

**LOS OLIVOS CSD
BOARD MEETING PACKET
FOR
9-12-2018 MEETING**

AGENDA ITEM 4

APPROVAL OF MEETING MINUTES

A. 8-15-2018 MEETING

B. 8-24-2018 SPECIAL MEETING



**Los Olivos Community Services District
Board of Directors Meeting**

**August 15, 2018, 6:00 p.m.
Los Olivos School, Room 602
2540 Alamo Pintado Avenue, Los Olivos, CA 93441**

MINUTES

1. CALL TO ORDER

Meeting called to order at 6:01pm

2. ROLL CALL

Directors Fayram, Palmer, O'Neill, Arme and Kennedy present

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF July 19, 2018 MEETING MINUTES

Motion to approve: Director Palmer, Second Director Arme

Ayes: 5

Noes: 0

5. DIRECTOR COMMENTS:

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

- Director Palmer noted she joined the Los Olivos Chamber of Commerce to represent the LOCSO. Next meeting will be September 6.
- Director Fayram raised the notion that the Public Health Department might be able to help with resources for the various studies that will be needed. Director Fayram noted the County signed the agreement with the CSD to provide financial services via the FIN system. He also noted Harry Hagen has another form/resolution for us to sign to enable the Teeter system and access funding.

6. PUBLIC COMMENTS:

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

limited to 3 minutes and are asked to fill out a speaker slip.
No Public Comments.

7. REPORTS

A. Ad Hoc Subcommittee Updates

1. Retaining a General Manager - Director O'Neill
Comments and discussion will be covered with Business Item C
2. Securing District Insurance - Directors Arme & Palmer

8. BUSINESS ITEMS

- A. Authorization to join the Special District Risk Management Authority (SDRMA) for the purpose of procuring insurance for the district and authorizing Director Arme to move forward with procuring the needed policy based on the SDRMA-provided estimate of DATE.
Motion: Director Palmer Second: Director Arme
Authorization to join the Special District Risk Management Authority (SDRMA) for the purpose of procuring insurance for the district and authorizing Director Arme and the new General Manager to move forward with procuring the needed policy based on the SDRMA-provided estimate of July 19, 2018.
Ayes: 5 Noes: 0
- B. Resolution no. 2018-02
A resolution of the Board of Directors of Los Olivos Community Services District approving the form of and authorizing the execution of a sixth amended joint powers agreement and authorizing participation in the special district risk management authority's property/liability program.
Motion: Director Palmer Second: Director Arme
Roll Call Ayes: Directors Fayram, Palmer, Arme, O'Neill, Kennedy Noes: 0
- C. Approve Contract for General Manager Services for the 2018-19 fiscal year.
Motion: Director O'Neill Second: Director Palmer
Accept the Interim General Manager Contract with MNS Engineers and to authorize Director Fayram to execute on behalf of the District for the 2018-19 Fiscal Year.
Ayes: 5 Noes: 0
- D. Discussion of Board Priorities with respect to Interim General Manager position.
- Director Arme provided update for coordination with the SDRMA.
 - Doug Pike asked the Board give him a heads-up on any items the Board expects him to handle and to add a regular agenda item for IGM update. He reviewed MSN's procedure for accounting of hours and billable expense. Doug's email is dpike@mnsengineers.com.
 - Director Palmer asked legal counsel to provide a monthly accounting to ensure we are managing our budget.
 - Director O'Neill raised the question of process for interacting with MSN. IGM Pike recommended forming committees that can meet on short notice via phone. Future agenda items should be sent to Doug.
 - Director Fayram requested IGM Pike participate in the IRWMP (Integrated Regional Water Management Plan) and to provide a monthly accounting for the GM services.
 - Director Fayram requested the IGM begin the process for an extension from LAFCO for the Prop 218 election and develop a high-level work plan, with cost projections, over the

next 2 years needed to arrive at a solution. Director Palmer asked for a top priorities list and sources for funding; what is critical path and milestones for the next 6 months. Director O'Neill suggested we have the IGM focus on immediately on what we have, what we know. IGM Pike summarized the need for the District is to develop a work plan that includes time frames, budgets, and processes. Protect ground water; get online in a cost-effective and efficient way to handle wastewater treatment. IGM Pike noted they have a resource that specifically handles grant writing for wastewater funding.

