me about her inability to hear what is being said at the meetings. And both have asked me on multiple occasions to mention this during public comment, which I have done, and both want this issue resolved now. I will let them both know to expect a phone call from you this week. - If you require that Willie write an email to you, or make a phone call about this, please let me know ASAP and I will contact her.

This District is also aware that others have also recognized the need for a PA system for District meetings, but the District refused to use one that was provided by Tom Nelson. Why? I don't know - especially when I have been making public comments about this need for over 18 months. (The system Tom offered is no longer available as it was given away.)

Let me be clear on a few things, my Mother and Willie have sat in the front row and a few rows back when seats are not available. Meetings they have attended have held as few as a dozen people and well over 50 people. In each case they have reported to me that they cannot clearly hear what is being said by the Board, special speakers, the public, or you. Additionally, after I contacted **Willie today she told me she has a hearing aid** and even with it she estimated that she can only hear 50% of what is being said by anyone. Furthermore, **the District can't even supply Willie with a hearing**

Agenda Packet

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loop, which is typically what those with hearing aids need. Why? Hearing loops require an amplified system which the District doesn't have. - Hearing loops alone are hundreds of dollars.

I recall that you have authority to make purchases without Board approval and there is a limit, but I believe that it is more than \$350.00, which is approximately the difference between the PA system Kathryn has offered to help subsidize through her donation. Additionally, the LOCS D can accept this donation at the meeting and you can purchase the equipment prior to the meeting in order to use the system at the meeting. So, my recommendation is that you confirm the need (again) and either buy the entire system that I sent information on, OR find a system that meets the needs of community members, and one that Kathryn agrees to, in order for the District to receive the donation, OR have the District pay for a PA system itself.

As for the Board, I highly doubt the Board would not accept a donation for this PA system. Why? It is free money and the Board must make reasonable accommodations for my Mom and her friend Willie and this by any measure is a reasonable accommodation - **especially when someone else is paying for the vast majority of the total costs**. - Also, please remember that the offers for the PA system are as long as supplies last and rise once this inventory is gone.

Best,
A

RE: Brown Act Section 54953(g) and federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132)
Effective January 1, 2023, Government Code Section 54953(g) requires that all public agencies have and implement a written procedure for receiving and swiftly resolving reasonable accommodation requests for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility.

Does the District have a written procedure? If the answer is no then it needs one and I suggest that this be on the next agenda.

On Tue, Feb 13, 2024 at 12:04 PM Kathryn Lohmeyer Rohrer <lohrohrer@gmail.com> wrote:

Guy,

We're happy to make a donation to be used for equipment for the stated purpose.

Grants are given (and accepted and used) for limited and specific purposes all the time. If you think there is some special law that applies to CSDs so that they can use any donation in any way they deem appropriate, please direct me to that law. Otherwise, it is my understanding that the LOCS D, like any other individual or entity, can either accept a grant/gift offered for a specific purpose or decline to accept it. District Counsel should be able to advise the Board on this.

Sincerely,
Kathryn Lohmeyer Rohrer
Sent from my iPhone

On Feb 13, 2024, at 11:13 AM, General Manager - LOCS D <gm.locsd@gmail.com> wrote:

Kathryn,

I removed most of the Board to avoid any potential Brown Act discussion.

I too have been travelling, just returning yesterday. I'll speak with Anna Marie's mother later this week to get a feel for her needs. There are several ways we can potentially accommodate her needs, with a PA system most certainly being one.

Setting aside any discussion about accommodations, know that I do not have the authority to accept donations in this manner. Consequently, it will be on the next Regular meeting agenda. That way I can get direction from the Board. Recall from the POLO donation discussion, that the Board also has limits as to how it can accept donations. If my memory serves, they can suggest a way they might use the donation (as was done with the POLO grant); however, technically the Board can use the donation in any way it deems appropriate.

Guy

On Mon, Feb 12, 2024 at 12:05 PM Kathryn Lohmeyer Rohrer <lohrohrer@gmail.com> wrote:

Hello, Guy --

Just checking in about this. I was out of town all week last week to deal with family healthcare issues out of state, and I am just catching up on email.

Regarding the below, we remain happy to make the donation to the IRLC as outlined below to support the LOCSD in providing the requested accommodation under the Brown Act.

Please let us know how you would like to proceed. I am happy to send the check to the IRLC this week.

Sincerely, Kathryn

On Tue, Feb 6, 2024 at 1:59 PM Anna Marie Gott <anna.marie.gott@gmail.com> wrote:

Guy,

I have mentioned a number of times during public comment that my Mother, and some of her neighbors who have attended the LOCSD board meetings, cannot clearly hear what the Board, Staff or members of the public say during meetings because the meetings are not amplified. To date, the Board has taken no action to make any accommodations to ensure these meetings are accessible to members of the public who are hard of hearing.

Under the Brown Act the LOCSD is required to make accommodations for the members of the public upon written request. Today, I am making a formal request that the LOCSD make the necessary arrangements to accommodate my Mother's needs by the next regular board meeting which will be held on February 28, 2024. - My Mother can be reached at [REDACTED] or [REDACTED] if you have any questions.

I have mentioned during public comment that Kathryn Lohmeyer Rohrer, who has been cc'ed, has graciously offered to donate money to the LOCSD to help purchase a PA system. She is willing to donate **\$500.00** to the Independent Living Resources Center which will send a check to the LOCSD upon the receipt of her check and the Districts purchase of the PA system identified below. - Jennifer Griffin, the Executive Director of the ILRC, has been cc'ed.

The PA system below was not chosen lightly. I did a substantial amount of research to find a PA system that could meet the needs of the LOCSD. Furthermore, this equipment is on sale now (while supplies last), offers free shipping, has a 90 day return policy in case there are any problems, and has videos showing how to set up the equipment.

The LOCSD could try to find another PA system that meets the needs of community members, but I doubt that it would be less expensive. Kathryn may be willing to donate money towards the purchase of a different PA system, but she must agree to the components in advance of the purchase.

If you have any questions about the PA system please contact me as Kathryn is out of town until this Friday. If you have any questions about my Mothers experience during board meetings and her inability to clearly hear what is being said please contact her.

Sincerely,
Anna Marie Gott

ROCKVILLE PRO SOUND & AUDIO

Two speakers, 3 mics, and a wireless mic system came out to be \$395.95 + taxes for the equipment.

<https://www.rockvilleaudio.com/rpg122k-rwm65u/>

We should buy:

2 cases for the speakers and stands @ \$54.95 each. (\$109.90)

<https://www.rockvilleaudio.com/tb12/>

1 50ft speaker cable to connect the speakers. (25 is too short to place a speaker on each side of the room.) (\$39.95)

<https://www.rockvilleaudio.com/rockmix-10fx/>

Est Total: \$545.80 + tax

A mixer (\$129.95) and cables are likely needed for Zoom. (I know from experience that the public can't always hear what the Board, Staff, and the public say during the meetings via Zoom.)

Mixer: <https://www.rockvilleaudio.com/rockmix-10fx/>

Cables: 2 3ft cables Female to Male XLR Mic Cable (\$23.90): <https://www.rockvilleaudio.com/rcxfm3p-bl/>

1 20ft cable Female to Male XLR Mic Cable (\$14.95): <https://www.rockvilleaudio.com/rcxfm20e-b/>

A Case (\$48.95): <https://www.rockvilleaudio.com/mb1916/>

(NOTE: This case is to hold the mixer and the mic and Dual UHF 15 Channel system to keep the boxes together.)

Est Total: \$217.75 + tax

Grand Total: \$830.22 (All Equipment Listed Above: \$762.55 + \$67.67 tax. Shipping is free.)

A tabletop microphone stand is needed for Guy. This could be purchased for around \$30 but they don't have them at Rockville. A stand for the public and another for the Board could be purchased, but I don't think this is needed as one person speaks at a time and the mic can be passed around between Board Members and the public for public comment.

The system above would have 3 microphones. One for the Board, Guy, and the public. Two loudspeakers are needed due to the size of the room and number of people at some meetings. Most meetings only one loudspeaker would be needed but for anything over 25 people the second speaker should be set up.

Rockville has videos that show exactly how to set up the equipment which are easy to follow.

--

Kathryn Lohmeyer Rohrer

--

Guy Savage
General Manager
Los Olivos Community Services District
PO Box 345, Los Olivos, CA 93441
(805) 500-4098
www.LosOlivosCSD.com

General Manager's Notes and Comments Regarding PA System

Overall, if the District wants to purchase a Public Address (PA) system for general uses, this system appears to be effective and could possibly meet general amplification needs. It is relatively portable and appears straightforward to set up. While I have reviewed the videos that are provided on-line and briefly spoken to the vendor, I only completed a very cursory review of PA systems. Given that prior attempts to use a PA system were not successful, I was not comfortable simply purchasing a system or performing more detailed research on potential systems without Board direction. Should the Board wish to purchase a PA system, I highly recommend further investigation to ensure that any purchased system will meet the District's needs. My prior experience includes oversight of a very significant upgrade to the Board of Supervisors' chambers at the County of San Luis Obispo. A large learning from that experience was that there are a LOT of nuances regarding microphones, speakers, and their interaction with existing technologies that must be considered. For example, some microphones are best for public speakers, others for board members, and still others for activities such as singing karaoke.

