

Tom Fayram, President  
Julie Kennedy, Vice President  
Lisa Palmer, Director  
Greg Parks, Director  
Nina Stormo, Director



**LOS OLIVOS COMMUNITY SERVICES DISTRICT  
PROJECT MANAGEMENT SUBCOMMITTEE MEETING**

**Posted: 11-5-2023**

**November 9, 2023 – 9:00 AM**

**St Mark's in the Valley Episcopal Church  
2901 Nojoqui Ave, Los Olivos CA 93441**

**Please observe decorum and instructions from the Subcommittee Chair**

**Subcommittee Members: Director Palmer (Chair), Director Stormo, and General Manager Guy Savage**

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

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

Zoom: <https://us06web.zoom.us/j/81937722522?pwd=SWpSU0RYZFliZTBiNGphZG41TGs4dz09>  
By Phone: +1 669 900 6833 US (San Jose) Meeting ID: 819 3772 2522 Passcode: 914085  
One tap mobile: +14086380968,,81937722522#,,,,\*914085# US (San Jose)

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 805.500.4098 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.

## MEETING AGENDA

### 1. CALL TO ORDER

### 2. ROLL CALL

### 3. PUBLIC COMMENTS

Members of the public may address the Subcommittee on any items of interest within the subject matter and jurisdiction of the Subcommittee 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 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 may be referred to District staff for discussion and possible action at a future meeting.

### ADMINISTRATIVE ITEMS:

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

### 4. MINUTES APPROVAL

Approval of the minutes from July 24, 2023.

### BUSINESS ITEMS:

All matters listed hereunder will be acted upon separately and public comment will be held for each item.

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**5. DISCUSSION OF PROJECT SCHEDULE**

The Subcommittee will discuss the most recent project schedule.

**6. DISCUSSION OF SBLAFCO / COMMUNITY UPDATE**

The Subcommittee will discuss the November 2023 update to the Santa Barbara County Local Agency Formation Commission (SBLAFCO). The last update was sent to SBLAFCO in July 2023 and GM Savage provided a presentation to the Commission on October 5, 2023. Note that the update is also emailed to the community.

**INFORMATIONAL ITEMS:**

All matters listed hereunder are informational only, no action will be taken, and public comment not received.

**7. SUBCOMMITTEE MEMBER COMMENTS**

Subcommittee members will give reports on any meetings that they attended on behalf of the Subcommittee and/or choose to comment on various Subcommittee activities. Subcommittee member requests for future agenda items may also be made at this time.

**8. ADJOURNMENT**

# ITEM 4 – MINUTES

**MINUTES**

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



**LOS OLIVOS COMMUNITY SERVICES DISTRICT  
PROJECT MANAGEMENT SUBCOMMITTEE MEETING**

**Posted: 7-21-2023**

**July 24, 2023 – 4:00 PM**

**St Mark's in the Valley Episcopal Church – Common Room  
2901 Nojoqui Ave, Los Olivos CA 93441**

**Please observe decorum and instructions from the Subcommittee Chair**

**Subcommittee Members: Vice President Ross, Director Palmer, and General Manager Guy Savage**

This meeting will be held both in-person and electronically via Zoom Meetings. In-person the meeting will be held at the following locations:  
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## MEETING AGENDA

### 1. CALL TO ORDER

**The meeting was called to order at: 4:16PM**

General Manager Savage notes that he is using the Revised version of the agenda that was published on 7/21.

### 2. ROLL CALL

Attending: Vice President Ross, Director Palmer, General Manager Savage

Absent: None

### 3. PUBLIC COMMENTS

Members of the public may address the Subcommittee on any items of interest within the subject matter and jurisdiction of the Subcommittee 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 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 may be referred to District staff for discussion and possible action at a future meeting.

**General Manager Savage asks if there is any general public comment.**

Public Comment: None

### ADMINISTRATIVE ITEMS:

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

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**BUSINESS ITEMS:**

All matters listed hereunder will be acted upon separately and public comment will be held for each item.

**4. SELECTION OF A SUBCOMMITTEE CHAIR**

The Subcommittee will select a chair who will preside over meetings and lead the reporting on Subcommittee activities at full Board of Directors meetings.

General Manager Savage opens the discussion by describing the role of the subcommittee chair.

**GM Savage asks if there is any public comment.**

Public Comment: None.

