

Tom Fayram, President
Brad Ross, Vice President
Julie Kennedy, Director
Lisa Palmer, Director
Greg Parks, Director



LOS OLIVOS COMMUNITY SERVICES DISTRICT

Posted: 8-20-2023

REGULAR MEETING

August 24, 2023, 6PM (PDT)

The Los Olivos Grange Hall

2374 Alamo Pintado Ave, Los Olivos CA 93441

Please observe decorum and instructions from the President

This meeting will be held both in-person and electronically via Zoom meetings. In-person the meeting will be held at the following location:

The Los Olivos Grange Hall - 2374 Alamo Pintado Ave, Los Olivos, CA 93441

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

On Zoom:

<https://us06web.zoom.us/j/82515801920?pwd=VHFQd1VDZUVucFZXZEVEEdVhzVjhhOT09>

By Phone:

Meeting ID: 825 1580 1920 Passcode: 378600

One tap mobile +16694449171,,82515801920#,,,,*378600# US

The Los Olivos Community Services District (LOCS D) is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act (ADA), if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please call 805.500.4098 or email to losolivoscscsd@gmail.com. Any public records, which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at a location to be determined in Los Olivos, California 93441.

MEETING AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. PUBLIC COMMENT**

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

INFORMATIONAL ITEM:

Per public request, a brief report from the General Manager that conveys District status and updates is being added at the beginning of the agenda. This status report may touch on key items in the project plan or schedule. The General Manager will leave other detailed reporting, including budgetary reporting until the end of the meeting.

This item is informational only, no action will be taken, and public comment not received.

- 5. GENERAL MANAGER'S DISTRICT STATUS REPORT**

ADMINISTRATIVE ITEMS:

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

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

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6. APPROVALS

A. APPROVAL OF MEETING MINUTES

Regular Meeting Minutes of July 12, 2023.

B. APPROVAL PAYMENT OF INVOICES RECEIVED BY JULY 26, 2023.

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

No.	Invoice Date	Invoice #	Provider	Amount
1	5/15/2023	2081049	Stantec – Mapping Services	\$ 1,303.50
2	5/31/2023	36702	Moss, Levy & Hartzheim, LLP – Audit Services	\$ 280.00
3	6/5/2023	71662	Aleshire & Wynder – Legal Services (May)	\$ 1,716.00
4	6/8/2023	2088936	Stantec – Mapping Services	\$ 712.50
5	7/13/2023	77497	Aleshire & Wynder – Legal Services (June)	\$ 3,388.00
6	7/26/2023	20237	Savage – General Manager and District Services	\$ 6,393.74

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit	Moss, Levy & Hartzheim, LLP	\$ 2,780.00	\$ 7,775.00

BUSINESS ITEMS:

7. CONSIDERATION OF A HYBRID WASTEWATER COLLECTION AND TREATMENT APPROACH FOR THE LOCSD – INCLUDING A REEXAMINATION OF IMPLEMENTATION ZONES

The Technical Subcommittee of the Board of Directors will present a hybrid approach they developed regarding the collection and treatment of wastewater. The hybrid approach includes the use of gravity-fed collection; Septic Tank Effluent Pump (STEP) collection and treatment; and advanced on-site collection, treatment and disposal. The approach used depends on the location of the parcel. The approach also includes a fresh look at implementation zones. The Technical Subcommittee developed approach was developed following the consideration and discussion of: (1) collection, treatment, and disposal options previously discussed or researched (2) secondary and tertiary treatment options and locations, (3) input from the public including the January public workshop, (4) input from individuals who have commented at the Board on specific approaches they believe would be best, (5) an examination of lot sizes, and (5) the work previously completed by consultants to the LOCSD (particularly work done by REGEN and Stantec, but including others such as AECOM, Confluence ES, and GSI).

8. DISCUSSION RELATED TO THE ENGAGEMENT OF WATER FINANCE EXCHANGE FOR EITHER RECEIPT OF FUNDS OR STAFF AUGMENTATION

Water Finance Exchange (WaterFX or WFX) will present two options to the Board of Directors for consideration. The presentation will describe WFX’s approach to (1) providing “seed” funds for early technical study and (2) a staff augmentation approach. Direction to staff is being sought on which, if any, of the approaches should be pursued. Discussion may include how best to use seed funding from WFX, including additional examination of collection and treatment approaches.

9. CONSIDERATION OF RESOLUTION 23-03 – APPROPRIATIONS LIMIT FOR FY 2023-24 (GANN LIMIT)

Consideration of a resolution that states the appropriations limit, also known as the Gann limit, for the fiscal year ending June 30, 2024. The Gann Initiative, also known as Article XIII B of the Constitution of the State of California, mandates the calculation and adoption of an annual appropriations limit on various units of government, including the Los Olivos Community Services District, by adjusting the prior year’s appropriation limit for changes in inflation and population. The current LOCSD fiscal year (FY 2023-24) runs from July 1, 2023 to June 30, 2024.

10. CONSIDERATION OF RESOLUTION 23-04 – AUTHORIZING LEVY OF PROPERTY TAX ASSESSMENT AND CPI INCREASE

Consideration a resolution that authorizes a tax levy with consumer price index (CPI) increase and provides for collection via direct charge by the Santa Barbara County Auditor-Controller via placement on the secured tax bill of all parcels within the District, excluding exempt or partially exempt parcels pursuant to past action by the Board of Directors. Resolution 23-04 is an update to prior resolutions and District formation documents and will increase tax

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levies by three and two-tenths percent (3.2%) over the prior amount. Most parcels will experience an annual amount of \$645.93 on their property tax bill.

11. CONSIDERATION OF RESOLUTION 23-05 – ROSENBERG’S RULES OF ORDER

At the July 12, 2023, your Board directed staff to prepare a Resolution that could be used to adopt Rosenberg’s Rules of Order, as a procedural approach for running LOCSD meetings. Resolution 23-05 adopts Rosenberg’s Rules of Order. A good summary of Rosenberg’s Rules of Order can be found on the League of California Cities website, at: <https://www.calcities.org/resource/rosenberg's-rules-of-order-simple-rules-of-parliamentary-procedure-for-the-21st-century>

12. CONSIDERATION OF POLICY TO SUPPLEMENT ROSENBERG’S RULES OF ORDER

As part of the discussion at the July 12, 2023 Regular Board meeting, the Board asked the Project Management Subcommittee (PM) to review Rosenberg’s Rules of Order, with a special focus on areas where additional policy should be considered by the Board of Directors. The PM recommends that the Board consider adoption of policy, by the end of the current fiscal year (June 30, 2024), in the following areas:

- Agenda items
- General conduct
- Board behavior – being a good Board member
- Ethics, Conduct, Values, and Norms for Board members and staff
- Authority of individual Board members
- Attendance policy for Board members
- Electronic records and retention policy
- Public information
- Public comment (limits, bad conduct)
- Procurement

If the Board chooses to follow the recommendation of the PM, the GM further recommends that staff be given direction to create an initial draft of policy and then work with the PM to complete the develop a set of policies that can be brought back to the full Board of Directors for deliberation and final action.

13. REPLACEMENT OF A RESIGNING DIRECTOR

Vice President Brad Ross has indicated he will be resigning from the Board of Directors for the Los Olivos Community Services District in September. Pursuant to Elections Code section 1780(c), the Board will deliberate and vote on whether to fill the pending vacant office by appointment or by election.

INFORMATIONAL ITEMS:

These items are informational only, no action will be taken, and public comment not received.

14. REPORTS

A. SUBCOMMITTEE REPORTS

B. GENERAL MANAGER AND DISTRICT ENGINEER COMMENTS

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

15. DIRECTORS COMMENTS

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

16. ADJOURNMENT

ITEM 6A – MINUTES APPROVAL - JULY 12, 2023

MINUTES APPROVAL - JULY 12, 2023

Tom Fayram, President
Brad Ross, Vice President
Julie Kennedy, Director
Lisa Palmer, Director
Greg Parks, Director



LOS OLIVOS COMMUNITY SERVICES DISTRICT

Posted: 7-8-2023

REGULAR MEETING

July 12, 2023, 6PM (PDT)

St Mark's in the Valley Episcopal Church, Stacy Hall

2901 Nojoqui Ave, Los Olivos CA 93441

Please observe decorum and instructions from the President

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

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

On Zoom:

<https://us06web.zoom.us/j/82515801920?pwd=VHFQd1VDZUVucFZXZEVEVhZVjkhkQT09>

By Phone:

Meeting ID: 825 1580 1920 Passcode: 378600

One tap mobile +16694449171,,82515801920#,,,,*378600# US

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MEETING AGENDA

1. CALL TO ORDER

President Fayram called the meeting to order at: 6:00 PM.

2. ROLL CALL

Attending: President Fayram, Director Kennedy, Director Palmer, Director Parks

Absent: Vice President Ross

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS

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

President Fayram opens the floor to public comment.

Paul Rohrer, Mary Haden, Sam Marmorstein, Mark Herthel, and Mike Brady speak.

Anna Marie Gott was called upon, but the Board was unable to hear her due to a technical issue.

5. PUBLIC HEARING: CONSIDERATION OF THE PROPOSED FISCAL YEAR 2023-24 BUDGET

In keeping with Board Direction, the General Manager has developed a proposed budget for Board's consideration. The proposed budget for Fiscal Year 2023-24 (FY 2023-24) can be found online at:

<https://www.losolivoscscsd.com/fy-2023-24-proposed-budget>

The Board will:

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- Receive the report of the General Manager
- Open Public Hearing to receive Public Comment
- Close the Public Hearing
- Deliberate on the General Manager’s Proposed Budget Recommendation
- Adopt a Budget for Fiscal Year 2023-24

General Manager Savage introduces the FY 2023-24 budget as presented in the attached.

President Fayram opens the Public Hearing to public comment.

Anna Marie Gott, Sam Marmorstein, and Mark Herthel speak.

President Fayram closes the Public Hearing.

Director Park emphasizes getting the right studies completed as a top priority. He mentions the effort by the Technical Committee to develop potential collection solutions.

Director Kennedy would like to see some portion of budget allocated to continued studies. She asks GM Savage why he said there might be as much as \$50,000 additional funds to start the year. GM Savage responds that it is due to lower-than-expected expenses in FY 2022-23.

Director Palmer asks about additional grant funds will be coming in. District Engineer Pike responds that he anticipates the first half of the WRF grant (\$75,000) by the end of the calendar year.

President Fayram notes that the budget plan can, and does, change throughout the year. He adds that there is often a match for grants. Like the other three Directors, he notes that the offer by Preservation of Los Olivos (\$75,000) would be a welcome addition to the budget. He asks staff if such funds can be accepted by the District. Counsel Trindle responds that private individuals or organizations may donate funds to the District under specific conditions.

President Fayram calls a brief recess while staff attempted to address various technical issues related to Zoom. The recess started at 6:31PM and the meeting was reconvened at 6:36PM.

Motion:

To approve the Fiscal Year 2023-24 budget as presented.

Motion by: Director Palmer, Second: Director Kennedy.

Roll call vote (4-0)

ADMINISTRATIVE ITEMS:

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

6. APPROVALS

A. APPROVAL OF MEETING MINUTES

Regular Meeting Minutes of June 14, 2023.

B. APPROVAL PAYMENT OF INVOICES RECEIVED BY JULY 1, 2023.

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

No.	Invoice Date	Invoice #	Provider	Amount
1.	6/21/2023	83478	MNS – Engineering Services	\$ 1,277.50
2.	7/1/2023	20236	Savage – General Manager and District Services	\$ 4,050.00

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit	Moss, Levy & Hartzheim, LLP	\$ 2,500.00	\$ 8,055.00

General Manager Savage notes that there are a few invoices, particularly from Stantec, that are under review and were therefore not recommended for approval by the Finance Committee. He adds that he expects the invoices to be on the next agenda. GM Savage also notes that there were some delays in paying the May invoices and that both May and June will be paid together.

President Fayram opens the floor to public comment.

No speakers.

Motion:

To approve item 6 as outlined in the agenda, including the approval of the meeting minutes and invoices received by July 1, as recommended by the Finance Committee.

Motion by: Director Kennedy, Second: Director Parks.

Voice vote (4-0)

BUSINESS ITEMS:

7. CONSIDERATION OF RESOLUTION 23-01 - COMMITTEES

Per direction given at the June 14, 2023 regular meeting of the LOCSD Board of Directors, staff has prepared the attached resolution, Resolution 23-01, which rescinds and replaces Resolutions 18-04 and 18-05, and declares all existing committees of the LOCSD to be standing committees as defined by the Brown Act.

General Manager Savage introduces Resolution 23-01 related to committees. He points out that when staff looked at existing Resolutions, that it made the most sense to rescind and replace both Resolution 18-04 and 18-05; whereas direction from the Board last month was to only rescind and replace Resolution 18-04.

President Fayram asks how the next meetings of the committees will be set. Counsel Trindle and GM Savage respond by saying, the given committee just needs to set a date; while leaving staff sufficient time to post notices as required by the Brown Act.

President Fayram opens the floor to public comment.

Anna Marie Gott, Kathryn Lohmeyer, and Mike Brady speak.

President Fayram notes that the committees are subcommittees of the Board and will allow public input. He believes there is a good balance by having Board members and staff on the subcommittees and getting public input in the meetings.

Director Parks notes that he does not see anything in the Resolution that prevents the community from participating and volunteering. He believes the Resolution shows more openness.

Motion:

To adopt Resolution 23-01 – Committees, including rescinding Resolutions 18-04 and 18-05 and declaring all committees to be standing committees.

Motion by: Director Kennedy, Second: Director Parks.

Roll call vote (4-0)

8. CONSIDERATION OF RESOLUTION 23-02 – SELECTION OF BOARD OFFICERS

Per direction given at the June 14, 2023 regular meeting of the LOCSD Board of Directors, staff has prepared the attached resolution, Resolution 23-02, regarding the selection of Board Officers. The resolution effectively establishes the District’s annual organizational meeting. The annual organizational meeting is the regular meeting at which the Board of Directors selects its Board Officers (President and Vice President); and appoints membership to committees. Operationally, the annual organizational meeting will generally be the first meeting of the calendar year. However, in those years that immediately follow a general election of new Board members, the organizational meeting will be the first meeting of a newly elected and seated Board of Directors.

General Manager Savage introduces Resolution 23-02 related to the selection of Board Officers. He adds that by separate direction, the Board had requested staff additionally put together a policy related to appointments to subcommittees, also for the first regular meeting of the year. He offers three potential paths forward:

1. Accept that Resolution 23-02 effectively will establish an Annual Organizational Meeting as the Board will be selecting its President and Vice President, and that making Committee assignments is a typical action to happen at the same meeting.
2. Staff can go back and create a policy (or resolution) setting the first regular meeting as the Annual Organizational Meeting.
3. Should the Board choose to create Bylaws, include the action in the Bylaws as there may be other Organizational activities that should occur on an annual basis.

President Fayram opens the floor to public comment.

Tom Nelson speaks. Mr. Nelson points out that there is a minor error (use of an “and”) in the resolution and recommends it being fixed prior to adoption.

Motion:

To adopt Resolution 23-02 – establishing a resolution for Selection of Board Officers, as amended.

Motion by: Director Palmer, Second: Director Kennedy.

Roll call vote (4-0)

9. CONSIDERATION OF THE SELECTION OF A DATE FOR THE AUGUST 2023 REGULAR MEETING

As was noted at the June 14, 2023 regular meeting of the Board, it does not appear the Board will have a quorum for its regular meeting on August 9, 2023. Per Board direction, GM Savage queried Board members individually for potential dates to reschedule the meeting. Based on feedback, all Board members are available August 16 and the week of August 21 (21-25) to attend a regular meeting of the Board.

As part of its actions on this item, the Board will consider cancelling the August 9, 2023 meeting and selecting a new date for an August 2023 meeting of the Board of Directors.

General Manager Savage introduces the item by recapping the discussion at the June 14, 2023 meeting – essentially restating that there will not be a quorum on August 9, 2023. He offers the dates of August 16 or the week of August 21-25 as potential replacement dates. He notes that he will not be available on August 16. President Fayram notes that he will not be available until 8/24.

President Fayram opens the floor to public comment.

No speakers.

Motion:

To cancel the August 9, 2023 regular meeting and schedule a regular meeting for August 24, 2023.

Motion by: Director Palmer, Second: Director Kennedy.

Voice vote (4-0)

10. DISCUSSION OF DISTRICT BYLAWS VERSUS RULES

At the June 14, 2023 regular meeting of the Board, there was discussion about District Rules versus Bylaws. The LOCSD currently uses Rules; consequently, no Bylaws have been developed and adopted to date. During the June 14 meeting, no specific direction was provided to staff regarding the development or drafting of Bylaws. Should the Board wish to pursue the development of Bylaws, the General Manager recommends that:

1. Staff develop a draft set of Bylaws for consideration,
2. The draft Bylaws be delegated to a committee for further discussion and refinement, and development of a recommended set of Bylaws,
3. The full Board of Directors discuss and potentially adopt the committee’s recommended Bylaws.

General Manager Savage introduces the item by noting that the Board held significant conversation about Rules versus Bylaws at the June 14, 2023 meeting. He says he revisited both his notes and the recording of the meeting, and no motion related to Bylaws was made on June 14, 2023. GM Savage recommends that if the Board chooses to pursue Bylaws, that it be done by a committee (and then brought back to the full Board for full discussion).