As noted in the related email, the proposed purchase has very specific caveats on which type equipment (a PA system) may be purchased using the donated funds. Counsel can confirm and/or clarify; but, I believe this may usurp your Board's authority as spelled out in Community Special Districts Law. For reference, I would point you to Gov Code section 61000 et seq, which states, in part:

“(a) Except as provided in Section 61040.1, a legislative body of five members known as the board of directors shall govern each district. The board of directors shall establish policies for the operation of the district. The board of directors shall provide for the implementation of those policies which is the responsibility of the district's general manager.” (Sec 61040).

This donation is essentially telling you how you must expend funds (and run the District). It goes even further by funding most, but not all, of the total purchase and on-going expenses required to purchase the proposed equipment configuration. Given this approach, it is essentially requiring the District to use its funds to pay the rest of the bill. Thus, as previously stated, it may usurp your Board's authority to govern the District.

The related email also references two governmental sections related to Americans with Disability Act (ADA) requirements. Neither section requires, as is stated in the email, “...that all public agencies have and implement a written procedure for receiving and swiftly resolving reasonable accommodation requests...”

California Government Code Section 54953(g), which reads:

“The legislative body shall have and implement a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the procedure for receiving and resolving requests for accommodation.”

Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) which reads:

“Subject to the provisions of this title, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.”

With respect to 54953(g), current agendas direct the public to contact the District by phone or email. As both the email address and phone are both managed by the General Manager, procedure would dictate that the General Manager receive and resolve requests. If the General Manager has questions, he is reasonably expected to ensure outreach to the person making the request and prompt resolution of the accommodation request. If the General Manager has questions about what is legally required, he is free to consult with District Counsel. While there has been prior commentary from community members about the need for ADA accommodations, to my knowledge, this is the first actual request for an accommodation. Consequently, both actions were taken by me (individual outreach to requestors and discussion with Counsel).

I first reached out to Ms. Gott's mother, Pat Gott. Pat noted that she and others have asked the Board and other presenters to speak up as they have difficulty hearing. Pat repeatedly said that the Board and staff are “whispering” when they speak. She also noted that she often does not understand what the Board is talking about.

She asked questions about the proposed PA system. When I informed her that the system proposed costs over \$800 and that only a portion of the costs would be covered by a possible donation, she said that it was too much and that the money should be spent on the sewer. I asked about which meetings she will be attending. She did not realize that we have several meetings a month, when you include subcommittee meetings. She stated she would only attend the 6PM Regular Board meetings, but would not be attending all of them. I also reached out to Willie Mueller regarding her concerns and needs for accommodation. She too noted that it sounds like people are whispering. In my discussion with her, I told her I was working on a couple of different potential short-term solutions and that it was up to your Board to provide direction about where to go longer-term.

The email notes that the PA system will help address the sender's concerns about the District's ability to meet ADA requirements. I would note that there are other potential solutions to meeting ADA requirements. These solutions could include (in no particular order):

1. Having those experiencing hearing issues sit closer to the dais.
2. As the meeting is currently broadcast via Zoom, those having hearing issues could listen to the meeting via the Zoom broadcast. They could experience some minor lags in audio but it would be negligible in my experience. Should a member of the public not have headphones, the District could provide them. I performed a very quick Amazon search for wired and wireless (Bluetooth) headphones with at least a 4-star rating. Simple wired headphones can be purchased for under \$5.00. Basic wireless headphones can be purchased for under \$15.00. Both types are cheaper if multiple pairs are purchased simultaneously.
3. Personal sound amplifiers. These devices are essentially a small microphone and headset. The user points the microphone in the direction of the speaker and the sound is amplified to their headset. Given the current technologies, significant background noise elimination can be achieved using these devices. An Amazon search for sound amplifiers with at least a 4-star rating shows a wide range of costs per unit – many in the \$60-99 range.
4. Wireless audio or FM systems can also be used. These systems essentially take the audio output from a laptop that is connected to the Zoom or a sound mixer and broadcast it to individual receivers – think tour guides and tourists. The last time I checked, these could be purchased for less than \$200 for a transmitter and 4-6 receivers. As with personal sound amplifiers, these are often tuned to eliminate background noise.
5. More traditional assistive listening systems can also be purchased and implemented. It has been several years since I had cause to research these systems. They systems often rely on neck loops that interface with telecoils (T-coils) that are present in modern hearing aids or cochlear implants. These systems can be very costly and are generally targeted for larger venues than those used by the District.

Related to the specific proposal, I called Rockville Audio and Sound to ask a few questions about the system. They are an east coast company that is open from 9-5 Eastern. They claim 24/7 support, but the support person I spoke to was unable to answer even basic questions. Instead, she kept referring me back to the on-line documentation and owner's manual. She offered to take my number and have someone call me back tomorrow. It has been nearly a week, and despite repeated attempts to reach someone, I have not spoken to a salesperson or someone who could answer my technical questions. Given this, I have serious concerns that if we experience issues with the system during a meeting, we will not have technical support beyond what members of the public or staff can provide.

Other comments/concerns include the following:

1. Where will the equipment be stored when not in use? Rockville did provide the following information on the two main components in the proposal:

The RPG122K is 60 pounds total and 48" x 17" x 15.5".

The RWM65U is about 5 pounds and 16.2" x 12" x 2".

To date, I have been fine storing and transporting one small crate of equipment. I am hesitant to commit to storing this much equipment at my home and transporting it on a regular basis. Simply put, this amount of equipment will not fit in the closet where I currently store District equipment. And, at over 65 pounds is not something I really want to be responsible for moving around regularly. Unlike other local jurisdictions such as the City of Santa Barbara, we do not have multiple physical locations nor 1000 employees to deal with these types of important considerations.

If a smaller and lighter-weight system can be identified I will consider storing it. Another option would be to store it at another location or at the meeting venue.

2. With regards to meeting venues, Board members may recall me reporting in 2022 that St. Mark's was considering an update and upgrade to its existing systems. With the departure of Father Day, it is my understanding that those plans are on hold. When I previously asked St. Mark's representatives about whether the District could be allowed to make changes to Stacy Hall, I was told that they would not allow it until they had a plan in place.

Related to the Los Olivos Grange Hall, prior conversations with their representatives have suggested that they would be open to discussion about permanent installation of a system in the meeting hall area. They viewed it as a potential win-win since there are other meetings held in the facility that may be able to leverage a permanently installed PA system. The Grange Hall currently charges us \$50 per meeting. However, savings from the time required to store, transport, setup, take-down, transport, and store the system could offset these costs (see my next comment). Note that if your Board considered permanently moving its Regular Meetings to the Grange, it could result in having to change future meeting dates as there are other entities that use the Grange, particularly on the 3rd Wednesday of the month – which would create a conflict on those rare months were the District meets on the 3rd Wednesday instead of the 2nd Wednesday. The obvious workaround would be to move meetings from “the Wednesday following the second Tuesday of each month” to simply be “the second Wednesday of each month.”

3. As noted, setup of the system seems fairly straightforward. However, when you include the time to load the system into a car, transport it to meetings, unload the system, and set it up it is likely going to take an additional 10-15 minutes in total. Similarly, an additional 10-15 minutes to put everything away. At my current rates, that equates to roughly \$45-75 per meeting of additional expense to the District.
4. Purchase of equipment such as this also requires things like spare batteries, extension cords, stands, replacements, and so on. Consequently, the noted provided system costs and related donation(s) are not going to cover everything required to purchase, use, and maintain the system over time.
5. It is unclear what issues we may have with feedback between Zoom participants and the PA system. If excessive issues occur and cannot be resolved, you may need to shift to a broadcast only approach to Zoom. We already experience feedback issues on a fairly regular basis and amplification of sound in the “primary” meeting room may exacerbate the problem.
6. There are other microphone / PA systems available. For example, I called SYCSD to find out what they had implemented. Their system includes 8 UHF channel gooseneck microphones and a speaker specifically designed for meetings such as ours. The microphones are currently listed at \$269.99 on Amazon. The compatible speaker is around \$120. If you search Amazon for “pa system with wireless microphone and speakers” you will find a plethora of possibilities, many that include two microphones and a speaker for less than \$300.

In closing, while the decision to purchase any system is the Board of Directors, I would say that I generally support the use of a PA system for certain meetings. In particular, a PA will likely be helpful when we get to upcoming workshops. I am not certain that a PA system is required for all meetings of the District, such as those where only a few members of the public are present. My recommendation would be that your Board discuss and consider its needs for a PA system, then decide which system would best meet those needs. The proposal appears to jump to solution based on their perception of needs and requirements. If your Board does decide a PA system is desired, I would recommend you consider whether you want to engage a professional sound engineer (such as was done at SYCSD) to help design a system. A sound engineer will ask questions such as how many microphones are needed, who will be using the microphones and for what purpose, what type of amplification is desired, and so on.

Importantly, using a PA system will require a significant behavior change by the Board, staff, and the public. In my experience, most people do not like to use a microphone and many use them incorrectly. It will fall to the chair of meetings to ensure that people at the dais and public commenters successfully make the shift to the use of microphone(s).

