

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



POSTED 3-6-2021

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Regular Board Meeting, March 10, 2021, 6:00 p.m.

The Meeting will be held electronically via RingCentral Meetings. The public will be able to hear and participate.

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

REGULAR MEETING AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. DIRECTOR COMMENTS

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

5. PUBLIC COMMENTS

Members of the public may address the Board on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Government Code - 54954.3). *Speakers are limited to 3 minutes. Due to the requirements of the Ralph M. Brown Act, the District cannot take action today on any matter not on the agenda, but a matter raised during Public Comments can be referred to District staff for discussion and possible action at a future meeting.*

6. ADMINISTRATIVE AGENDA

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

A. MEETING MINUTES

1. Approve Minutes of 1-13-2021 Regular Meeting
2. Approve Minutes of 2-10-2021 Regular Meeting

B. INVOICE PAYMENT

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

1. 3-1-2021 Aleshire & Wynder Invoice 60988 (February Services) \$1,640
2. 2-16-2021 Coastal Onsite Design Svcs (Paul Jenzen) Invoice 115 (Services Through 12-21-2020) \$1,600
3. 2-16-2021 Coastal Onsite Design Svcs (Paul Jenzen) Invoice 116 (January Services) \$1,440
4. 2-11-2021 Stantec Invoice 1751908 (December Services) \$3,250.50
5. 2-23-2021 MNS Invoice 77309 (Jan. Services) \$8,188.75 (Reviewed only by Finance Committee)

7. INTERIM GENERAL MANAGER REPORT

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

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

A. LAFCO Prop. 218 Assessment Election Extension Request

1. Review request letter.
2. Consider assigning Board Member to attend LAFCO April Meeting to present update and two year extension request.

B. Set District Special Planning Meeting

1. Review proposed agenda for Special Meeting & confirm date. Proposed date: March 17, 2021.

C. WWTP Siting Feasibility Study

1. Status of ID1 request to consider sharing Well 5 Site
2. Review of Analysis Spreadsheet and Map Prepared by UPC (One Mile criteria).
3. The Board may choose to:
 - a. further investigate sites that rank well,
 - b. eliminate sites from future consideration,
 - c. Select a preferred site for the Phase I WWTP and direct IGM pursue concept design for the preferred site.

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

1. IGM Pike to provide report on Grant provisions, details and benefits, and proposed Budget impacts
2. Board may choose to direct final consumation of application process and authorize IGM or Board President to execute State agreement to receive the grant.

E. Los Olivos CSD LAMP

1. IGM Pike to Report on Meeting with County EHS Director
2. Consider Directing IGM to partner with EHS to provide modified section within the existing County LAMP to accomplished District Residential OWTS policy goals.

F. General Manager Services RFP

1. Consider preparing and issuing an RFP for District General Manager services.

G. INFORMATION ITEMS

H. CLOSED SESSION Interim General Manager Performance and Contract Review pursuant to Government Code section 54957(b)(1)

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

I. Call for Agenda Items

9. Next Regular Meeting:

Wednesday, April 14, 2021, 6:00 p.m.

Via RingCentral Meeting Link to be posted in the agenda (at the Post Office Bulletin Board & CSD Website www.losolivoscscd.com)

10. ADJOURNMENT

The Los Olivos Community Services District is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please call 805.946.0431 or email to losolivoscscd@gmail.com. Any public records, which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at a location to be determined in Los Olivos, California 93441.

MINUTES TO APPROVE

MINUTES TO APPROVE



LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Regular Board Meeting, January 13, 2021, 6:00 p.m.

The Meeting was held electronically via RingCentral Meetings. The public will be able to hear and participate.

1. Join from PC, Mac, or Android: <https://meetings.ringcentral.com/j/1480371091>
2. Via telephone: +1(623)404-9000 Meeting ID: 148 037 1091

REGULAR MEETING MINUTES

1. CALL TO ORDER 6:00 PM
2. ROLL CALL: Directors present: Palmer, Arme, and O'Neill. Absent: Director Fayram
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF MEETING MINUTES: Minutes of 12-9-2020 Regular Meeting Approved Motion: Director Arme, Second: Director O'Neill, Approved 3-0, 1 Absent.
5. DIRECTOR COMMENTS: Director Palmer reported on her meeting with the IGM and Supervisor Hartmann. Counsel Trindle clarified for Director Arme that all construction within the District is subject to prevailing wages.
6. PUBLIC COMMENTS: Kelly Gray asked about getting copies of MNS Invoices. Director Palmer directed her to the Board Packets posted online, which contain all consultant invoices approved for payment at the referenced meeting.
7. INTERIM GENERAL MANAGER REPORT: Presented per packet.
8. BUSINESS ITEMS
 - A. Consent Calendar:
 1. Approve Payment of the following Invoices as reviewed and recommended for approval by the Finance Committee:
 2. 12-18-2020 MNS Invoice 76901 (Nov. Services) \$6,903.75
 3. 1-6-2021 Aleshire & Wynder Invoice 60096 (December services) \$1292.00
 4. 12-14-2020 Stantec Invoice 1735684 (Services through 11-06-2020) \$6,649.00 (Need to submit to County)Approved. Motion: Director Arme, Second: Director O'Neill, Approved 3-0, 1 Absent.
 - B. District Board Member Appointment Update. It was announced that the County Board of Supervisors would amake appointment Feb. 9, pending County Counsel and County Manager Approval.
 - C. Residential OWTS Requirements & Guidelines: Paul Jenzen was present for discussion and questions. Goal was set to submit draft in a timely fashion for a March 3, 2021 review by SBCEHS & RWQCB. Board Directors asked to provide comments by January 17th, so additional update could be provided by Feb 1, 2021 by Mr. Jenzen. Director Plamer Expressed a need to have a guidance document that motivated maintenance of the private OWTS's during phased project implimentation. The document should provide guidance and advocacy info. Public Comment: Kelly Gray requested info regarding potential funding for a local cluster system for approx. 8 houses. Board indicated it would address the topic with EHS. Brad Ross reiterated the need for a simplified „cook book“ approach for septic system maintenance in the interrim between Phase 1 and subsequent project phases.

- D. Comment Letter to Central Management Area (CMA) Groundwater Sustainability Agency (GSA) - Public Comment Thru 1/20/21. Board directed that IGM send a DRAFT Central Management Area Hydrogeologic Conceptual Model (HCM) comment letter. Letter goal: to go on record formally asking that the District be included in the monitoring network, specifically for the GSA to provide sampling wells in support of monitoring and resolving our Special Problem Area designation. Letter should ask GSA what they can do by way of cooperation with Groundwater monitoring.
- E. WWTP Siting Options: Siting Feasibility Study (One Mile criteria): UPC Selected. Motion to Authorize IGM & District Counsel to finalize and obtain contract Signatures. Motion: Director O’Neill, Second: Director Arme. Approved 3-0, 1 abs.
- F. Groundwater Monitoring Plan Update & Timeline -GSI: GSI Task Order No. 1 completion schedule presented. Director O’Neill requested to participate in the GSI progress meeting to be scheduled within 2 weeks.
- E. Funding and Grant Report and Milestones: Reported that Planning Grant Application Submitted on time. Projected Budget for monitoring, managing grant application. See attached Letter from MNS Grant Writer. Consider action to approve supplemental funding. Board deferred to future meeting when need is realized.
- G. Environmental Consultant Selection – UPC selected. Motion to Award of Contract. Authorize IGM & District Counsel to finalize and obtain contract Signatures. Motion: Director O’Neill, Second: Director Arme. Approved 3-0, 1 abs.
- H. Load Study/Preliminary Design Update (Stantec): Reported that Draft Report Due mid-month.
- I. Call for Agenda Items

8. Next Regular Meeting: Wednesday, February 10, 2021, 6:00 p.m. Via RingCentral Meeting Link to be posted in the agenda (at the Post Office Bulletin Board & CSD Website www.losolivoscsd.com)

9. ADJOURNMENT: 7:38 PM A. Motion: Director Arme, Second: Director O’Neill. Approved 3-0, 1 abs.

APPROVED

_____ Lisa Palmer, President

ATTEST

_____ Doug Pike, IGM/Secretary

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



POSTED 2-5-2021

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Regular Board Meeting, February 10, 2021, 6:00 p.m.

The Meeting will be held electronically via RingCentral Meetings. The public will be able to hear and participate.