President Fayram opens the floor to public comment.

Paul Rohrer and Mike Brady speak.

Director Parks asks Counsel what he believes is the best path forward or easiest way to go. Counsel Trindle responds that the law says that the Board of Directors shall adopt Rules or Bylaws for its proceedings; where proceedings essentially means “for its meetings.” Counsel Trindle adds that no Bylaws will be 100% comprehensive as the issues facing the District will shift and change over time. As part of his commentary, Counsel Trindle notes that Rosenberg’s Rules of Order are the most common in California. He adds that Bylaws or Rules can be as simple or complex as the Board decides. As an example, he notes that the Board could just adopt a Resolution that says it will follow Rosenberg’s Rules of Order. Director Parks notes his desire to see something simple put together. Director Kennedy asks if the Board could stick with Rules for now and adopt Bylaws later. Counsel Trindle responds that the Board could take that approach. She echoes Director Parks’ comments that keeping it simple is a good approach. She asks Counsel if there is anything else he would recommend the Board adopt at this time. Counsel

Trindle responds the Board must adopt Rules or Bylaws for its proceeding, anything beyond that would be in the realm of policy.

President Fayram notes that if the Board formally adopted Rosenberg's Rules, it could adopt a policy for specific situations. Counsel Trindle notes a couple of areas, such as a "gifts policy" that the Board could adopt in the future to handle specific situations or issues.

Director Palmer says she is leaning towards formalizing Rules based on Rosenberg's. She is not interested in building a bigger juggernaut than is needed for the District.

Motion:

Direct staff to prepare a Resolution proposing Rosenberg's Rules of Order or Rules to be adopted consistent with 61045(f).

Motion by: Director Palmer, Second: Director Parks.

Under discussion, President Fayram asks if the Project Management Subcommittee could review Rosenberg's Rules as he is not currently familiar with all of their details. Director Palmer concurs the subcommittee could look at it to see if there are any holes that might be filled through policies.

Director Palmer amends her motion to include: "and refer to the Project Management Committee for further review."

Director Parks confirms his second of the motion as amended.

Voice vote (4-0)

INFORMATIONAL ITEMS:

These items are informational only, no action will be taken, and public comment not received.

11. REPORTS

A. SUBCOMMITTEE REPORTS

Note: Due to actions taken at the June 14, 2023 regular meeting of the Board of Directors for the LOCS D, no subcommittees met during the period between June 14, 2023 and July 7, 2023.

General Manager Savage notes that subcommittees did not meet.

B. GENERAL MANAGER AND DISTRICT ENGINEER COMMENTS

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

General Manager Savage walks through the items he included in the budget. He adds that he met with Supv. Hartmann, he separately met with Supv. Hartmann's staff, WFX, and will be meeting with the General Managers of the Santa Ynez CSD and Vandenberg Village CSD.

District Engineer Pike has been helping with PRA requests and following the State Waterboard grant reimbursement process.

12. DIRECTORS COMMENTS

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

Director Parks notes that he attended the meeting with Water FX (WFX). He adds that the financial information discussed sounds really good. He adds that WFX has an established relationship with Tristian Bounds (Regen). He believes that the relationship could be very beneficial to us.

Director Kennedy notes she added the WFX meeting and that also performed some outreach with congressional representatives at both the State and local levels. She adds that part of her efforts was to find grants for a median household income (MHI) study. She notes that RCAC (Rural Community Assistance Corporation) would perform a census tract study to see if a full MHI study would make sense. Director Parks chimes in that RCAC also has a relationship with WFX, which is a good thing.

President Fayram comments that Director Ross has indicated that he will be moving out of the area. He has indicated that he would serve through the September meeting. He asks for clarification from Counsel about steps for replacing Director Ross when he departs. Counsel Trindle confirms that the Board has 60 days from the effective date of the resignation to determine whether the Board will fill the vacancy by appointment or by special election. He adds that should the Board choose to take the path of special election; all of the costs will be borne by the District. This is different than when a general election is held, as costs for a general election are spread across

all participating organizations. Counsel Trindle reminds the Board that there is a memo and staff report that outlines the steps and options the Board can take.

President Fayram notes that he, Director Palmer, and GM Savage met with Supervisor Hartmann to provide a general update on where the District is at and answer questions.

Director Palmer adds that the Supv. Hartmann discussion included conversation about the importance of funding. She adds that mentioned to Supv. Hartmann that she hopes the County will be a partner in helping the District find funding. She closes by saying she is glad that this meeting is done and happy that we were able to work through the procedural stuff. She is looking forward to attending the upcoming meeting of the Technical Committee.

13. ADJOURNMENT

Motion:

Adjourn at 7:36PM.

Motion by: Director Palmer, Second: Director Kennedy.

Voice vote (4-0)

Respectfully submitted:



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

Approved:

Tom Fayram
President – Los Olivos Community Services District

ITEM 6B – INVOICE PAYMENT

INVOICE PAYMENT

Project Name: Septic to Sewer Preliminary Design Project
 Contract Order No.:
 Progress Report No.: **16**
 Ending Date: **21-Apr-23**

TASK SUMMARY

Task	Title	Authorized Budget	Billed to Date	Billed this Invoice	Total Billed	Status
201	Loading Study	\$ 20,000.00	\$ 16,845.50	\$ -	\$ 16,845.50	Complete
202	Basis of Design	\$ 266,750.00	\$ 168,921.65	\$ 1,303.50	\$ 170,225.15	In Progress
203	WWTP Siting Study	\$ 10,000.00	\$ 9,922.25	\$ -	\$ 9,922.25	Complete
Total Due this invoice				\$ 1,303.50		

TASK EXPENDITURE SUMMARY

WORK TASK	DESCRIPTION	ASSIGNED	EXPENDED PREVIOUSLY	EXPENDED THIS PERIOD	TOTAL EXPENDED	% OF FUNDS EXPENDED	% ACTUAL COMPLETED
201	Loading Study	\$ 20,000.00	\$ 16,845.50		\$ 16,845.50	84%	100%
202	Basis of Design	\$ 266,750.00	\$ 168,921.65	\$ 1,303.50	\$ 170,225.15	64%	60%
202.001	Basis of Design	\$ 13,876.00	\$ 13,720.00	\$ -	\$ 13,720.00	99%	100%
202.002	30 Percent Design	\$ 173,048.00	\$ 141,427.65	\$ 125.00	\$ 141,552.65	82%	100%
202.003	60 Percent Design	\$ 51,040.00	\$ -	\$ 1,178.50	\$ 1,178.50	2%	0%
202.004	PM	\$ 28,786.00	\$ 13,774.00	\$ -	\$ 13,774.00	48%	48%
203	Siting Study	\$ 10,000.00	\$ 9,922.25	\$ -	\$ 9,922.25	99%	100%
203.001	3rd Party Review	\$ 10,000.00	\$ 9,922.25	\$ -	\$ 9,922.25	99%	100%
CONTRACT TOTALS:		\$ 296,750.00	\$ 195,689.40	\$ 1,303.50	\$ 196,992.90	66.4%	66%

Invoice Number 2081049
Invoice Date May 15, 2023
Customer Number 163739
Project Number 184031368

Bill To

Los Olivos Community Service District
Guy Savage
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: Poytress, Carrie Elizabeth
Authorization Amount: \$296,750.00
Authorization Previously Billed: \$195,689.40
Authorization Billed to Date: \$196,992.90
Current Invoice Due: \$1,303.50
For Period Ending: April 21, 2023

email invoice to: Guy Savage (GM.LOCSD@gmail.com)

INVOICE

Invoice Number

2081049

Project Number

184031368

Top Task 202 Basis of Design

Low Task 202.002 30 Percent Design

Professional Services

Billing Level	Date	Hours	Rate	Current Amount
Level 15				
Poytress, Carrie Elizabeth	2023-04-03	0.25	250.00	62.50
Poytress, Carrie Elizabeth	2023-04-04	0.25	250.00	62.50
		<u>0.50</u>		<u>125.00</u>
Professional Services Subtotal		<u>0.50</u>		<u>125.00</u>

Low Task 202.002 Subtotal **125.00**

Low Task 202.003 60 Percent Design

Professional Services

Billing Level	Date	Hours	Rate	Current Amount
Level 11				
Soldo, Stephanie Hassoldt	2023-04-03	4.50	200.00	900.00
Soldo, Stephanie Hassoldt	2023-04-04	0.50	200.00	100.00
		<u>5.00</u>		<u>1,000.00</u>
Level 14				
Smer, Marla Jo McGee	2023-03-14	0.25	238.00	59.50
Smer, Marla Jo McGee	2023-03-16	0.50	238.00	119.00
		<u>0.75</u>		<u>178.50</u>
Professional Services Subtotal		<u>5.75</u>		<u>1,178.50</u>

Low Task 202.003 Subtotal **1,178.50**

Top Task 202 Total **1,303.50**

Total Fees & Disbursements \$1,303.50

INVOICE

Invoice Number
Project Number

2081049
184031368

INVOICE TOTAL (USD)

\$1,303.50

Moss, Levy & Hartzheim LLP

2400 Professional Parkway, Suite 205

Santa Maria, CA 93455

805.925.2579

LOS OLIVOS COMMUNITY SERVICES DISTRICT

PO BOX 345

LOS OLIVOS, CA 93441

Invoice No. 36702

Date 05/31/2023

Client No. 459

2022 Audit to Date
Less Previously Billed

\$ 2,780.00

(2,500.00)

Current Amount Due

\$ 280.00



18881 Von Karman Avenue, Suite 1700
 Irvine, CA 92612
 Phone: (949) 223-1170
 Fax: (949) 223-1180
 Federal Tax ID: 55-0814676

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

June 5, 2023
 Bill No. 71662

(CORRECTED BILL)

For Legal Services Rendered Through 6/5/23

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

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
05/03/23	GRT	(GOTT PRA) EMAIL EXCHANGE WITH GENERAL MANAGER RE REQUEST TO DIRECTOR ROSS	0.20	44.00
05/05/23	GRT	(LAFCO) REVIEW OF PUBLIC COMMENTS TO LAFCO RE SPHERE OF INFLUENCE DECISION	0.50	110.00
05/09/23	GRT	(REGULAR MEETING) INITIAL TRAVEL TIME FOR REGULAR MEETING [SPLIT WITH IVCS D, SMVWCD]	1.30	286.00
05/10/23	GRT	(REGULAR MEETING) COMPLETE PREPARATION FOR AND ATTEND REGULAR MEETING; FOLLOW UP MEETING WITH GENERAL MANAGER RE SAME	3.40	748.00
05/12/23	GRT	(REGULAR MEETING) RETURN TRAVEL TIME FOR REGULAR MEETING [SPLIT WITH IVCS D, SMVWCD]	1.30	286.00
05/16/23	GRT	(PUBLIC COMMUNICATIONS) RECEIPT OF EMAIL CORRESPONDENCE FROM MS. GOTT RE EMAIL FROM MS. DE WERD TO LAFCO; DRAFT TRANSMITTAL TO GENERAL MANAGER RE SAME	0.20	44.00

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

June 5, 2023
 Page 2

Date	Attorney	Description	Hours	Amount
05/18/23	GRT	(BROWN ACT) REVIEW OF EMAIL STRING COMMUNICATION BETWEEN GENERAL MANAGER AND MR. AND MRS. ROHRER AND AD HOC COMMITTEES; PROVIDE ANALYSIS TO GENERAL MANAGER RE SAME	0.90	198.00
Total Professional Services			7.80	\$1,716.00

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
GRT	George "Ross" Trindle	7.80	220.00	1,716.00
Total Professional Services		7.80		\$1,716.00

CURRENT BILL TOTAL AMOUNT DUE \$1,716.00

Balance Forward: 2,914.01

Receipts Since Last Bill

Date	Description	Total Applied
05/22/23	Payment - Thank you, Check # 802730	-836.99
Less Total Payments		-836.99

Payments & Adjustments: -836.99

Total Due: \$3,793.02

Please return this page with remittance

to
Aleshire & Wynder LLP

Bill Number: 71662
Bill Date: June 5, 2023
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services:	1,716.00
Total Disbursements:	0.00
CURRENT BILL TOTAL AMOUNT DUE	<u>\$1,716.00</u>
Balance Forward:	2,914.01
Payments & Adjustments:	<u>-836.99</u>
Total Due:	<u><u>\$3,793.02</u></u>

Amount enclosed: _____

Thank You

Project Name: Septic to Sewer Preliminary Design Project
 Contract Order No.:
 Progress Report No.: **17**
 Ending Date: **19-May-23**

TASK SUMMARY

Task	Title	Authorized Budget	Billed to Date	Billed this Invoice	Total Billed	Status
201	Loading Study	\$ 20,000.00	\$ 16,845.50	\$ -	\$ 16,845.50	Complete
202	Basis of Design	\$ 266,750.00	\$ 170,225.15	\$ 712.50	\$ 170,937.65	In Progress
203	WWTP Siting Study	\$ 10,000.00	\$ 9,922.25	\$ -	\$ 9,922.25	Complete
Total Due this invoice				\$ 712.50		

TASK EXPENDITURE SUMMARY

WORK TASK	DESCRIPTION	ASSIGNED	EXPENDED PREVIOUSLY	EXPENDED THIS PERIOD	TOTAL EXPENDED	% OF FUNDS EXPENDED	% ACTUAL COMPLETED
201	Loading Study	\$ 20,000.00	\$ 16,845.50		\$ 16,845.50	84%	100%
202	Basis of Design	\$ 266,750.00	\$ 170,225.15	\$ 712.50	\$ 170,937.65	64%	60%
202.001	Basis of Design	\$ 13,876.00	\$ 13,720.00	\$ -	\$ 13,720.00	99%	100%
202.002	30 Percent Design	\$ 173,048.00	\$ 141,552.65	\$ 587.50	\$ 142,140.15	82%	100%
202.003	60 Percent Design	\$ 51,040.00	\$ 1,178.50		\$ 1,178.50	2%	0%
202.004	PM	\$ 28,786.00	\$ 13,774.00	\$ 125.00	\$ 13,899.00	48%	48%
203	Siting Study	\$ 10,000.00	\$ 9,922.25	\$ -	\$ 9,922.25	99%	100%
203.001	3rd Party Review	\$ 10,000.00	\$ 9,922.25	\$ -	\$ 9,922.25	99%	100%
CONTRACT TOTALS:		\$ 296,750.00	\$ 196,992.90	\$ 712.50	\$ 197,705.40	66.6%	67%



INVOICE

Invoice Number	2088936
Invoice Date	June 8, 2023
Customer Number	163739
Project Number	184031368

Bill To

Los Olivos Community Service District
 Guy Savage
 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:	Poytress, Carrie Elizabeth
Authorization Amount:	\$296,750.00
Authorization Previously Billed:	\$196,992.90
Authorization Billed to Date:	\$197,705.40
Current Invoice Due:	\$712.50
For Period Ending:	May 19, 2023

email invoice to: Guy Savage (GM.LOCSD@gmail.com)

INVOICE

Invoice Number

2088936

Project Number

184031368

Top Task 202

Basis of Design

Low Task 202.002

30 Percent Design

Professional Services

Category/Employee

Date

Hours

Rate

Current Amount

Poytress, Carrie Elizabeth

2023-05-04

0.25

250.00

62.50

Poytress, Carrie Elizabeth

2023-05-09

0.25

250.00

62.50

Poytress, Carrie Elizabeth

2023-05-10

0.25

250.00

62.50

0.75

187.50

Whelan, Chisa N

2023-05-09

2.00

200.00

400.00

2.00

400.00

Professional Services Subtotal

2.75

587.50

Low Task 202.002 Subtotal

587.50

Low Task 202.004

Project Management, Meetings, and Communication

Professional Services

Category/Employee

Date

Hours

Rate

Current Amount

Poytress, Carrie Elizabeth

2023-05-15

0.50

250.00

125.00

0.50

125.00

Professional Services Subtotal

0.50

125.00

Low Task 202.004 Subtotal

125.00

Top Task 202 Total

712.50

Total Fees & Disbursements

\$712.50

INVOICE TOTAL (USD)

712.50

July 13, 2023

Via Email: Guy Savage – GM.LOCSD@gmail.com

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

Re: **July 2023 Billing Statement (for services through 6/30/23);
Aleshire & Wynder, LLP**

Dear General Manager:

Enclosed, please find the billing statements for the month of July, which include services rendered and costs incurred by Aleshire & Wynder, LLP, through June 30, 2023.