RESOLUTION NO. 24-01

**RESOLUTION OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT
ACCEPTING DONATION FROM THE INDEPENDENT LIVING RESOURCE
CENTER, INC.**

WHEREAS, the mission of the Independent Living Resource Center, Inc. (ILRC) is to promote independent living and full access for individuals with disabilities through advocacy, education and action in our communities; and,

WHEREAS, the Independent Living Resource Center (ILRC) is a private non-profit organization providing disability advocacy and independence increasing or maintaining services to Ventura, Santa Barbara, and San Luis Obispo Counties; and,

WHEREAS, Los Olivos Community Services District was formed by local voters in 2018 pursuant to Cal Gov Code 61000 et seq., to provide a funding mechanism for the construction and operation of facilities needed to collect, treat, and dispose of sewage, wastewater, recycled water, and storm water within the Los Olivos Community Services District service area; and

WHEREAS, the Independent Living Resource Center, Inc. desires to donate up to \$500.00 to Los Olivos Community Services District for the purpose of purchasing a Public Address (PA) system; and

WHEREAS, while the Los Olivos Community Services District shall maintain sole discretion over the expenditure of donated funds, its Board of Directors intends to use such donated funds the purchase of a Public Address (PA) system.

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

The Los Olivos Community Services District board accepts the donation of up to \$500.00 from the Independent Living Resource Center, Inc. (ILRC) to be used for the purpose of purchasing a Public Address (PA) system, which expenditure will be made in the sole discretion of the LOCS D board.

[THIS SECTION 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 regularly scheduled meeting held on the 28th day of February 2024, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

ATTEST:

GUY W. SAVAGE
General Manager / Board Secretary

LOS OLIVOS COMMUNITY SERVICES DISTRICT

By: _____
Julie Kennedy, Board President

APPROVED AS TO FORM:


By: _____
Aleshire & Wynder LLP, District Counsel

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

RESOLUTION NO. 24-02

**RESOLUTION OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT
ACCEPTING DONATION FROM PATRICIA GOTT**

WHEREAS, Ms. Patricia Gott is an individual who resides within the boundaries of the Los Olivos Community Services District; and,

WHEREAS, Ms. Patricia Gott is a trustee for the GOTT CHARLES/PATRICIA TRUST, which, as of the 2023 working roll for the County of Santa Barbara, was the owner of record for parcels 135-082-018, 135-110-009, 135-110-023, 135-110-024, and 135-110-025 which are within the boundaries of the Los Olivos Community Services District; and,

WHEREAS, Los Olivos Community Services District was formed by local voters in 2018 pursuant to Cal Gov Code 61000 et seq., to provide a funding mechanism for the construction and operation of facilities needed to collect, treat, and dispose of sewage, wastewater, recycled water, and storm water within the Los Olivos Community Services District service area; and

WHEREAS, Ms. Patricia Gott desires to donate up to \$330.22 to Los Olivos Community Services District for the purpose of purchasing a Public Address (PA) system; and

WHEREAS, while the Los Olivos Community Services District shall maintain sole discretion over the expenditure of donated funds, its Board of Directors intends to use such donated funds the purchase of a Public Address (PA) system.

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

The Los Olivos Community Services District board accepts the donation of up to \$330.22 from Ms. Patricia Gott to be used for the purpose of purchasing a Public Address (PA) system, which expenditure will be made in the sole discretion of the LOCSD board.

[THIS SECTION 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 regularly scheduled meeting held on the 28th day of February 2024, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

ATTEST:

GUY W. SAVAGE
General Manager / Board Secretary

LOS OLIVOS COMMUNITY SERVICES DISTRICT

By: _____
Julie Kennedy, Board President

APPROVED AS TO FORM:


By: _____
Aleshire & Wynder LLP, District Counsel

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

ITEM 12 – DIRECTOR REPORTS

DIRECTOR REPORTS

LAFCO

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

February 20, 2024

TO: Santa Barbara County Independent Special Distrits
Subject: Notice of Results for the Regular and Alternate Special District Member
Nomination

The deadline for filing election ballots for the Regular Special District Members to Santa Barbara LAFCO ended at 5 :00 PM on Monday, February 19, 2024. There was a total of 31 eligible Independent Special Districts that filed ballots by the deadline. One Nomination was received for the Alternate Member seat of the Independent Special Districts Members that filed Nominations by the deadline. Pursuant to Government Code section 56332(c)(2), “[at] the end of the nomination period, if only one candidate was nominated for a vacant seat, that candidate shall be deemed appointed” to the Commission.

The results of the mailed ballot elections are attached in **Attachment A**.

The results are as follows:

LAFCO Regular Special District Member Votes (31 Votes Total):

25 Votes Craig Geyer, Goleta West Sanitary District
5 Votes Dorinne Lee Johnson, Montecito Sanitary District
1 Votes Jorge Magana, Mission Hills Community Services District

LAFCO Alternate Special District Member Nomination (1 Form Received 1/3/24):

Presiding Officer Steve Dietrich, Mission Hills Community Services District

By virtue of receiving the majority of the votes cast, Mr. Geyer was elected as a Regular Special District Member of the Commission with a term to expire on March 1, 2028. By virtue of receiving only one nomination Mr. Magana is deemed appointed as the Alternate Special District Member of the Commission with a term to expire on March 1, 2028.

Please contact the LAFCO office if you have any questions.

Sincerely,



Mike Prater
Executive Officer

Cc: LAFCO Commissioners

**Delegates, Nominations & Votes for LAFCO Special Member
Voting Period Called For by mailed Ballot ends February 19, 2024**

No	Special District	Voted for:	Date
1	CACHUMA RESOURCE CONSERVATION	Craig Geyer	1/17/24
2	CARPINTERIA CEMETERY	Craig Geyer	1/26/24
3	CARPINTERIA SANITARY	Craig Geyer	1/26/24
4	CARPINTERIA/SUMMERLAND FIRE PROTECTION	Craig Geyer	2/5/24
5	CARPINTERIA VALLEY WATER	Craig Geyer	2/15/24
6	CUYAMA COMMUNITY SERVICES	Dorinne Lee Johnson	2/15/24
7	EMBARCADERO MUNICIPAL IMPROVEMENT	Craig Geyer	1/30/24
8	GOLETA CEMETERY	Craig Geyer	1/29/24
9	GOLETA SANITARY	Craig Geyer	2/7/24
10	GOLETA WATER	Craig Geyer	1/5/24
11	GOLETA WEST SANITARY	Craig Geyer	1/11/24
12	ISLA VISTA COMMUNITY SERVICES	Craig Geyer	2/16/24
13	ISLA VISTA RECREATION AND PARK	Craig Geyer	1/31/24
14	LOMPOC CEMETERY	Craig Geyer	1/24/24
15	LOMPOC HEALTH CARE	Craig Geyer	1/26/24
16	LOS ALAMOS COMMUNITY SERVICES	Craig Geyer	1/31/24
17	LOS OLIVOS COMMUNITY SERVICES	Craig Geyer	2/1/24
18	MISSION HILLS COMMUNITY SERVICES	Jorge Magana	1/5/24
19	MONTECITO FIRE PROTECTION	Craig Geyer	1/23/24
20	MONTECITO SANITARY	Dorinne Lee Johnson	1/12/24
21	MONTECITO WATER	Dorinne Lee Johnson	1/24/24
22	MOSQUITO AND VECTOR MANAGEMENT	Craig Geyer	2/1/24
23	SAN ANTONIO BASIN WATER	Dorinne Lee Johnson	1/16/24
24	SANTA BARBARA METRO TRANSIT	Craig Geyer	2/1/24
25	SANTA MARIA PUBLIC AIRPORT	Craig Geyer	1/26/24
26	SANTA MARIA CEMETERY	Craig Geyer	2/14/24
27	SANTA MARIA VALLEY WATER CONSERVATION	Craig Geyer	2/16/24
28	SANTA YNEZ COMMUNITY SERVICES	Craig Geyer	1/31/24
29	SANTA YNEZ RIVER WATER CONSERVATION	Craig Geyer	2/1/24
30	SUMMERLAND SANITARY	Dorinne Lee Johnson	2/1/24
31	VANDENBERG VILLAGE COMMUNITY SERVICES	Craig Geyer	2/7/24

Total Number of Nominations Returned

Nominations Returned

- 1 Craig Geyer – Goleta West Sanitary District (REG)
- 2 Steve Dietrich – Mission Hills CSD (REG & ALT)
- 1 Woody Barrett – Montecito Sanitary District (REG)

Number of Votes for Each Nominee

Mailed Ballot Called for Ballots Due Feb 19, 2024

#31 Total Ballots cast

- #25 Ballots for Nom #1 (Geyer)
- #1 Ballots for Nom #2 (Magana)
- #5 Ballots for Nom #3 (Johnson)

Invalid or Late Ballots after 5pm

Total Ballots ineligible

INDEPENDENT SPECIAL DISTRICTS SELECTION COMMITTEE
Submit No Later than 5:00 pm, Monday, February 19, 2024

OFFICIAL BALLOT No. 1

Election of Regular Special District Member on Santa Barbara LAFCO
Vote for one of the following **Regular Special District Member** nominees:

<input checked="" type="checkbox"/>	Craig Geyer, Incumbent – Goleta West Sanitary District
<input type="checkbox"/>	Jorge Magana – Mission Hills Community Services District
<input type="checkbox"/>	Dorinne Lee Johnson – Montecito Sanitary District

Los Olivos Community Services District

Name of Independent Special District

Lisa Bertero Palmer

Signature

Lisa Bertero Palmer

Print Name

Title (please check one)

- Presiding Officer of the Special District Board
- Board member alternate designated by Special District Board to vote in this election. (Gov. Code sec. 56332(a).)