- Director Palmer requested creating a top-level plan that can be published on the website to show progress, focus, and general plan for public consumption.

- Director O'Neill asked Legal Counsel to review contract vs. regular employee parameters for the Board's benefit. IGM Pike added he would assist with the Board's general manager needs in 6 months' time.

E. Set Next Board Meeting and Board Workshop Dates

Next board meeting will be September 12, 2018 at 6pm, at the Los Olivos Elementary School, Room 602.

Special Meeting to approve Teeter Agreement for August 24, 2018.

9. CALL FOR FUTURE AGENDA ITEMS

- Add agenda item for Legal Counsel and IGM reports.
- Workshop for Public Comment

10. ADJOURNMENT

Meeting Adjourned at 7:15pm

Motion: Director Palmer Second: Director Arme

Ayes: 5 Noes: 0

The Los Olivos Community Services District is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please call 805.946.0431 or email to losolivoscscsd@gmail.com. Any public records which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at 2540 Alamo Pintado Avenue, Room 602, in Los Olivos, California 93441.



**Los Olivos Community Services District
Board of Directors Meeting**

**August 24, 2018, 6:00 p.m.
Los Olivos School, Room 602
2540 Alamo Pintado Avenue, Los Olivos, CA 93441**

SPECIAL MEETING MINUTES

1. CALL TO ORDER

Meeting was called to order at 6:00 P.M.

2. ROLL CALL

Directors Fayram, Palmer, Arme and Kennedy present, Director O'Neill absent.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS

No Public Comments.

5. BUSINESS ITEMS

A. Resolution No. 2018-03

A resolution of the Board of Directors of the Los Olivos Community Services District approving the agreement for Dry Period Funding between the District and the County of Santa Barbara.

Motion: Director Kennedy Second: Director Palmer

Approve Resolution 2018-03 Authorizing the agreement for Dry Period Funding between the District and the County of Santa Barbara.

Ayes: 4

Noes: 0

B. Approval of Agreement between the Board of Directors of the Los Olivos Community Services District and the County of Santa Barbara for a dry period funding of \$50,000, which will be repaid at the end of December 2018.

Motion: Director Kennedy Second: Director Arme

Approval of Agreement between the Board of Directors of the Los Olivos Community Services District and the County of Santa Barbara for a dry period funding of \$50,000, which will be repaid at the end of December 2018.

Ayes: 4

Noes: 0

C. Board to consider and authorize signature of the Standard SDRMA Agreement as referenced and approved with Resolution 2018-02.

Motion: Director Arme Second: Director Kennedy
Approve agreement and authorize signature of the Standard SDRMA Agreement as referenced
and approved with Resolution 2018-02.

Ayes: 4

Noes: 0

6. ADJOURNMENT

Meeting Adjourned at 6:35pm

Motion: Director Arme Second: Director Fayram

Ayes: 4

Noes: 0

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BUSINESS ITEM B

CSDA & SDRMA INSURANCE APPLICATIONS

Doug Pike

From: Doug Pike
Sent: Tuesday, August 28, 2018 11:24 AM
To: Wendy Tucker
Subject: RE: SDRMA Property/Liability Proposal - Los Olivos CSD
Attachments: LosOlivosCSD SDRMA Application PKG Signed.pdf

Thanks Wendy,

Attached please find our completed paperwork/forms. I will mail an original wet-signature resolution and agreement as soon as I can get them.

