



POSTED 12-6-2019

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

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Meeting, December 11, 2019, 6:00 p.m.
Los Olivos School, Room 602
2540 Alamo Pintado Avenue, Los Olivos, CA 93441

REGULAR MEETING AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MEETING MINUTES

- a. Minutes of 11-13-2019 Regular Meeting

5. DIRECTOR COMMENTS

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

6. PUBLIC COMMENTS

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

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

7. INTERIM GENERAL MANAGER REPORT

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

8. BUSINESS ITEMS

- A. Report on behalf of the board our District status to LAFCO on Dec 12, 2019.**
- B. Report on Project Funding From the County EHS Department, including Senator Hannah-Beth Jackson set-aside funds for Los Olivos water quality improvement support. Discuss all correspondence and communications of EHS with Los Olivos CSD Directors and Staff. Direct next moving forward.**
- C. Budget Update Report from the Finance Committee.**
- D. Consider Committee recommendations, funding availability and Approve and Authorize of the following Contracts:**
- a. **Proposals for Grant Writing Services for the SRF Loan Program Application. Three proposals received, see attached Proposals and Tech Committees "Analysis of Offers". consider Technical Committee's recommendation to accept the proposal from Wallace Group recommending a \$5,000 budget. See Draft Contract attached.**

- b. **Proposal from Paul Jenzen to Develop A Local Agency Management Program for the Los Olivos Community Services District. See attached Proposal and Tech Committees “Analysis of Offers“. Consider Technical Committee’s recommendation to accept the proposal from Paul Jenzen recommending a \$19,200 budget. Because this is a specialty product, and Paul Jenzen has the unique knowledge to perform this work, consider finding that this sole source selection is in the best interest of the District. See Draft Contract attached.**
- c. **Proposals for Benefit Assessment District Engineer’s Report. Three Firms solicited, two responded. See attached Proposals and Tech Committees “Analysis of Offers“. consider Technical Committee’s recommendation to accept the proposal from Wallace Group recommending a \$15,100 budget. See Draft Contract attached.**

E. Benefit Assessment Process.

1. Review Following Schedule and take action as required to complete milestones:

Simplified Milestones

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

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

1. Review Plan.
2. Comments & discussion.
3. Take Action and direct next steps (see recommendations in Work Plan).
4. Possible items of discussion/action (below):
 - All preliminary project tasks, and future project tasks including Environmental and planning tasks, funding tasks, project siting, phasing, analysis and design tasks.
 - Review and potential action regarding Matteis Project Update and Plans.
 - RWQCB Support.
 - EHS Support
 - Project Funding
 - Report from Ad hoc Technical Committee – Report and Potential Action.
 - Report from Individual Board Members Regarding Project Assignments and Actions– Report and Potential Action.

G. Special Meeting Date & Time

If considered helpful or necessary, set an additional Special Meeting Date and Time. Possible considerations or Agenda Items include Approval of Contracts, work and Committee assignments and reports, project decisions.

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

1. 12-2-2019 Aleshire & Wynder (Nov. 1-Nov. 14 Services) \$1799.03
2. 11-29-2019 MNS (October Billings) \$7,195.00

9. Next Regular Meeting:

Wednesday, January 8, 2019, 6:00 p.m.
 Los Olivos School, Room 602
 2540 Alamo Pintado Avenue, Los Olivos, CA 93441

10. ADJOURNMENT

The Los Olivos Community Services District is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please call 805.946.0431 or email to 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.