1. Join from PC, Mac, or Android: <https://meetings.ringcentral.com/j/1487632121>
2. Via telephone: +1(623)404-9000 Meeting ID: 148 763 2121
3. If you choose to access through your browser, visit <https://meetings.ringcentral.com/join>, enter Meeting ID: 148 763 2121 , Join Meeting

REGULAR MEETING MINUTES

1. CALL TO ORDER : 6:00 pm
2. ROLL CALL: Present: Directors Palmer, Fayram, O'Neill. Newly Appointed this meeting: Director Ross Absent: Director Arme
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF MEETING MINUTES
 - a. Minutes of 1-13-2021 Regular Meeting – Tabled, Delayed to next meeting because of lack of eligible quorum from 1-13-2021 Meeting Attendees.
5. DIRECTOR COMMENTS: Director O'Neill reported on the ad Hoc Tech Committee Meeting meeting Saturday January 6, 2021 to discuss Local LAMP scope. Director Palmer reported on a meeting with Director Lars Seifert (County EHS) to update them and initiate request for funds to impliment the Groundwater Monitoring Program.
6. PUBLIC COMMENTS: Leaving Director Julie Kennedy expressed appreciation to the Board and the community for her opportunity to serve.
7. INTERIM GENERAL MANAGER REPORT: IGM Pike presented the information in the 2-10-2021 IGM Report (see agenda packet)
8. BUSINESS ITEMS: Consideration, Discussion and Action on the following:
 - A. Appointment of New Director: Bradley A. Ross was appointed in accordance with direction from the County Counsels's Office. Action was passed with a motion by Director Fayram, a second by Director O'Neill and approved with a 3-0 vote, 1 Absent. Director Ross recited the Oath of Office and is now a Board Member.
 - B. Resolution 2021-01, A Resolution of the Board of Directors of the Los Olivos Community Services District Recognizing the Significant Contributions of Director Julie Kennedy and her Service to the District. Action was passed with a motion by Director Fayram, a second by Director O'Neill and approved with a 4-0 vote, 1 Absent.
 - C. Consent Calendar:
Approve Payment of the following Invoices as reviewed and recommended for approval by the Finance Committee:
 1. 1-15-2021 MNS Invoice 77103 (December Services) \$10,907.50
 2. 1-6-2021 Aleshire & Wynder Invoice 60561 (January services) \$620.20
 3. 2-4-2021 GSI Invoice 0876.001 - 1 (January Services) \$13,411.25 (Need to submit to County)Action was passed with a motion by Director Fayram, a second by Director O'Neill and approved with a 4-0 vote, 1 Absent.

- D. Residential OWTS Requirements & Guidelines
 - 1. Process and timeline for Board review and public workshop and approval by SBCEHS & RWQCB. Action: Board directed that a draft scope be reviewed by all directors, with their responses to be received by Friday the 12th. No vote required.
- E. Committee Assignment Review Needs and Goals
 - 1. Consider current Committees and determine if re-appointments or new appointments are desirable in light of new Director Appointment. Deferred to future meeting.
- F. IGM And Legal Counsel Performance Reviews
 - 1. Consider Setting Review date (Closed Session) for the March 10, 2021 Meeting
 - 2. Recommend authorizing two Board Directors to create an evaluation criteria and process with input from District Counsel. Director Palmer to work with District Counsel to develop process, wording for Closed Session Agenda Item, and Evaluation Form.
- G. WWTP Siting Options
 - 1. UPC Task Order No. 2 Update on Siting Feasibility Study (One Mile criteria) & Schedule
 - 2. Status of ID1 request to consider sharing Well 5 Site. Board received report. UPC authorized to proceed and working with IGM to develop list of properties.
- H. Groundwater Monitoring Plan Update & Timeline -GSI
 - 1. GSI Task Order No. 1 Update & Schedule. IGM to discuss with RWQCB possibility of having Matteis install GW Monitoring well (or two).
- I. Preliminary Environmental Study
 - 1. UPC Task Order No. 2 Update & Schedule. Board received update.
- J. Load Study/Preliminary Design Update (Stantec)
 - 1. Stantec Task Order No. 1 Update & Schedule. Board Received Update. Request to send Draft Report to all Directors.
- K. Call for Agenda Items. Discussed need for Special Meeting IM and Board President to schedule.

8. Next Regular Meeting: Wednesday, March 10, 2021, 6:00 p.m. Via RingCentral Meeting Link to be posted in the agenda (at the Post Office Bulletin Board & CSD Website www.losolivoscsd.com)

9. ADJOURNMENT 8:04 Action was passed with a motion by Director Fayram, a second by Director Ross and approved with a 4-0 vote, 1 Absent.

APPROVED

_____ Lisa Palmer, President

ATTEST

_____ Doug Pike, IGM/Secretary

INVOICE PAYMENT

INVOICE PAYMENT



**ALESHIRE &
WYNDER** LLP
ATTORNEYS AT LAW

Eileen Lee
eelee@awattorneys.com

18881 Von Karman Avenue,
Suite 1700
Irvine, CA 92612
P (949) 223.1170
F (949) 223.1180

AWATTORNEYS.COM

ORANGE COUNTY | LOS ANGELES | RIVERSIDE | CENTRAL VALLEY

March 2, 2021

VIA EMAIL ONLY: dpike@mnsengineers.com

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

Re: **March 2021 Billing Statement (for services through 2/31/21);
Aleshire & Wynder, LLP**

Dear Doug:

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

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

Sincerely,

ALESHIRE & WYNDER, LLP

Eileen Lee for
G. Ross Trindle, III

Enclosure

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245)
MONTHLY BILLING SUMMARY

Billing Period: February 1 thru February 28, 2021

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
0001 General (\$200 Blended: Atty / Paralegal / Law Clerk)	8.20	200	1,640.00	0.00	1,640.00	0.00	(Advisory/Transactional Svcs)
TOTALS:	8.20		1,640.00	0.00	1,640.00	0.00	



**ALESHIRE &
WYNDER** LLP
ATTORNEYS AT LAW

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

Federal Tax ID: 55-0814676

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

March 1, 2021
Bill No. 60998

For Legal Services Rendered Through 02/28/21

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

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
02/01/21	GRT	(BOARD VACANCY) BRIEF FOLLOW UP EMAIL EXCHANGE WITH DEPUTY COUNSEL RIERSON	0.20	40.00
02/02/21	GRT	(BOARD VACANCY) PHONE CONFERENCE WITH COUNTY COUNSEL'S OFFICE RE APPOINTMENT TO FILL BOARD VACANCY; COMMENCE FOLLOW UP LEGAL RESEARCH AND ANALYSIS RE SAME	1.20	240.00
02/03/21	GRT	(BOARD VACANCY) COMPLETE LEGAL RESEARCH; EMAIL EXCHANGE WITH IGM AND BOARD PRESIDENT RE RESULTS OF CONVERSATION WITH COUNTY COUNSEL'S OFFICE RE APPOINTMENT TO FILL BOARD VACANCY AND RESULTS OF FOLLOW UP LEGAL RESEARCH AND ANALYSIS	0.80	160.00
02/10/21	GRT	(BOARD VACANCY) UPDATE LEGAL RESEARCH AND PRESENTATION OF ANALYSIS RE BOARD APPOINTMENT TO FILL VACANCY IN OFFICE OF DIRECTOR KENNEDY; DRAFT EMAIL TO NEW DIRECTOR BRAD ROSS RE FORM 700 ASSUMING OFFICE COMPLETION	0.90	180.00
	GRT	(REGULAR BOARD MEETING) REVIEW OF AGENDA; COMPLETE PREPARATION FOR AND ATTEND REGULAR MEETING	2.60	520.00

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
02/15/21	GRT	(BOARD VACANCY) BRIEF EMAIL EXCHANGE WITH FORMER DIRECTOR KENNEDY RE LEAVING OFFICE STATEMENT FILING	0.20	40.00
02/16/21	GRT	(ETHICS) BRIEF EMAIL EXCHANGE WITH NEW DIRECTOR BRAD ROSS RE FILING OFFICER INFORMATION AND SUGGESTIONS FOR FILING COMPLIANCE RE ASSUMING OFFICE STATEMENT	0.20	40.00
02/23/21	GRT	(AGENDA) DRAFT REQUIRED AGENDA LANGUAGE FOR STAFF REVIEWS PURSUANT TO GOVERNMENT CODE SECTION 54957(B)(1) AND DRAFT TRANSMITTAL TO IGM RE SAME	0.20	40.00
02/24/21	GRT	(BOARD VACANCY) REVIEW OF COUNTY INFORMATION RE APPOINTMENT OF BRAD ROSS TO VACANT OFFICE; DRAFT COMPLIANCE AND NOTIFICATION LETTER TO COUNTY RE SAME, PER GOVERNMENT CODE SECTION 1780(D)(1)	1.30	260.00
02/26/21	GRT	(STAFF EVALUATIONS) DRAFT AND REVISE INTERIM GENERAL MANAGER EVALUATION FORM; DRAFT AND REVISE DISTRICT COUNSEL EVALUATION FORM; DRAFT TRANSMITTAL TO BOARD PRESIDENT RE SAME	0.60	120.00
Total Professional Services			8.20	\$1,640.00

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
GRT	George "Ross" Trindle	8.20	200.00	1,640.00
Total Professional Services		8.20		\$1,640.00

Receipts Since Last Bill

Prior Balance On This Matter -671.80

Date	Description	Total Applied to this Matter
02/09/21	COUNTY OF SANTA BARBARA	1,292.00
Less Total Payments		\$1,292.00
Current Matter Due Amount		\$2,260.20

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

March 1, 2021
Page 3

CURRENT BILL TOTAL AMOUNT DUE

	<u>\$1,640.00</u>
Balance Forward:	1,912.20
Payments & Adjustments:	-1,292.00
Total Due:	<u>\$2,260.20</u>

Please return this page with remittance

to
Aleshire & Wynder, LLP

Bill Number: 60998
Bill Date: March 1, 2021
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services	1,640.00
Total Disbursements	0.00
CURRENT BILL TOTAL AMOUNT DUE	<u>\$1,640.00</u>
Balance Forward:	1,912.20
Payments & Adjustments:	-1,292.00
Total Due:	<u>\$2,260.20</u>

Amount enclosed: _____

Thank You

INVOICE

Coastal Onsite Design Services
4324 Edenbury Drive, Santa Maria, CA. 93455

DATE: 2/16/2021
INVOICE #: 116
CUSTOMER ID:

BILL TO

LOCS
c/o Doug Pike
P.O. Box 345
Los Olivos, CA. 93441

Writing of OWTS Guidance Document Jan. 2021

Due on receipt

DESCRIPTION	AMOUNT
1/1/2021 Paul Continue revisions to draft Guidance Document. @1.5 hours	\$240.00
1/2/2021 Paul Continues work on draft Guidance Document.@ 1 hour.	\$160.00
1/3/2021 Dave reviews water quality monitoring history; revises draft Guidance Document @2.0 hours	\$320.00
1/4/2021 Dave continues revisions to draft Guidance Document. @1.5 hours	\$240.00
1/13/2021 Paul & Dave attend Zoom meeting regarding draft Guidance Document @ 2.0 hours	\$320.00
1/29/2021 Paul telephone call with RWQCB Staff regarding draft Guidance Document.	\$160.00

TOTAL **\$1,440.00**

Make all checks payable to Coastal Onsite Design Services. Thank you for your business!