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

Sincerely,

ALESHIRE & WYNDER, LLP

Elizabeth Shaffer *for*
G. Ross Trindle, III

Enclosure

cc: Mary Zepeda – mzepeda@mnsengineers.com

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: June 1 thru June 30, 2023

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
0001 General (\$220 Blended: Atty / Paralegal / Law Clerk)	15.40	220	3,388.00	0.00	3,388.00	0.00	(Advisory/Transactional Svcs)
TOTALS:	15.40		\$3,388.00	0.00	\$3,388.00	0.00	



18881 Von Karman Avenue, Suite 1700
 Irvine, CA 92612
 Phone: (949) 223-1170
 Fax: (949) 223-1180
 Federal Tax ID: 55-0814676

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

July 13, 2023
 Bill No. 77479

For Legal Services Rendered Through 6/30/23

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

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
06/02/23	GRT	(AD HOC COMMITTEES) COMMUNICATION EXCHANGE WITH GENERAL MANAGER RE MINUTES AND AGENDA REQUIREMENTS FOR AD HOC COMMITTEES	0.20	44.00
06/06/23	GRT	(MONITORING WELLS) REVIEW OF CORRESPONDENCE FROM CENTRAL COAST REGIONAL WATER QUALITY CONTROL BOARD RE MONITORING WELLS REQUIREMENT; BRIEF EMAIL EXCHANGE WITH GENERAL MANAGER RE SAME	0.40	88.00
06/12/23	GRT	(BROWN ACT) REVIEW OF BROWN ACT VIOLATION NOTICE FROM MS. GOTT; PREPARE ANALYSIS RE SAME	1.30	286.00
06/12/23	GRT	(PUBLIC COMMUNICATIONS) REVIEW OF COMMUNICATIONS FROM MS. DE WERD RE ADDITIONAL AGENDA INFORMATION; REVIEW OF COMMUNICATION FROM MS. ROHRER RE ADDITIONAL AGENDA INFORMATION; REVIEW OF STAFF RESPONSE RE BOTH	0.40	88.00
06/13/23	GRT	(REGULAR MEETING) INITIAL TRAVEL TIME FOR REGULAR MEETING [SPLIT WITH IVCS, SMVWCD]	1.20	264.00

Date	Attorney	Description	Hours	Amount
06/14/23	GRT	(COMMUNICATIONS) REVIEW AND ANALYSIS OF LATEST COMMUNICATION FROM MR. ROHRER RE CRITICISMS OF DISTRICT ACTIONS; PROVIDE ANALYSIS TO BOARD PRESIDENT AND GENERAL MANAGER RE SAME	0.70	154.00
06/14/23	GRT	(REGULAR MEETING) COMPLETE PREPARATION FOR AND ATTEND REGULAR MEETING	3.20	704.00
06/15/23	GRT	(ANALYSIS) PROVIDE ANALYSIS RE PROJECT DESCRIPTION	1.10	242.00
06/16/23	GRT	(REGULAR MEETING) RETURN TRAVEL TIME FOR REGULAR MEETING [SPLIT WITH LOCS, SMVWCD]	1.00	220.00
06/16/23	GRT	(REGULAR MEETING) RETURN TRAVEL TIME FOR REGULAR MEETING [SPLIT WITH IVCS, SMVWCD]	1.30	286.00
06/22/23	CSP	(RESOLUTIONS) DRAFT RESOLUTION REPLACING LOS OLIVOS COMMUNITY SERVICES RESOLUTION 18-4 ON COMMITTEE POLICY	0.70	154.00
06/27/23	CMC	(RESOLUTIONS) RESEARCH RE PRIOR RESOLUTION AND COMMITTEE POLICY; REVISE NEW RESOLUTION ON STANDING COMMITTEES	1.00	220.00
06/28/23	CMC	(BYLAWS) RESEARCH RE WHETHER ANY BYLAWS OR SIMILAR DOCUMENTS HAVE BEEN ENACTED BY LOS OLIVOS; RESEARCH NECESSARY ELEMENTS AND SOURCES FOR SECTIONS	2.90	638.00
Total Professional Services			15.40	\$3,388.00

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
CMC	Christine M. Carson	3.90	220.00	858.00
GRT	George "Ross" Trindle	10.80	220.00	2,376.00
CSP	Cody Parker	0.70	220.00	154.00
Total Professional Services		15.40		\$3,388.00

CURRENT BILL TOTAL AMOUNT DUE

\$3,388.00

Balance Forward:

3,793.02

Total Due:

\$7,181.02

Please return this page with remittance

to
Aleshire & Wynder LLP

Bill Number: 77479
Bill Date: July 13, 2023
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services:	3,388.00
Total Disbursements:	0.00
CURRENT BILL TOTAL AMOUNT DUE	<u>\$3,388.00</u>
Balance Forward:	<u>3,793.02</u>
Total Due:	<u>\$7,181.02</u>

Amount enclosed: _____

Thank You

INVOICE

FROM:

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

BILL TO:

Via electronic delivery
 President Thomas Fayram
 Los Olivos Community Services District
 PO Box 345
 Los Olivos, Ca 93441

Invoice #: 20237
Invoice Date: 7/26/2023

Dear President Fayram,

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

Please note that this bill does not cover the full month of July. As noted, while I expect to spend more than 60 hours this month, only the 40 hours listed below are being billed.

Date	Description	Units	Rate	Amount
7/26/2023	General Manager Services - LOCSD (7/1/23-7/26/23) See Attached for Details	40	\$ 135.00	\$ 5,400.00
7/24/2023	Encroachment Permits N55380 and N55374 payment - non-FIN	1	\$ 728.00	\$ 728.00
7/12/2023	Handouts - meeting with Supv Hartmann and staff	1	\$ 23.33	\$ 23.33
6/20/2023	Budget Hearing Notice	1	\$ 93.41	\$ 93.41
4/18/2023	Zoom - annual license	1	\$ 149.00	\$ 149.00
Total				\$ 6,393.74

Thank you for your continued support.



Email: GM.LOCSD@gmail.com

Date	Description	Hours	Rate	Amount
3-Jul	July Finance Agenda, post, website updates	1	\$ 135.00	\$ 135.00
5-Jul	Gina Fischer (Supv Hartmann's office)	1	\$ 135.00	\$ 135.00
	VVCSD	0.25	\$ 135.00	\$ 33.75
6-Jul	WFX	1.25	\$ 135.00	\$ 168.75
7-Jul	Finance Committee	1	\$ 135.00	\$ 135.00
	Resolutions, agenda prep	3.5	\$ 135.00	\$ 472.50
8-Jul	Regular Meeting agenda and prep	2.5	\$ 135.00	\$ 337.50
11-Jul	Rohrer PRAs	0.5	\$ 135.00	\$ 67.50
	Website updates, emails	0.75	\$ 135.00	\$ 101.25
12-Jul	Supv Hartmann meeting	1.75	\$ 135.00	\$ 236.25
	Regular Meeting	3.25	\$ 135.00	\$ 438.75
13-Jul	Emails, Regular Meeting minutes	1.25	\$ 135.00	\$ 168.75
14-Jul	POLO initial scoping Zoom	0.75	\$ 135.00	\$ 101.25
	Regen call	0.25	\$ 135.00	\$ 33.75
	Grants planning / Dir Kennedy call	0.25	\$ 135.00	\$ 33.75
	Additional subcommittee meeting coordination	0.75	\$ 135.00	\$ 101.25
	LAFCO / Community update	1.75	\$ 135.00	\$ 236.25
15-Jul	LAFCO / Community update	2	\$ 135.00	\$ 270.00
16-Jul	Subcommittee coordination and room scheduling	0.5	\$ 135.00	\$ 67.50
	LAFCO / Community update	0.75	\$ 135.00	\$ 101.25
	Website updates for new subcommittees	1.5	\$ 135.00	\$ 202.50
	Technical and Grants agendas and posting	0.5	\$ 135.00	\$ 67.50
17-Jul	Grants agenda and posting	0.5	\$ 135.00	\$ 67.50
18-Jul	Bills, website changes	1	\$ 135.00	\$ 135.00
	FY 2023-24 budget and related resolutions	2.5	\$ 135.00	\$ 337.50
19-Jul	REGEN / POLO scope	1	\$ 135.00	\$ 135.00
20-Jul	Project Management Sub agendas and posting	0.5	\$ 135.00	\$ 67.50
	Grants Subcommittee meeting and minutes	3	\$ 135.00	\$ 405.00
	VVCSD/SYVCSD meeting	1.25	\$ 135.00	\$ 168.75
	EHS meeting	1	\$ 135.00	\$ 135.00
	Fayram meeting	0.25	\$ 135.00	\$ 33.75
	BOX storage updates for subcommittees	1	\$ 135.00	\$ 135.00
21-Jul	Technical sub meeting	3	\$ 135.00	\$ 405.00
24-Jul	Quarterly Update	1.75	\$ 135.00	\$ 236.25
	Website updates	1	\$ 135.00	\$ 135.00
	Fayram meeting	1	\$ 135.00	\$ 135.00
	Streamline (website) debugging - video issue, bills	2	\$ 135.00	\$ 270.00
	PACE labs, EHS well follow-up	1.25	\$ 135.00	\$ 168.75
	Project Management sub meeting	1.5	\$ 135.00	\$ 202.50
25-Jul	POLO scoping discussion	0.5	\$ 135.00	\$ 67.50
	Website debug and updates	0.75	\$ 135.00	\$ 101.25
	Counsel transition discussion	1	\$ 135.00	\$ 135.00
	Finance subcommittee agenda	0.5	\$ 135.00	\$ 67.50
26-Jul	EHS meeting - JJ	0.75	\$ 135.00	\$ 101.25
27-Jul			\$ 135.00	\$ -
28-Jul	Finance subcommittee agenda and post		\$ 135.00	\$ -
29-Jul			\$ 135.00	\$ -
30-Jul			\$ 135.00	\$ -
31-Jul	Finance subcommittee		\$ 135.00	\$ -
Totals		54	\$	7,290.00



Guy Savage <gm.locsd@gmail.com>

Re: Request to exceed 30 hours

1 message

Thomas Fayram <tom.fayram.locsd@gmail.com>
To: General Manager - LOCSD <gm.locsd@gmail.com>

Tue, Jul 11, 2023 at 4:02 PM

Approved

On Jul 11, 2023, at 2:16 PM, General Manager - LOCSD <gm.locsd@gmail.com> wrote:

Tom,

July is an "Update to LAFCO" month. When I couple this effort with the kickoff for the various subcommittees and related redo of work already completed, I expect to significantly exceed my 30 hours this month. Consequently, I am requesting up to an additional 10 hours, for a maximum of 40, in the month of July. Anything beyond 40 hours I will absorb.

Guy

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

Thomas Fayram, President
Brad Ross, Vice President
Julie Kennedy, Director
Lisa Palmer, Director
Greg Parks, Director

Guy Savage, General Manager



PO Box 345, Los Olivos Ca 93441
Telephone (805) 500-4098
losolivoscsd@gmail.com
www.losolivoscsd.com

July 24, 2023

County of Santa Barbara
Department of Public Works – Transportation Division
417 Cathedral Oaks Road
Santa Barbara, CA 93110

SUBJECT: Outstanding Encroachment Permit Invoices

Please find a personal check for \$728.00 which is payment in full for encroachment permits:

N55380 (2999 Ballard Canyon Road, Los Olivos) - \$364.00

N55374 (2990 Grand Avenue, Los Olivos) - \$364.00

If you have any questions, please do not hesitate to reach out to me directly.

Sincerely,

Guy Savage
General Manager
Los Olivos Community Services District

cc: Tom Fayram, President (via email)



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



INVOICE

ENCROACHMENT PERMIT

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

Invoice Date: January 27, 2023

Permit No.: **N55380**

PERMITTEE:

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

AGENT:

MNS Engineers

201 Industrial Way
Buellton , CA 93427

Amount Enclosed: _____

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

Location of Encroachment: 2999 BALLARD CANYON RD , Los Olivos

Encroachment Permit Fees:

Issuance Fee:	<u>\$68.00</u>
Plan Review + Inspection Fee:	<u>\$296.00</u>

TOTAL FEES:	<u>\$364.00</u>
--------------------	------------------------

Balance Due: \$364.00

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

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

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

All permits fees must be **PAID IN FULL** prior to completion of work. **This Invoice is more than 60 days past due!**

DUPLICATE STATEMENT: ONE for REMITTANCE, ONE for PERMITTEE



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



INVOICE

ENCROACHMENT PERMIT

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

Invoice Date: January 27, 2023

Permit No.: **N55374**

PERMITTEE:

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

AGENT:

MNS Engineers

201 Industrial Way
Buellton , CA 93427

Amount Enclosed: _____

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

Location of Encroachment: 2990 GRAND AV , Los Olivos

Encroachment Permit Fees:

Issuance Fee:	<u>\$68.00</u>
Plan Review + Inspection Fee:	<u>\$296.00</u>

<u>TOTAL FEES:</u>	<u>\$364.00</u>
---------------------------	------------------------

Balance Due: \$364.00

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

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

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

All permits fees must be **PAID IN FULL** prior to completion of work. **This Invoice is more than 60 days past due!**

DUPLICATE STATEMENT: ONE for REMITTANCE, ONE for PERMITTEE



**COUNTY OF SANTA BARBARA
DEPARTMENT OF PUBLIC WORKS - TRANSPORTATION
ROAD ENCROACHMENT PERMIT**



Permit No.: **N55374**

DATE: November 10, 2022

ROAD NAME: GRAND AV



INSPECTION REQUIRED - SEE ATTACHED REQUIREMENTS

OWNER: Guy Savage - LOS OLIVOS COMMUNITY SERVICES DISTRICT

Address: PO Box 345, Los Olivos, CA 93441

APPLICANT: MNS Engineers - Doug Pike

Address: 201 Industrial Way, Buellton, CA 93427

hereby makes application for permit to excavate and/or encroach in the Public Road/Right-of-way at the location(s) and as described herein, subject to the provisions required by Ordinance No. 1491, of Santa Barbara County, applicable State or Federal Regulations, AND ANY SPECIFIED REQUIREMENTS ATTACHED HERETO.

In consideration of the granting of this permit the applicant agrees to defend, indemnify and save harmless the County of Santa Barbara its officers, agents and employees from any and all claims, demands, damages, costs, expenses (including attorney's fees), judgments or liabilities arising out of this permit or occasioned by the performance or attempted performance of the permit and any SPECIAL PROVISIONS of the permits hereof including but not limited to, any act or omission to act on the part of the applicant or his agents or employees or other independent contractors directly responsible to him; except those claims, demands, cost, expenses (including attorney's fees), judgments or liabilities resulting from the sole negligence or willful misconduct of the COUNTY. It is further agreed that if any facilities placed in the excavation or obstruction for which the application is granted and approved as a permit, shall become incompatible with future travel by the general public, then the applicant or its assigns or successors will, either remove such facilities in cases where such removal is necessary or in cases where the use thereof has been or is to be abandoned, or in other cases, applicant or its assigns or its successors, will relocate such facilities at a location designated by the Public Works Director, as provided in Section 30 and 30.1 of Ordinance No. 1491 of the County of Santa Barbara.

The provisions of the foregoing sentence shall not apply in any case where the easement for the facilities was in existence prior to the existence as such of the public highway concerned herein.

DESCRIPTION OF ENCROACHMENT:

The type of activity permitted in the right-of-way is for a new groundwater sampling/monitoring well and traffic control near 2990 Grand (monitoring well to be located in the Railway Avenue Right-of-Way), Los Olivos, CA 93441. The monitoring well is permanent & will be sampled 1-2 times per year. An Annual Permit is required for each monitoring well in perpetuity.

******Special Provisions******

1. Subgrade compaction in the COSB ROW shall be a minimum of 95%.
2. Monitoring wells shall be placed as close to the back of ROW as possible.
3. Maintain a 5' min. from other utilities or side property line.
4. Historical drainage within the County road Right-of-way shall be maintained.

Working hours are 7:00 to 3:30pm Monday thru Friday. No Right-Of-Way work is allowed on weekends or holidays, unless pre-approved by Permits Manager. Work is to take place within 90 days of the issue date of this Permit.

*****Notify the Roads Division Inspector at (805)803-8750 a minimum of 72 hours prior to any work to begin.*****

Traffic control shall be in accordance with the latest edition of the California M.U.T.C.D. or as directed by the Road Division Inspector.

NOTE: All work shall be in accordance with the attachments and the applicable sections of the County Road Encroachment Permit Requirements and includes the latest editions of the Caltrans and County Engineering Design Standards.

Location of Encroachment: 2990 GRAND AV , Los Olivos - CROSS STREET: ()

APN No.:	District No.: <u>3052</u>	USA No.:	Tract No.:	File No.:
----------	---------------------------	----------	------------	-----------

Contractor:

Bldg. Permit No.:

Contractor Phone: Cell:

Start Date:

Permit Received By: AGENT

Attachments: NO

Signed: _____ Date: _____

Prepared By: Richard S Jamar _____

Owner Ph: (805) 500-4098 - Agent Ph: (805) 331-3553

Issuer's Signature: _____ Date: Richard S Jamar 11/10/2022

The work indicated on this permit is complete and acceptable.