Regards,

Doug Pike, P.E.
Interim General Manager
Los Olivos Community Services District

MNS Engineers, Inc.
201 Industrial Way, Suite A
Buellton, CA 93427
Cell (805) 331-3553 (**Preferred**)
dpike@mnsengineers.com

From: Wendy Tucker <WTucker@sdrma.org>
Sent: Tuesday, August 28, 2018 8:51 AM
To: Doug Pike <dpike@mnsengineers.com>
Subject: RE: SDRMA Property/Liability Proposal - Los Olivos CSD

Good morning Doug,

I thought I would follow up on the membership documents. Will you please email or fax a copy to me so I can get the policy set up? Thank you so much!

Wendy

Wendy Tucker
Member Services Manager


Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, California 95814
T 916.231.4141 or 800.537.7790 F 916.231.4111

www.sdrma.org

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RESOLUTION NO. 2018-02

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS
COMMUNITY SERVICES DISTRICT APPROVING THE FORM OF AND
AUTHORIZING THE EXECUTION OF A SIXTH AMENDED JOINT POWERS
AGREEMENT AND AUTHORIZING PARTICIPATION IN THE SPECIAL
DISTRICT RISK MANAGEMENT AUTHORITY'S PROPERTY/LIABILITY
PROGRAM**

WHEREAS, the Los Olivos Community Services District, a special district duly organized and existing under and by virtue of the laws of the State of California (the "Agency"), has determined that it is in the best interest and to the advantage of the Agency to participate for at least three full years in the Property/Liability Program offered by the Special District Risk Management Authority (the "Authority"); and

WHEREAS, California Government Code Section 6500 *et seq.*, provides that two or more public agencies may by agreement jointly exercise any power common to the contracting parties; and

WHEREAS, Special District Risk Management Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing its members with risk financing and risk management programs; and

WHEREAS, California Government Code Section 990.4 provides that a local public entity may self-insure, purchase insurance through an authorized carrier, or purchase insurance through a surplus lines broker, or any combination of these; and

WHEREAS, participation in Special District Risk Management Authority programs requires the Agency to execute and enter into a Sixth Amended Joint Powers Agreement (the "Amended JPA Agreement"); which states the purpose and powers of the Authority; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the Agency is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE AGENCY AS FOLLOWS:

Section 1. Findings. The Agency Board of Directors hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the Agency.

Section 2. Sixth Amended JPA Agreement. The Amended JPA Agreement proposed to be executed and entered into by and between the Agency and members of the Special District Risk Management Authority, in the form presented at this meeting and on file with the Agency Secretary, is hereby approved. The Agency Board and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the Agency, to execute and deliver to the Authority the Amended JPA Agreement in substantially said form, with such changes therein as such officers may require or approve, such approval to be conclusively evidenced by the execution and delivery thereof.

Section 3. Program Participation. The Agency Board of Directors approves participating for three full program years in Special District Risk Management Authority Property and Liability Program.

Section 4. Other Actions. The Authorized Officers of the Agency are each hereby authorized and directed to execute and deliver any and all documents which is necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 5. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 15 day of August, 20 by the following vote:

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

NOES: 0

ABSENT: n/a

[Signature]
Name

President
Title

[Signature]
Board Secretary

EXECUTION BY MEMBER

The Amended and Restated Joint Powers Agreement of the Special District Risk Management Authority, has been approved by the Board of Directors of the Member listed below, on the date shown, and said Member agrees to be subject to all of the terms and conditions set forth in said Agreement.

Entity Name: Los Olivos Community Services District

By:  (Thomas Fayram) President

By:  (Julie Kennedy) Secretary

Date: 8-24-18

EXECUTION BY AUTHORITY

The Special District Risk Management Authority (the "Authority"), operating and functioning pursuant to this Sixth Amended Joint Powers Agreement, hereby accepts the entity named above as a participating member in the Authority, subject to all of the terms and conditions set forth in this Sixth Amended Joint Powers Agreement and in the Bylaws, effective as of

_____.

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

By: _____
Jean Bracy, President
Board of Directors

Date: _____



**SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
COMMERCIAL CRIME
INSURANCE APPLICATION**

For Agency Use Only
 Producer Name: _____
 Producer Number: _____
 Office: Newport Beach

Note: Please complete one questionnaire for each legal entity to be insured.