Date: February 1, 2024

Each returned ballot shall be signed by the presiding officer or his or her alternate as designated by the district governing body. (Gov. Code sec. 56332(a) & (c)(5).)

The voting member should submit his or her ballot directly to LAFCO by hand or U.S. mail to Natasha Carbajal, Santa Barbara LAFCO, 105 East Anapamu Street, Room 407, Santa Barbara CA 93101, or via email to lafco@sblafco.org, or Fax to (805) 568-2249

ITEM 12B – GM AND DE REPORTS

GM AND DE REPORTS

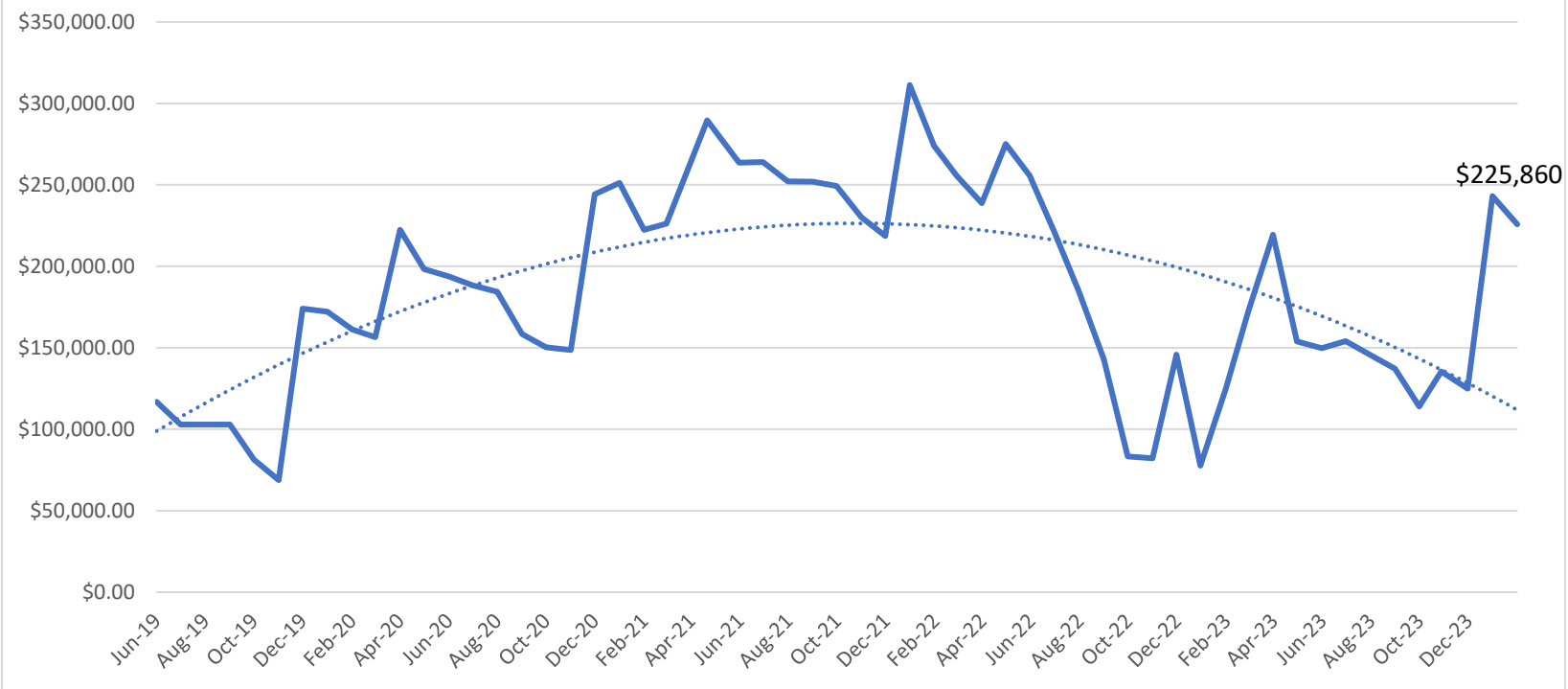
Summary Project Status Report

Audit (Moss, Levy & Hartzheim)	Budget: █	Schedule: █
Waiting for bills from M, L & H – work complete Performed initial outreach to MLH for 2023 Audit effort – contract on tonight’s agenda for approval.		
REGEN – 30% Hybrid Collection Engineering Design	Budget: █	Schedule: █
Check-in meetings with REGEN continue, 15% deliverable on tonight’s agenda		
Groundwater Monitoring Wells	Budget: █	Schedule: █
<ul style="list-style-type: none"> • Wells drilled week of February 2, 2024 • Well development completed February 22, 2024 • Samples taken and sent to lab for testing. • Minor site clean-up still required, will be completed once ground dries out. • Continue to provide monthly status reports to CCRWQCB. 		

Other:

Continued technical discussion with the City of Solvang. Anticipate an agenda item next month for further Board discussion. Talked with Dunn about the issues they are having with their system.

Los Olivos CSD Cash Balance History



Cash Balances

As of: 2/1/2024
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund	2/1/2024 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	2/1/2024 Ending Balance
3490 -- Los Olivos CSD	225,859.90	0.00	0.00	0.00	0.00	225,859.90
Total Report	225,859.90	0.00	0.00	0.00	0.00	225,859.90

Financial Status

As of: 2/1/2024 (59% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2024 Fiscal Year Adjusted Budget	2/1/2024 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
Revenues				
Taxes				
3066 -- Special Tax Assessment	227,650.00	140,740.21	-86,909.79	61.82 %
Taxes	227,650.00	140,740.21	-86,909.79	61.82 %
Use of Money and Property				
3380 -- Interest Income	744.00	1,620.52	876.52	217.81 %
Use of Money and Property	744.00	1,620.52	876.52	217.81 %
Intergovernmental Revenue-Other				
4840 -- Other Governmental Agencies	0.00	30,000.00	30,000.00	--
Intergovernmental Revenue-Other	0.00	30,000.00	30,000.00	--
Revenues	228,394.00	172,360.73	-56,033.27	75.47 %
Expenditures				
Services and Supplies				
7090 -- Insurance	2,934.00	2,932.81	1.19	99.96 %
7324 -- Audit and Accounting Fees	2,500.00	425.50	2,074.50	17.02 %
7430 -- Memberships	1,300.00	1,244.00	56.00	95.69 %
7460 -- Professional & Special Service	78,886.00	27,322.59	51,563.41	34.64 %
7508 -- Legal Fees	45,529.00	15,040.76	30,488.24	33.04 %
7510 -- Contractual Services	98,643.00	53,755.28	44,887.72	54.49 %
7530 -- Publications & Legal Notices	1,750.00	0.00	1,750.00	0.00 %
7671 -- Special Projects	0.00	573.64	-573.64	--
Services and Supplies	231,542.00	101,294.58	130,247.42	43.75 %
Expenditures	231,542.00	101,294.58	130,247.42	43.75 %

Financial Status

As of: 2/1/2024 (59% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2024 Fiscal Year Adjusted Budget	2/1/2024 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
Changes to Fund Balances				
Decrease to Residual Fund Balance				
9601 -- Residual Fund Balance-Inc/Dec	3,148.00	0.00	-3,148.00	0.00 %
Decrease to Residual Fund Balance	3,148.00	0.00	-3,148.00	0.00 %
Changes to Fund Balances	3,148.00	0.00	-3,148.00	0.00 %
Los Olivos CSD	0.00	71,066.15	71,066.15	--
Net Financial Impact	0.00	71,066.15	71,066.15	--

General Ledger Trial Balance

As of: 2/1/2024
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund 3490 -- Los Olivos CSD

	Beginning Balance 7/1/2023	Year-To-Date Debits	Year-To-Date Credits	Ending Balance 2/29/2024
Assets & Other Debits				
Assets				
0110 -- Cash in Treasury	154,050.07	317,173.58	245,363.75	225,859.90
0240 -- Interest Receivable	743.68	1,620.52	2,364.20	0.00
Total Assets	154,793.75	318,794.10	247,727.95	225,859.90
Total Assets & Other Debits	154,793.75	318,794.10	247,727.95	225,859.90
Liabilities, Equity & Other Credits				
Liabilities				
1010 -- Warrants Payable	0.00	2,296.00	2,296.00	0.00
1015 -- EFT Payable	0.00	98,279.44	98,279.44	0.00
1210 -- Accounts Payable	0.00	100,575.44	100,575.44	0.00
1730 -- Unidentified Deposits	0.00	30,000.00	30,000.00	0.00
Total Liabilities	0.00	231,150.88	231,150.88	0.00
Equity				
2200 -- Fund Balance-Residual	-154,793.75	0.00	0.00	-154,793.75
2410 -- Est Revenues/Oth Fin Src	0.00	231,542.00	0.00	231,542.00
2510 -- Appropriations/Oth Fin Use	0.00	0.00	231,542.00	-231,542.00
2710 -- Revenues/Other Fin Sources	0.00	144,069.17	316,429.90	-172,360.73
2810 -- Expenditures/Other Fin Uses	0.00	101,294.58	0.00	101,294.58
Total Equity	-154,793.75	476,905.75	547,971.90	-225,859.90
Total Liabilities, Equity & Other Credits	-154,793.75	708,056.63	779,122.78	-225,859.90
Total Los Olivos CSD	0.00	1,026,850.73	1,026,850.73	0.00