Coastal Onsite Design Services

4324 Edenbury Drive, Santa Maria, CA. 93455

INVOICE

Coastal Onsite Design Services

4324 Edenbury Drive, Santa Maria, CA. 93455

DATE: 2/16/2021

INVOICE #: 115

CUSTOMER ID:

BILL TO

LOCSO
c/o Doug Pike
P.O Box 345
Los Olivos, CA. 93441

PAYMENT TERMS

Writing of OWTS Guidance Document

Due on receipt

DESCRIPTION	AMOUNT
9/17/2020 Paul Phone Call with Doug Pike @ 1 hour	\$160.00
9/25/2020 Paul Video Coference @1 hour	\$160.00
9/28/2020 Paul begin writing response to Q&A. @ 1 hour	\$160.00
10/19/2020 Paul complete writing answers to Q&A @ 1 hour	\$160.00
12/1/2020 Dave Compiles notes from kickoff meeting @1 hour.	\$160.00
12/16/2020 Dave initial work on outline of draft guidance document @.5 hours	\$80.00
12/17/2020 Dave continue work on draft guidance document @1.0 hours	\$160.00
12/20/2020 Dave continues work on draft guidance document.@1.0 hours	\$160.00
12/21/2020 Continue work on draft document and forward to Paul @2.0 hours	\$320.00
12/28/2020 Paul works on draft sent by Dave @.5 hours	\$80.00

TOTAL \$1,600.00

Make all checks payable to Coastal Onsite Design Services. Thank you for your business!

Coastal Onsite Design Services

4324 Edenbury Drive, Santa Maria, CA. 93455



INVOICE

Invoice Number 1751908
Invoice Date February 11, 2021
Customer Number 163739
Project Number 184031368

Bill To

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

Please Remit To

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

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

Stantec Project Manager: Glaeser, Autumn Lee
Authorization Amount: \$20,000.00
Authorization Previously Billed: \$8,400.00
Authorization Billed to Date: \$11,650.50
Current Invoice Due: \$3,250.50
For Period Ending: December 25, 2020

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

INVOICE

Invoice Number

1751908

Project Number

184031368

Top Task 201

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

Low Task 201.001

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

Professional Services

Category/Employee

	Date	Hours	Rate	Current Amount
Glaeser, Autumn Lee	2020-12-08	0.50	209.00	104.50
Glaeser, Autumn Lee	2020-12-09	1.00	209.00	209.00
Glaeser, Autumn Lee	2020-12-17	1.00	209.00	209.00
		2.50		522.50
Zukowski, Jonathan Thomas (Jonny)	2020-12-16	8.00	176.00	1,408.00
Zukowski, Jonathan Thomas (Jonny)	2020-12-17	1.50	176.00	264.00
Zukowski, Jonathan Thomas (Jonny)	2020-12-18	6.00	176.00	1,056.00
		15.50		2,728.00
Professional Services Subtotal		18.00		3,250.50

Low Task 201.001 Subtotal

3,250.50

Top Task 201 Total

3,250.50

Total Fees & Disbursements

\$3,250.50

INVOICE TOTAL (USD)

\$3,250.50



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

ENGINEERING
 PLANNING
 SURVEYING
 CONSTRUCTION MANAGEMENT

February 23, 2021
 Project No: LOCSD.180392.00
 Invoice No: 77309

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

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

This Invoice includes:

1. General District Management: \$5,893.75
2. WWTP Site Acquisition: \$900 (Engineer), \$495 (Surveyor)
3. Design Contract: \$100.00
4. GSI Contract: \$100.00
5. Jenzen Contract: \$400
6. Environmental Contract: \$300.00

Professional Services for the Period: January 1, 2021 to January 31, 2021

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Project Management				
Assistant Project Manager	1.00	175.00	175.00	
Project Coordinator	8.75	105.00	918.75	
District Manager	24.00	200.00	4,800.00	
Totals	33.75		5,893.75	
Total Labor				5,893.75
				Level 2 Subtotal
				\$5,893.75

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount	
Project Management				
District Manager	9.00	200.00	1,800.00	
Totals	9.00		1,800.00	
Total Labor				1,800.00

Project	LOCSD.180392.00	General Manager Services	Invoice	77309
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Level 2 Subtotal	\$1,800.00
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Level 2	TASK03	Survey Tasks
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Professional Personnel

	Hours	Rate	Amount	
Principal Surveyor	2.25	220.00	495.00	
Totals	2.25		495.00	
Total Labor				495.00
		Level 2 Subtotal		\$495.00
		Current Invoice Amount		\$8,188.75

Outstanding Invoices

Number	Date	Balance
77103	1/15/2021	10,907.50
Total		10,907.50

Billing Backup

Tuesday, February 23, 2021

MNS Engineers, Inc.

Invoice 77309 Dated 2/23/2021

8:06:24 PM

Project	LOCSD.180392.00	General Manager Services
Level 2	TASK01	District Management

Professional Personnel

		Hours	Rate	Amount
Project Management				
Assistant Project Manager				
Nisich, Anthony	1/11/2021	1.00	175.00	175.00
Consultant coordination and communications				
Project Coordinator				
Zepeda, Mary	1/4/2021	.25	105.00	26.25
Check LOCSD Gmail Account for emails from Community Members				
Zepeda, Mary	1/13/2021	2.00	105.00	210.00
Update Budget Tracking; Submit LOCSD Invoice #2 to SBCPHD for payment of Stantec Invoice #2; Research CSDA's SDLF District Transparency Certificate of Excellence - Submitted "Take the Transparency Challenge" Form				
Zepeda, Mary	1/19/2021	2.50	105.00	262.50
Check LOCSD Gmail Account for emails from Community Members; Provide DP update on pending resolutions and meeting minutes; Update Website				
Zepeda, Mary	1/20/2021	1.25	105.00	131.25
Forward revised list of pending meeting minutes and resolutions to DP for execution; Followup re SDLF Program to obtain a program application for with auto-populate functionality for electronic submission of the District Transparency Certificate of Excellence Form				
Zepeda, Mary	1/25/2021	.25	105.00	26.25
Check LOCSD Gmail Account for emails from Community Members				
Zepeda, Mary	1/26/2021	.50	105.00	52.50
Verify LOCSD Revenue Status (EHS) Deposit with Fin for Stantec Invoice; Download New FIN Apps				
Zepeda, Mary	1/28/2021	1.00	105.00	105.00
Assist DP re FIN System and processing Journal Entry for EHS payment; Review DP request and contact SBC Auditors Help Desk to obtain assistance with transferring funds from LOCSD to SBC Real Property Department				
Zepeda, Mary	1/29/2021	1.00	105.00	105.00
Update Waterwater Teaser on LOCSD Home Page; Send DP Follow-up List on Pending Items (FIN Payment and Website Changes)				
District Manager				
Pike, Douglas	1/4/2021	2.00	200.00	400.00
Finance Committee Agenda and Post 2hrs				
Pike, Douglas	1/5/2021	2.50	200.00	500.00
Agenda Packet 1 hr				
Meeting with Dir. Palmer, Agenda for Supv Hartmann Mtg 1.5 hrs				
Pike, Douglas	1/6/2021	2.00	200.00	400.00
Preparation and attendance in meeting with Supv. Joan Hartmann and staff 2 hrs				

Project	LOCSD.180392.00	General Manager Services			Invoice	77309
Pike, Douglas		1/8/2021	3.00	200.00	600.00	
		Finance Committee Meeting & follow-up 1 hr				
		2021-1-13 Agenda and post 2 hr				
Pike, Douglas		1/11/2021	3.50	200.00	700.00	
		Board packet preparation and post (3.5)				
Pike, Douglas		1/13/2021	3.00	200.00	600.00	
		General Meeting prep, participation (2.5)				
		Director appointment correspondence (.5)				
Pike, Douglas		1/15/2021	3.00	200.00	600.00	
		SDRMA Annual report and exemption from audit submittal (3)				
Pike, Douglas		1/20/2021	1.00	200.00	200.00	
		Director appointment communications with Clerk of the Board and Dir. Palmer.				
Pike, Douglas		1/27/2021	.50	200.00	100.00	
		Agenda Prep for EHS Meeting.				
Pike, Douglas		1/27/2021	1.00	200.00	200.00	
		Jason Johnston (EHS) correspondence regarding additional \$30,000 in funding.				
Pike, Douglas		1/28/2021	1.50	200.00	300.00	
		Misc Correspondence (CSDA elections, tech. committee correspondence, Director appointment correspondence with County, G. Ross Trindle)				
Pike, Douglas		1/28/2021	1.00	200.00	200.00	
		Meeting with Lars Seifert and Jason Johnston and Lisa Palmer. Funding and project update.				
		Totals	33.75		5,893.75	
		Total Labor				5,893.75
					Level 2 Subtotal	\$5,893.75

