



POSTED 10-4-2019

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

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Meeting, October 9, 2019, 6:00 p.m.
Los Olivos School, Room 602
2540 Alamo Pintado Avenue, Los Olivos, CA 93441

REGULAR MEETING MINUTES

1. CALL TO ORDER

Meeting called to order at 6:05pm

2. ROLL CALL

Directors Fayram, Palmer, Kennedy, and Arme were presented. IGM Doug Pike and Legal Counsel Ross Trindle were also present. Director O'Neill arrived at 6:17pm.

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MEETING MINUTES

a. Minutes of 9-11-2019 Regular Meeting

Action: Approve minutes for 9-11-19 meeting.

Motion: Director Palmer **Second:** Director Arme

Vote: Motion passed 3-0 with Directors Fayram and Kennedy abstaining due to absence.

5. DIRECTOR COMMENTS

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

Director Fayram – met with Mattei's engineers (also present were Director O'Neill and IGM Doug Pike) to discuss collaboration opportunities

Director Palmer – none

Director Arme – none

Director O'Neill – none

Director Kennedy – none

6. PUBLIC COMMENTS

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

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

Resident Kelly Gray expressed concern over costs on behalf of neighbors on fixed incomes.

7. INTERIM GENERAL MANAGER REPORT

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

IGM Pike discussed the new Water Recycling Funding Program, the CSDA White Paper regarding laws governing special districts and the recent article reviewing how a CSD in San Bernardino County managed to cover the costs of their wastewater treatment system using a earmarks and other funding sources.

8. BUSINESS ITEMS

A. Proposition 218 Assessment Process.

1. Review Updated Prop 218 Assessment Procedures (oral Presentation) by District Legal Counsel, G. Ross Trindle, III
2. Consider Alternate funding methods for soft costs, or they can be included in the Prop 218 process.
3. Review, comment on and adopt schedule.

Simplified Milestones

- a. The following *minimum* milestones (Board Actions) apply
 - i. **Order Engineer's Report:** Starts Process
 - ii. **Receive Engineer's Report:** Can Be done within 1-2 months)
 - iii. **Consider & Approve Engineer's Report:** Can Be done at Special or Regular Meeting
 - iv. **Consider & Approve Resolution of Intent:** Can be done concurrent with iii.
 - v. **Mail Notice of Public Hearing & Assessment Ballot:** *Must Observe noticing requirements*
 - vi. **Public Hearing:** Can Be done at Special or Regular Meeting
 - vii. **Tabulation of Ballots:** *after close of public hearing;* ballots remain sealed until this tabulation
 - viii. **Adopt Resolution Levying the Assessment:** after tabulation of results; can occur at following meeting

No action taken.

Discussion – Legal Counsel Ross Trindle provided further explanation and advice to the Board of the milestones and activities the CSD should be planning for as part of the Prop 218 process. The Board discussed the process and Director Fayram recommended the Board hold a special meeting to provide further direction to IGM Pike.

B. Approve Resolution 19-06 Adopting a District Purchasing Policy.

1. Presentation of proposed Resolution by District Legal Counsel, G. Ross Trindle, III
2. Review, comment on and adopt policy and resolution

Action: Approve and adopt Resolution 19-06 outlining Purchasing Policy.

Motion: . Director Palmer **Second:** Director Kennedy

Roll Call Vote

Director Fayram – yes
Director Palmer – yes
Director O'Neill – yes
Director Kennedy – yes
Director Arme – yes

Discussion – Legal Counsel Ross Trindle noted future amendments can be made to the policy as needed. Director O'Neill requested a sample master services agreement.

C. Elections Resolutions and Process to Stagger Board Director Elections

1. NOTE: This can be an introductory presentation with action deferred to next meeting or the Board may choose to take action at this meeting.
2. Presentation of proposed Resolution by District Legal Counsel, G. Ross Trindle, III
 - i. Attached are three resolutions, all related to elections for the Board of Directors.
 - ii. They need to be adopted in order with some information to be entered immediately following approval for use in the subsequent resolution.
 - iii. The first resolution, 19-07, establishes the process for selecting two directors who will have initial 2-year terms, with the remaining three having 4-year terms.