Financial Status

As of: 2/20/2024 (64% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2024 Fiscal Year Adjusted Budget	2/20/2024 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
Revenues				
Taxes				
3066 -- Special Tax Assessment	227,650.00	140,740.21	-86,909.79	61.82 %
Taxes	227,650.00	140,740.21	-86,909.79	61.82 %
Use of Money and Property				
3380 -- Interest Income	744.00	1,620.52	876.52	217.81 %
Use of Money and Property	744.00	1,620.52	876.52	217.81 %
Intergovernmental Revenue-State				
4339 -- State-Other	0.00	75,000.00	75,000.00	--
Intergovernmental Revenue-State	0.00	75,000.00	75,000.00	--
Intergovernmental Revenue-Other				
4840 -- Other Governmental Agencies	0.00	30,000.00	30,000.00	--
Intergovernmental Revenue-Other	0.00	30,000.00	30,000.00	--
Miscellaneous Revenue				
5895 -- Other-Donations	0.00	20,000.00	20,000.00	--
5909 -- Other Miscellaneous Revenue	0.00	20.00	20.00	--
Miscellaneous Revenue	0.00	20,020.00	20,020.00	--
Revenues	228,394.00	267,380.73	38,986.73	117.07 %
Expenditures				
Services and Supplies				
7090 -- Insurance	2,934.00	2,932.81	1.19	99.96 %
7324 -- Audit and Accounting Fees	2,500.00	425.50	2,074.50	17.02 %
7430 -- Memberships	1,300.00	1,244.00	56.00	95.69 %
7460 -- Professional & Special Service	78,886.00	27,322.59	51,563.41	34.64 %
7508 -- Legal Fees	45,529.00	15,040.76	30,488.24	33.04 %

Financial Status

As of: 2/20/2024 (64% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2024 Fiscal Year Adjusted Budget	2/20/2024 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
7510 -- Contractual Services	98,643.00	53,755.28	44,887.72	54.49 %
7530 -- Publications & Legal Notices	1,750.00	0.00	1,750.00	0.00 %
7671 -- Special Projects	0.00	573.64	-573.64	--
Services and Supplies	231,542.00	101,294.58	130,247.42	43.75 %
Expenditures	231,542.00	101,294.58	130,247.42	43.75 %
Changes to Fund Balances				
Decrease to Residual Fund Balance				
9601 -- Residual Fund Balance-Inc/Dec	3,148.00	0.00	-3,148.00	0.00 %
Decrease to Residual Fund Balance	3,148.00	0.00	-3,148.00	0.00 %
Changes to Fund Balances	3,148.00	0.00	-3,148.00	0.00 %
Los Olivos CSD	0.00	166,086.15	166,086.15	--
Net Financial Impact	0.00	166,086.15	166,086.15	--

2023 Project of the Year Awards

Public Works Project of the Year Award Nomination Form

Submission Deadline February 2, 2024

(Electronic submittals only)

Project Name

Los Olivos CSD Groundwater Monitoring Well Program

Project Completion Date

Must be substantially complete (90%) and available for public use as of November 2, 2023.

February 22, 2023

Public Agency

Los Olivos Community Services District

Project Category

- Structures
- Transportation
- Environment
- Historical Restoration/Preservation
- Disaster or Emergency Construction/Repair

Project Division

- < \$5 Million
- \$5 - \$25 Million
- \$25 - \$75 Million
- > \$75 Million

Managing Agency

Guy Savage

Name

General Manager

Title

Los Olivos Community Services District

Agency/Organization

PO BOX 345, LOS OLIVOS

Address (if PO Box, include street address)

Los Olivos, CA 93441

City State/Province Zip/Postal Code

(805) 500-4098

Phone Fax

GM.LOCSD@GMAIL.COM

E-mail

Primary Contractor

Scott Traub

Name

General Manager

Title

BC2 Environmental

Agency/Organization

1150 W. Trenton Ave

Address (if PO Box, include street address)

Orange, CA 92867

City State/Province Zip/Postal Code

(714)744-2990

Phone Fax

E-mail

Primary Consultant

Tim Thompson & Andy Lapostol

Name

Principal Water Resources Consultants

Title

GSI Water Solutions, Inc.

Agency/Organization

418 Chapala Street, Suite H

Address (if PO Box, include street address)

Santa Barbara CA 93101

City State/Province Zip/Postal Code

805.979.3088

Phone Fax

tthompson@gsiws.com

E-mail



**Public Works Project of the Year Award
Criteria**

- Purpose** The Central Coast Chapter APWA Public Works Project of the Year Award was established to promote excellence in the management, administration, and implementation of public works projects by recognizing the alliance between the managing agency, the consultant/architect/engineer, and the contractor who work together to complete public works projects.
- Awards are given in four divisions:**
1. Projects less than \$5 million
 2. Projects of \$5 million, but less than \$25 million
 3. Projects of \$25 million to \$75 million
 4. Projects more than \$75 million
- And five categories:**
1. Structures—to include new public structures or the preservation or rehabilitation of existing public structures including, municipal buildings and parks.
 2. Transportation—to include roads, bridges, mass transit that serve any or all modes of travel, including bicycles and foot traffic.
 3. Environment—to include treatment and recycling facilities, landfill reclamation projects, and sewer projects.
 4. Historical Restoration/Preservation—to include historical restoration, preservation, and adaptive reuse of existing buildings, structures, and facilities, that are 75 years or older to qualify as historical.
 5. Disaster or Emergency Construction Repair—to include the techniques and timing for safety, community relations, environmental protection, adverse conditions, and additional considerations.
- Eligibility** Public works projects must be developed, owned, and maintained by public agencies. To be eligible for nomination, a project must have been “substantially completed” and available for public and/or agency use within two calendar years prior to nomination. If a project has multiple phases or segments, then “substantially completed” will be construed as that point when the final phase or segment is 90% completed and available for public and/or agency use.
- A project may only be nominated once for recognition as “Project of the Year” under any category.
- Selection** Criteria to be used in the selection process include:
1. Use of good construction management techniques and completion of the project on schedule
 2. Safety performance and demonstrated awareness of the need for a good overall safety program for workers and the public during and after construction, where applicable
 3. Community relations as evidenced by efforts to minimize public inconvenience due to construction, safety precautions to protect public lives and property, provision of observation areas, guided tours, or other means of improving relations between agency and the public.
 4. Demonstrated awareness for the need to protect the environment. This includes any special considerations given to particular environmental concerns raised during the course of the project, as well as climate change and/or resiliency components for long-term community benefit.
 5. Unusual accomplishments under adverse conditions including, but not limited to age or condition of the facility, adverse weather, soil or other site conditions over which there is no control.
 6. Additional conditions deemed of importance to the public works agency, such as exceptional efforts to maintain quality control and, if value engineering is used, construction innovations as evidenced by time and/or money saving techniques developed and/or successfully utilized.
 7. Use of alternative materials, practices, or funding that demonstrates a commitment to sustainability, climate change resiliency, and/or use of sustainable infrastructure rating system or the equivalent.
- The Project of the Year Committee reviews the nominations and selects the award winners.
- Nominations** Nomination of projects can be made by the managing entity. Refer to the Supporting Data Form for more directions.
- Deadline** **February 2, 2024** (Electronic Submittals Only)
- Presentation** A designated representative of the public agency, contractor, and consultant are presented a plaque at the Awards Recognition Ceremony at the Chapter Awards Ceremony tentatively scheduled for March 14th 2024.

2023 Project of the Year Awards

Public Works Project of the Year Award Supporting Data Form

Please address each of the following areas in your nomination, adhering to the sequence below when possible.

- Completion date contained in contract. Any time extensions granted should be addressed in the submittal.
- Construction schedule, management, and control techniques used. Use of alternative materials, practices of funding that demonstrates a commitment to sustainability.
- Safety performance including number of lost-time injuries per 1,000 man-hours worked and overall safety program employed during the construction phase.
- Environmental considerations including special steps taken to preserve and protect the environment, endangered species, etc., during the construction phase.
- Community relations – a summary of the efforts by the agency, consultant and contractor to protect public lives and property, minimize public inconvenience and improve relations.
- Unusual accomplishments under adverse conditions, including but not limited to, adverse weather, soil or site conditions, or other occurrences over which there was no control.
- Additional considerations you would like to bring to the attention of the project review panel, such as innovations in technology and/or management applications during the project.

NOTE: Supporting documentation is limited to 20 pages, exclusive of photographs and nomination form. Photographs will be used for promotional purposes by the association. Submittal should include nomination form and supporting documentation form, and photographs. No letters of recommendation please. Simultaneous nomination of the same project in both Public Works Project of the Year and SC/RC Project of the Year or in two categories is not permitted.

Nominations not chosen in a specific year for Public Works Project of the Year-Small Cities/Rural Communities Award cannot be resubmitted in a subsequent year in the other category.

Nominated by:

Projects that involve or reside within two or more chapters locations can be co-nominated.