Level 2 TASK02 Engineering Tasks

Professional Personnel

			Hours	Rate	Amount
Project Management					
District Manager					
Pike, Douglas		1/4/2021	1.50	200.00	300.00
		Local Requirements Draft adjustments and distribution 1hr			
		Cl;oacina Communications re: Plant Sizing and Stantec Schedule .5hr			
Pike, Douglas		1/11/2021	.50	200.00	100.00
		Paul Jenzen meeting (.5)			
Pike, Douglas		1/12/2021	2.00	200.00	400.00
		WWTP Siting Study Selection with Ad Hoc tech Cmte (2)			
Pike, Douglas		1/13/2021	2.00	200.00	400.00
		GSI Groundwater Monitoring Plan Project Schedule. (.5)			
		Paul Jenzen Document communications with Paul (.5)			
		Enviro Consultant selection meetings with Ad Hoc Tech Committee members. (1)			

Project	LOCSD.180392.00	General Manager Services	Invoice	77309
Pike, Douglas	1/19/2021	1.00 200.00	200.00	
Los Olivos CSD; Location of County Bike Path and Los Olivos CSD Requested Area D3 Carlo Achdjian calls, emails				
Pike, Douglas	1/20/2021	1.00 200.00	200.00	
Notice of Selection of Proposed WWTP Siting Study Los Olivos CSD to UPC				
Pike, Douglas	1/25/2021	.50 200.00	100.00	
Three emails with Carlo Achdjian regarding easement progress for the County of SB parcel site for WWTP placement.				
Pike, Douglas	1/27/2021	.50 200.00	100.00	
UPC General Services Contract Preparation and Signature				
Totals		9.00	1,800.00	
Total Labor			1,800.00	
			Level 2 Subtotal	\$1,800.00

Level 2 TASK03 Survey Tasks

Professional Personnel

		Hours	Rate	Amount
Principal Surveyor				
Vandrey, Christopher	1/19/2021	1.25	220.00	275.00
Addressed Santa Barbara County's review comments of legal description and plat for County owned parcel.				
Vandrey, Christopher	1/20/2021	1.00	220.00	220.00
QA/QC both exhibits; emailed to Doug Pike for his review/comment and forwarding to County.				
Totals		2.25		495.00
Total Labor				495.00
			Level 2 Subtotal	\$495.00
			Project Total	\$8,188.75
			Total this Report	\$8,188.75

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



3-10-2021 IGM Notes

Informational Items

1. Board Training (See attached summary)
2. Vacations? Input on Changing June Meeting to Wednesday, June 16, 2021 due to scheduled vacation.
3. Form 700 Disclosure forms required to be submitted online before April 1
4. Financial/Budget Overview (See attached Budget Report, Consultant Expense Summary)
5. Committee Assignments Scheduled for April Regular Meeting (see Attached information to prepare)
7. Action Item List Update. (See attached)

IGM NOTES ITEM 1 SUMMARY

Board Training

The following training requires updating and an e-mail link to training will be provided within the month of March:

1. Brown Act Training
2. Workplace Harassment Training
3. Ethics Training

If you have completed this training through an employer within the last year, please forward the certificate of completion or retake the training.

Report : Financial Status (Real-Time)

Selection Criteria: Fund = 3490

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

Last Updated: 3/4/2021 12:22 PM

As of: 3/4/2021 (68% Elapsed)

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2021 Fiscal Year Adjusted Budget	3/4/2021 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
Revenues				
Taxes				
3066 -- Special Tax Assessment	188,887.00	116,445.34	116,445.34	61.65%
Taxes	0.00	116,445.34	116,445.34	0.00%
Use of Money and Property				
3380 -- Interest Income	0.00	537.51	537.51	--
3381 -- Unrealized Gain/Loss Invstmnts	-476.00	-475.75	0.25	99.95%
Use of Money and Property	-476.00	61.76	537.76	-12.97%
Intergovernmental Revenue-Other				
4840 -- Other Governmental Agencies	180,000.00	8,400.00	8,400.00	4.67%
Intergovernmental Revenue-Other	0.00	8,400.00	8,400.00	--
Revenues	180,000.00	115,320.51	11,593.51	0.64
Expenditures				
Services and Supplies				
7090 -- Insurance	2,320.00	0.00	2,320.00	0.00%
7324 -- Audit and Accounting Fees	4,000.00	2,000.00	2,000.00	50.00%
7430 -- Memberships	1,200.00	1,050.00	150.00	87.50%
7450 -- Office Expense	2,000.00	0.00	2,000.00	0.00%
7460 -- Professional & Special Service (Project, Planning & Studies)	193,500.00	18,535.00	174,965.00	9.58%
7508 -- Legal Fees	27,000.00	12,541.22	14,458.78	46.45%
7510 -- Contractual Services (IGM Contract)	80,400.00	63,345.00	17,055.00	78.79%
7530 -- Publications & Legal Notices	1,000.00	0.00	1,000.00	0.00%
7732 -- Training	1,500.00	0.00	1,500.00	0.00%
Services and Supplies	309,920.00	97,471.22	215,448.78	31.45%
Other Charges				
7894 -- Communication Services	930.00	0.00	0.00	0.00%
Other Charges (County Election Fees)	8,000.00	0.00	0.00	0.00%
Expenditures	318,850.00	97,471.22	215,448.78	30.57%

SBCEHS Reimb. For
Special Studies

Cash Balance

Fund	Beginning Balance	Month-to-date cash receipts	Month-To-Date Treasury Credits (+)	Month-To-Date Treasury Debits (-)	Ending Balance
3490 -- Los Olivos CSD					
6/1/2019 - 6/30/2019 (FY 2018-19)	112,073.98	0.00	189,600.16	184,868.00	\$116,806.14
7/1/2019 - 7/31/2019 (FY 2019-20)	116,806.14	0.00	568.10	14,530.44	\$102,843.80
8/1/2019 - 8/31/2019 (FY 2019-20)	102,843.80	0.00	0.00	0.00	\$102,843.80
9/1/2019 - 9/30/2019 (FY 2019-20)	102,843.80	0.00	0.00	0.00	\$102,843.80
10/1/2019 - 10/31/2019 (FY 2019-20)	102,843.80	0.00	502.03	21,826.18	\$81,519.65
11/1/2019 - 11/30/2019 (FY 2019-20)	81,519.65	0.00	0.00	12,726.68	\$68,792.97
12/1/2019 - 12/31/2019 (FY 2019-20)	68,792.97	0.00	118,021.75	12,772.97	\$174,041.75
1/31/2019 - 1/30/2020 (FY 2019-20)	174,041.75	0.00	0.00	1,799.03	\$172,242.72
2/1/2020 - 2/29/2020 (FY 2019-2020)	172,671.12	0.00	257.75	11,695.00	\$161,233.87
3/1/2020 - 3/31/2020 (FY 2019-2020)	161,233.87	525.00	117,224.70	122,555.77	\$156,472.80
4/1/2020 - 4/30/2020 (FY 2019-2020)	156,427.80	0.00	72,396.85	6,402.60	\$222,422.05
5/1/2020 - 5/31/2020 (FY 2019-2020)	222,422.05	0.00	72,309.08	96,379.70	\$198,351.43
6/1/2020 - 6/30/2020 (FY 2019-2020)	198,351.43	0.00	7,231.00	11,696.49	\$193,885.94
7/1/2020 - 7/31/2020 (FY 2020-21)	193,885.94	0.00	608.94	6,190.00	\$188,304.88
8/1/2020 - 8/31/2020 (FY 2020-21)	188,304.88	0.00	0.00	3,883.02	\$184,421.86
9/1/2020 - 9/02/2020 (FY 2020-21)	184,421.86	0.00	0.00	25,696.25	\$158,453.86
10/1/2020 - 10/31/2020 (FY 2020-21)	158,453.86	0.00	339.47	8,476.50	\$150,316.83
11/1/2020 - 11/30/2020 (FY 2020-21)	150,316.83	0.00	0.00	0.00	\$148,574.58
12/1/2020 - 12/7/2020 (FY 2020-21)	148,574.58	0.00	115,577.07	19,862.00	\$244,289.65