Applicant: Los Olivos Community Services District (a newly established Independent District)

Complete Named Insured:	_____

Insured Address: _____
For overnight mail Los Olivos CSD
(No P.O. Box) 2540 Alamo Pintado Ave.
Los Olivos, CA 93441

Mailing Address: Los Olivos CSD
 Same as above C/O MNS Engineers
201 Industrial Way, Ste. A
Buellton, CA 93441

Contact: Douglas Pike Title: Interim General Manager
 Phone: (805) 331-3553 Ext. Fax: (805) 686-5418
 email: dpike@mnsengineers.com

• **CURRENT COVERAGE** •

Total Limit: \$ _____ Deductible: \$ _____ Policy Expiration Date: _____

• **OPTIONAL QUOTATIONS** •

Limits Requested:	\$ 1,000,000 <input checked="" type="checkbox"/>	Deductible:	_____
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• **RENEWAL INFORMATION REQUIRED** •

Description of Operations:	<u>Independent Special District providing wastewater collection, treatment and effluent disposal to the unincorporated area of Los Olivos, CA</u>		
Type of Entity to be Insured:	<input type="checkbox"/> Municipality	<input type="checkbox"/> Nonprofit Corporation	
	<input type="checkbox"/> District Hospital	<input type="checkbox"/> Other (please specify)	
	<input checked="" type="checkbox"/> Special District		
Total Number of Employees (Break down as follows): Full Time:	<u>0</u>	Part Time:	<u>0</u>
Elected/Appointed Officials:	<u>5</u>	Volunteers:	<u>0</u>
Number of Employees who actually handle, have access to or maintain records of money, securities or other property:	<u>0</u>		
Number of Locations where all employees are located:	<u>0</u>		
Total Revenues: \$	<u>200,000</u>	Total Assets: \$	<u>0</u>
Net Income or Revenue: \$	_____		
Total Fund Equity (Total Assets – Total Liabilities):	\$ <u>0</u>		
Have any control recommendations been made by your CPA in the past 2 years?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
(If yes, provide a list and explain):	_____		

**SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
COMMERCIAL CRIME
INSURANCE APPLICATION**

Note: Please complete one questionnaire for each legal entity to be insured.

Have any control recommendations made by your CPA within the last 2 years NOT been implemented?
Yes No If yes, explain N/A

Do you have separation of duties over wire fund transfer procedures (i.e. the same person does not authorize and execute the transfer?) Yes No If no, explain _____

Are any bank deposits or accounts reconciled on a monthly basis by someone NOT authorized to deposit or withdraw? Yes No If no, explain _____

Do you have counter signature on all checks? Yes No If no, describe alternate procedures: _____

Is an authorized vendor list utilized? Yes No
Are your procedures designed so that no single employee can control a transaction from beginning to end (i.e. approve a voucher, request and sign a check?) Yes No If no, explain _____

Do you have any employees on staff who act as internal claims adjuster? Yes No
If yes, please attach an explanation of the internal controls over the establishment of claims files and issuance of claims settlement checks.

Please list any changes or revisions to your audit or internal control procedures during the last 12 months.
None

Has the Insured had any Commercial Crime losses in the last six (6) years? Yes No
(If yes, please provide details): _____

Please provide the latest annual financial statement and CPA Memorandum on Internal Controls if excess limits are being purchased.

NOTICE TO APPLICANTS: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION OR, CONCEALS, FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT ACT, WHICH IS A CRIME AND SUBJECTS SUCH PERSON TO CRIMINAL AND CIVIL PENALTIES.