By Inspector: _____ Date: _____

Encroachment Permit Fees:

Issuance Fee: \$68.00

Plan Review + Inspection Fee: \$296.00

TOTAL FEES: \$364.00

Payment Method:

Total Payment-(all receipts):

VOID IF WORK IS NOT STARTED IN 30 DAYS AND CONTINUED TO COMPLETION
WHITE - APPLICANT COPY CANARY - FILE COPY PINK - INSPECTION COPY

INKLINGS
1693 MISSION DR STE C101
SOLVANG, CA 93463
8056860705
SALE

7/12/23 3:55PM

Merchant ID: *****2874

Term ID: 004

Subtotal \$23.33

Total USD \$23.33

Visa

CHIP READ CONTACTLESS

VISA CREDIT: *0153

Approved: Online

REFERENCE:20200001

AUTH: 81290G

Trans ID: 4045

Invoice: 002120723155504

Response: CAPTURED

CID: 0x80 (ARQC)

CREDIT

AID: A0000000031010

TVR: 0000000000 TSI: 0000

AC: F5D6369BCAADF0A1

IAD: A66B067E792CF36C3030

TTQ: 36A04000

Approved USD \$23.33

CUSTOMER COPY

Column Software PBC
 PO Box 208098
 Dallas, TX 75320-8098
help.column.us

Invoice number: BD88A4A8-0001
 Notice ID: XpcTX00N054Wbl68evPf
 Publisher: Santa Ynez Valley News
 Date of issue: Jun 29, 2023
 Date due: Jul 29, 2023
Amount due: \$93.41

Bill to
 Los Olivos Community Service District

Description	Qty	Unit price	Amount
06/29/2023: Other Notice	1	80.37	80.37

=== Notes ===

Notice Name: Budget Hearing Notice
 Order Number: 213721

=== How to pay this invoice ===

This publisher accepts online payment via credit or debit card, or ACH bank transfers. Please click here to pay online:
<https://www.column.us/invoices/fHYEueZKv4vFfNcM7tY0/pay>

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Select organizations may also pay via check. Checks will result in processing delays and should not be used if your notice requires upfront payment. Please pay the exact amount due, write your invoice number BD88A4A8-0001 on the memo, include a printed copy of your Invoice PDF, make the check payable to Column Software PBC, and mail to the address above.

Subtotal	\$80.37
Tax	0.00
Processing Fee	13.04
Amount due	\$93.41

Pay here: <https://www.column.us/invoices/fHYEueZKv4vFfNcM7tY0/pay>

Invoice



Zoom Video Communications Inc.
55 Almaden Blvd, 6th Floor
San Jose, CA 95113

Invoice Date: Apr 18, 2023
Invoice #: INV198175199
Payment Terms: Due Upon Receipt
Due Date: Apr 18, 2023
Account Number: 5034586594
Currency: USD
Payment Method: MasterCard *****0584
Account Information: Guy Savage

Federal Employer ID Number: 61-1648780

Purchase Order Number:

Tax Exempt Certificate ID:

[Zoom W-9](#)

Sold To Address: PO Box 894, 2833 Grand Avenue
Los Olivos, California 93441
United States

gm.locsd@gmail.com

Bill To Address: PO Box 894, 2833 Grand Avenue
Los Olivos, California 93441
United States

gm.locsd@gmail.com

Charge Details

CHARGE DESCRIPTION	SUBSCRIPTION PERIOD	SUBTOTAL	TAXES, FEES & SURCHARGES	TOTAL
Charge Name: Zoom One Pro Annual Quantity: 1 Unit Price: \$149.90	Apr 18, 2023 - Apr 17, 2024	\$149.90	\$0.00	\$149.90
			Subtotal	\$149.90
			Total (Including Taxes, Fees & Surcharges)	\$149.90
			Invoice Balance	\$0.00

Taxes, Fees & Surcharge Details

CHARGE NAME	TAX, FEE OR SURCHARGE NAME	JURISDICTION	CHARGE AMOUNT	TAX, FEE OR SURCHARGE AMOUNT
Total (Including Taxes, Fees & Surcharges)				\$0.00

Transactions

Invoice Total	\$149.90
---------------	----------

TRANSACTION DATE	TRANSACTION NUMBER	TRANSACTION TYPE	DESCRIPTION	APPLIED AMOUNT
Apr 18, 2023	P-231641972	Payment		\$-149.90
Invoice Balance				\$0.00

Need help understanding your invoice?

[CLICK HERE](#)

Standard Pro and Standard Biz are now called Zoom One Pro and Zoom One Business. Please note that your Services will remain the same and that this name change does not change the price of your current subscription.

This plan includes products with monthly and/or yearly subscription periods. The subscription period for each plan, and the total charge, \$149.90 (plus applicable taxes and regulatory fees), per subscription period for that product are set out above in the Charge Details section. Unless you cancel, your subscription(s) will auto-renew each subscription period and each subscription period thereafter, at the price(s) listed above (plus any taxes and regulatory fees applicable at the time of renewal) and your payment method on file at zoom.us/billing will be charged. You can cancel auto-renewal anytime, but you must cancel by the last day of your current subscription period to avoid being charged for the next subscription period. You will not be able to cancel your "base plan" (Zoom Meetings, Zoom Phone, or Zoom Rooms) without first canceling all other subscriptions in your plan. If you cancel, you will not receive a refund for the remainder of your then-current subscription period. You can cancel by navigating to zoom.us/billing and clicking "Cancel Subscription," clicking through the prompts, and then clicking to confirm cancellation. Should Zoom change its pricing, it will provide you with notice, and you may be charged the new price for subsequent subscription.

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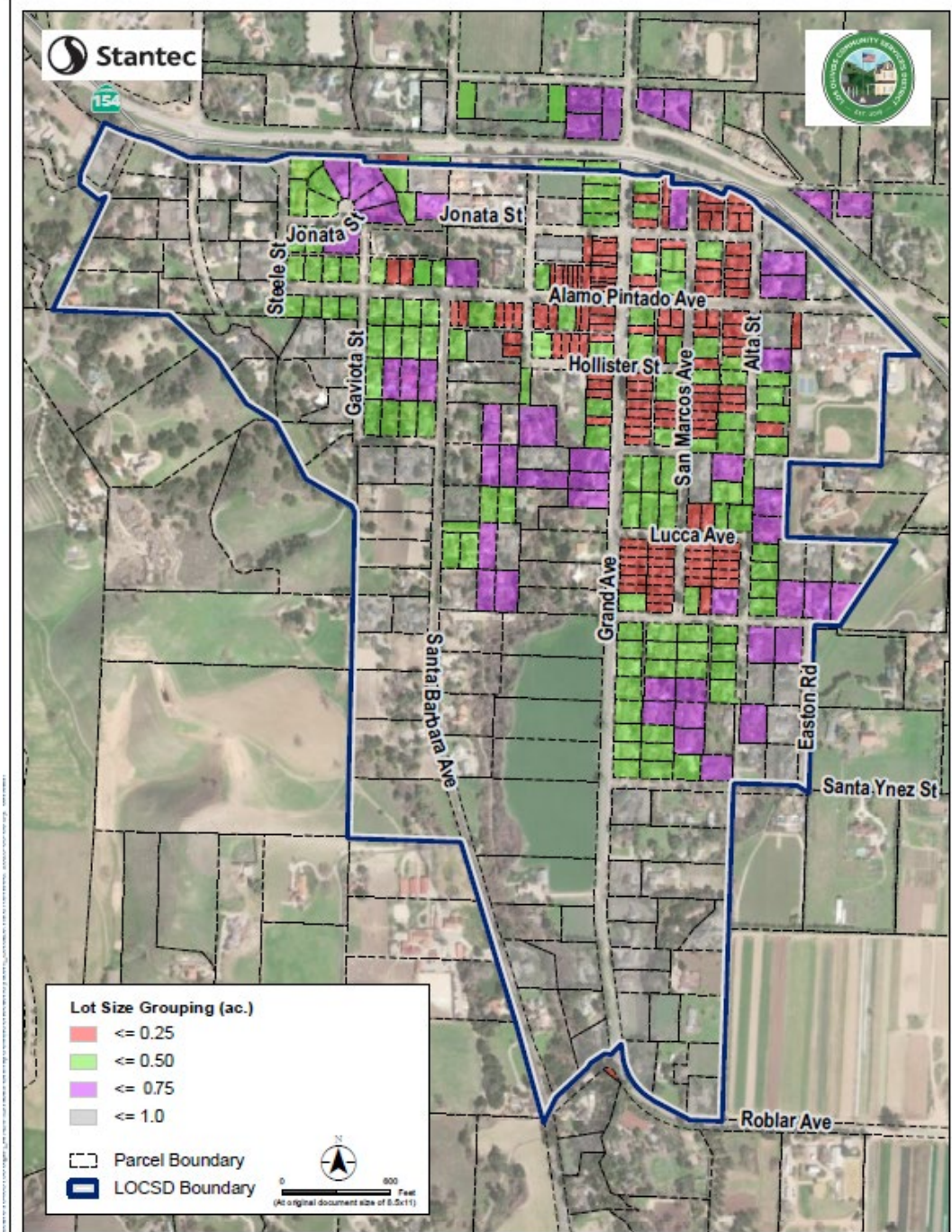
**ITEM 7 – TECHNICAL SUBCOMMITTEE HYBRID APPROACH
PRESENTATION**

TECHNICAL SUBCOMMITTEE HYBRID APPROACH PRESENTATION

A Hybrid Approach for Los Olivos Community Services District

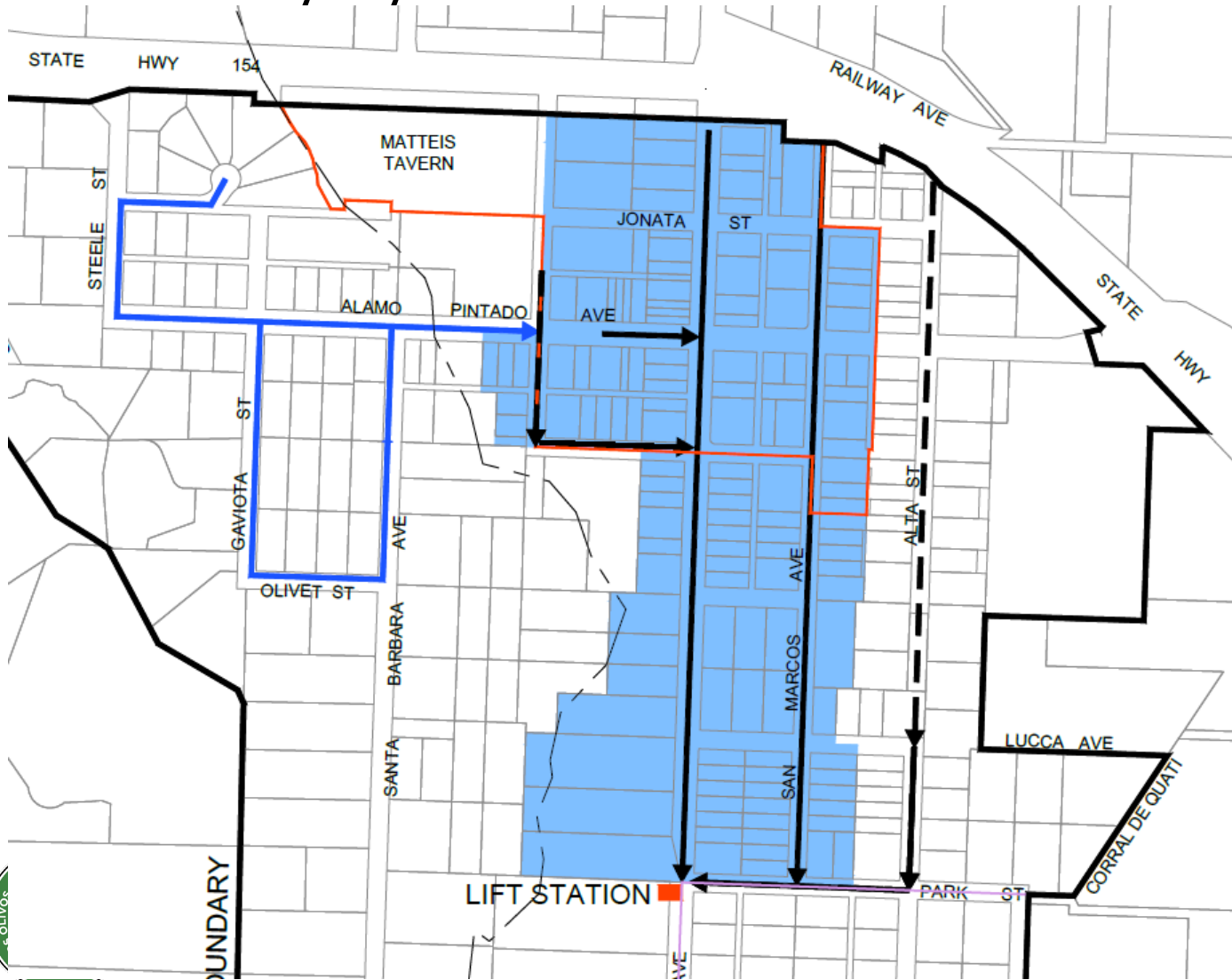
A look at collection and zones
by the Technical Subcommittee





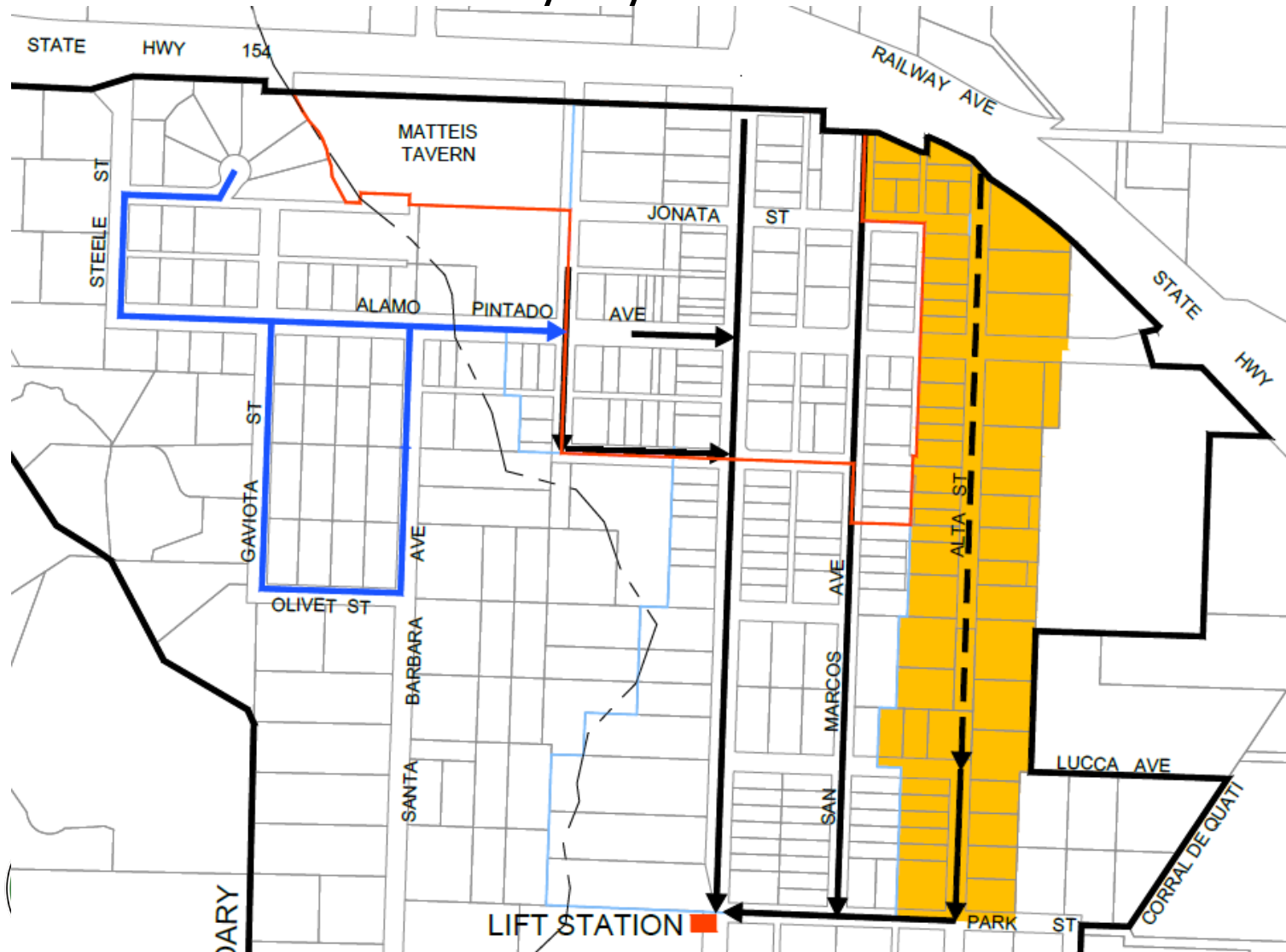
Lot Sizes (from May meeting)