Douglas Pike, PE

Name

Principal Engineer (LOCSO District Engineer)

Title

MNS Engineers, Inc

Agency/Organization

201 Industrial Way, Suite A

Address (if PO Box, include street address)

Buellton, CA 93427

City

State/Province

Zip/Postal Code

(805) 331-3553

Phone

Fax

dpike@mnsengineers.com

E-mail

Additional Plaques

One plaque is provided to you by the Chapter. Additional plaques are available for \$70 but must be ordered in advance. (If you would like it mailed, we ask that you pay for shipping.)

Number of Additional Plaques

Submission Process

Email PDF to Nina Buelna at nbuelna@cityofgoleta.org

Due Date: February 2, 2024, at 5:00 PM

Late submittals may be considered at the discretion of the reviewing committee.

A confirmation email will be sent when your submittal has been received, within 24 hours. If you have not received confirmation, please email Nina Buelna.

Los Olivos Community Services District

Groundwater Quality Improvement Program & Groundwater Sampling Well System Construction

“Los Olivos is the first community in the County of Santa Barbara to tackle head-on its designation as one of a number of “Special Problem Areas” in the County for contaminated groundwater”

Project Background and Description

Los Olivos is the first community in the County of Santa Barbara to tackle head-on its designation as one of a number of “Special Problem Areas” in the County for contaminated groundwater exceeding minimum concentration levels (MCL's) for nitrates.

To address this issue the community is proactive and determined to address this contamination with an appropriate multi-phased and multi-pronged approach to improve groundwater quality. The first priority was to develop a system of groundwater quality monitoring wells with a recommended program of water quality testing. This program established a baseline for contaminants in the shallow aquifer and permits on-going testing of groundwater quality. This is critical to accomplish prior to implementing the planned conversion of septic systems to sewer collection and treatment in the high density commercial and residential areas within the District.

The County of Santa Barbara Environmental Health Services were a key partner and facilitated funding for the project. Another key partner was the Regional Water Quality Control Board (RWQCB). The RWQCB provided staff review and recommendations for the project. The County of Santa Barbara approved and permitted the installation of the wells in the County road right-of-way. The Drilling Contractor was BC2Environmental from Orange, CA for all wells.

Description of the project Elements

“The purpose of this Plan is to develop a system of groundwater quality monitoring wells with a recommended program of water quality testing.”

Groundwater Monitoring Program Goal

The GSI Ground Water Monitoring Plan was conceived by the CSD as a required first and essential step in resolving the groundwater quality issues. The purpose of this Plan is to develop a system of groundwater quality monitoring wells with a recommended program of water quality testing. This program established a baseline for contaminants in the shallow aquifer and permits on-going testing of groundwater quality.

We know there are groundwater quality issues existing in the aquifer upstream of Los Olivos, and this network of test wells will define groundwater quality migrating into the District vs. what exists within the District and leaves the District. This tool will allow a meaningful measurement of the District's existing septic systems contribution to the groundwater quality issues now and as ineffective septic systems are phased out.

Develop a Hydrogeological Conceptual Model

The objective of this task was to develop a hydrogeological conceptual model (HCM) that evaluated and describe local groundwater conditions and help inform the development of the Groundwater

Monitoring Plan. In addition to determining any critical data gaps, the HCM was valuable in identifying if any existing wells may be used for sampling or aquifer testing, and locations of future test wells, injection wells, or percolation basins. The HCM included an evaluation of the following:

1. Geology at Proposed Well Sites and surrounding area
2. Depths and hydrogeologic characteristics of aquifers and aquitards
3. Horizontal and vertical groundwater flow gradients
4. Recent and historical water level data

To develop the HCM, data from available hydrogeologic reports and online databases were collected and reviewed. These data were augmented with relevant resources from ongoing work being conducted by GSI related to the Groundwater Sustainability Plan for the Eastern Management Area of the Santa Ynez Groundwater Basin. Available studies were also used to inform the HCM. The information gathered were used to inform the site selection of the injection wells. Results of HCM development were incorporated into Groundwater Monitoring Plan.

“The Groundwater Monitoring Plan established existing groundwater quality conditions in the District’s area to track changes over time as the septic to sewer conversion project is developed.”

Preparation of the Groundwater Monitoring Plan

The Groundwater Monitoring Plan established existing groundwater quality conditions in the District’s area to track changes over time as the septic to sewer conversion project is developed and implemented. Development of the Groundwater Monitoring Plan included:

1. Collection of well construction, water level, and water quality data
2. Identifying existing wells suitable for water quality sampling
3. Identify existing wells suitable for groundwater gradient calculations
4. Identifying data gaps
5. Recommending locations for additional monitoring wells
6. Establishing a sampling program and schedule to collect baseline and future water quality data
7. Outline reporting requirements and frequency

The monitoring plan established monitoring frequencies and protocols, the location and number of monitoring sites, and necessary water quality sampling parameters.

Install Initial Two Monitoring Wells

The first two wells were established on the upstream boundary of the groundwater flows, and were the pathfinders for the process of permitting, implementing construction and successful testing. The wells were successfully established and yielded immediate and helpful results, with one well demonstrating Nitrates present but below MCLs. And the other demonstrating nitrates right at the MCL level. This was a significant milestone, as it represented the first “official” professional sampling and testing of the shallow groundwater basin in many years.

During construction, GSI staff were onsite for the duration of drilling to log the cuttings, collect soil samples, and oversee installation of the monitoring well. The well was installed to a depth of approximately 75’ below ground surface. The diameter of the PVC monitoring well casings are 2 inches. Anticipated data to be collected during sampling includes: water levels, water quality

samples (to be analyzed by a full-service environmental laboratory certified by the state of California), and soil samples for geotechnical laboratory testing. GSI worked with the District to identify which laboratory tests are appropriate before the site investigations take place.



Installation of 3 Additional Monitoring Wells

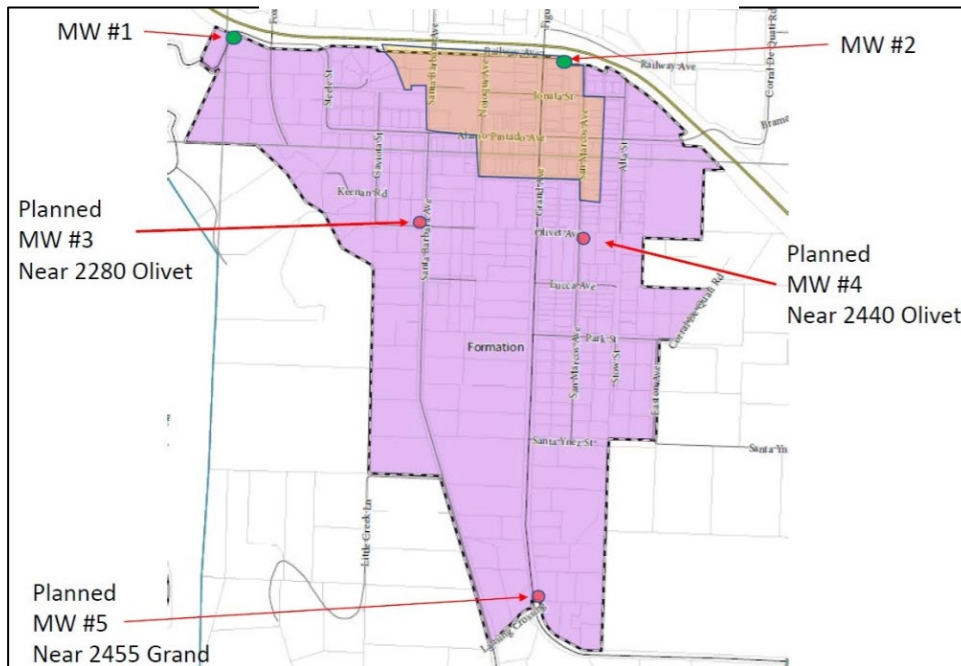
3 additional new groundwater monitoring wells were constructed to expand the Los Olivos Community Services District's (District) existing groundwater monitoring network. The general locations for new monitoring wells were identified in the groundwater monitoring plan prepared by GSI. Initially, the District coordinated with the Regional Water Quality Control Board (RWQCB) to select the preferred locations for the three (3) new monitoring wells. GSI coordinated with the District to refine the locations of each well based on site-specific considerations.

GSI coordinated with BC2 Environmental (the same drilling contractor to install the first two monitoring wells) to obtain quotes, coordinate permitting and establish a drilling schedule for the construction and development of the new monitoring wells.

GSI staff were onsite for the duration of drilling to log the cuttings, collect soil samples, and oversee installation of the monitoring wells. The wells were installed to a depth of approximately 70 to 80 feet below ground surface, Data that was collected during construction included water levels, depth-specific chip trays for each borehole, and water quality samples (to be analyzed by a full-service environmental laboratory certified by the state of California).



Monitoring Well Locations (5)



Treated Wastewater Injection Feasibility Analysis

This work builds upon the work conducted during development of the District’s Groundwater Monitoring Program. The well development supported a feasibility assessment of a potential injection project which would include installation of a series of wells to inject highly treated recycled water from the District’s planned wastewater treatment facility into the underlying aquifer.

“Construction of the test wells provided valuable data in assessing appropriate effluent disposal strategies.”

Effluent Disposal Study

This work also builds upon the work conducted during development of the District’s Groundwater Monitoring Program. Construction of the test wells provided valuable data in assessing appropriate effluent disposal strategies. The objective of this work was to identify and evaluate several alternatives for disposing of wastewater effluent that is generated by the District’s planned wastewater treatment facility.