Consultant Contract Cost Summary

STATUS DATE

2/2/2021

	Project	Consultant	SCHEDULE		Contract Value	FY 2019-20	FY 2020-21		FY 2020-21	TOTAL
			START	FINISH		TOTAL FY 2019-20	Dec-20	Jan-21	TOTAL FY 2020-21	CONTRACT TO-DATE
1	Residential OWTS Requirements & Guidelines	Paul Jenzen	1/31/2020	4/30/2021	\$19,200.00	\$1,960.00	\$1,600.00	\$1,440.00	\$3,040.00	\$5,000.00
	MNS Project Management				\$905.00	\$500.00	\$400.00	\$1,400.00	\$2,305.00	
	A&W Contract Review/Support				\$0.00			\$0.00	\$0.00	
2a	Grant Writing	Wallace Group	CLOSED	CLOSED	\$5,000.00	\$3,490.00			\$0.00	\$3,490.00
	MNS Project Management				\$350.00			\$200.00	\$550.00	
	A&W Contract Review/Support				\$0.00			\$0.00	\$0.00	
2b	Grant Writing Phase 1	MNS Grant Wri	10/1/2020	12/31/2020*	\$5,000.00	\$0.00	\$236.26		\$4,698.76	\$4,698.76
	MNS Project Management				\$0.00	\$1,000.00		\$1,000.00	\$1,000.00	
	A&W Contract Review/Support				\$0.00			\$0.00	\$0.00	
3	Preliminary Design Services	Stantec	8/20/2020	2/28/2021	\$20,000.00	\$0.00		\$3,250.50	\$11,650.50	\$11,650.50
	MNS Project Management				\$1,105.00	\$200.00	\$100.00	\$2,000.00	\$3,105.00	
	A&W Contract Review/Support				\$0.00			\$0.00	\$0.00	
4	Preliminary Hydrogeologic/ Geotechnical Services	GSI	12/8/2020	5/21/2021	\$85,000.00	\$0.00			\$0.00	\$0.00
	MNS Project Management				\$1,000.00	\$200.00	\$100.00	\$2,300.00	\$3,300.00	
	A&W Contract Review/Support				\$0.00			\$38.00	\$38.00	
5	Preliminary Environmental Services	TBD	1/13/2020	5/15/2021	\$45,000.00	\$0.00			\$0.00	\$0.00
	MNS Project Management				\$0.00	\$300.00	\$300.00	\$800.00	\$800.00	
	A&W Contract Review/Support				\$0.00			\$0.00	\$0.00	
6	Site ID	County of SB	7/30/2020	2/28/2021	\$5,000.00	\$0.00			\$0.00	\$0.00
	MNS Project Management/Engrg.				\$5,725.00	\$300.00	\$300.00	\$3,263.75	\$8,988.75	
	MNS Survey				\$2,240.00		\$495.00	\$2,730.00	\$2,730.00	
	A&W Contract Review/Support				\$0.00			\$0.00	\$0.00	
7	Site ID Study	UPC	2/5/2021	3/15/2021	\$4,800.00	\$0.00			\$0.00	\$0.00
	MNS Project Management				\$0.00		\$600.00	\$600.00	\$600.00	
	A&W Contract Review/Support				\$0.00			\$0.00	\$0.00	
8	Assessment Engineer's Report	Water Consulta	12/30/2019	TBD	\$15,280.00	\$9,860.00			\$0.00	\$9,860.00
	MNS Project Management				\$855.00			\$0.00	\$855.00	
	A&W Contract Review/Support				\$0.00			\$0.00	\$0.00	
TOTAL Contract Costs					\$186,440.00	\$14,535.00			\$33,121.01	\$47,656.01

IGM NOTES ITEM 5 SUMMARY

Committee Appointments

The District has One standing Committee that meets monthly, the Finance Committee.

- Formed October 2018
- See attached Resolution No. 18-5 for purpose and duties.
- Members: President Lisa Palmer, IGM Doug Pike, **VACANCY** (formerly Director Julie Kennedy)
- The Board, at the regular April Meeting will consider appointing one or two new members from the Board to this committee (IGM to remain). Subject to a majority vote of the Board, the President may appoint up to one member of the public to the committee.

The District has one Ad Hoc Committee that meets sporadically, as needed, the Technical Committee

- Formed October 2018
- See attached Resolution No. 18-4 for purpose and duties.
- An Ad Hoc committee consists of two Board members selected during a Regular Board meeting to meet with District Staff and consultants to discuss and provide recommendation to the Board regarding a specific item not covered by a Standing Committee. Ad Hoc Committees meet infrequently and on an as-needed basis.
- Current Ad Hoc Committee Members: Director O’Niell, Director Arme, IGM.
- The Board, at the regular April Meeting will consider appointing one or two new members from the Board to this committee (IGM to remain).

RESOLUTION NO. 18-5

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

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

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

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

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

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

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

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

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

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

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

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

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the Board of Directors of the Los Olivos Community Services District at a regularly scheduled meeting held on the 10th day of October 2018, by the following vote:

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

NOES: none

ABSENT: n/a

ABSTAIN: n/a

ATTEST:

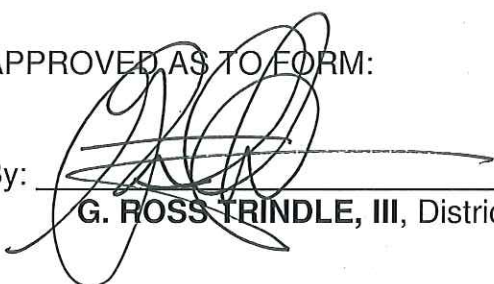


JULIE KENNEDY, Board Secretary

LOS OLIVOS COMMUNITY SERVICES DISTRICT

By: 
TOM FAYRAM, Board President

APPROVED AS TO FORM:

By: 
G. ROSS TRINDLE, III, District Counsel

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

RESOLUTION NO. 18-04

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

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

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

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

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

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

1. The above recitals are true and correct; and
2. The Board of Directors hereby adopts the Policy on Committees, attached hereto as Exhibit "1" and incorporated herein by this reference. (See Exhibit "1".)

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the Board of Directors of the Los Olivos Community Services District at a regularly scheduled meeting held on the 10th day of October 2018, by the following vote:

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

NOES: none

ABSENT: n/a

ABSTAIN: n/a

ATTEST:

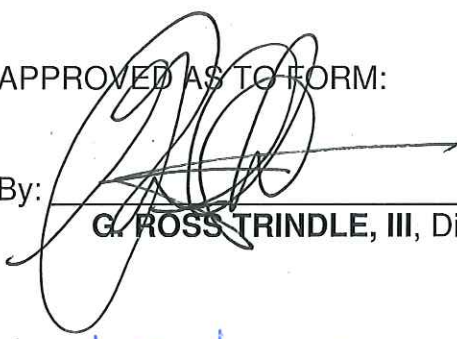


JULIE KENNEDY, Board Secretary

**LOS OLIVOS COMMUNITY SERVICES
DISTRICT**

By: 

TOM FAYRAM, Board President

APPROVED AS TO FORM:

By: _____

G. ROSS TRINDLE, III, District Counsel

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

EXHIBIT “1”

Policy on Committees

Policy on Committees

Standing Committees:

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

RULES GOVERNING COMMITTEES:

Definitions:

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

Definitions of Committee types:

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

Special Meetings:

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

Scope of Responsibility:

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

Limits on Authority:

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

Decorum, Ethics, and Professionalism:

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

Reports:

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

Record of Actions:

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

Quorum:

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

Adjournment of Meetings:

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

Attendance of Committee:

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

Obligation of Staff:

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

Authorized Standing Committees:

The following Standing Committees are authorized:

1. Finance Committee

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

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

ACTION ITEMS

Los Olivos Community Services District

Last Updated: 2/8/2021

Next Meeting: Wed, 10-Mar-2021, 6:00 PM



ACTION ITEM	RANK	PRIORITY	OWNER	BOARD ASSIST	ASSIGNED	DUE	DONE	STATUS	NOTES
<u>Goal 1: Development of Residential Onsite Wastewater Treatment System (OWTS) Requirements</u>									
<u>Goal 2: Financial Outreach and Assistance for Program Development, Construction and Operation</u>									
Evaluate low interest Agency Line of Credit Loans as contingency for cash flow.		LOW	Doug	Lisa	3/8/2021	3/20/2021		Not Started	
<u>Goal 3: Implementation of a Local Groundwater Monitoring Program</u>									
Hartmann - GSA Meeting to discuss Monitoring Program goals/overlap/funding		HIGH	Doug	Lisa	1/6/2021	1/30/2021		Not Started	From 1/6/2021 Meeting With Supv. Hartmann & Staff
Contact GSA and set up Introductory Meeting		MEDIUM	Doug	Lisa	11/16/2020	12/1/2020		75%	Key to programming funds, needed for data and cooperative support.
Request RWQCB require monitoring well from Matteis		HIGH	Doug	Brian	3/8/2021	3/10/2021			As part of their WDR orders & Approval of their WW System
<u>Goal 4: Phased Collection and Treatment System Implementation</u>									
Finalize Platte Map and Description for County ROW Parcel Acquisition		HIGH	Doug	Brian	9/9/2020	2/22/2021		75%	To expedite Acquisition
Hartmann - Tabulate Matteis CUP & RWQCB requirements. Clarify Mattei's future obligation to CSD WWT System		MEDIUM	Doug	Lisa	1/6/2021	1/30/2021		Not Started	From 1/6/2021 Meeting With Supv. Hartmann & Staff
Finalize comments to Stantec (Peaking factor)		HIGH	Doug	Brian	3/8/2021	3/20/2021		25%	Cloacina Suggests 2, Stantec suggests 4-6

BUSINESS ITEM 8A SUMMARY

The District formation was complete April 5, 2018. A simple Tax Assessment was authorized until the District is able to replace this revenue source with a successful Proposition 218 compliant permanent assessment vote. The District was initially granted one year for this vote.

LAFCO correspondence history:

1. 11-14-2018 1-year Extension Request to 4-2020 (Approved)
2. 4-19-2019 Update Letter
3. 3-20-2020 1-year Extension Request to 4-2021 (Not acted on by LAFCO due to death of LAFCO Director and Covid 19)
4. 8-12-2020 1-year Extension Request to 4-2021 (Approved)

This proposed correspondence reports progress and requests a 2-year extension of the Proposition 218 compliant permanent assessment vote.

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



DRAFT

March 8, 2021

Local Agency Formation Commission

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

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

Dear Commissioners:

As you may recall, LAFCO officially issued a Certificate of Completion in the formation of the Los Olivos Community Services District on April 5, 2018, following the successful County certified vote on January 30, 2018. The District was created to be the governance structure for Los Olivos to address wastewater treatment requirements and the implementation of a septic to sewer conversion.

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

Project Goals:

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

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

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

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

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

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

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

Goal 3: Implementation of a Local Groundwater Monitoring Program

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

Goal 4: Phased Collection and Treatment System Implementation

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

As demonstrated above we continue to make substantial progress toward implementing a community wastewater solution. Yet it is clear that full implementation is approximately three years away. We therefore respectfully request that the LAFCO Board of Director’s receive this progress report and extend the LAFCO Resolution deadline to conduct the District’s Prop 218 proceedings for a minimum of

two additional years. We ask this to maximize the probability of a successful Prop 218 proceeding for the District.