**Vice President Ross nominates Director Palmer to serve as Chair for the Project Management Subcommittee.**

**GM Savage seconds.**

**Voice vote (3-0).**

**5. CONSIDERATION OF A REGULAR MEETING DATE AND TIME**

The Subcommittee is slated to meet on as as-needed basis. As part of this item, the Subcommittee will discuss the possibility of setting a regular (quarterly?) date and time for its meetings. Final selection of dates and times will be subject to the availability and confirmation of a suitable facility.

General Manager Savage opens the discussion by describing the role of the subcommittee chair.

Discussion about when to hold such a meeting is held, with Director Palmer suggesting that we sandwich Finance meeting between the Grants and Project Management meetings on that usual Friday. Vice President raises the issue of making sure the public is not excluded due to the time of the meeting.

**Director Palmer opens the floor to public comment.**

Public Comment: None.

**Motion to set the regular meeting date and time on a quarterly basis, the Friday before the regular meeting of the Board of Directors, beginning in October 2023.**

**Motion by: Director Palmer, Second: General Manager Savage.**

**Voice vote (3-0).**

**6. DISCUSSION OF PROJECT SCHEDULE**

The Subcommittee will discuss the most recent project schedule.

GM Savage describes the contents of the current project schedule.

**Director Palmer opens the floor to public comment.**

Public Comment: None.

Directors provide input about Funded, Planned, and Unfunded activities. GM Savage agrees to rework the schedule prior to the next Regular Board meeting as it does make sense and it likely be clearer to the public and Board of Directors.

**7. DISCUSSION OF SBLAFCO / COMMUNITY UPDATE**

The Subcommittee will discuss the July 2023 update to the Santa Barbara County Local Agency Formation Commission (SBLAFCO).

GM Savage notes that the SBLAFCO update was sent to Mike Prater at LAFCO earlier today. He adds that the update is in the process of being emailed to the community. He adds that the District is still using Brevo (formerly SendInBlue) to send the updates out. He notes that some people have marked the system as SPAM and may not get the updates.

**Director Palmer opens the floor to public comment.**

Public Comment: None.

**8. ADDED ITEM - DISCUSSION OF ROSENBERG'S RULES OF ORDER AS IT RELATES TO THE LOCSD**

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At its July 12, 2023 Regular Board meeting, Director Palmer made a motion, and Director Parks seconded, to “direct staff to prepare a Resolution proposing Rosenberg’s Rules of Order or Rules to be adopted consistent with 61045(f) and refer to the Project Management Committee for further review.” The related discussion covered Project Management Subcommittee review of Rosenberg’s Rules or Order to determine if there was a need for additional policies within the LOCSD. The subcommittee will discuss the rules, and whether or not to make a recommendation on further policy needs to the full Board of Directors. For purposes of the discussion, the subcommittee will use the the California Cities version of Rosenberg’s Rules. It can be found at: <https://www.calcities.org/resource/rosenberg's-rules-of-order-simple-rules-of-parliamentary-procedure-for-the-21st-century> General Manager Savage introduces the item and the reason for it being on the agenda. He notes that it was not originally part of the agenda, but that the requirements of the Brown Act were fulfilled as the item was added more than 72 hours prior to the start of the meeting.

Director Palmer talks about the Rules and our existing policies. She notes that she is in favor of adoption of Rosenberg’s Rule. She adds that she looked at our existin policies and believes the set is sufficient for operatios at this point. She says that there are two areas that might need more review:

- Electronic records and retention policy
- General conduct

General Manager Savage adds that he could see future policies in the areas of:

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

Vice President Ross asks if there is anything in Rosenberg’s that we are not doing. GM Savage responds that motions are not always read in the manner outlines in Roseberg’s; but, he adds that between his notes and the recording it has not been an issue. GM Savage further adds that he does not hesitate to ask for the motion to be restated if he has a concern about correctly capturing it in the minutes for a meeting.

#### **Director Palmer opens the floor to public comment.**

Public Comment: None.

Vice President Ross leads a breif discussion about adding policy in the areas above by the end of the fiscal year. Director Palmer agrees to provide the list of things above as part of her reporting at the August Regular Meeting of the Board of Directors with a recommendation that they all be completed by the end of fiscal year (June 30, 2024).