Consultants GSI and Confluence ES evaluated the following five options for effluent disposal:

1. Percolation ponds
2. Percolation chambers
3. Shallow aquifer injection well(s)
4. Alamo Pintado Creek outfall
5. Partial disposal by sale for reclaimed water use For each option.

The developed soils data from the well development, along with the hydrogeological model and groundwater quality test data, added to environmental considerations, permitting considerations, land area required, and cost provided information allowing ranking of these options.

Budget of Project Elements

The following was the budget for the Project:

1. Development of the Groundwater Quality Monitoring Program (GSI)	
a. Develop a Hydrogeological Conceptual Model	\$ 13,200
b. Ground Water Management Plan Preparation	\$ 16,700
2. Well Construction Phase (GSI)	
a. Construction and Sampling of Initial Two Wells	\$ 22,000
b. Construction of Three Wells and Sampling	\$ 36,700
3. Treated Water Injection Feasibility Analysis (GSI)	\$ 12,254
4. Effluent Study (Confluence & GSI)	\$ 39,500
5. Project Management, Permitting (Contract Staff)	\$ 9,000
PROJECT COST	\$150,354

Award Application Specific Criteria:

- **Completion date** contained in contract. Any time extensions granted should be addressed in the submittal.

All work including development of Groundwater Management Plan and completion of the first two wells and testing was completed February 22, 2022.

- **Construction schedule, management, and control** techniques used. Use of alternative materials, practices of funding that demonstrate a commitment to sustainability.

Project was permitted by District contract staff in cooperation with County EHS and County Roads and Encroachment Permit office. The construction project was managed by GSI. They had at least one hydro-geologist on-site at all times managing the drilling effort, sampling depths and frequency during well development, and observing, sampling and logging bore-hole soils and groundwater depth.

- **Safety performance** including number of lost time injuries per 1,000 man-hours worked and overall safety program employed during the construction phase.

A safety plan was implemented and not injuries or safety issues were experienced. A traffic control plan was prepared and submitted by the District during permitting, and was implemented by the contractor.

“The project is itself an environmental mitigation project to assist in the ultimate goal of remediating/resolving groundwater quality issues.”

- **Environmental considerations** including special steps taken to preserve and protect the environment, endangered species, etc., during the construction phase.

The project is itself an environmental mitigation project to assist in the ultimate goal of remediating/resolving groundwater quality issues. The development of the wells was an environmentally exempt activity as it created groundwater quality test wells to facility remediation of an environmental problem.

- **Community relations** – a summary of the efforts by the agency, consultant, and contractor to protect public lives and property, minimize public inconvenience and improve relations.

All planning and steps toward implementation were developed and decided through publicly posted District Meetings. Additionally, the District has held numerous public workshops updating the community on progress toward septic conversions to sewer collection and treatment, and the development of these test wells and the overall Groundwater Monitoring Program. Wells were developed in locations that would not impact the neighbors visually, or impede traffic, bicycle, or pedestrian traffic.

“The forming of a new Community Services District to accomplish this task is also rare and takes a tremendous amount of effort, community involvement and various environmental regulator support to accomplish..”

- **Unusual accomplishments** under adverse conditions, including but not limited to, adverse weather, soil or site conditions, or other occurrences over which there was no control.

- Septic-to-sewer conversions affecting an entire community are somewhat rare. The forming of a new Community Services District to accomplish this task is also rare and takes a tremendous amount of effort, community involvement and various environmental regulator support to accomplish. As mentioned, this is the first “special Problem Area” for groundwater contamination to make this challenging effort.
- Finding funding for such an undertaking is difficult and arduous. Thanks to funding partners at EHS and the State Water Board, this project has been able to get a foothold.

“This Board, through this project, the first constructed phase of the overall effort, has shown that there is a will, and there is a way.”

- **Additional considerations** you would like to bring to the attention of the project review panel, such as innovations in technology and/or management applications during the project.

“Firsts” This project, although standing alone is still valuable to the public, is part of an emerging greater effort. The “firsts” that this project is accomplishing include:

1. The first “Special Problem Area” to tackle a principal cause and resolve groundwater quality issues in Santa Barbara County.
2. The first Technical “state-of-the-art” groundwater quality improvement project conducted by a newly formed small CSD. The project includes strategic documentation of background contamination, groundwater hydrogeology modeling, and testing to monitor and prove the solution moving forward.
3. All that is being accomplished is under the leadership of a uniquely talented and qualified relatively new Board of Directors made up of residents in their community. Board members and contract staff have included licensed Civil Engineers, an Underground contractor, a book-keeper, a project development consultant, retired assistant county administrator, and local professionals and business leaders.
4. There is much left to do, and many believed “it could not be done” but this Board, through this project, the first constructed phase of the overall effort, has shown that there is a will, and there is a way.

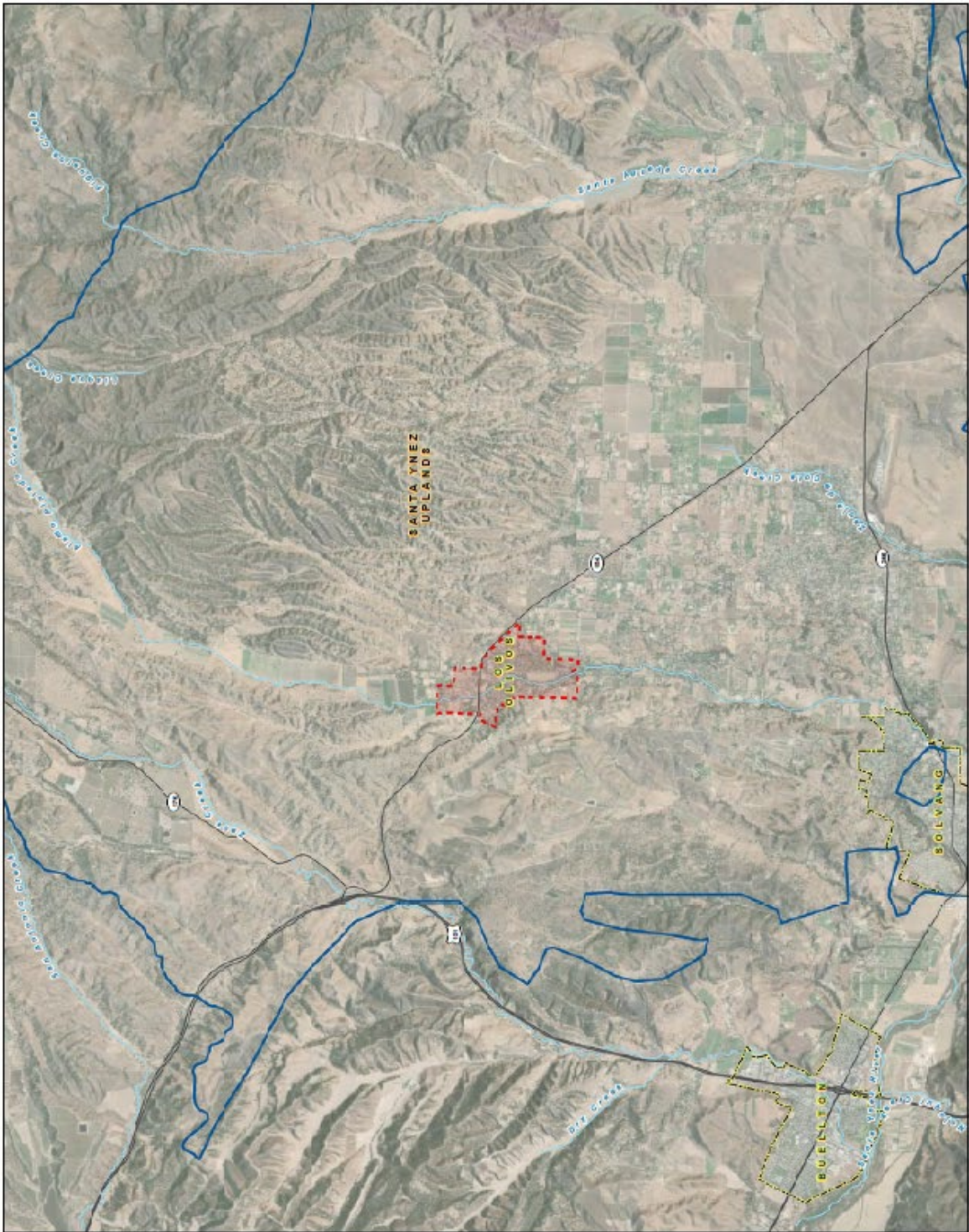


FIGURE 1
Regional Setting
 Los Olivos Groundwater Monitoring
 Plan

- LEGEND**
- Los Olivos Special Problem Area
 - Eastern Management Area Basin Boundary
 - City Boundary
 - Major Road
 - Watercourse