The undersigned authorized officer/manager of the applicant declares that the statements set forth herein are true. The undersigned authorized officer/manager agrees that if the information supplied on this application changes between the date of this application and the effective date of the insurance, he/she (undersigned) will, in order for the information to be accurate on the effective date of the insurance, immediately notify the insurer of such changes, and the insurer may withdraw or modify any outstanding quotations and/or authorizations or agreements to bind the insurance

Signing of this application does not bind the applicant or the insurer to complete the insurance, but it is agreed that this application shall be the basis of the contract should a policy be issued.

All written statements and materials furnished to the insurer in conjunction with this application are hereby incorporated by reference into this application and made a part hereof.

Signed Douglas Phe (Applicant) Title Interim General Manager

Date 8-28-2018



**Los Olivos Community Services District
2540 Alamo Pintado Avenue, Los Olivos, CA 93441**

August 24, 2018

Ellen Doughty or Wendy Tucker
Special District Risk Management Authority (SDRMA)
1112 "I" Street, Suite 300
Sacramento, California 95814

SUBJECT: Los Olivos CSD Application for the Property/Liability Program

This statement is provided per application requirements to provide six years of detailed loss history including years 2012-2018. If six years are not available, please provide on Agency letterhead an explanation as to why the loss runs are not available and/or an indication of all known losses. If the Agency has no losses, please provide on Agency letterhead a "no known losses" letter indicating such for this six-year period (if required).

As a new District, formed in 2018, the Los Olivos CSD has not acquired any assets as of the date of this letter, and has experienced no Losses.

Thank You,

For the District:

Douglas Pike 8-28-2018

Douglas Pike
Interim General Manager



California Special Districts Association
Districts Stronger Together

2018 APPLICATION

REGULAR MEMBER APPLICATION

VOTING MEMBERSHIP – Independent Special Districts (as defined by Government Code section 56044) and/or public agencies whose legislative body is composed of representatives from two or more public agencies. Excludes dependent districts, JPAs, and county and city agencies (may apply as Associate members).

Main Contact Name: DOUGLAS PIKE			
Title: INTERIM GENERAL MANAGER			
Email: dpike@msengineers.com		Phone: 805 331-3553	
District Name: LOS OLIVOS COMMUNITY SERVICES DISTRICT			
Mailing Address: PO BOX 345			
City: LOS OLIVOS		State: CA	Zip: 93441
Physical Address: 201 Industrial Way, Ste. A			
City: Buellton, CA 93427		State: CA	Zip: 93441
Referred By:			
2018 CSDA ANNUAL MEMBERSHIP DUES			
Dues are based on the district's annual operating revenue/income as of June 30, 2017. Only one-time grants or straight pass-through funding should be excluded. Any funding used to support agency operations such as payroll and other administrative expenses should be included. Refer to chart below to determine dues category. CSDA dues are subject to change by majority vote of the CSDA Board of Directors.			
DUES TABLE (please check operating revenue)			
OPERATING REVENUE	REGULAR DUES	OPERATING REVENUE	REGULAR DUES
<input type="checkbox"/> \$50k or lower	\$167	<input type="checkbox"/> \$500 - \$625k	\$1,712
<input type="checkbox"/> \$50 - \$75k	\$254	<input type="checkbox"/> \$625 - \$750k	\$1,836
<input type="checkbox"/> \$75k - \$100k	\$420	<input type="checkbox"/> \$750 - \$1MM	\$2,633
<input checked="" type="checkbox"/> \$100 - \$150k	\$587	<input type="checkbox"/> \$1MM - \$1.25MM	\$3,384
<input type="checkbox"/> \$150 - \$200k	\$920	<input type="checkbox"/> \$1.25MM - \$1.5MM	\$4,102
<input type="checkbox"/> \$200 - \$250k	\$999	<input type="checkbox"/> \$1.5MM - \$1.75MM	\$4,802
<input type="checkbox"/> \$250 - \$300k	\$1,078	<input type="checkbox"/> \$1.75MM - \$2.0MM	\$5,562
<input type="checkbox"/> \$300 - \$350k	\$1,277	<input type="checkbox"/> \$2.0MM - \$5 MM	\$6,358
<input type="checkbox"/> \$350 - \$425k	\$1,390	<input type="checkbox"/> > \$5Million	\$6,842
<input type="checkbox"/> \$425 - \$500k	\$1,558		
PAYMENT (Credit card Payments – may be submitted by mail or fax to 916-520-2470)			
<input checked="" type="checkbox"/> CHECK <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS			
Account Name:		Account Number:	
Expiration Date:		Authorized Signature:	
		AMOUNT:	\$
Please return this form with dues investment to CSDA Member Services, 1112 I Street #200, Sacramento CA 95814. Additional information will be requested to complete your agency's new member file. QUESTIONS? Contact CSDA Member Services at 877.924.2732 or cathrinel@csda.net.			