#### **INFORMATIONAL ITEMS:**

All matters listed hereunder are informational only, no action will be taken, and public comment not received.

#### **9. SUBCOMMITTEE MEMBER COMMENTS**

Subcommittee members will give reports on any meetings that they attended on behalf of the Subcommittee and/or choose to comment on various Subcommittee activities. Subcommittee member requests for future agenda items may also be made at this time.

Director Palmer – no comments

Vice President Ross – restates his goal to enhance transparency by having a document that describes the decisions made since our inception and explain the processes we are going through, considerations made, and progress we have made. A document that also includes the decisions we are trying to get to. His goal would be to get the Board to commit to the documents and regularly update it. It would be able to answer the question of: what is going on with wastewater treatment in Los Olivos. It could serve as a primer for other jurisdictions that go through what we have gone through. GM Savage suggest perhaps adding it to the Director Comments section. VP Ross asks if it could be on the regular agenda so it could be actionable.

General Manager Savage – no comment.

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**10. ADJOURNMENT**

**Motion to adjourn at 4:54 PM.**

**Motion by: GM Savage, Second: Vice President Ross**

**Voice vote (3-0).**

Respectfully submitted:



Guy W. Savage

General Manager – Los Olivos Community Services District

Approved:

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Lisa Palmer

Director – Los Olivos Community Services District

Chair – Project Management Subcommittee

# ITEM 5 – PROJECT SCHEDULE

PROJECT SCHEDULE



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

Last Update: 11/4/2023

Task	2023	2024				FY 2023-24 Costs	FY 2023-24 Budgeted?	Total Costs	Well Costs
	Q4	Q1	Q2	Q3	Q4				
<b>Board and Public Education</b>									
Public workshops and outreach							Y		
<b>Engineering / Design</b>									
Collection Study						\$70k	N	\$70k	
Treatment Study						\$90k+	N	\$90k+	
Final Project Description							Y		
60% Design						\$300k+	N	\$300k+	
Assessment Engineer Report including benefit factors/rates							N	\$50k+	
Siting options							Y		
<b>Environmental Review</b>									
Environmental study, assessment and report (incl. public review)							N	\$150k+	
<b>Grants and Financing</b>									
Develop financing plan							Y		
Seek grants and financing							Y		
<b>Prop 218 - Property Owner vote on proposed project</b>									
Polling for election feasibility							N	\$25K	
Conduct Prop 218 workshops with public							N		
Voting process							N	\$125k	
<b>Monitoring Well(s)</b>									
Find funding for well monitoring program							Y		
Drill three additional monitoring wells						\$121K	N	\$121K	
Monitoring of wells, completed every 6 months (5 years)							N	\$24k	
<b>Total</b>						<b>\$590k+</b>		<b>\$790k+</b>	<b>\$300k+</b>

**ITEM 6 – DRAFT LAFCO UPDATE**

**DRAFT LAFCO UPDATE**

Thomas Fayram, President  
Julie Kennedy, Vice President  
Lisa Palmer, Director  
Greg Parks, Director  
Nina Stormo, Director



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## DISTRICT UPDATE NOVEMBER 2023

The Los Olivos Community Services District (LOCS D) continues to methodically evaluate technical approaches, obtain cost estimates, engage our community, and pursue grant opportunities for feasible wastewater treatment solutions. The primary technical focus this past quarter has revolved around examining options and costs for sewage collection. At the same time, the District has been engaged in conversations with local regulators regarding monitoring groundwater quality. Importantly, the LOCS D has received a grant from Preservation of Los Olivos, a 501(c)4 organization, to pay for its collection study and is working with the County of Santa Barbara Environmental Health Services on a grant to cover the costs of the three new groundwater monitoring wells.

As has been noted in prior quarterly updates, any final wastewater treatment and water reclamation solution put forth by the Board will be the result of significant community conversations and input and is subject to a vote by District property owners in accordance with Proposition 218. Since the District is still evaluating technical solutions, no specific timeline for the property owner vote has been established.

### **Sewage Collection – Gravity Fed, Effluent, or a Combination of both?**

On October 16, the LOCS D Board of Directors authorized an engineering contract with Regen, PLLC. to examine a “hybrid” approach to sewage collection. The hybrid approach that Regen will start with was developed by the [District’s Technical Subcommittee](#) and includes both gravity fed and effluent collection. The Regen engineering effort is being made possible by a generous grant from Preservation of Los Olivos.