Action: Approve and adopt Resolution 19-07 establishing the process to select 2 directors for 2-year terms and 3 directors for 4-year terms..

Motion: . Director Kennedy **Second:** Director Palmer

Roll Call Vote

Director Fayram – yes
Director Palmer – yes
Director O’Neill – yes
Director Kennedy – yes
Director Arme – yes

Discussion – lots were drawn and Directors Fayram and Kennedy received 2-year terms. Directors Palmer, O’Neill and Arme received 4-year terms. No member of the board attempted to assert power by grabbing a 4-year term.

- iv. The second item, Resolution 19-08 approves the selection process and establishes the staggered terms.

Action: Approve and adopt Resolution 19-08 approving the selection process and staggered terms.

Motion: . Director Palmer **Second:** Director Kennedy

Roll Call Vote

Director Fayram – yes
Director Palmer – yes
Director O’Neill – yes
Director Kennedy – yes
Director Arme – yes

- v. The third resolution 19-09, moves the election dates from 2021 to 2020 for the two, 2-year term Directors, and from 2023 to 2022 for the three, 4-year term Directors. Thankfully these changes align the elections with the terms of office, so no one can cry fowl over extending or shortening anyone’s term.

Action: Approve and adopt Resolution 19-09 establishing the election dates for the newly approved staggered terms with minor edits.

Motion: . Director Palmer **Second:** Director Kennedy

Roll Call Vote

Director Fayram – yes
Director Palmer – yes
Director O’Neill – yes
Director Kennedy – yes
Director Arme – yes

3. Review, comment on and adopt resolution

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

1. Review Plan.
2. Comments & discussion.
3. Take Action and direct next steps (see recommendations in Work Plan).
4. Possible items of discussion/action (below):
 - Note we have a Proposal from Paul Jenzen’s to Develop A Local Agency Management Program for the Los Olivos Community Services District. (Attached), Rough Budgetary Cloacina Draft Proposal Based on 2016 AECOM Report. (Attached)
 - Review and potential action regarding Matteis Project Update and Plans.
 - RWQCB Support.
 - EHS Support
 - Report from Ad hoc Technical Committee – Report and Potential Action.
 - Report from Individual Board Members Regarding Project Assignments and Actions– Report and Potential Action.

Discussion – Director Fayram will try to organize a meeting with EHS regarding assistance with funding for the engineering report. It was recommended Director Kennedy attend along with IGM Pike. Director Palmer recommended the Board go on record with a letter to the Mattei’s project team stating the benefits of working with the CSD and advocating being part of the solution.

E. Finance Committee Assignments Change Request and Recommendations

1. Recommendation that The Board Consider rotating the assignment of one member of the Finance committee to another Board member.

Action: Approve Director Palmer as part of the Finance Committee in place of Director Arme.

Motion: . Director O'Neill **Second:** Director Arme

Vote: Motion passed 5-0

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

1. 8-13-2019 1st Quarter FIN Billing for FY 19-20 \$1,000
2. 9-5-2019 Aleshire & Wynder (August Billings) \$2223.00
3. 8-30-2019 MNS (July Billings) \$5394.40

Action: Approve Finance Committee's recommendation to pay invoices.

Motion: . Director Kennedy **Second:** Director Arme

Vote: Motion passed 5-0

9. Next Regular Meeting:

Wednesday, November 13, 2019, 6:00 p.m.

Los Olivos School, Room 602

2540 Alamo Pintado Avenue, Los Olivos, CA 93441

10. ADJOURNMENT

Action: Adjourn meeting at 8:16pm.

Motion: . Director Palmer **Second:** Director Kennedy

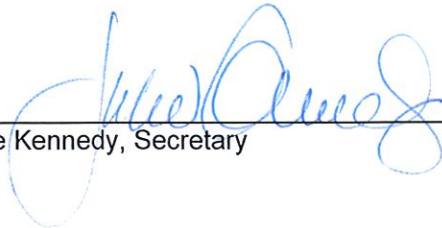
Vote: Motion passed 5-0

APPROVED



Tom Fayram, President

ATTEST



Julie Kennedy, Secretary