OBRA 1993 prohibits taxpayers from deducting, for federal income tax purposes, the portion of membership dues that are allocable to the lobbying activities of trade organizations. The nondeductible portion of your dues is estimated to be 8%.

BUSINESS ITEM D

DRAFT LETTER TO LAFCO

RE: 1 YEAR ASSESSMENT CONDITION EXTENSION REQUEST



**Los Olivos Community Services District
2540 Alamo Pintado Avenue, Los Olivos, CA 93441**

September 12, 2018

Paul Hood, Executive Officer
Local Agency Formation Commission
County of Santa Barbara
105 East Anapamu Street, Rm 407
Santa Barbara, CA 93101

RE: Los Olivos Community Services District Assessments Condition

Dear Mr. Hood:

LAFCO officially formed the Los Olivos Community Services District on (DATE) to be the governance structure for Los Olivos to address wastewater treatment requirements in the town.

One of the conditions LAFCO adopted was;

"The District, if formed, shall cease to exist if an assessment to fund a wastewater collection, treatment, and disposal system or systems to serve the community is not approved within one year of the effective date, or Santa Barbara LAFCO otherwise extends such deadline, or other LAFCO approved arrangements are made for funding the District."

Final approval and the effective date of formation of the District was in January, 2018. Since the Board's first meeting in May 2018, the Board has worked diligently to set up the District and its administrative functions. The actions completed to date include; hiring legal counsel, calculating and submitting assessments to the County for FY 2018-19, securing insurance, approving agreements with the County Auditor for use of FIN for the District finances, hiring an Interim General Manager, and completing a "Dry Period Funding agreement with the County Treasurer's Office.

At our regular meeting of September 12, 2018, the Board approved the transmittal of this request to extend the assessment condition an additional year, allowing for additional accrual of administrative assessment funds into FY 2019-2020. With the limited funding we currently have, including paying back certain costs to the County, the budget does not have sufficient funding to do the necessary Engineering Report to establish a new assessment in conformance with Prop 218. This assessment process will no doubt require a few iterations to get to the point of a final solution to the wastewater issues in Los Olivos. Specifically, we need to refine the prior studies to select a option and then better detail the costs, and start the environmental process.

As such, we request your consideration of our request to extend the assessment condition one year to allow the Board to get the District established, and in a position to move forward.

If you have any questions, please contact Douglas Pike, Interim General Manager, at (805) 331-3553 or dpike@mnsengineers.com.

Sincerely,
Los Olivos CSD

Douglas Pike, P.E.
Interim General Manager

BUSINESS ITEM E

DRAFT WORK PLAN

Los Olivos Community Services District

Work Plan

DRAFT

Authority:

The District shall have those powers and responsibilities set forth in the Community Services District Law, Government Code section 61100 et seq .. to collect, treat, or dispose of sewage, wastewater, recycled water, and storm water, in the same manner as a sanitary district, formed pursuant to the Sanitary District Act of 1923, Division 6 (commencing with Section 6400) of the Health and Safety Code. All other powers of the District shall be considered latent and require LAFCO approval to become active.