Date: March 16, 2020
 Data Source: BLM, CALPI, DWR, USGS,
 Aerial Photo 2019

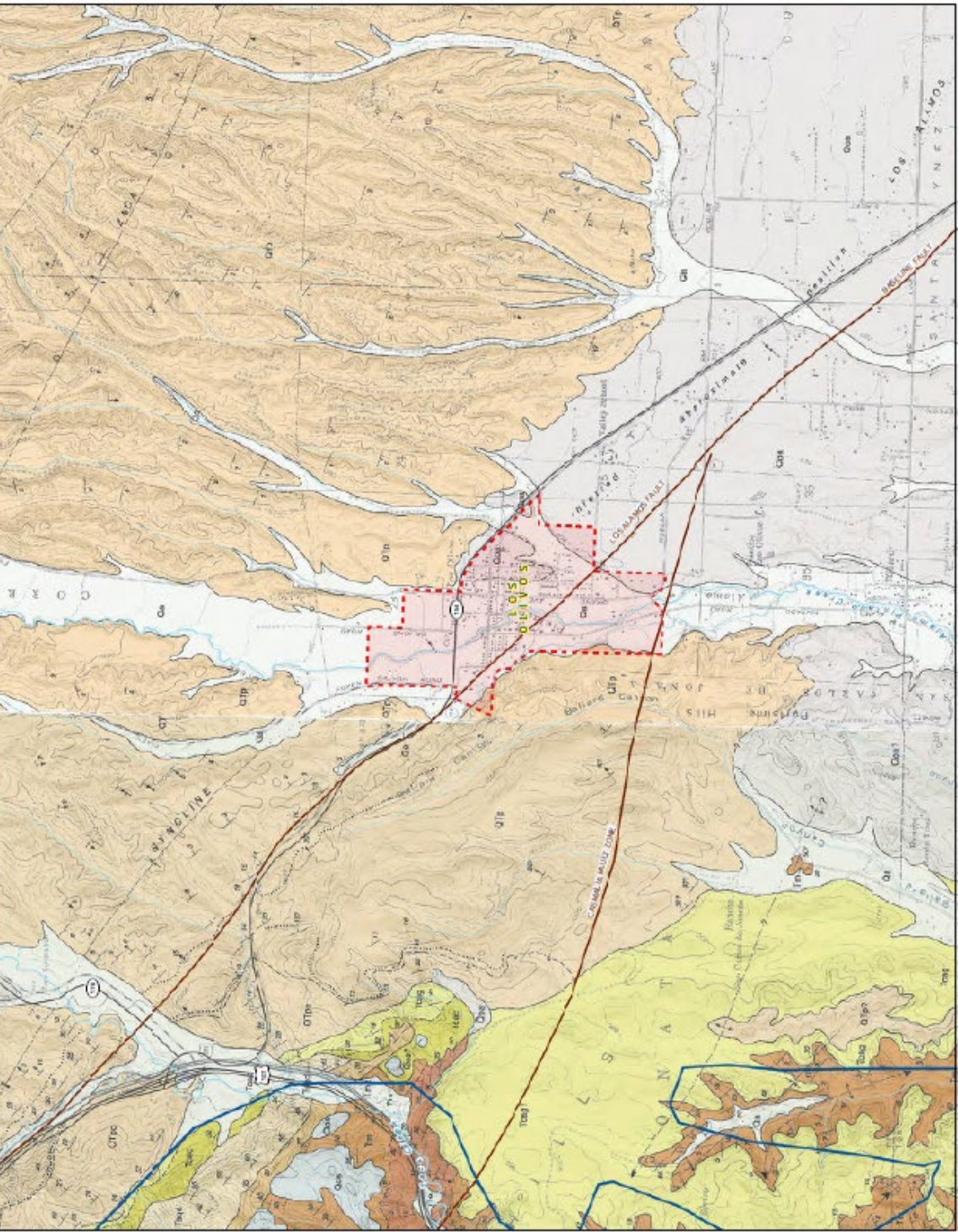


FIGURE 2
Surficial Geology
Los Olivos Groundwater Monitoring Plan

- LEGEND**
- Los Olivos Special Problem Area
 - Eastern Management Area Basin Boundary
 - Geology**
 - Qa - Tributary Alluvium
 - Qoa - Older alluvium
 - QTp - Paso Robles Formation
 - Taa - Carrizo Sand
 - Fault
 - All Other Features
 - Major Road
 - Watercourse



Date: March 18, 2021
 Data Source: USGS, DMR, USGS

FIGURE 3
NWIS Water Level Database
Los Olivos Groundwater Monitoring
Plan

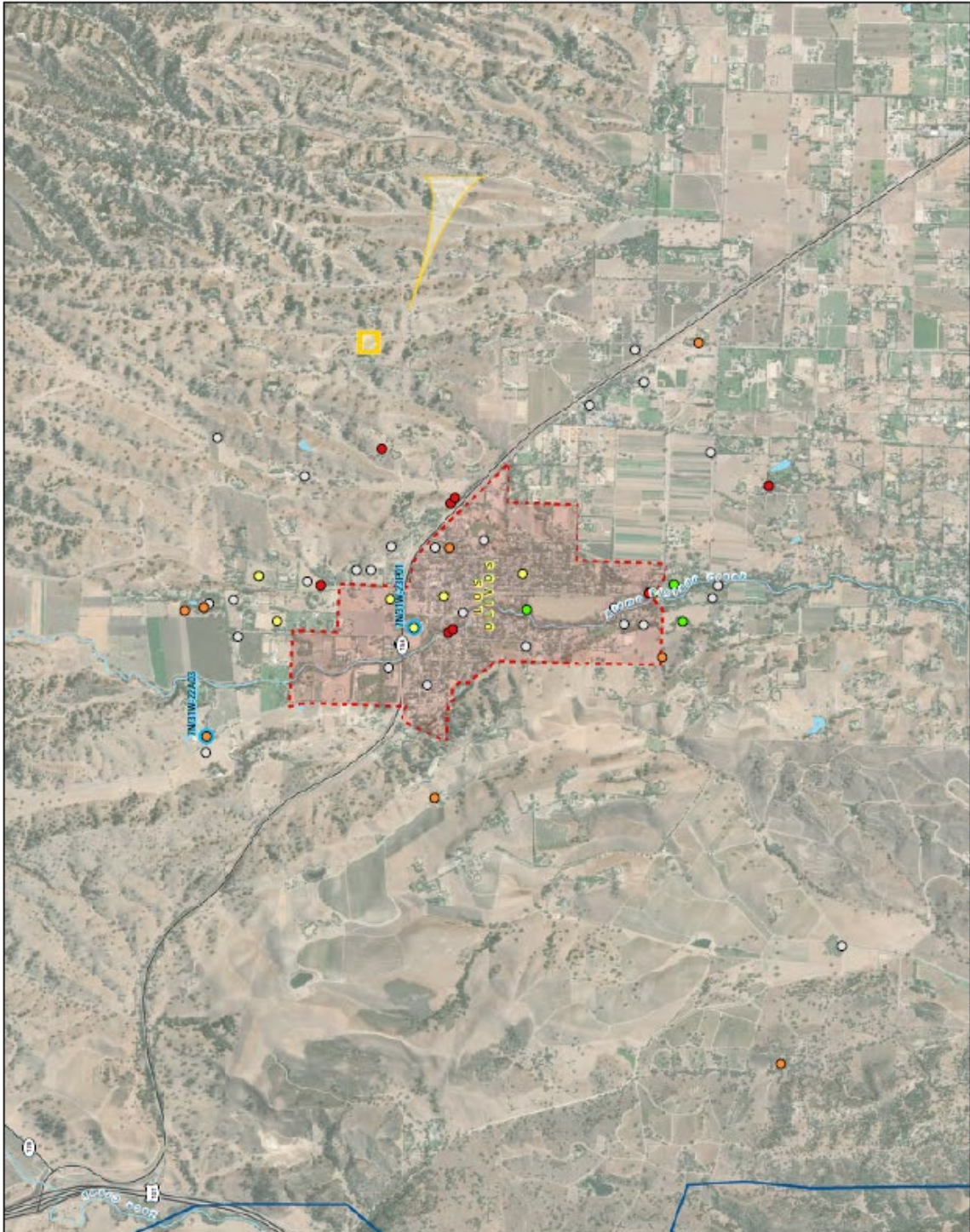
- LEGEND**
- NWIS Well**
- Known Well Depth (ft bgs)
 - 0 - 50
 - 51 - 100
 - 101 - 200
 - 201 - 500
 - 501 - 1320
 - Unknown Completion
 - Well with Hydrograph
- All Other Features**
- Los Olivos Special Problem Area
 - Eastern Management Area Basin Boundary
 - Major Road
 - Watercourse
 - Waterbody

NOTES

- bgs: below ground surface
- NWIS: National Water Information System



Date: March 16, 2021
 Data Source: 1596, 1598, 1605





Guy Savage <gm.locsd@gmail.com>

APWA Awards Ceremony 3/14

1 message

Sainz, Julie <julie.sainz@stantec.com>

Wed, Feb 21, 2024 at 9:17 AM

Good morning,

The Los Olivos Community Services District project that you/your team worked on has been nominated for an award at our APWA CA Central Coast Chapter's yearly Project and Professional of the Year Celebration! We cordially invite you to attend this annual event.

The awards will be held on Thursday March 14th from 12-2pm at the Santa Maria Radisson Hotel at [2455 Skyway Dr., Santa Maria, CA.](#)

Here is the link to register: <https://centralcoast.apwa.org/event/2023-project-professional-of-the-year-celebration/>

We hope to see you/your team there! Award winners will be notified a week before the event.

Thank you,

Julie Sainz

Civil Designer

Direct: (805) 357-1356

julie.sainz@stantec.com

Stantec

[2646 Santa Maria Way Suite 107](#)

[Santa Maria CA 93455-1776](#)



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