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

Sincerely,
Los Olivos CSD

Lisa Palmer
Board of Directors, President

cc: Supervisor Hartmann

BUSINESS ITEM 8B SUMMARY

See Attached Draft Agenda. The proposed Special Meeting is needed to primarily discuss the “Project Roadmap”.

“Project Roadmap” is the name some on the Board has given to a needed document that answers the following:

1. Our Project Description cites four goals. What are the main tasks that need to accomplish each?
2. What are the roles of our six consultant contracts in fulfilling these goals?
3. What are the gaps that need to be filled to accomplish these goals?
4. What is the cost, and what is the financial plan to accomplish these goals?

If time allows we will also discuss the Siting Study Draft document.

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



POSTED 3-12-2021

DRAFT

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Special Board Meeting, March 17, 2021, 6:00 p.m.

The Meeting will be held electronically via RingCentral Meetings. The public will be able to hear and participate.

1. Join from PC, Mac, or Android: <https://meetings.ringcentral.com/j/1442009738>
2. Via telephone: +1(623)404-9000 **144 200 9738**
3. If you choose to access through your browser, visit <https://meetings.ringcentral.com/join> enter Meeting ID: **144 200 9738**, Join Meeting

SPECIAL MEETING AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. DIRECTOR COMMENTS

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

5. PUBLIC COMMENTS

Members of the public may address the Board on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Government Code - 54954.3). *Speakers are limited to 3 minutes. Due to the requirements of the Ralph M. Brown Act, the District cannot take action today on any matter not on the agenda, but a matter raised during Public Comments can be referred to District staff for discussion and possible action at a future meeting.*

6. ADMINISTRATIVE AGENDA

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

1. **No Items for Administrative Consent Agenda**

7. INTERIM GENERAL MANAGER REPORT

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

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

A. Project Roadmap

1. Review draft Project Roadmap Document- Abbreviated & Detailed.
2. Board discussion on process to get to construction & schedule
3. Discuss Board process to get to Assessment Vote

B. DRAFT Siting Feasibility Study

1. Review of Analysis Spreadsheet and Map Prepared by UPC (One Mile criteria).
2. The Board may choose to:
 - a. further investigate sites that rank well,
 - b. eliminate sites from future consideration,

- c. Select a preferred site for the Phase I WWTP and direct IGM pursue concept design for the preferred site.

C. INFORMATION ITEMS

D. Call for Agenda Items for next Regular Meeting

9. Next Regular Meeting:

Wednesday, April 14, 2021, 6:00 p.m.

Via RingCentral Meeting Link to be posted in the agenda (at the Post Office Bulletin Board & CSD Website www.losolivoscscsd.com)

10. ADJOURNMENT

The Los Olivos Community Services District is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please call 805.946.0431 or email to losolivoscscsd@gmail.com. Any public records, which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at a location to be determined in Los Olivos, California 93441.

BUSINESS ITEM 8C SUMMARY

The WWTP Siting Study is intended to accomplish the following:

1. Identify feasible locations within a 1-mile radius. Granted, distance and associated pipeline costs may make distant locations infeasible, yet benefits may outweigh costs, so these will be examined and ranked. See general scope below.
2. Attached is the general spreadsheet format for compiling information on each potential parcel.
3. Consultant has asked for an additional week, so I recommend this item may be deferred to the Special Meeting.

Task Order 1 - Siting Study for Possible WWTP Site Locations

This shall be a "[Desk Top](#)" (Abbreviated) study to look at possible additional siting locations for our WWT Package plant. Data and support for this task will be provided as available from the District Interim General manager.

Scope of Work:

Prepare two exhibits:

1. Possible sites within the district Boundary
2. Possible sites within a one-mile distance of the District
3. Size criteria: approximately ½ acre with minimum dimensions 150' x 100' wide

Feasible sites could be identified as:

1. Possible road right-of-way that appears to be unused
2. Vacant lots
3. Open/[farm Land](#) where a portion could be subdivided and purchased

Keeping Phase 1 of The Project Description I mind, consider:

1. Number of lift stations that may be needed/site
2. Special challenges for each site
3. Opportunities for effluent percolation facilities nearby (Injection well, access to creek, potential for underground chambers or surface ponds)
4. Site Advantages: Cost, convenience, physical advantages, etc.

Assemble (with our help) land cost data. We have access to a local realtor.

We will later add input from our Geotech/groundwater hydrogeologist, and environmental consultants.

BUSINESS ITEM 8D SUMMARY

WRF 50% Planning (Preliminary Design) Grant Update:

1. Attached is a full Program Guide.
2. General rules:
 - a. Grant will cover Feasibility and preliminary studies and feasibility and preliminary design. This can be liberally interpreted toward completing preliminary Plans, Specifications and Estimates, including survey, geotechnical studies structural analysis, site layouts and vertical layouts for pipes and laterals.
 - b. Amount of grant may be either:
 - i. 50% match up to total study cost of \$150,000 (\$75,000 contribution); or
 - ii. 50% match for a total cost of \$300,000 (\$150,000 contribution)
 - c. District funds the full cost up-front and receives 50% reimbursement in two payments at the following milestones: draft Document submittal, and final document submittal.
3. Budget Impacts:
 - a. Preliminary/draft Project Roadmap prepared to determine tasks this Grant can assist with. See "WRF Planning Grant Amount Calculation based on Project "Road Map" " attached.
 - b. There is flexibility on time to complete the WRF Grant work.
 - c. Concept cash flow analysis attached.
4. Other considerations:
 - a. The District has no other design or soft-cost grants identified.
 - b. The District may want to pursue a low interest "line of credit loan" through known infrastructure lending agency for sole purposes of cash flow reserves over next 1-2 years.
5. Board may choose to direct final completion of application process and authorize IGM or Board President to execute State agreement to receive the grant. Up to \$150,000 or required \$300,000?

Red Items anticipated can be 50% funded by the WRF Planning Grant

Los Olivos Community Services District
WRF Planning Grant Amount Calculation based on Project "Road Map"

	Description	Estimated Cost
	Recycled Water Market Assessment	15500
	1. Potential Buyers and Needs	
	2. Distribution system Concept and costs	
	3. Cost/Benefit Analysis	
	Assess Alternatives and Final Recommendation	
	a. Engineering Design Concept/Feasibility/Preliminary Design	
	WWTP Site	
	1. Siting Study	Other Funding
	2. Preliminary Acquisition or Easements	3000
	3. Geotechnical Study for potential sites - suitability	7500
	4. Retaining wall Analysis	5000
	5. Site layout	2000
	WWTP	
	1. Load Study	Other Funding
	2. Collection System Model	5000
	3. Concept WWTP Design– Coordination with Pkg Plant Mfg's	6000
	a. Draft Water Discharge Requirements (WDR's)	2500
	b. Influent metering tank sizing	1000
	c. Effluent Metering tank sizing	1000
	d. Sludge and Brine storage requirements and plan	2000
	e. Provision for future Recycled water storage & delivery	2000
	4. Contract Operation and maintenance options & study	2500
	5. By-product disposal study:	2000
	a. Sludge/slurry Hauling Receivers & costs	2000
	b. Backwash Brine Hauling Receivers & costs	2000
	Effluent Disposal	
	1. Injection Concept Study	Other Funding
	a. EPA Requirements Determination	Other Funding
	b. Location for feasible injection	Other Funding
	c. Study to ensure a 12 log reduction of pathogens, evaluate antidegradation to groundwater conditions, evaluate groundwater travel time to the nearest receptors	50000
	d. CEQA Considerations determination for feasibility	1000
	2. Infiltration Chambers Concept Study	Other Funding
	a. Location feasible for chambers	Other Funding
	3. Recycled water Storage & Distribution System study	5000
	Collection System	
	1. Phased Concept/Prelim layouts for feasibility (Horiz & vertical)	12000

3.	Comprehensive Survey required to scope & Cost options	40000
a.	Lateral compatibility (gravity flow) study	2000
b.	Set feasible depths (Laterals and Mains)	4000
c.	Determine lift stations locations and options	2000
2.	ID 1 water main coordination for feasible routing	2500
3.	Geotechnical Study for underground system	12000
4.	County Roads coordination	2500
5.	Other Preliminary/Concept Design Study Tasks	5000
	Laterals	
1.	Layouts and design to determine feasibility and cost	7500
	Environmental Studies	
1.	Preliminary Environmental Assessment	Other Funding
2.	Determine potential Mitigations	Other Funding
3.	Permitting - Initial Regulatory Agency queries and consultation	2500
a.	Determine Required general conditions and mitigations	3000
	Evaluate Water Rights, Legal and institutional Issues	
	Institutional Issues Evaluation	4000
	Planning for Implementation and Financing	
	O&M Feasibility and Costs	2000
	Administration Feasibility and costs	2000
	Cost Estimation	
	Estimate Cost for Final Design	1000
	Estimate cost for final EnvironmentalFinal	1000
	Estimate cost for Right-of-way	2000
	Estimate cost for Permitting	1000
	Estimate cost for Construction, Start-up	2500
	Estimate cost for Project Management	1000
	WRFP Report & Assessment Engineer's Report	
	Prepare Financial Plan	15000
	Fair share analysis	3500
	Lateral and Connection requirements & Costs	3500
	Prepare WRFP Report	8000
	Coordination, Management, and Quality Control	8000
	Total Study Cost	266500
	WRFP Planning Grant Amount Requested (\$150 K or \$300k?)	