Goal:

Develop an outline Master Plan to get us to a complete, operating wastewater treatment and reclamation system for the Los Olivos District. Determine appropriate treatment options for the urban and rural elements, determine and take advantage of appropriate and available funding options, and develop a robust outreach and public participation program.

Schedule:

1. Develop a working schedule with the following components:
2. One-year detailed plan
3. Long term Plan to project complete & operations phase
4. Simple Timeline Graphic including Pictures/Visuals with overview of where we're going and how & when we're going to get there, including:
 - a. The public process.
 - b. Regulatory and environmental considerations
 - c. Inventory of local state and fed funding opportunities & timeframes (get in line now versus later)
 - d. Integrate larger community projects proposed for private development
5. Inventory & summary of existing studies - what's usable/applicable - identify gaps for additional study & define study scope
6. Create critical milestone timeline including Prop 218 election process, polling, election, filings, Engineers report; etc.
7. Limitations
8. possible partnerships/collaborations

LOS OLIVOS COMMUNITY SERVICES DISTRICT
WW Treatment, Treatment and Reclamation
1st Year Work Plan
(2nd year and beyond shaded)

DRAFT

Task	Description	Note	Cost	ACTION	WHO	DEAD-LINE
A	Administrative Organization Steps					
1	Interim Meeting Location, Brown Act Training,				Board	
2	CSD Attorney Services				Board	
3	Accounting and warrant issue services selection of County Auditor/Controller				Fayram	
4	CSD Interim General Manager				O'Neill	
5	"Dry Period Funding" Agreement with County				Fayram	
6	District Liability and Loss Insurance, CSDA Membership		\$2,180 \$587		Arne	
7	Engage Chamber of Commerce				Palmer	
8	Send out Community Update/Mail Chimp Opt In				Palmer/Pike	9-21-2018
9	Organize Committees					September Meeting
10	Invoice review and recommend approval to pay				Finance Committee	
11	Develop Plan for Hiring Permanent Part-time GM				Ad Hoc Committee?	
B	Proposition 118 Steps Integrated with Planning, Environmental, Preliminary Design, Final Design and Construction					
1	PLANNING					
a	LAFCO Extension Letter				Fayram/Pike	September Meeting
b	Inventory & summary of planning docs prepared to date				Pike	October Meeting
c	Consider pursuing a State planning grants/loans.	Prop 218 Step		Prepare List of active grant options	Project Funding and Grant Committee	October Meeting
d	Consider Capital Project Construction funding grants and loans.					
e	Work with legal counsel to provide written advice to board on what options are available for CSD to support a public restroom solution in DT LO				Ad Hoc Committee	
c	Prepare a facilities plan which develops the capital and O&M costs that will form the basis of the assessment and financing.	Prop 218 Step				

LOS OLIVOS COMMUNITY SERVICES DISTRICT
WW Treatment, Treatment and Reclamation
1st Year Work Plan
(2nd year and beyond shaded)

DRAFT

d	Consider adequacy of existing studies.				Technical Advisory Committee
e	Initiate a public outreach program.	Prop 218 Step			Outreach Committee
2	CONCEPT SELECTION				
a	Option Selection Process Step 1. Suggest narrow to no more than 3 options based on existing studies, with some supplemental information.				Technical Advisory Committee
b	Develop a funding and financing plan for the costs.	Prop 218 Step			
c	If the funding and financing plan includes the pursuit of State low interest loans/grants, meet with the State Water Resources Control Board staff to discuss the project, obtain Board approval to submit a funding application, and prepare the necessary funding application which will include a financial feasibility analysis.	Prop 218 Step			
d	Option Selection Step 2. Choose Preferred Option, pending environmental review.				
3	CONCEPT/PRELIMINARY DESIGN				
a	30% Design, prepare estimates for total project costs				
b	Prepare Draft Environmental Exhibits (i.e Area of Potential Impact (APE) map, simplified exhibit maps as needed for Environmental Studies)				
4	ENVIRONMENTAL DOCUMENT				
a	Consider using professional environmental services consultant.				
b	Prepare preliminary Environmental Assessment and determine appropriate environmental Document to pursue.				
c	Document Options considered/reference all studies in environmental document.				
d	Prepare CEQA compliance document, distribute for review, hold public hearing and certify.	Prop 218 Step			
5	FINAL DESIGN				
a	Complete 95% design plans, Specifications and Estimates. 100% pending agency permit completion.				
b	Work can be phased.				
6	PERMITTING				