Recall that late last year, the District received engineering designs from Stantec for a solution that utilized a 100% gravity fed collection system. That collection system was seen to be overly expensive, so the District has been looking to find solutions that are more cost effective. Details of the Stantec design can be found at: <https://www.losolivoscsd.com/technical-studies-and-reports>.

Over the next several months, Regen will examine parcels within the District’s boundaries to determine where the use of effluent collection approaches might be more effective and efficient, while potentially saving District property owners money. As part of its early work, Regen will examine the Technical Subcommittee’s hybrid approach to determine what efficiencies can be achieved via a “value engineering” effort. Regen will report its early findings at a Board of Directors meeting in the next couple of months. Based on direction received in that meeting, Regen will complete its contracted 30% engineering design of a hybrid sewage collection system that can then be compared to the gravity fed solution developed by Stantec.

But what is an effluent sewer system? Effluent sewer systems use a tank on or near your parcel to separate solids from liquids. Once the solids are separated, an effluent sewer system conveys the liquid portion of the sewage to a centralized sewage treatment plant for further processing, as opposed to putting it directly in the ground via a dry well or leach field as is done with your current septic system. As with your current septic system, the solids that remain in the tank are pumped out every three to five years. Sending the liquids to a centralized sewage plant allows them to be treated. As the waste is treated, harmful

substances, such as concentrated nitrates, can be removed. The resulting treated liquids can be safely put back into the groundwater table or used for other purposes such as watering landscaping.

Most of our conversation about effluent sewer systems has been focused on a specific effluent sewer system known as septic tank effluent pumping, or STEP. With STEP systems, once the initial solids/liquid separation is completed, the liquid portion is pumped *under pressure* to the treatment plant. Using pressure helps solve some of the problems presented by gravity systems. For example, the liquid can easily be “pushed” uphill without additional system components. STEP collection pipes can also be installed without digging deep trenches required for gravity fed systems. Avoiding deep trenches would likely mean a quicker installation, fewer impacts to our roadways, and less disruption in our community.

One of the problems with implementing STEP systems in our community are recently implemented requirements to separate sewage tanks from drinking water lines. Regulations require that community drinking water lines be at least 25 feet from new sewage separation tanks. For many commercial properties and smaller parcels within the District, obtaining this separation is anticipated to be very problematic. For these parcels, gravity fed collection may be the only viable solution. This is one of the reasons why the Technical Subcommittee drafted a solution that used a combination of gravity fed and effluent collection techniques. As part of its value engineering efforts, Regen will closely examine the separation that can be obtained on parcels within the District.

Another community and Board of Directors discussion that will need to be held has to do with the ownership and access to STEP separation tanks. There are pros and cons to having parcel owners maintain ownership of the tanks. There are also pros and cons to having the District own and maintain the tanks. Because ownership does not affect engineering design, the discussion about ownership and maintenance will be addressed after Regen completes its work.

**Sewage Treatment** - While the District has mostly focused on Membrane Bioreactor (MBR) treatment solutions due to their compact size and relatively low costs, the Technical Subcommittee will start discussing possible alternative solutions this month. As part of their discussion, the Subcommittee will further examine solutions raised during public comment and revisit the possibility of connecting to the Solvang treatment facility.