Zone 1 - Downtown Core and Small Lots – Gravity system to Lift Station

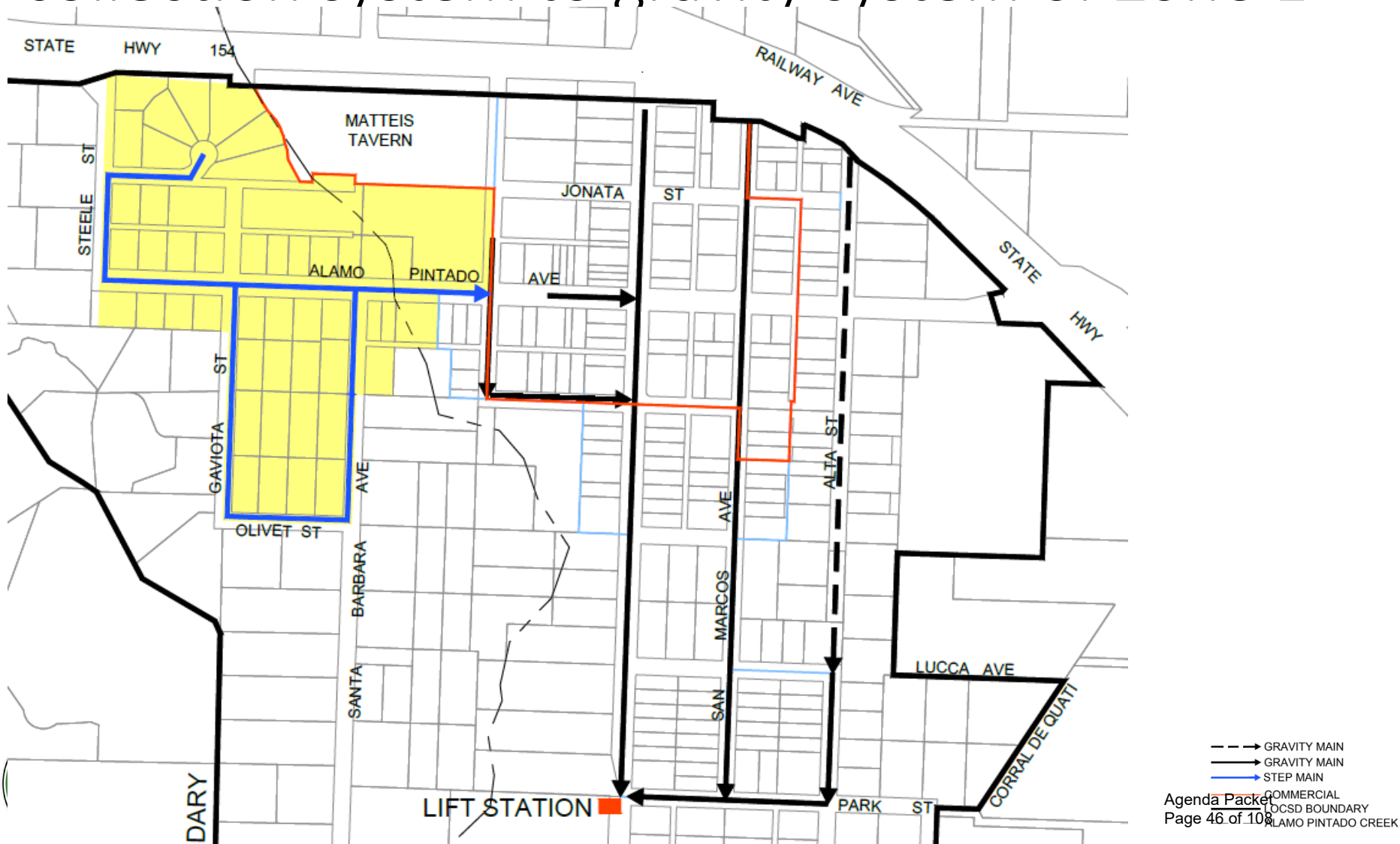


- GRAVITY MAIN
- GRAVITY MAIN
- STEP MAIN

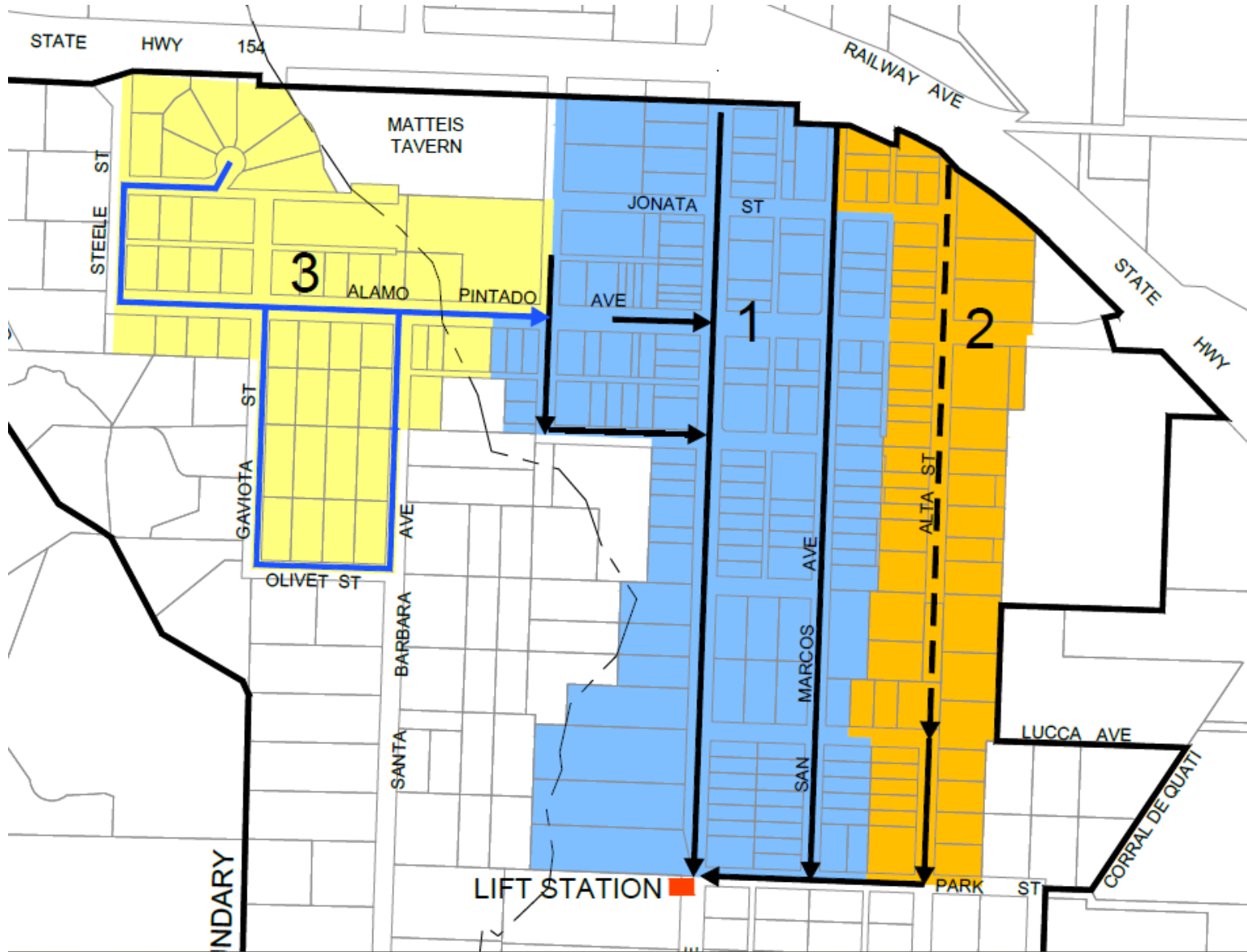
Zone 2 - Adjacent Residential areas to the East – Gravity system to Lift Station



Zone 3 - Residential areas to Northwest – STEP collection system to gravity system of Zone 1