DRAFT

**LOS OLIVOS COMMUNITY SERVICES DISTRICT
 WW Treatment, Treatment and Reclamation
 1st Year Work Plan
 (2nd year and beyond shaded)**

a	Prepare, submit, negotiate and obtain Environmental Agency Permits: RWQCB, County Encroachment Permit, Possible ACOE, CADFWL.						
7	PROP 118 STEPS REMAINING						
a	Adopt a preliminary District budget.	Prop 218 Step					
b	Enact a Resolution of intent to levy the assessment, authorize the Engineer's Report, and set the date for a public hearing.	Prop 218 Step					
c	Prepare an Engineer's Report to allocate the costs to each parcel.	Prop 218 Step					
d	Provide notice of the public hearing.	Prop 218 Step					
e	Conduct a public hearing and majority protest vote.	Prop 218 Step					
f	Board vote for approval to levy the assessment.	Prop 218 Step					
g	Report the amount of each assessment to the County Assessor's Office so that they can be incorporated into the next property tax roll.	Prop 218 Step					
8	ADVERTISE AND AWARD FOR CONSTRUCTION						
a	Select CM/Inspection Services Consultant						
b	Advertise Minimum of two weeks with three published announcements in three publications with two having regional circulation. (Usually advertise 21-28 days)						
c	Bid Opening, bid evaluation, Board action for award & execution of Contract.						
9	CONSTRUCTION						
a	Noticing						
b	Construction						
10	OPERATIONAL START-UP AND OPERATIONS						
a	Plant Start-up						
b	Operations and Maintenance Phase						
C	ADVANCED SEPTIC IMPLEMENTATION PLAN FOR NON-CENTRALIZED TREATMENT DISTRICT RESIDENTS						

Doug Pike

From: lynn takaichi <lynntakaichi@water-consult.com>
Sent: Tuesday, August 28, 2018 1:50 PM
To: Doug Pike
Subject: General Procedure for Development of a Wastewater Assessment

As I understand the situation, LAFCO and the voters have authorized the formation of a community services district to provide wastewater collection, treatment and reclamation for a portion of the Los Olivos community. A special tax was also authorized to fund ongoing administration costs. However, the tax will be terminated when the assessment is adopted. An assessment for the facilities and O&M must be developed within one year in accordance with Proposition 218. To develop the assessment, I recommend the general procedures below but these should also be reviewed by the District's general counsel:

1. Discuss whether the District desires to pursue a State planning grant/loan.
2. Prepare a facilities plan which develops the capital and O&M costs that will form the basis of the assessment and financing.
3. Prepare CEQA compliance document and initiate permitting process.
4. Develop a funding and financing plan for the costs.
5. If the funding and financing plan includes the pursuit of State low interest loans/grants, meet with the State Water Resources Control Board staff to discuss the project, obtain Board approval to submit a funding application, and prepare the necessary funding application which will include a financial feasibility analysis.
6. Initiate a public outreach program.
7. Adopt a preliminary District budget.
8. Enact a Resolution of Intent to levy the assessment, authorize the Engineer's Report, and set the date for a public hearing.
9. Prepare an Engineer's Report to allocate the costs to each parcel.
10. Provide notice of the public hearing.
11. Conduct a public hearing and majority protest vote.
12. Obtain Board approval to levy the assessment.
13. Report the amount of each assessment to the County Assessors Office so that they can be incorporated into the next property tax roll.

Please let me know if you want to discuss further.