Date	3/1/2021	4/1/2021	5/1/2021	6/1/2021	7/1/2021	8/1/2021	9/1/2021	10/1/2021	11/1/2021	12/1/2021
Starting Cash	222,500	214,200	193,400	249,600	241,300	233,000	224,700	216,400	193,100	164,800
Tax Revenue			72,000							115,000
GM & Atty Costs	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500
Engineering PM Costs	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800
Current Contract Consultant Costs (not reimbursed)		-12,500	-7,500							
WRF Project Costs (to \$150,000)								-15,000	-20,000	-20,000
District's additional costs (to \$266,500)										-10,000
WRF Reimbursement (to \$75,000)										
Cash in the Bank	214,200	193,400	249,600	241,300	233,000	224,700	216,400	193,100	164,800	241,500

Date	3/1/2021	4/1/2021	5/1/2021	6/1/2021	7/1/2021	8/1/2021	9/1/2021	10/1/2021	11/1/2021	12/1/2021
Starting Cash	222,500	214,200	193,400	249,600	241,300	233,000	224,700	216,400	193,100	164,800
Tax Revenue			72,000							115,000
GM & Atty Costs	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500
Engineering PM Costs	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800
Current Contract Consultant Costs (not reimbursed)		-12,500	-7,500							
WRF Project Costs (to \$300,000)								-15,000	-20,000	-30,000
WRF Reimbursement (to \$150,000)										
Cash in the Bank	214,200	193,400	249,600	241,300	233,000	224,700	216,400	193,100	164,800	241,500

1/1/2022	2/1/2022	3/1/2022	4/1/2022	5/1/2022	6/1/2022	7/1/2022	8/1/2022	9/1/2022	10/1/2022	11/1/2022	12/1/2022	1/1/2022
241,500	203,200	202,400	164,100	125,800	197,000	158,700	129,900	121,600	113,300	95,000	86,700	193,400
				72,000							115,000	
-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500
-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800
									-10,000			
-20,000	-20,000	-20,000	-20,000	-15,000								
-10,000	-10,000	-10,000	-10,000	-15,000	-30,000	-20,500						
	37,500			37,500								
203,200	202,400	164,100	125,800	197,000	158,700	129,900	121,600	113,300	95,000	86,700	193,400	185,100

1/1/2022	2/1/2022	3/1/2022	4/1/2022	5/1/2022	6/1/2022	7/1/2022	8/1/2022	9/1/2022	10/1/2022	11/1/2022	12/1/2022	1/1/2022
241,500	203,200	164,900	126,600	88,300	197,000	158,700	120,400	162,100	153,800	135,500	127,200	233,900
				72,000							115,000	
-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500
-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800
									-10,000			
-30,000	-30,000	-30,000	-30,000	-30,000	-30,000	-30,000	-25,000					
				75,000			75,000					
203,200	164,900	126,600	88,300	197,000	158,700	120,400	162,100	153,800	135,500	127,200	233,900	225,600

BUSINESS ITEM 8E SUMMARY

Los Olivos CSD LAMP

On Wednesday, 3 March 2021, Director Palmer and IGM Pike met with Director Lars Seifert and Jason Johnston in one of our Monthly (or so) meetings to update them on the EHS funded projects and other relevant topics. Attached please find the Agenda for that Meeting.

The Draft LAMP Scope was discussed. Director Seifert offered the following, which will likely adjust our approach to prepare our own LAMP:

- 1. He agreed that a unique LAMP for Los Olivos would be appropriate.**
- 2. He offered to “Open the County LAMP” for editing and work with us to include appropriate modifications for Los Olivos.**
- 3. He agreed that deferred replacements, especially with advanced septic would be appropriate for residential lots. The duration of deferment will depend on several factors including lot size, but could be substantial. He is willing to work on this with us.**
- 4. He indicated the small lots would likely be treated differently than larger lots.**
- 5. He indicated he has done a similar approach in another community in his last position and sent us a copy of that document for our review (See attached email from Director Seifert and excerpt.)**
- 6. He indicated the changes could be simply a clarification of policy for the Los Olivos Area, VS. a re-right/ recreation of a LAMP.**
- 7. He indicated that he is confident the District does not have authority to create its own LAMP primarily because it is not the jurisdiction of monitoring and enforcement.**

The Board may choose to direct the IGM and Ad Hoc Technical Committee to immediately begin working with EHS to create modified language for the existing LAMP that provides the most flexibility for the District Possible.

From: [Seifert, Lars](#)
To: [Doug Pike](#); [Lisa Palmer](#); [Johnston, Jason](#); [Fayram, Tom](#)
Subject: RE: Los Olivos CSD & County EHS Informal Meeting 3-3-2021
Date: Wednesday, March 3, 2021 4:35:15 PM

Hi all,

As discussed at our meeting today, I have provided the link below to another LAMP document approved by a RWQCB in California that has a special provision carveout based on a commitment to connect to sewer for your reference. It may provide a road map for discussion as you move forward with the LAMP Scope of Work proposal for recommendation to the County/EHS.

Reference Section VI starting on page 31, with the specific provisions of relevance on pages 34-35.

https://www.icphd.org/media/managed/environmentalhealth/Imperial_County_Local_Agency_Management_Program.pdf

Also, Section 10.7 of the State OWTS Policy provides guidance as well.

https://www.waterboards.ca.gov/water_issues/programs/owts/docs/owts_policy.pdf

Regards,

Lars Seifert

Environmental Health Services Director
805-681-4934 | 805-896-4449 (c)



From: Doug Pike <dpike@mnsengineers.com>
Sent: Tuesday, March 2, 2021 4:55 PM
To: Lisa Palmer <lisa@lpalmerconsulting.com>; Seifert, Lars <Lars.Seifert@sbcphd.org>; Johnston, Jason <Jason.Johnston@sbcphd.org>; Fayram, Tom <Tfayram@cosbpw.net>
Subject: Los Olivos CSD & County EHS Informal Meeting 3-3-2021

Caution: This email originated from a source outside of the County of Santa Barbara. Do not click links or open attachments unless you verify the sender and know the content is safe.

All,

Please see proposed agenda for tomorrow's meeting attached. We look forward to talking with you!

Thanks,

Doug Pike, PE

Interim General Manager

Los Olivos CSD

PO BOX 345, LOS OLIVOS CA 93441

(805) 500-4098

MNS Engineers, Inc.

201 Industrial Way, Ste A / Buellton, CA 93427

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

dpike@mnsengineers.com

- Existing OWTS within six hundred (600) feet of the Alamo River will not be subject to the Advanced Protection Program until such time as a TMDL and its implementation program have been established by the RWQCB for the Alamo River. However, any failing OWTS subject to corrective action will be subject to the special setback and/or treatment provisions established for this water body.

As described in Section III of this LAMP, the Palo Verde Lagoon and Outfall Drain are geographically located such that potential impacts to the bacteriological load of this water body from OWTS must be distinctly addressed within the Advanced Protection Management Program. Therefore, special provisions have been established to be protective of both stretches of this impacted water body with consideration to the density of OWTS discharges and the hydrogeology of the surrounding areas. In particular, the lower stretch of the Palo Verde Outfall Drain has different policy options for water quality protection than does the Palo Verde Lagoon located in the community of Palo Verde, given existing parcel sizes and the historic development patterns of the area.

The following *special provision* has been identified for new and replacement OWTS within the geographic areas of the Palo Verde Outfall Drain:

- Within the geographic area extending no more than one (1) mile upstream from the discharge point of the Palo Verde Outfall Drain into the Colorado River, no new or replacement OWTS discharge may be sited within two hundred (200) feet of the ordinary high water mark of the Outfall Drain unless the discharge meets the performance standard of Treatment Standard 1 established for the Advanced Protection Management Program of this LAMP. This is consistent with the minimum setback of two (200) feet that is currently required for any OWTS discharges along the Colorado River south of the drain in the Riverfront subdivision area.

The impairment designation of the Palo Verde Lagoon has substantially greater economic impacts on the town of Palo Verde, a severely disadvantaged community located directly adjacent or nearby the lagoon. Moreover, due to the presence of rapidly draining sandy soils and small parcel sizes, the water quality protection options for pathogen loading from OWTS discharges are severely limited. Both new and replacement OWTS within six hundred (600) feet of the lagoon will be subject

to the Advanced Protection Management Program, provided other centralized sewerage options remain unavailable. As discussed in Section VII of this LAMP, the formation of a sewer district for this community may provide an additional option for owners of OWTS subject to the *special provisions* as described below:

- Owners of OWTS that are constructed and operating, or permitted, on or prior to the effective date of the State Policy will not be subject to the Advanced Protection treatment standards for OWTS discharges, provided that:
 - The owner has committed by way of a legally recorded document with the County Recorder's Office prior to **May 13, 2017** to connect any existing building structures with plumbing to a centralized wastewater collection and treatment system regulated through Waste Discharge Requirements issued by the RWQCB; and
 - The specified date of connection to a centralized community wastewater collection and treatment system is no later than **May 13, 2021**.
- Owners of existing OWTS will also not be subject to the Advanced Protection treatment standards for OWTS discharges until such time as the RWQCB adopts a TMDL implementation plan specific to the Palo Verde Lagoon and any necessary revisions to the LAMP have been incorporated. However, no expansions to the occupancy or building structures will be approved by the County such that the OWTS discharge is increased or available area for a replacement OWTS system meeting the minimum setbacks to the Palo Verde Lagoon is diminished.