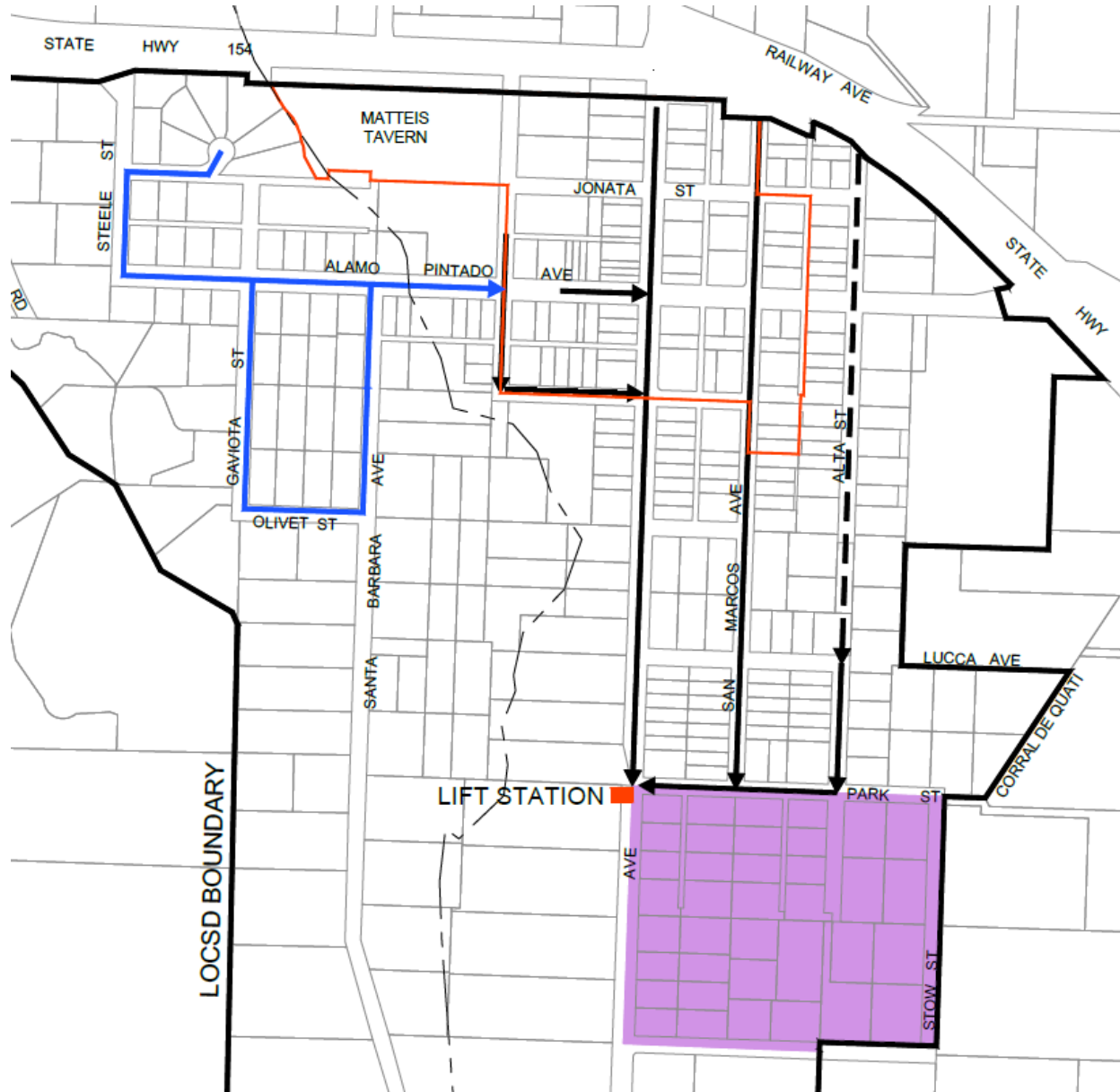


Zones 1-3

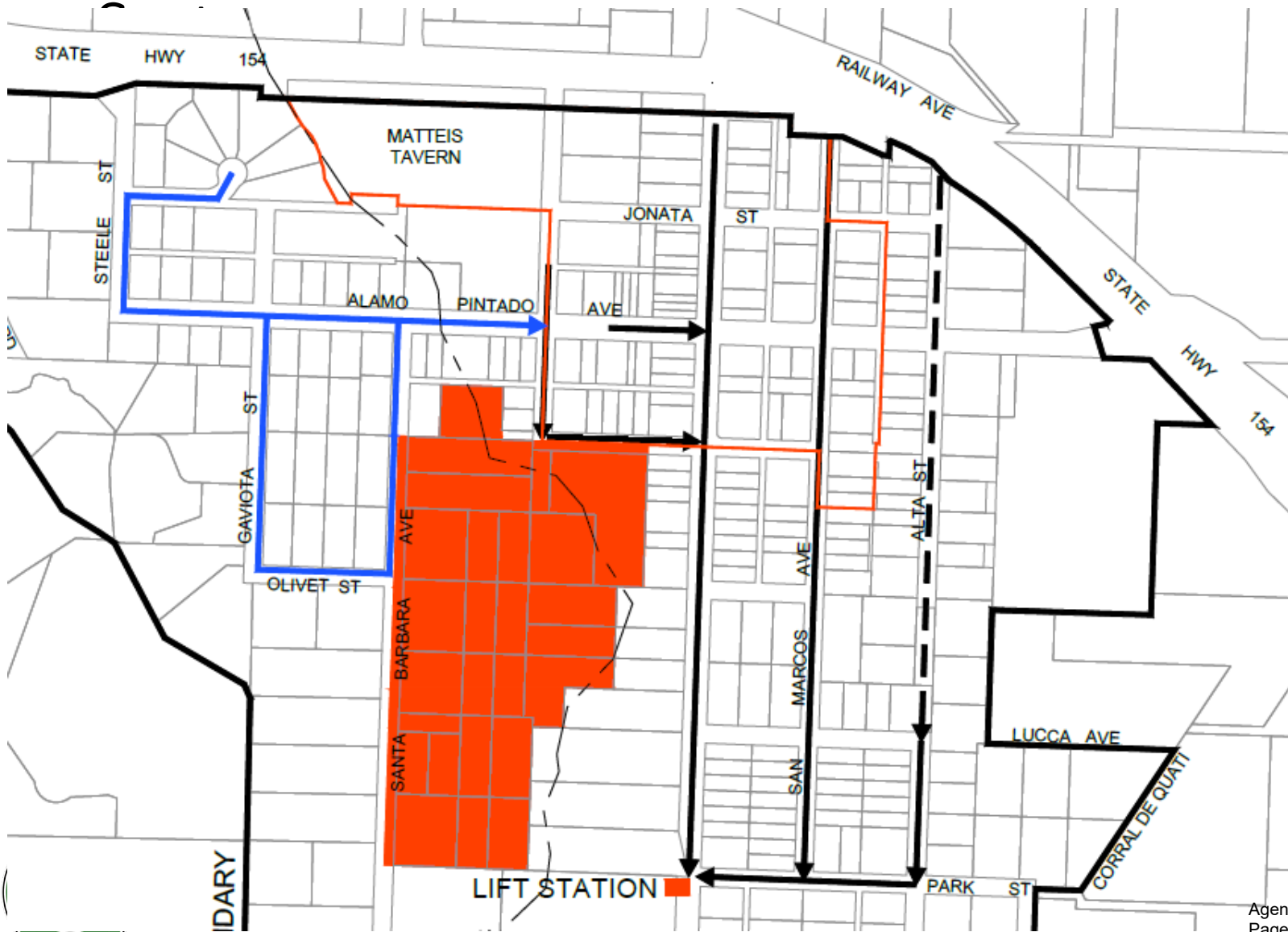


- GRAVITY MAIN
- GRAVITY MAIN
- STEP MAIN

Zone 4 - Step System to Lift Station



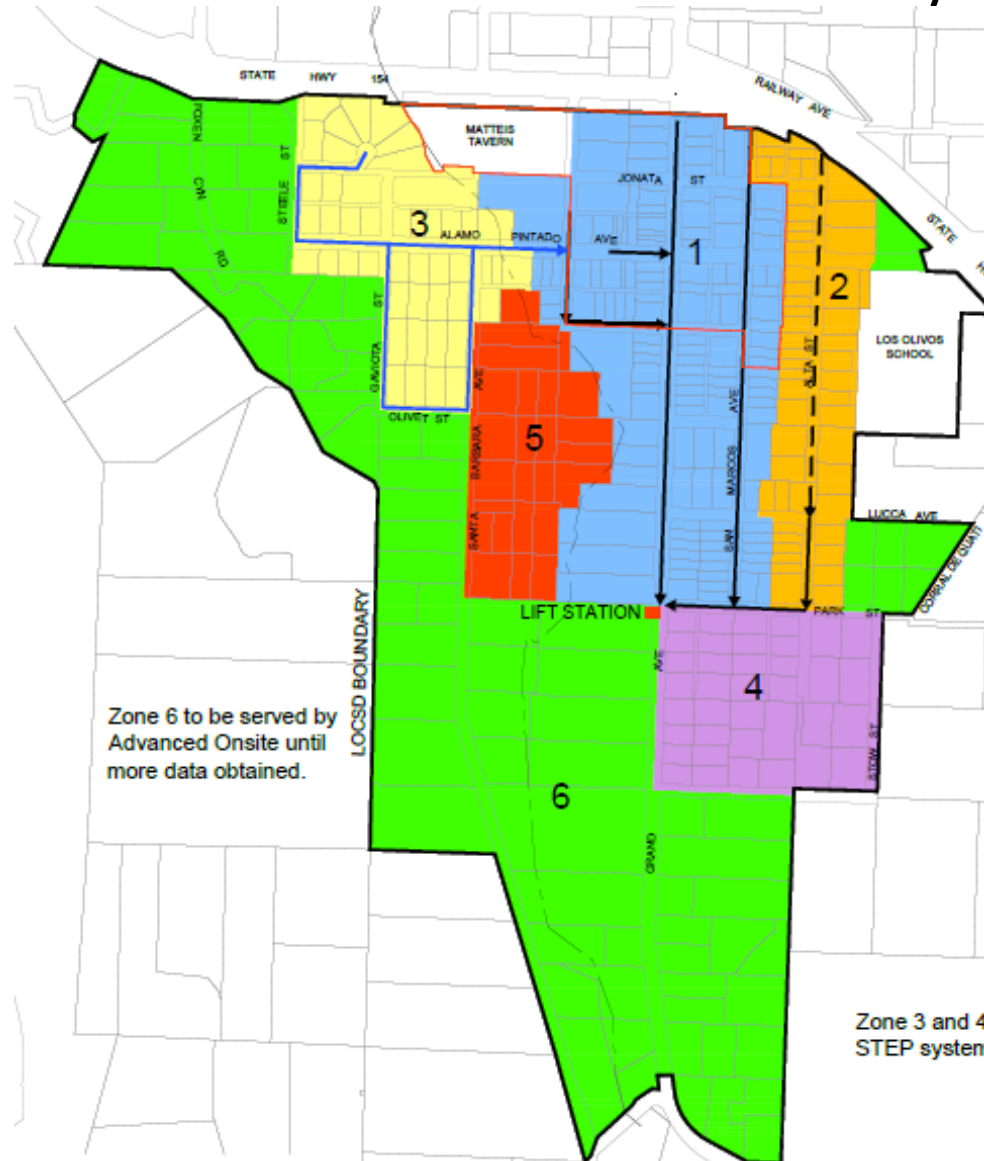
Zone 5 - STEP System to Join Zone 3



- GRAVITY MAIN
- GRAVITY MAIN
- STEP MAIN

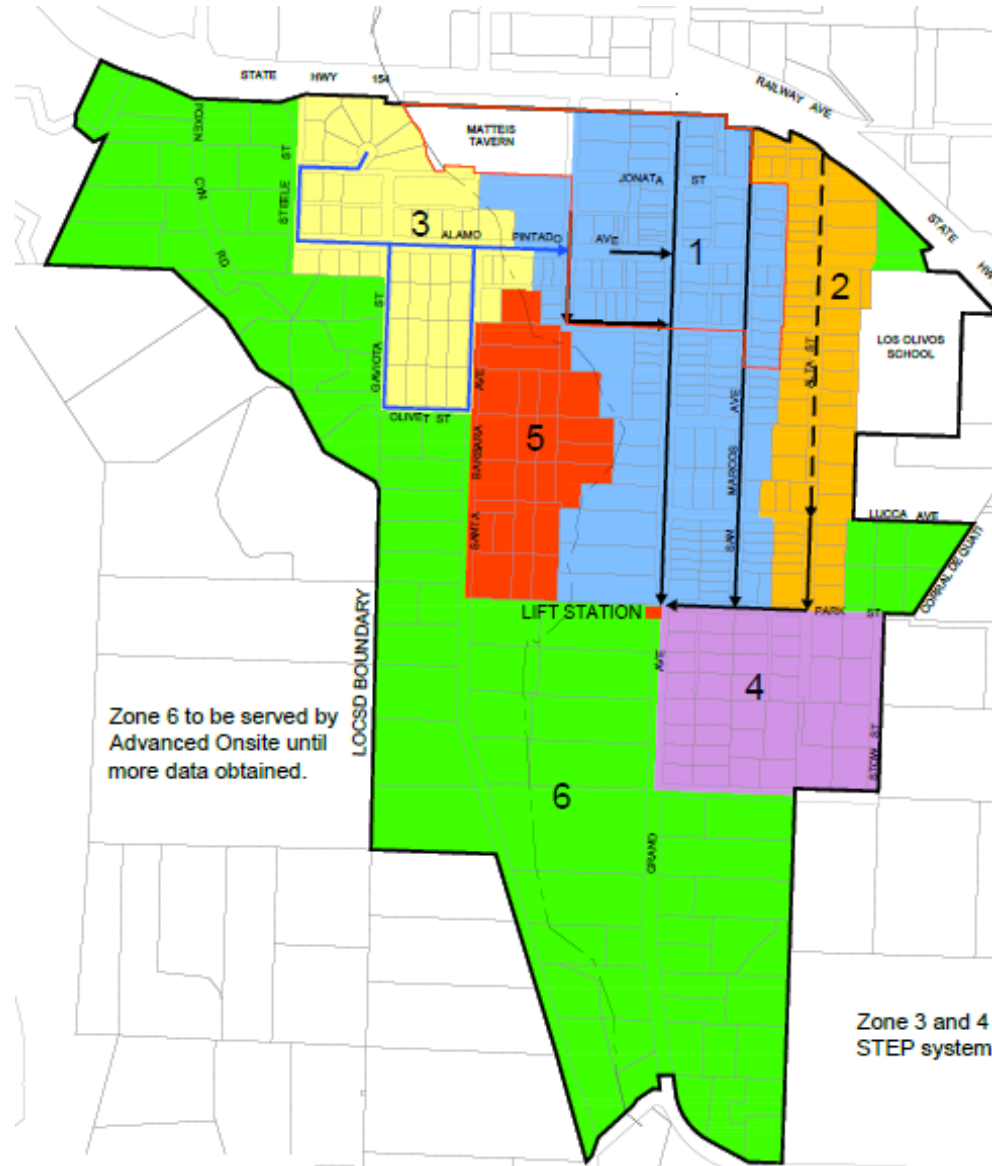


Zone 6 - "Remainder of District" Served by Individual Advanced Onsite Systems



Considerations

- The number of zones within implementation phases will depend on Grant Funding
- The use of individual Advanced Onsite Systems in Zone 6 is expected to be limited to 30-50 years
- Inclusion of Los Olivos School and the Matties complex to be determined



- GRAVITY MAIN
- GRAVITY MAIN
- STEP MAIN
- COMMERCIAL
- LOCSO BOUNDARY
- ALAMO PINTADO CREEK

- ZONE 1 - 140 Parcels
- ZONE 2 - 54 Parcels
- ZONE 3 - 46 Parcels
- ZONE 4 - 37 Parcels
- ZONE 5 - 25 Parcels
- ZONE 6 - 74 Parcels



**ITEM 8 – WATER FINANCE EXCHANGE (WFX OR WATERFX)
PRESENTATION**

WATER FINANCE EXCHANGE PRESENTATION

Los Olivos Community Services District

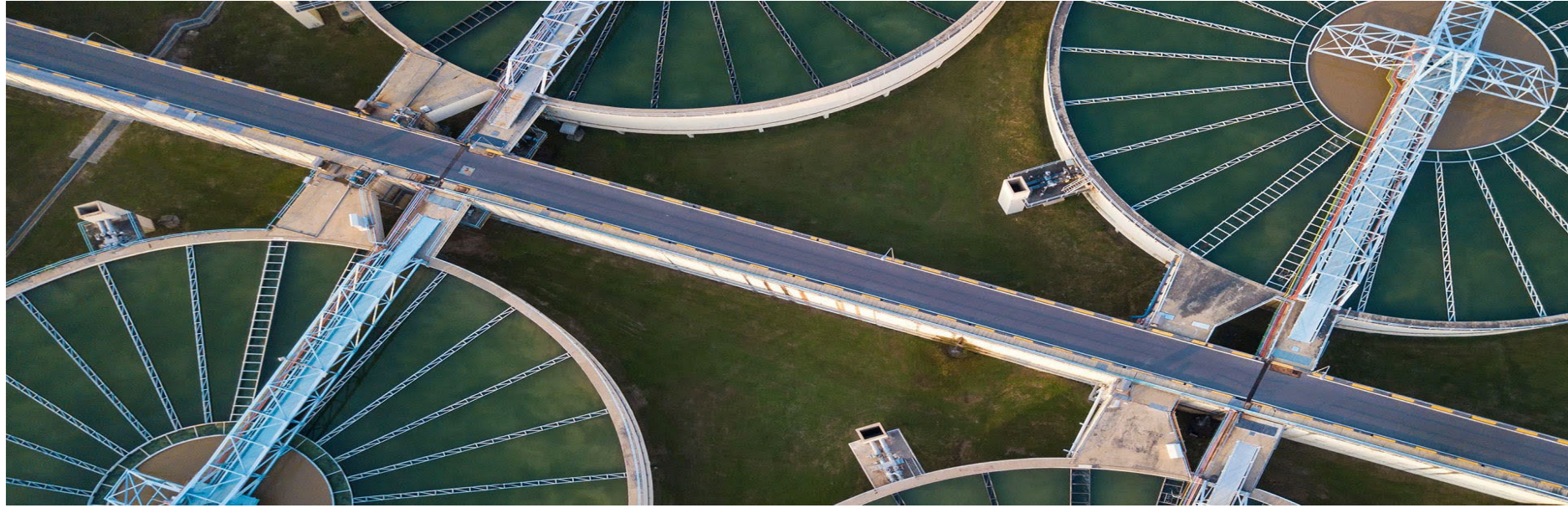
Organize ■ Plan ■ Prioritize ■ Fund ■ Impact

Rogelio Rodriguez
Director, Infrastructure Fund
210-843-3900
rrodriguez@waterfx.org



G-17 Disclaimer:

Water Finance Exchange is not a municipal advisor, financial advisor or fiduciary to the municipality or any other person or entity in connection with the issuance of municipal securities by the municipality. The information provided is not intended to be and should not be construed as “advice” within the meaning of Section 15B of the Securities Exchange Act of 1934. The municipality should consult with its own financial and/or municipal, legal, accounting, tax and other advisors, as applicable, to the extent it deems appropriate. If the municipality would like a municipal advisor in this transaction that has legal fiduciary duties to the municipality, then the municipality is free to engage a municipal advisor to serve in that capacity.



- The Water Finance Exchange (WFX) is a 501(c)(3) organization. As an impartial conflict free organization, our vision is to demonstrate funding solutions and governance structures that can enable communities to develop sustainable and safe drinking water and wastewater systems.
- WFX possesses a nationwide network of experts, a revolving Pre-Development Fund, and a unique knowledge base, each used to connect communities to the best funding and expertise in the public, private, and philanthropic sectors.
- We work hand-in-hand with communities to build scalable solutions, one community at a time.
- WFX believes (and philanthropy supports our effort) that with good technical assistance through experts and financial analysis throughout the process more communities can realize affordable infrastructure projects to provide a healthy long-lasting utility.

- Adds administrative capacity with expertise in operations, funding, regulations and finance
- Capital planning (for today and tomorrow), needs, economic development, resilience, sustainability
- Financial assessment, rates, capacity, affordability metrics
- Assist with procurement to ensure funding compliance
- Innovative funding, pre-development funding, bridge lending
- Funding opportunities, California SRF programs, USDA, Dept. of Interior, Public-Private Partnerships and Public-Public Partnerships
- Elevate communication and visibility, local, state, federal
- Operational analysis
- National view of models and systems that work, brings innovative approaches that have proven successful
- Collaborates with partner organizations to fulfill community long term goals.

The Pre-Development Loan Fund (PDLF) is a revolving low-interest "repayable investment" available to water systems for pre-development costs, in amounts of up to \$250,000, with a loan amortization that is mutually agreed upon by WFX and the community.

.Pre-Development Funds are available to communities to assist in the following ways and in the following manner:

- Funds may be used for pre-development expenses related to water system improvements and development in rural areas;
- Pre-development expenses include feasibility and market studies; environmental and engineering work; preliminary cost estimates; preparation of funding and loan applications; preparation of cash flow projections; rate studies; appraisals, etc.;
- PDLF recipient organizations must follow their Board-approved procurement policies before hiring outside consultants and vendors who perform pre-development work;
- Disbursements are managed through submission of available financial reports and supporting documentation for expenses matching approved line item budgets;
- Borrowers are asked to submit annual and/or final narrative reports on funded projects and their impact;
- Requests for partial or full loan forgiveness are reviewed by the Pre-Development Fund Committee, and granted under certain circumstances, such as project infeasibility, environmental issues or inability to access critical funding, such as USDA, SRF, grant resources, etc.
- PDLF can also be satisfied through the technical assistance allocation under certain funding opportunities such as state revolving funds, USDA loans, etc.

For pre-development technical assistance support WFX does not focus on profit but seeks to partner with communities in an expense neutral way to add needed resources, therefore we ask that communities assist WFX in securing technical assistance funds to offset the cost of expenses

WFX Core Project Team

<p>Hank Habicht <i>Managing Co-Founder</i></p> <p>Resource Allocation, Federal Resources, Regulatory, Philanthropic Funding</p>	<p>Brent Fewell <i>Co-Founder General Counsel</i></p> <p>Resource Allocation, Federal Resources, Regulatory, Philanthropic Funding</p>	<p>Rogelio Rodriguez <i>Director WFX Infrastructure Fund</i></p> <p>Organizing, Project Mobilization, Capital and Project Planning, Affordability and Rate Analysis</p>	<p>Walter “Buzz” Pishkur <i>Senior Advisor</i></p> <p>Operational Analysis, Management Analysis, Rate Structuring</p>
<p>Carlos Rubinstein <i>Senior Advisor</i></p> <p>Regulatory Assistance, Compliance Analysis, Federal and State Advocacy</p>	<p>Josh Clement <i>Senior Program Manager</i></p> <p>Project Coordination, Funding Match, Project Coordination, Application Support</p>	<p>Jackson Parr <i>Project Coordinator</i></p> <p>Application Support, GIS, Marketing, Project Support, Project Coordination</p>	<p>Emily Barnett</p> <p>Research and Project Support</p>

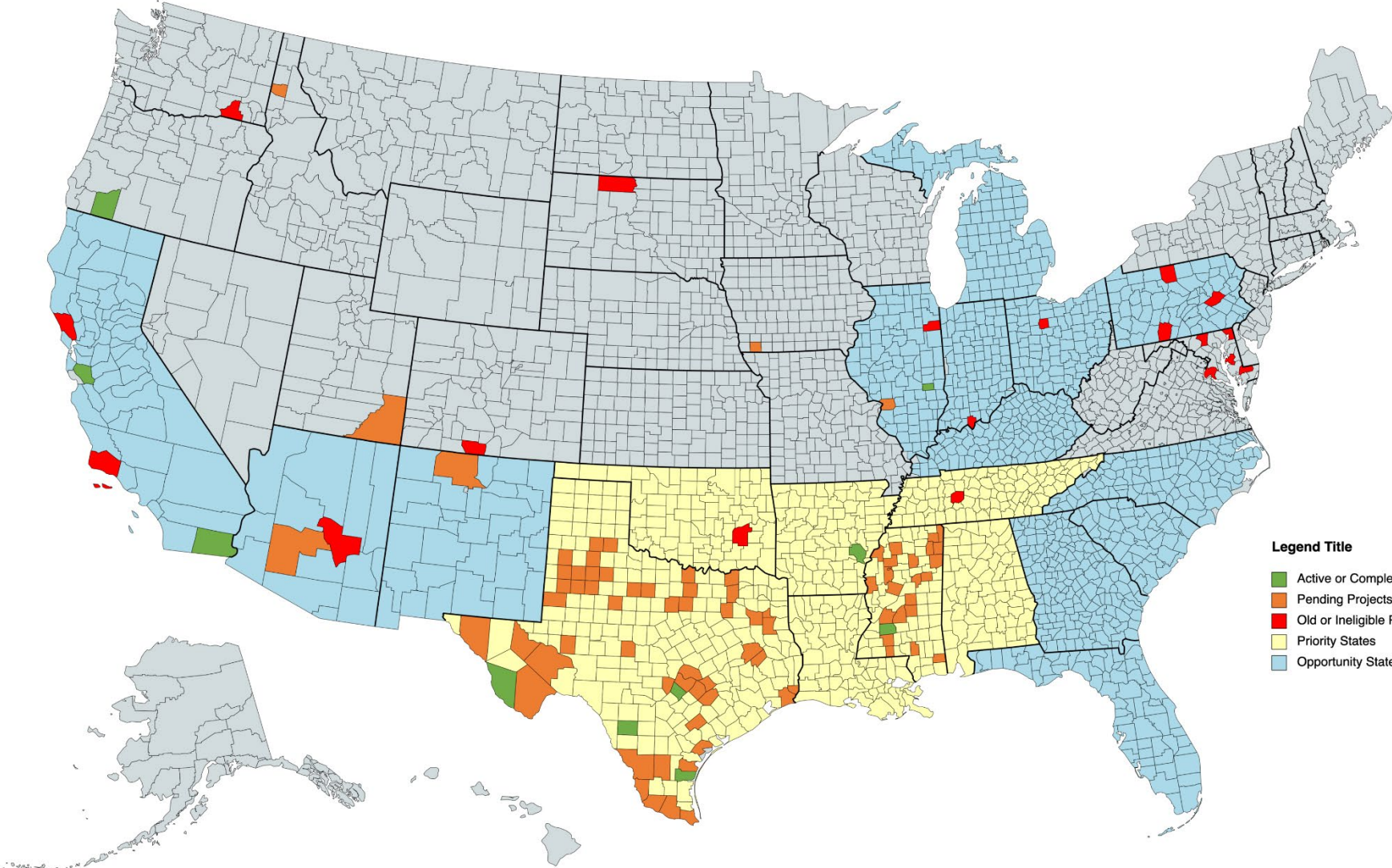
GOVERNING BOARD

- Hank Habicht, Managing Co-Founder, WFX (non-voting)
- Adam Krantz, Executive Director, National Association of Clean Water Agencies
- Jennifer Kurz, Strategy Lead, Water Funder Initiative and Senior Strategist, Susan Bell & Associates
- Laura Huffman, Founder and CEO, Civisol
- Monica Ellis, CEO Global Water Challenge
- Bill Teichmiller, CEO, EJ Water Cooperative, Inc.
- Brent Fewell, Co-Founder, General Counsel, WFX (non-voting)

ADVISORY COUNCIL

- Brian Oakley, Executive Vice President, Summit LLC; Advisor, U.S. EPA’s WIFIA
- Carlos Rubinstein, Former Chair, Texas Water Development Board
- Walter (Buzz) Pishkur, Former CEO, Arlington Texas Water Utility
- George Hawkins, CEO, Moonshot Missions, LLC
- Felicia Marcus, Former Chair, California Water Resources Board
- Michael Curley, Former Visiting Scholar, Environmental Law Institute
- Jim Good, Former Director, Pittsburgh Water and Sewer Authority
- Deirdre Finn, Executive Director, Council of Infrastructure Financing
- Eric Letsinger, CEO, Quantified Ventures
- Debra Coy, Executive in Residence, XPV Partners
- Chuck Chaitovitz, Vice President, Environmental Affairs and Sustainability, U.S. Chamber of Commerce
- Ellen Gilinsky, Former Associate Deputy Administrator for Water, U.S. EPA

WFX Community Map – December 2022



Legend Title

- Active or Completed Projects
- Pending Projects
- Old or Ineligible Projects
- Priority States
- Opportunity States

Contact



visit www.waterfx.org or Contact us at info@waterfx.org.