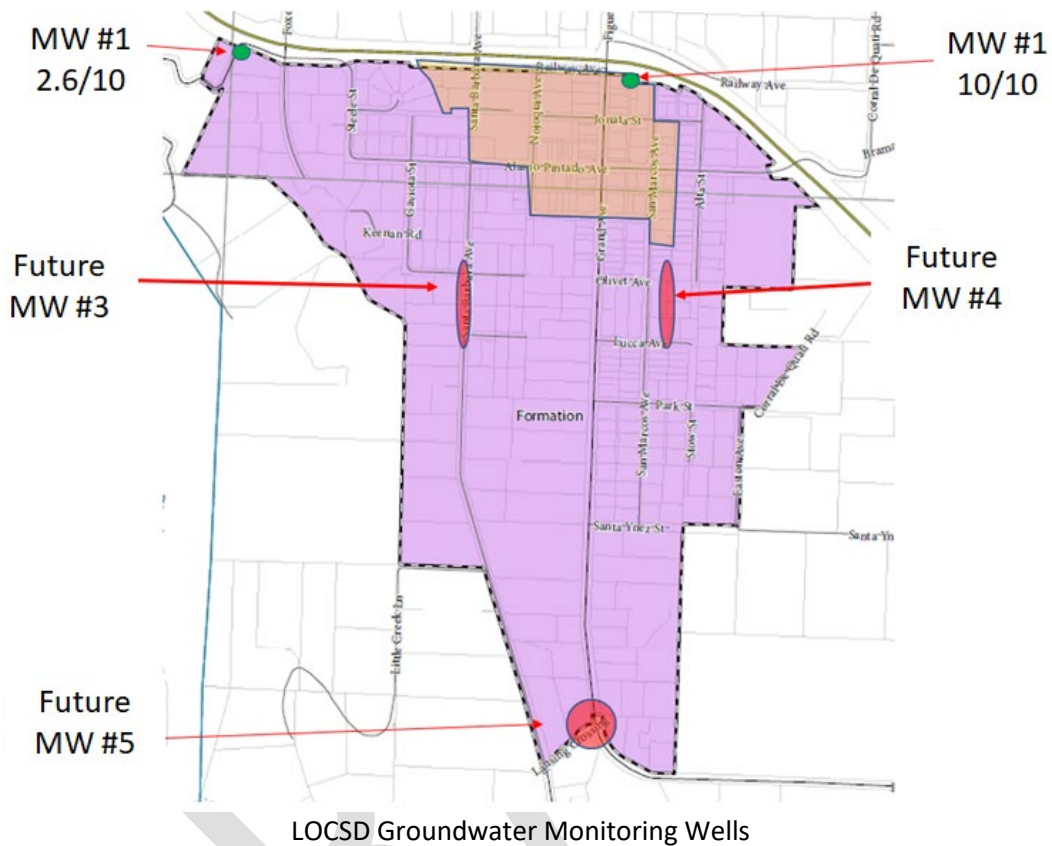
**Treated Wastewater Disposal** - You may recall that during [community workshops](#) held in January, community members stated a clear preference for treated wastewater disposal. Attendees overwhelmingly said they would like to see subsurface percolation chambers, coupled with reuse, for final disposal of our treated wastewater.

**Groundwater Monitoring Wells** - In October, the District applied for a grant through the [County of Santa Barbara Environmental Health Services \(EHS\)](#) to install three new groundwater monitoring wells and perform testing on our existing two wells. The grant application was filed after a number of discussions with EHS and the [Central Coast Regional Water Quality Control Board \(CCRWQCB\)](#). If the grant is approved, construction of the additional wells will likely start in early 2024.

As a reminder, the water quality sample test results from our two existing groundwater monitoring wells in January were as follows:

- Well #1 (MW-1) reported “nitrate as N” at 2.6 mg/L (12 mg/L as N03)
- Well #2 (MW-2) reported “nitrate as N” at 10 mg/L (45 mg/L as N03)

The “nitrate as N” maximum contaminant level (MCL) for drinking water in the State of California is 10 mg/L. This means that MW-1 was below MCL, while MW-2 was right at MCL. Locations of the existing and planned wells can be seen below.



**ABOUT THE DISTRICT:** The [Los Olivos CSD](#) was formed by voters in 2018 to give Los Olivos residents and property owners within the district local control over how to provide a funding mechanism for the construction and operation of the facilities needed to collect, treat, and dispose of sewage, wastewater, and recycled water in Los Olivos.

**Stay Informed:** I hope you are attending our monthly meetings in person or virtually to stay current with our information gathering efforts and future deliberations about the best solution for Los Olivos. This is the most effective way for you to stay informed, to ask questions and get answers, and to ensure your ideas and concerns are heard. We post video of meetings on our website should you be unable to attend a meeting in person.

Check the District’s Website for meeting agendas and materials at [losolivoscscd.com](http://losolivoscscd.com).

Visit <https://www.losolivoscscd.com/subscribe> to sign up for email updates. Please encourage your neighbors, property owners and other interested community members to sign up as well.

If you have any questions about our District’s efforts, please contact Guy Savage, General Manager, at [gm.locsd@gmail.com](mailto:gm.locsd@gmail.com) or call him at (805) 500-4098.