It should be noted that these special provisions may be implemented by the County following the formation of a sewer district for the service area through the Imperial County Local Agency Formation Commission (LAFCO). The permitting and construction timelines for a centralized wastewater collection system would be coordinated with the RWQCB to ensure adequate water quality protections are implemented prior to May 13, 2021 or to the adoption of specific TMDL implementation policies requiring pathogen load reductions from OWTS discharges, whichever is sooner. In the absence of a sewer district, those existing and new OWTS that are subject to the Advanced Protection Management Programs of this LAMP may need additional financial assistance to

Los Olivos CSD & County EHS Informal Meeting

3-3-2021

AGENDA

1. EHS Funded Support Elements Update
 - Wastewater treatment loading study and collection system concept design – 95% Draft Received 2-5-2021.
 - Status: Will retain at 95% through Preliminary Design, which will be completed by December 31, 2021 under a Water Recycling Grant with the State. This study sizes our WWT Package Plant and provides a foundation for sizing our collection system. It also estimates a flow/parcel, which will be used in calculating the Fair Share Assessment.
 - Groundwater Monitoring Plan and Program - includes preliminary hydrogeologic modeling and geotechnical investigation
 - Status: 30% complete. Estimated completion May 2021 (GMP)
 - GSI Scope includes implementation cost estimate. We are looking for funding to implement.
 - Preliminary environmental baseline survey and report, draft environmental Report/Outline
 - Status: Project awarded to Urban Planning Concepts (UPC). Estimated completion May 2021
2. Residential OWTS Requirements & Guidelines: Goal, Objectives
 - Residential Guidelines under current LAMP
 - 95% complete and pending release for EHS review followed by distribution to residents.
 - Scope expanded in February to include preparation of Local LAMP-Anticipated completion of Administrative Draft April 26, 2021, Agency review is anticipated to be complete in May and public review is anticipated to be complete in June.
 - Discuss EHS Collaboration/Support and Timing
 - Revised DRAFT Scope of Work attached
3. Other Efforts in Process
 - a. Successful State Grant for Planning, Prelim Design, Studies and detailed Project Report
 - b. WWTP Site – County ROW Parcel; ID1
4. EHS Issues / Questions?
5. Action Items/Next Meeting

LOS OLIVOS LAMP SCOPE OF WORK

DRAFT

Goals of this document:

1. Create a Los Olivos Specific LAMP that clarifies and aligns the appropriate State Tier 2 & 3 OWTS requirements for the District, providing detailed guidance to District residents and property owners while the District continues to develop its wastewater collection and treatment system. The creation of this LAMP will assist the residents of the District from unnecessary installation of advanced septic systems prior to the Proposition 218 vote for funding to implement the collection and treatment systems and the systems being available for hook up.
2. Provide detailed guidance to District residents and property owners with clear options for maintaining their existing septic systems while the CSD is implementing wastewater collection and treatment and working with the County EHS in the implementation of the Groundwater Monitoring Program. This section of the local LAMP, designated “Residential OWTS Requirements & Guidelines”, will be a simple, user-friendly guide for residents, making it easy to understand how to regularly maintain their system and what to do if they are facing septic issues while the WW collection and treatment systems are in process of development. This is important to avoid the reality that residents will not maintain their systems during the development of a centralized sewer project for fear of finding problems that may trigger a replacement with advanced septic. This is a mindset we want to avoid. The District wants to encourage maintenance of existing systems.
3. Prepare a Los Olivos LAMP that more directly adopts State requirements which we believe is more appropriate in our current situation.
4. Describe and Provide a path for removal of the County “Special Problems Area” designation. Describe under what conditions this may be possible after Phase 1 completion and groundwater testing demonstrates groundwater improvement trends.

Consultant will draft the Local LAMP to appropriately address the Tier 2 requirements and any Tier 3 requirements that may be applicable in context of the Primary Goals above:

1. Address and implement the following approach in preparing the Los Olivos Community LAMP. These concepts are to be applied in the context of partner agency coordination. Also, the District wants to make sure septic maintenance is not ignored or deferred by residents under the fear of triggering the “worst case” of having to replace their existing systems with advanced treatment OWTS’s in advance of the pending requirement to participate in a significant assessment for sewerage.
2. The District is technically is not “impaired” in strict accordance with the State Definition, nor does it qualify for an impaired designation according to the State definition. Refer to Page 41 of the County LAMP, Section “Advanced Protection Management Plan”:
 - a. State Policy stipulates that existing, new and replacement OWTS that are “located near a water body that has been listed as impaired...may be addressed by...a TMDL [Threshold Mitigation Detection Limits]...program, by special provisions contained in a Local Agency Management Program or by specific

requirements of Tier 3.” Los Olivos is not near a water body listed and impaired, and therefore is not strictly required to adhere to all the requirements in Tie 3.

- b. This section also references Section 303(d) of the Clean Water Act, but the implied applicability that Los Olivos may be “located near a water body that has been listed as impaired” is an interpretation that needs correction for Los Olivos.
 - c. This section further indicates that “if a water body in the County is designated by the Central Coast Water Board as “impaired” or significantly degraded as a result of the use of OWTS, “an Advanced Protection Management Program will be developed in accordance with the TMDL or in close consultation with the [RWQCB]. This close coordination MAY [not shall or will] include supplemental treatment for existing systems and...inspections as determined by [The RWQCB]. Note this
 - d. This section further states that “in the absence of a TMDL or an APMP approved by the [RWQCB], the provisions of Tier 3 of the [State] policy shall apply to OWTS adjacent to water body segments listed in attachment 2 of the Policy.” This again is assumed applicable to Los Olivos based on the assumption that Los Olivos is listed by the RWQCB as impaired, which it is not.
 - e. Of the many studies, the most recent analysis, as performed by RWQCB and Heal the Ocean, does not identify or label the district as impaired.
2. A Special Problems Area is not equivalent to the State Definition of “impaired”. Therefore, the full jump from Tier 2 to full Tier 3 requirements is not required. This is further justification for completing the Groundwater Quality Monitoring System, and adhering primarily to Tier 2 while implementing the new sewerage system.
- a. The designation of Special Problem Area has not been confirmed, and is based on limited and poorly documented sampling from the early 1970’s. This fact also warrants some special considerations for the District while a collection and treatment system is being installed.
 - b. The District does recognize that a discussion with the RWQCB is important and necessary to determine specific requirements to consider from Tier 3 that me be desirable in a Los Olivos Specific Local LAMP. However, the District is seeking for a reasonable LAMP that recognizes the current implementation of groundwater monitoring, and septic to sewer conversion activities in process.
 - c. The District does recognize that a discussion and agreement with the County Department of Environmental Health Services regarding implementation of their approach is necessary and important.
3. Specify what State Tier 3 requirements are necessary, and under what timing or circumstances they apply during this implementation phase of the sewerage system
- a. Pre-coordination with the RWQCB and Count EHS will be required. The District Interim General Manager and the Ad Hoc Technical Committee can assist in facilitating these reviews as necessary.

Consultant will draft the District’s Residential OWTS Requirements & Guidelines to contain the following elements, as required by Tier 2 of the County’s Policy (and in context of the Primary Goals above:

- Minimum standards for the siting, design, construction, operation and maintenance of Onsite Wastewater Treatment Systems (“OWTS”) within the District. These standards may be different from those specified in Tier 1 of the Policy but they must be equally protective of water quality.
- Detail the maximum projected OWTS flows authorized by the LAMP as well as the types of systems that would be permitted under the program. These may include standard, supplemental treatment and alternative systems.
- The criteria and procedures for requesting a variance from specific standards or requirements.
- Certification/licensing requirements for companies and or individuals engaged in OWTS activities.
- The District’s homeowner education program that explains how to operate and maintain their OWTS.
- The types of records that will be maintained by the district as well as the number and frequency of reports that will be provided to the Central Coast Water Board.
- The Water Quality Assessment Program to be implemented to track the effectiveness of the Residential OWTS Requirements & Guidelines in protecting/improving water quality.

Consultant Will Provide the Following Deliverables:

- Consultant to provide a Preliminary Draft LAMP Document for review by the District. This LAMP will replace the County LAMP for Los Olivos.
- Consultant to present preliminary draft at a District General Meeting.
- Consultant to revise preliminary draft into a Draft document for review by County Environmental Health Services and the Regional Water Quality Control Board.
- Consultant to revise Draft incorporating comments received from the regulatory agencies into the Los Olivos LAMP.

Attached:

1. County Lamp pages 41-42 ADVANCED PROTECTION MANAGEMENT PLAN
2. County Lamp pages 116-128 (State Basin Plan pages 28-40) TIER 2 AND 3 OWTS STATE REQUIREMENTS

BUSINESS ITEM 8F SUMMARY

General Manager Services RFP

IGM Pike suggested to Director Palmer that The Board consider separating the District Engineer function from the General Manager Position for several pragmatic reasons:

1. Hiring a new permanent part-time General Manager with a direct contract with the individual is expected to save the District money.
2. Timing is good because the potential to find “the right person” is high right now.
3. Although the District Board has been careful to separate out engineering tasks performed by MNS from the IGM function, the work moving forward will require more engineering and management tasks, and it may be prudent to separate these functions at this time.
4. If the District chooses to move forward, MNS could continue to provide administrative support tasks at the lower MNS rates, as desired, and continue to support the GM (Website, mail, Email, mass mailings, process invoices, FIN system support, special tasks, etc)
5. As desired, MNS can continue engineering support and consultant management functions as directed and in many cases, at appropriate lower rates.
6. MNS has committed to smooth transition and has committed to not bill duplicate/training time for new GM.

Board May choose to Direct action in this regard as it desires. President Palmer discussion and suggested action.