WFX is made possible through the financial contributions of:





July 12, 2023

Mr. Tom Fayram
President of the Board
Los Olivos CSD
P.O. Box 345
Los Olivos, CA 93441

Re: Engagement with Los Olivos Community Services District to Support Wastewater Infrastructure

Dear President Fayram:

The Water Finance Exchange (“WFX”) is pleased to support Los Olivos CSD as it pursues funding for a wastewater infrastructure project. This engagement letter sets forth our agreement for the provision of consulting services, which will involve working with the Los Olivos CSD and any engineering firm(s) it may hire to assess sources of funding and financial options associated with this project including the implementation of a step system or the tie into the system at Santa Ynez - Solvang (the Scope). We would be happy to discuss expanding the scope of services at any time should Los Olivos CSD desire.


The WFX project team will be led by Rogelio Rodriguez and supported by other WFX professionals on an as needed basis. Mr. Rodriguez will serve as your primary contact. We understand that Los Olivos CSD is working in partnership with other organizations and, as such, Los Olivos CSD authorizes WFX and its representatives to communicate and coordinate directly with each of them as needed.

As mentioned previously, WFX’s services being extended to Los Olivos CSD are supported in part by our philanthropic funders. As a 501(c)(3), non-profit organization, WFX is also eligible under various state and federal funding programs, e.g., the State Revolving Funds, to receive technical assistance (TA) funding to support our efforts to help communities with their water and wastewater infrastructure needs. As such, we would request Los Olivos CSD work collaboratively with WFX to identify and seek potential TA funding to help offset our expenses. WFX agrees that Los Olivos CSD will not be directly responsible for any fees or costs associated with our services and that any such fees or costs would be paid solely through grants or loans for which Los Olivos CSD would qualify.

Los Olivos CSD or WFX may terminate this engagement upon 14 days written notice to the other. WFX often includes success stories of its clients in its marketing materials and, as such, we would ask Los Olivos CSD to authorize WFX to reference our work with Los Olivos CSD, including identifying Los Olivos CSD as its client, in WFX’s marketing materials intended to be provided to WFX funders and the general public for the purpose of describing the WFX’s role in supporting Los Olivos CSD.

We are very excited to be working with you on this matter. If the terms of this engagement letter are acceptable to you, please sign below and return to me.

Sincerely,



Rogelio Rodriguez

Agreed:

Los Olivos CSD

Mr. Tom Fayram

Date: _____

Cc: Hank Habicht, WFX
Brent Fewell, WFX
Mark Cubbon, RCAC
Charles "Drew" Lester, RCAC
Ari Neumann, RCAC

G-17 Notice: The Water Finance Exchange is acting as a technical assistance provider and not as a municipal advisor, financial advisor or fiduciary to the Issuer or any other person or entity in connection with the issuance of municipal securities by the Issuer. The information provided is not intended to be and should not be construed as "advice" within the meaning of Section 15B of the Securities Exchange Act of 1934. The Issuer should consult with its own financial and/or municipal, legal, accounting, tax and other advisors, as applicable, to the extent it deems appropriate. If the Issuer would like a municipal advisor that has legal fiduciary duties to the Issuer, then the Issuer is free to engage a municipal advisor to serve in that capacity.

Whereas, access to water and wastewater systems are vital to healthy communities, and

Whereas, one of our central tasks as Los Olivos CSD, California is to ensure a healthy community with access for our citizens to these vital resources, and;

Whereas, communities and our environment depend on clean water and effective wastewater services, and;

Whereas, one of the best ways to ensure this access and service for our community is to incorporate good management practices and resiliency into our existing and future water and wastewater systems, and;

Whereas, collaborating with diverse experts in operations, regulations and finance can provide value in planning, and;

Whereas, good operations, data gathering, testing, and water and wastewater infrastructure can be combined to form a sound approach to sustainable healthy communities, and;

Whereas, we are aware that the billions of dollars currently available for water and wastewater infrastructure under the Federal Infrastructure Investment and Jobs Act through the State Revolving Funds and other funding sources represent a historic and generational opportunity to access low-cost funding that may not soon return, and;

Whereas, we understand that the best chance of obtaining our fair share of this funding is to work together with collaborative partnerships, and;

Whereas, Los Olivos CSD is aware that a willingness to participate with other regional utilities in regional cooperation and collaboration can meet the many water and wastewater needs within our region, and;

Whereas, Los Olivos CSD will enjoy the expert services of Water Finance Exchange and other consultants at no cost, *therefore*;

BE IT HEREBY RESOLVED that Los Olivos CSD officially commits itself to actively participate in the local and regional process, to identify, develop, and pursue water and /or wastewater focused projects and funding for the benefit of all our residents.

PASSED AND APPROVED on _____

ATTEST:

Mr. Tom Fayram
President of the Board
Los Olivos CSD

**ITEM 9 – RESOLUTION 23-03 – APPROPRIATIONS LIMIT FOR
FY 2023-24 (GANN LIMIT)**

APPROPRIATIONS LIMIT FOR FY 2023-24 (GANN LIMIT)

RESOLUTION NO. 23-03

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS
COMMUNITY SERVICES DISTRICT STATING THE APPROPRIATIONS
LIMIT FOR THE FISCAL YEAR ENDING JUNE 30, 2024**

WHEREAS, the Gann Initiative or Proposition 4, also known as Article XIII B of the Constitution of the State of California, was passed by the People; and

WHEREAS, Article XIII B mandates the calculation and adoption of an annual appropriations limit on various units of government, including the Los Olivos Community Services District, by adjusting the prior year's appropriation limit for changes in inflation and population; and

WHEREAS, the District did not have a 2018-2019 limit because the District only came into existence following approval by the voters in a special election held in January of 2018, and did not hold an initial meeting of the Board of Directors until June of 2018; and

WHEREAS, the Board of Directors of the Los Olivos Community Services District has subsequently adopted appropriations limits each fiscal year in accordance with State law, now desires to formally adopt an appropriations limit for the District for fiscal year 2023-2024.

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

1. The above recitals are true and correct; and
2. In accordance with Article XIII B of the Constitution of the State of California, and Government Code section 7900, the initial appropriations limit for the Los Olivos Community Services District for Fiscal Year 2023-24 is declared to be \$240,802.26, as described in Exhibit "A" attached hereto and incorporated herein, and the appropriations subject to this annual limit for fiscal year 2023-2024 total \$240,802.26.

[SPACE INTENTIONALLY LEFT BLANK]

I **HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the Board of Directors of the Los Olivos Community Services District at a regular meeting held on the 24th day of August 2023, by the following vote:

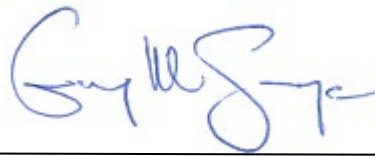
AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

ATTEST:



GUY W. SAVAGE

General Manager / Board Secretary

By: _____
Thomas Fayram, Board President

APPROVED AS TO FORM:

By: _____
Aleshire & Wynder LLP, District Counsel

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

RESOLUTION NO. 2023-03

Exhibit A

Appropriations Limit (Gann Limit) California Constitution Article XIII B Government Code §7900, et seq.

The Appropriations Limit (often referred to as the “Gann Limit”) provides a limit (or ceiling) on local government agency appropriations of tax proceeds. This limit is based on the amount of appropriations in the “base year” and is adjusted each year for population growth and cost-of-living factors. The limit applies to proceeds from taxes, investment earnings on taxes, and fees and charges. If the agency’s proceeds are in excess of the limit, excess amounts are to be turned over to the state to be used for school funding. Special districts are specifically included in the definition of “local government[s]” subject to the appropriations limit.

Calculation:

The total annual appropriations subject to limitation of the State and of each local government shall not exceed the appropriations limit of the entity of government for the prior year adjusted for the change in the cost of living and the change in population, except as otherwise provided in this article. – CAL. CONST. ART XIII B SEC 1. The Appropriations Limit is the calculated dollar amount which restricts the ability to appropriate proceeds of taxes. The Appropriations Subject to Limitation may not exceed the Appropriations Limit. In its simplest form, the Appropriations Limit for any year is the Appropriations Limit from the previous fiscal year increased for inflation and population growth. Ultimately, the Appropriations limit in a given year depends on the Appropriations Limit for the Base Year (first year of calculation) adjusted annually according to specified factors. Base Year The appropriations limit for the Article XIII B base year is the sum of the Appropriations Subject to Limitation for that year.The base year of a local government entity formed or incorporated on or after January 1, 1980 is the Appropriations Subject to Limitation for the first full year of operation of that entity.

Base year total Appropriation:

$(378 \text{ Parcels} \times \$500) + (1 \text{ Parcel} \times \$400.00) = \mathbf{\$189,400.00}$ (Adjusted for exempt Parcels)

FY 2019-20 Gann Limit Appropriation:

$(383 \text{ Parcels} \times \$515.50) + (1 \text{ Parcel} \times \$412.40) = \mathbf{\$197,848.90}$ (Applied Parcel Increase and Cost of Living increase based on CPI. The CPI calculation is based on the United States Bureau of Labor Statistics CPI calculation for the Los Angeles-Long Beach-Anaheim region for May 2018 through May 2019, 3.1%)

FY 2020-21 Gann Limit Appropriation:

$(378 \text{ Parcels} \times 520.14) + (1 \text{ Parcel} \times 416.11) = \mathbf{\$197,029.03}$ (Applied Parcel Increase and Cost of Living increase based on CPI. The CPI calculation is based on the United States Bureau of Labor Statistics CPI calculation for the Los Angeles-Long Beach-Anaheim region for May 2019 through May 2020, 0.9%)

FY 2021-22 Gann Limit Appropriation:

$(373 \text{ Parcels} \times 540.14) + (1 \text{ Parcel} \times 432.44) = \mathbf{\$201,904.67}$ (Applied Parcel Increase and Cost of Living increase based on CPI. The CPI calculation is based on the United States Bureau of Labor Statistics CPI calculation for the Los Angeles-Long Beach-Anaheim region for May 2020 through May 2021, 3.9%)

FY 2022-23 Gann Limit Appropriation:

$(373 \text{ Parcels} \times 583.35) + (1 \text{ Parcel} \times 467.04) = \mathbf{\$218,057.03}$ (Applied Parcel Increase and Cost of Living increase based on CPI. The CPI calculation is based on the United States Bureau of Labor Statistics CPI calculation for the Los Angeles-Long Beach-Anaheim region for May 2021 through May 2022, 8.0%)

FY 2023-24 Gann Limit Appropriation:

(371 Parcels x \$645.93 + 1 Parcel x \$516.74) = **\$240,156.33** (Applied Parcel Increase and Cost of Living increase based on CPI. The CPI calculation is based on the United States Bureau of Labor Statistics CPI calculation for the Los Angeles-Long Beach-Anaheim region for May 2022 through May 2023, 3.2%)

https://www.bls.gov/regions/west/news-release/consumerpriceindex_losangeles.htm

**ITEM 10 – RESOLUTION 23-04 – AUTHORIZING LEVY OF
PROPERTY TAX ASSESSMENT AND CPI INCREASE**

LEVY OF PROPERTY TAX ASSESSMENT AND CPI INCREASE

RESOLUTION NO. 23-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT AUTHORIZING TAX LEVY WITH CPI INCREASE, AND PROVIDING FOR COLLECTION VIA DIRECT CHARGE BY THE SANTA BARBARA COUNTY AUDITOR-CONTROLLER VIA PLACEMENT ON THE SECURED TAX BILL OF ALL PARCELS IN THE DISTRICT, EXCLUDING EXEMPT OR PARTIALLY EXEMPT PARCELS PERSUANT TO PAST ACTION BY THE BOARD OF DIRECTORS

WHEREAS, the formation of the Los Olivos Community Services District (District) was approved by 75% voter approval via a mail-in ballot election held on or about January 30, 2018, with the results of the election certified by the Santa Barbara County Clerk/Registrar on or about February 8, 2018; and

WHEREAS, a special tax in the amount of Two Hundred Thousand Dollars and Zero Cents (\$200,000), with automatic fiscal year increases thereafter by the percentage change in the Consumer Price Index (CPI) for the Los Angeles-Long Beach-Anaheim area for the prior twelve (12) months, was also approved by the voters as part of the District's formation during the mail-in ballot election; and

WHEREAS, the District was officially formed and the special tax approved following approval and recordation of the Certificate of Completion, by the Santa Barbara County Local Agency Formation Commission as part of the April 5, 2018 regular meeting (See Attachment 1); and

WHEREAS, the District is authorized and empowered to collect, treat, or dispose of sewage, wastewater, recycled water, and storm water, per Government Code section 61110(b) and as stated in the Certificate of Completion; and

WHEREAS, the District is authorized to establish charges for services provided in the District, as provided in Government Code section 61115; and

WHEREAS, the method of tax collection for the special tax shall be the regular county assessment roll, as authorized by the Community Services District Law (Government Code section 6100 *et seq.*) and the Cortese-Knox-Herzberg Act (Government Code section 65000 *et seq.*), and as stated in the Certificate of Completion; and

WHEREAS, the special tax was approved by the voters consistent with Article XIII D, Section 6 of the California Constitution; and

WHEREAS, the special tax was approved for use by the District for initial start-up costs and administration for consideration of wastewater treatment options; and

WHEREAS, on July 19, 2018, the Board of Directors (Board) previously approved Resolution 2018-02, authorizing the initial tax levy of the previously approved special tax, and provided for collection by the Santa Barbara County Auditor-Controller (See

Attachment 2); and

WHEREAS, on December 6, 2018, the Santa Barbara County Local Agency Formation Commission (SBLAFCO) approved a one-year extension, from the effective date of formation, for the District to implement a Proposition 218 assessment to fund wastewater treatment facilities for the area, including California Environmental Quality Act (CEQA) and other planning analysis, assessment study and necessary election; and

WHEREAS, on May 2, 2019, the SBLAFCO positively received a report on District progress as an information item, taking no adverse action on this extension, with an additional letter of progress sent by the District to SBLAFCO on progress dated March 11, 2020; and

WHEREAS, on June 3, 2021 SBLAFCO approved an extension through April 6, 2023 for the District to implement a Proposition 218 assessment based on letters of progress sent to LAFCO by the District, public testimony received, and adoption of SBLAFCO resolution entitled "Commission Findings and Order re Granting a Two-Year Time Extension to Los Olivos Community Services District to Carry Out Assessment Under Proposition 218;" and

WHEREAS, on May 4, 2023 SBLAFCO approved an extension through April 5, 2025 for the District to implement a Proposition 218 assessment based on letters of progress sent to SBLAFCO by the District and public testimony received; and

WHEREAS, the Board previously exempted certain parcels from assessment and tax collection as provided by law, and the Board recognizes those same exemptions for fiscal year 2023-2024 (see Attachment 3); and

WHEREAS, the Board previously, through Resolution 2022-02, authorized the tax levy for fiscal year 2022-2023 shall be Two Hundred Sixteen Thousand One Hundred Seventy Dollars and Zero Cents (\$216,170.00) plus a CPI increase of Eight and Zero-Tenths (8.0%), for a total of Two Hundred Thirty-Three Thousand Four Hundred Sixty-Four Dollars and Zero Cents (\$233,464).

