

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



Posted: 1-28-22

**LOS OLIVOS COMMUNITY SERVICES DISTRICT**  
**Board of Directors Regular Meeting February 2, 2022, 6:00 PM**

**REGULAR MEETING AGENDA**

**PLEASE NOTE: MEETING WILL BE HELD IN PERSON AT  
ST MARK'S EPISCOPAL CHURCH, STACY HALL  
2901 NOJOQUI AVE., LOS OLIVOS, CA 93441**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**

4. **DIRECTOR COMMENTS**

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

5. **PUBLIC COMMENTS**

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

6. **ADMINISTRATIVE AGENDA**

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

a. **MEETING MINUTES**

- i. Approve December 08, 2021 Minutes
- ii. Approve January 12, 2022 Minutes

b. **INVOICE PAYMENT**

- i. November 19, 2021, MNS Engineering Services, invoice #79151, (October) \$5,441.27 (Reapproval due to agenda error)
- ii. December 19, 2021, MNS Engineering Services, invoice #79312, (November) \$4,852.50
- iii. January 7, 2022, Aleshire and Wynder, LOCS D invoice # 65594 Legal Services (December) \$960.00
- iv. January 25, 2022, Robert Perrault, General Management Services (12-16-2021 to 1-25, 2022) \$4,455
- v. January 21, 2022, Stantec, Invoice # 1878574 Basis of Design (November) \$2,815.00

7. **BUSINESS ITEMS DISCUSSION AND ACTION ON THE FOLLOWING**

- a. **Update on the Assessment Engineer Selection** – Review results of solicitation, receive Board Member comments, approve selection of an Assessment Engineer.

**Recommendation:** Review report presented by IGM and direct action to accept the preferred proposal and prepare a contract for execution.

**b. Update on Basis of Design Draft – Stantec**

**Recommendation:** Review draft Basis of Design presented by Stantec OR IGM and direct next steps.

**c. Update on the WWTP Site Selection – Review Stantec 3rd party site review effort.**

**Recommendation:** Review report presented by IGM and direct next steps.

**d. WWTP Facilities Acquisition Process- Review IGM Report, guidance from District Counsel, General Disussion**

**Recommendation:** Board direct the IGM and District Counsel to refine a site selection process guidance document.

**e. Grant Funding Update – Review current grant funding efforts.**

**Recommendation:** Review report presented by IGM and direct next steps.

**a. LAFCO and Community Update letters – Review DRAFT Update Letters, receive Board Member Comments, approve finalization and distribution.**

**Recommendation:** Review draft updates presented by IGM and direct next steps.

**b. Update of Recruitment for Permanent General Manager – Review progress and discuss possible action on recruitment for a permanent General Manager.**

**Recommendation:** Review report presented by IGM and direct next steps.

**8. GENERAL MANAGER’S REPORT**

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

**a. Review of Project Management and Financial Reports**

1. Project Timeline
2. Funding Strategy
3. Budget Summary
4. Cash Flow Chart

**9. COMMENT ON INFORMATIONAL ITEMS**

**10. CALL FOR AGENDA ITEMS**

**11. NEXT REGULAR MEETING: March 9, 2022, St Mark’s Episcopal Church, Stacy Hall, 6:00 PM**

**12. ADJOURNMENT**

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