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 tax levy for fiscal year 2023-2024 shall be Two Hundred Thirty-Three Thousand Four Hundred Sixty-Four Dollars and Zero Cents (\$233,464) plus a CPI increase of Three and Two-Tenths percent (3.2%), for a total of Two Hundred Forty Thousand Eight Hundred Two Dollars and Twenty-Six cents (\$240,802.26); and
3. The CPI calculation is based on the United States Bureau of Labor Statistics CPI calculation for the Los Angeles-Long Beach-Anaheim region for the twelve-month percentage change for May 2022 through May 2023, as provided at: https://www.bls.gov/regions/west/news-release/consumerpriceindex_losanjeles.htm;

as accessed on July 18, 2023; and

4. The special tax was previously approved in compliance with Article XIII D, Section 6 of the California Constitution, also known as Proposition 218; and

5. The Board of Directors exempts those certain parcels from assessment and tax collection listed in Attachment 3 as provided by law and as described therein;

6. The County of Santa Barbara Auditor-Controller is requested and authorized to collect the special tax via direct charge via placement on the secured tax bill on a per-parcel basis, as indicated in the list of affected parcels (Attachment 4); and

7. The County of Santa Barbara Auditor-Controller is requested to place and collect the direct charge on the tax bill for fiscal year 2023-2024; and

8. The Board of Directors hereby authorizes and directs the General Manager to submit to the Santa Barbara County Auditor-Controller, the list of affected parcels for levying of the previously approved special tax, excluding property owned by the federal government, and those parcels otherwise exempted.

[THIS SECTION INTENTIONALLY LEFT BLANK]

I **HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the Board of Directors of the Los Olivos Community Services District at a regularly scheduled meeting held on the 24th day of August 2023, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

ATTEST:



Guy W. Savage
General Manager / Board Secretary

LOS OLIVOS COMMUNITY SERVICES DISTRICT

By: _____
Tom Fayram, Board President

APPROVED AS TO FORM:

By: _____
Aleshire & Wynder LLP, District Counsel

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

ATTACHMENT "1"

**Certificate of Completion for the Formation of the Los Olivos Community
Services District**

County of Santa Barbara
Office of the Auditor-Controller
Property Tax Division

Agreement to Place Direct Charges
on the 2023-24 Secured Tax Bills

Fund No	Direct Charge Description	Phone Number to appear on Tax Bill	Preliminary Parcel Count	Preliminary Charge Total
3491	Los Olivos CSD Special Tax	(805) 500-4098	373	\$240,802.26
		()		
		()		
		()		
		()		
		()		
		()		
		()		
		()		
		()		
Totals			373	\$240,802.26

Los Olivos Community

I certify that I am an authorized signer for the Services District Public Agency, and I have read and understood the 2023-24 Direct Charge instruction letter explaining the requirements for Direct Charges and agree to the terms stated therein for all Direct Charges submitted above. If so indicated below, I also authorize the consultant(s) noted below to act on our behalf.

<u>Tom Fayram</u>	<u>8/24/2023</u>
Name	Date
<u>President</u>	<u>(805) 500-4098</u>
Title	Phone

<u>Signature</u>	The following consultant is authorized to act on our behalf	
<u>Los Olivos CSD</u>	<u>Guy Savage</u>	<u>(805) 500-4098</u>
Public Agency Name	Contact Person	Phone
<u>Los Olivos CSD</u>	<u>Los Olivos CSD</u>	
<u>PO Box 345</u>	<u>Firm Name</u>	
<u>Los Olivos, CA 93441</u>	<u>PO Box 345</u>	
<u>Mailing Address</u>	<u>Los Olivos,</u>	
	<u>CA 93441</u>	
	<u>Mailing Address</u>	
<u>Tom.Fayram.LOCSD@gmail.com</u>	<u>GM.LOCSD@gmail.com</u>	
Email Address	Email Address	

ATTACHMENT "2"

Resolution 2018-02 of the Los Olivos Community Services District

**ANNUAL CERTIFICATION OF DIRECT CHARGES
FISCAL YEAR 2023-24**

As agreed by Los Olivos Community Services District, hereinafter referred to as “Public Agency”, and Santa Barbara County, hereinafter referred to as “County”, the Public Agency hereby certifies that the Direct Charges (encompassing non-ad valorem special taxes, assessments, fees & service charges, and/or abatements) listed below, to be placed on the County’s Secured Property Tax bills by the Public Agency, either (a) meet the requirements of Proposition 218 that added Articles XIIC and XIID to the State Constitution or (b) that the Public Agency or the specific assessments or nonproperty-related fee is exempt from the requirements of Proposition 218.

The Public Agency agrees to defend, indemnify and hold harmless the County, the Board of Supervisors, the Auditor-Controller, its officers and employees, from litigation over whether the requirements of Proposition 218 were met with respect to such Direct Charges.

If any judgment is entered against any indemnified party as a result of not meeting the requirements of Proposition 218 for such Direct Charges, the Public Agency agrees that the County may offset the amount of any judgment paid by an indemnified party from any monies collected by the County on the behalf of the Public Agency, including property taxes and Direct Charges.

Tom Fayram, President
CITY COUNCIL/BOARD OF DIRECTORS/SCHOOL BOARD

8/24/2023
DATE

Fund No	Fund Name
3491	Los Olivos Community Services District

ATTACHMENT “3”

Parcels Exempted from Assessment and Tax Collection

Local Government Property: 135-122-031 (County of Santa Barbara); 135-086-001 and 135-086-002 (Santa Ynez River & Water Conservation District); 135-220-072 (Los Olivos Elementary School)

Religious Worship: 135-082-020, 135-082-021, and 135-082-022 (Berean Baptist Church); and 135-102-007 and 135-082-024 (St. Marks in-the-Valley Episcopal Church)

Veteran’s Property Exemption: 135-350-006 Marilyn Bowman Trust (“Veteran’s Property” is defined as any parcel in the District that has received tax exempt status from either the government of the United States or the government of the State of California and as approved by the Board of Directors of the District.)

Non-Profit Park Property: 135-093-007 The Polo Park Foundation (“Non-Profit Public Park Property” is defined as any parcel in the District operated as a park open to the general public by a qualified non-profit corporation under the laws of the United States or the State of California and as approved by the Board of Directors of the District.)

Non-Buildable Parcel: 135-161-016 (“Non-Buildable Parcel” is defined as any parcel in the District that is restricted by size, zoning, location, or any other local jurisdiction ordinance or policy, from being developed with either a residential or commercial structure and as approved by the Board of Directors of the District.):

Partial Exemption: 135-340-014 (Partial Exemption Parcel is defined as a parcel that has completed the installation of an advanced treatment septic system within the District and as approved by the Board of Directors of the District.)

ATTACHMENT "4"

Parcel List for Assessment and Tax Collection

District Name: Los Olivos Community Services District
Description of Direct Charge: Los Olivos Community Services District Special Tax
Tax Year: 2023-24
Contact: Guy Savage, General Manager, PO Box 345, Los Olivos, CA 93441 Phone 805-500-4098
Total Assessments: 372
Total Amount: 240156.33

FundNumber	ParcelNumber	Amount
3491	135-064-009	645.93
3491	135-064-013	645.93
3491	135-064-014	645.93
3491	135-064-015	645.93
3491	135-064-016	645.93
3491	135-064-017	645.93
3491	135-064-018	645.93
3491	135-064-019	645.93
3491	135-074-011	645.93
3491	135-074-012	645.93
3491	135-074-013	645.93
3491	135-074-017	645.93
3491	135-074-019	645.93
3491	135-074-021	645.93
3491	135-075-002	645.93
3491	135-075-005	645.93
3491	135-075-006	645.93
3491	135-075-007	645.93
3491	135-075-008	645.93
3491	135-075-009	645.93
3491	135-075-010	645.93
3491	135-081-005	645.93
3491	135-081-006	645.93
3491	135-081-007	645.93
3491	135-081-008	645.93
3491	135-081-010	645.93
3491	135-081-011	645.93
3491	135-081-012	645.93
3491	135-082-015	645.93
3491	135-082-017	645.93
3491	135-082-018	645.93
3491	135-082-019	645.93
3491	135-082-024	645.93
3491	135-084-002	645.93
3491	135-084-004	645.93
3491	135-084-006	645.93
3491	135-084-007	645.93
3491	135-085-009	645.93
3491	135-085-011	645.93
3491	135-085-014	645.93
3491	135-085-016	645.93
3491	135-085-020	645.93
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3491	135-085-022	645.93
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3491	135-086-014	645.93
3491	135-086-015	645.93
3491	135-086-016	645.93
3491	135-086-017	645.93
3491	135-086-018	645.93
3491	135-091-002	645.93
3491	135-091-003	645.93

3491	135-091-004	645.93
3491	135-091-005	645.93
3491	135-091-006	645.93
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3491	135-091-023	645.93
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3491	135-092-006	645.93
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3491	135-092-014	645.93
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3491	135-210-035	645.93
3491	135-210-037	645.93
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3491	135-210-041	645.93
3491	135-210-043	645.93
3491	135-220-006	645.93
3491	135-240-025	645.93
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3491	135-240-037	645.93
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3491	135-240-073	645.93
3491	135-240-074	645.93
3491	135-240-077	645.93
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3491	135-340-011	645.93
3491	135-340-012	645.93
3491	135-340-013	645.93
3491	135-340-014	516.74
3491	135-350-005	645.93
3491	135-350-007	645.93
3491	135-350-008	645.93
3491	135-350-009	645.93
3491	135-350-010	645.93
3491	135-350-011	645.93
3491	135-350-012	645.93
3491	135-350-013	645.93
3491	135-350-014	645.93
3491	135-350-015	645.93
3491	135-350-016	645.93
3491	135-350-017	645.93
3491	135-350-018	645.93
3491	135-350-019	645.93
3491	135-350-020	645.93
3491	135-360-002	645.93

**ITEM 11 – RESOLUTION 23-05 – ROSENBERG’S RULES OF
ORDER**

RESOLUTION 23-05 – ROSENBERG’S RULES OF ORDER

RESOLUTION NO. 23-05

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT
ADOPTING ROSENBERG’S RULES OF ORDER FOR BOARD MEETINGS**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LOS OLIVOS
COMMUNITY SERVICES DISTRICT (“District”) as follows:**

WHEREAS, the purpose of rules of parliamentary procedure is to encourage public discussion and participation, and to facilitate decision making by the District Board; and

WHEREAS, Rosenberg’s Rules of Order are recognized as an acceptable set of parliamentary procedural rules, and have been adopted by numerous cities, counties, and special districts across California; and

WHEREAS, the Board desires to adopt the Rosenberg’s Rules of Order to ensure orderly parliamentary procedures.

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

The Board of Directors of The Los Olivos Community Services District hereby adopts the 2011 revised edition of the Rosenberg’s Rules of Order, attached hereto as Exhibit A.

PASSED, APPROVED AND ADOPTED on August 24, 2023.

[SPACE INTENTIONALLY LEFT BLANK]

I **HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the Board of Directors of the Los Olivos Community Services District at a regular meeting held on the 24th day of August 2023, by the following vote:

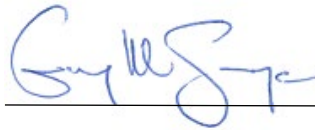
AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

ATTEST:



GUY W. SAVAGE

General Manager / Board Secretary

By: _____

Thomas Fayram, Board President

APPROVED AS TO FORM:

By: _____

Steven O'Neill, District Counsel

Aleshire & Wynder LLP, District Counsel

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



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.

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INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move . . .”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

How does this work in practice?

Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



1400 K Street, Sacramento, CA 95814
(916) 658-8200 | Fax (916) 658-8240
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**ITEM 14B – GENERAL MANAGER AND DISTRICT ENGINEER
REPORTS**

GENERAL MANAGER AND DISTRICT ENGINEER REPORTS

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

Last Update: 8/21/2023

Task	2023		2024				FY 2023-24 Costs	FY 2023-24 Budgeted?	Total Costs	Well Costs
	Q3	Q4	Q1	Q2	Q3	Q4				
Board and Public Education										
Public workshops and outreach							Y			
Engineering / Design										
Technical Review							Y			
Additional Technical Study / Design							N	\$90k+		
Final Project Description							Y			
60% Design							N	\$300k+		
Assessment Engineer Report including benefit factors/rates							N	\$50k+		
Finalize siting options							Y			
Environmental Review										
Environmental study, assessment and report (incl. public review)							N	\$150k+		
Grants and Financing										
MHI study							N	\$50k+		
Develop financing plan							Y			
Seek grants and financing							Y			
Prop 218 - Property Owner vote on proposed project										
Polling for election feasibility							N	\$25K		
Conduct Prop 218 workshops with public							N			
Voting process							N	\$125k		
Monitoring Well(s)										
Find funding for well monitoring program							Y			
Drill three additional monitoring wells							N		\$150k+	
Monitoring of wells, completed every 6 months (5 years)							N		\$150k	
Total								\$590k+	\$790k+	\$300k+

By Funded / Unfunded

Last Update: 8/21/2023

Task	2024						FY 2023-24	FY 2023-24	Total	Well
	Q3	Q4	Q1	Q2	Q3	Q4	Costs	Budgeted?	Costs	Costs
FUNDABLE (Funds exist in existing budget)										
Public workshops and outreach	■						\$90k+	Y	\$90k+	\$90k+
Technical Review	■							Y		
Additional Technical Study / Design	■	■						N		
Final Project Description		■						Y		
Finalize siting options		■						Y		
Find funding for well monitoring program	■						\$50k+	Y	\$50k+	
MHI study	■							N		
Develop financing plan	■							Y		
Seek grants and financing	■	■	■	■	■			Y		
UNFUNDED										
Drill three additional monitoring wells		■					\$300k+	N	\$300k+	\$150k+
Monitoring of Wells (5 years)			■		■			N		\$150k
60% Design		■	■	■				N		
Assessment Engineer Report including benefit factors/rates		■	■	■				\$50k+		N
Environmental study, assessment and report (incl. public review)			■	■	■		\$100k	N	\$150k+	
Polling for election feasibility					■			N	\$25K	
Conduct Prop 218 workshops with public					■	■		N		
Voting process						■		N	\$125k	
							\$590k+		\$790k+	\$300k+

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

Summary Project Status Report

Audit (Moss, Levy & Hartzheim)	Budget:		Schedule:	
Waiting for bills from M, L & H – work complete				

Other:

Quarterly LAFCO Report and Community Update were sent out in July. LAFCO meeting, where update will be presented, is scheduled for October 5, 2023.

Cash Balances

As of: 7/25/2023
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund	7/1/2023 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	7/25/2023 Ending Balance
3490 -- Los Olivos CSD	154,050.07	0.00	743.68	0.00	2,452.50	152,341.25
Total Report	154,050.07	0.00	743.68	0.00	2,452.50	152,341.25

Financial Status

As of: 7/25/2023 (7% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2024 Fiscal Year Adjusted Budget	7/25/2023 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
Expenditures				
Services and Supplies				
7508 -- Legal Fees	0.00	2,077.02	-2,077.02	--
7510 -- Contractual Services	0.00	15,540.00	-15,540.00	--
Services and Supplies	0.00	17,617.02	-17,617.02	--
Expenditures	0.00	17,617.02	-17,617.02	--
Los Olivos CSD	0.00	-17,617.02	-17,617.02	--
Net Financial Impact	0.00	-17,617.02	-17,617.02	--

General Ledger Trial Balance

As of: 7/25/2023
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund 3490 -- Los Olivos CSD

	Beginning Balance 7/1/2023	Year-To-Date Debits	Year-To-Date Credits	Ending Balance 7/31/2023
Assets & Other Debits				
Assets				
0110 -- Cash in Treasury	154,050.07	743.68	2,452.50	152,341.25
0240 -- Interest Receivable	743.68	0.00	743.68	0.00
Total Assets	154,793.75	743.68	3,196.18	152,341.25
Total Assets & Other Debits	154,793.75	743.68	3,196.18	152,341.25
Liabilities, Equity & Other Credits				
Liabilities				
1015 -- EFT Payable	0.00	2,452.50	17,617.02	-15,164.52
1210 -- Accounts Payable	0.00	17,617.02	17,617.02	0.00
Total Liabilities	0.00	20,069.52	35,234.04	-15,164.52
Equity				
2200 -- Fund Balance-Residual	-154,793.75	0.00	0.00	-154,793.75
2810 -- Expenditures/Other Fin Uses	0.00	17,617.02	0.00	17,617.02
Total Equity	-154,793.75	17,617.02	0.00	-137,176.73
Total Liabilities, Equity & Other Credits	-154,793.75	37,686.54	35,234.04	-152,341.25
Total Los Olivos CSD	0.00	38,430.22	38,430.22	0.00

Revised P1 Timeline	July				August				September				October				November								
	3-Jul	10-Jul	17-Jul	24-Jul	31-Jul	7-Aug	14-Aug	21-Aug	28-Aug	4-Sep	11-Sep	18-Sep	25-Sep	2-Oct	9-Oct	16-Oct	23-Oct	30-Oct	6-Nov	13-Nov	20-Nov	27-Nov			
	Architect										Configure & Prototype										Test				
	Test										Deploy										Support				
Configurations	Complete Configurations & Testing				1 Sign-Off	Production Dress Rehearsal			WSO Plan																
Integrations	Integration Unit Testing				Integrations E2E Testing				2																
Reports	Develop and Validate Critical Reports										3														
Training Materials	Develop Job Aids				Develop Course Materials & Videos				Post Materials																
End User Training	Assign Trainers				Student Registration		Train the Trainers		Deliver End User Training																
Cutover	Develop Cutover Plan				WD DA Review		Sign-Off		4				Gold Build				DA Checks		5	MTP	Users Live with Hypercare Support				

Key Checkpoints

- 1 Configuration Freeze Date and Transition to Change Control
- 2 Integrations Freeze Date
- 3 Reports Freeze Date
- 4 Cutover Plan Approval and Authorization to Proceed with Gold Build
- 5 Authorization to Move to Production