

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



POSTED 8-14-21

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting August 18, 5:00 p.m.

This meeting will be held electronically via Zoom Meetings. The public will be able to hear and participate.

1. Join Zoom Meeting from PC, Mac, or Android: <https://us02web.zoom.us/j/82349094942?pwd=SGRBYk1FWGN-tRVBsVDlnWXhpNDljQT09>
2. Via telephone: +1 (408) 638-0968 Meeting ID: 823 4909 4942 Passcode: 173617

REGULAR MEETING AGENDA

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 Minutes of July 14, 2021 Meeting

b. INVOICE PAYMENT

- i. July 2-2021 Aleshire and Wynder 1245 Legal Services (June) \$720.00
- ii. August 5,2021 Aleshire and Wynder 1245 Legal Services (July) \$1,480
- iii. July 15,2021 Robert Perrault General Management Services (7-15-2021) \$3,915
- iv. July 15,2021 MNS Engineering Invoice #78299 Management and Engineering Support (June) \$2,710
- v. July 3,2021 GSI Water Solutions Invoice #876-001-06 Groundwater Management Services (June) \$300

7. BUSINESS ITEMS: Discussion and Action on the following:

- a. **Consideration and Approval of Resolution 21-08. A Resolution of the Board of Directors of the Los Olivos Community Service District Setting the Appropriations Limit for the FY 2021-2022.** The District is required to annually adopt an appropriations limit in keeping with State Law (often referred to as the Gann Limit). This appropriation limit applies to proceeds received from taxes and is adjusted on an

annual basis by the Cost of Living Index or CPI. **Recommendation: Adopt Resolution 21-08 setting the Appropriations Limit for FY 2020-22.**

- b. Consider Project Management Committee Recommendation to Identify a Wastewater Treatment Plant Preferred Site and a Preferred Alternate Site.** During the last Board meeting the Board directed the Project Management Committee to review the Siting Study prepared by Urban Planning Concepts, update the matrix as necessary and make a recommendation regarding a Wastewater Project Facility Preferred Site and Preferred Alternative Site. **Recommendation: That the Board consider the Project Management Committee's recommendation and by Motion a) select the Preferred Site (APN 135230028) and Preferred Alternative Site (APN 135110024) for the Location of the Wastewater Treatment Plant and b) appoint a Negotiating Team on Behalf of the District.**
 - i. CLOSED SESSION: Conference with Real Property Negotiators (Gov. Code Sec. 54956.8)**
 - 1. Property:** Littlecreek Property (east of intersection of Lansing Crossing/Alamo Pintado Road and Santa Barbara Avenue)
 - 2. Agency Negotiator(s):** To be determined and announced as part of open session time (7.b)
 - 3. Negotiating Parties:** Herthel Family
 - 4. Under Negotiation:** Price and terms of payment for purchase/lease
 - a. Adjourn to Closed Session. General Manager will explain Zoom meeting logistics.
 - b. Reconvene to open session and Counsel will report out.
- c. Consideration of Proposal from Stantec for Design Services.** At the request of the Board, Stantec Design Services Inc. submitted a proposal revision to the District entitled Project Design Services Task Order No.2. The revised proposal includes a scope of work to complete the preliminary design for the entire, District-wide Wastewater Collection and Treatment Plant Project. **Recommendation: Review the proposal and provide direction to Staff.**
- d. Consideration of Proposed Scope of Work from GSI Water Solutions for Wastewater Injection Feasibility Study.** In keeping with the General Services Agreement between GSI Water Solutions and the District, GSI has submitted a proposed Scope of Work for a Treated Wastewater Injection Feasibility Study. In addition to determining the feasibility of injecting treated wastewater, GSI will provide project cost estimates to be included in the Engineer's Report in preparation for the Benefit Assessment Vote. **Recommendation: Review the Proposed Scope of Work and Provide Direction Regarding Amendment of the Existing Agreement.**
- e. Project Development - Project Management Committee Report. Committee members and General Manager will report on the following:**
 - i. Review Project Actions – Status Report (will be distributed prior to meeting)
 - ii. Review of Working Timeline to Benefit Assessment Election

8. GENERAL MANAGER'S REPORT

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

9. INFORMATIONAL ITEMS

Discussion by District Counsel on Return to In-Person Meetings

10. CALL FOR AGENDA ITEMS

11. NEXT REGULAR MEETING:

12. AJOURNMENT

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

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

losolivoscscsd@gmail.com, www.losolivoscscsd.com

MINUTES TO APPROVE

MINUTES TO APPROVE

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



POSTED 7-9-21

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting July 14, 2021, 6:00 p.m.
Minutes

Per Governor Newsom's Executive Orders N-25-20 and N-29-20 and N-8-21 this meeting was held electronically and was teleconferenced due to the COVID – 19 Pandemic. Members of the public were able to observe and participate as set forth below:

Topic: Los Olivos CSD Board Meeting

Time: Jul 14, 2021 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87607295278?pwd=ZkFNQIVsMVA3emlINONTU1hmZlBhUT09>

Meeting ID: 876 0729 5278

Passcode: 782198

One tap mobile

+14086380968,,87607295278#,,,,*782198# US (San Jose)

+16699006833,,87607295278#,,,,*782198# US (San Jose)

Dial by your location

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

REGULAR MEETING Minutes

- 1. CALL TO ORDER:** 6:00 PM.
- 2. ROLL CALL:** Present- Director Ross, Vice President Fayram, and President Palmer. Absent- Director O' Neill and Director Arme.
- 3. PLEDGE OF ALLEGIANCE:** Led by President Palmer.

4. DIRECTOR COMMENTS: No Director reports were given. General Manager advised the Board he would like to pull Item 8 D, " Authorization to enter into and agreement with Urban Planning Concepts" from the Agenda due to the fact that members of the Technical Committee were not present and could not participate in the discussion. It was the consensus of the Board to pull the item from the agenda. President Palmer suggested that Item 8 c be heard before the scheduled Public Hearing. With the Consensus of the Board the Agenda was reordered accordingly.

5. PUBLIC COMMENTS: There were no comments from members of the public.

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

1. Approve Minutes of June 9-21 Regular Meeting

B. INVOICE PAYMENT

Approve Payment of the following Invoices as reviewed and recommended for approval by the Finance Committee:

1. -June 3-2021 Aleshire and Wynder 1245 Legal Services (May) \$1,840.00.
2. -June 15,2021 Robert Perrault General Management Services (May 15-6-15) \$3,130.00.
3. -April 7,2021 Urban Planning Concepts Invoice 988.1 Siting Study \$2,136.25.
- 4.- June 15,2021 MNS Engineering Invoice #78031 Management and Engineering Support (May) \$3188.75.
5. June 7,2021 GSI Water Solutions Invoice #876-001-05 Groundwater Management Services (May) \$8,696.25
- 6.- June 3, 2021 SDRMA Public Liability Remainder Payment Invoice #70650 \$161.79.

Discussion : General Manager Perrault noted a scheduled Finance Committee Meeting did not occur due to technical difficulties. The General Manager noted he had solicited questions from the individual Committee members and had received no questions.

Motion made to approve Administrative Agenda Items : Vice President Fayram, Second : Director Ross , Approved 3-0 with Directors Arme and O'Neill absent.

8 C. Consideration of a Proposal from Stantec for Design Services

1. At the request of the District, Stantec Design Services Inc. has submitted a proposal to the District entitled: Project Design Services Task Order No.2 .Once completed the work outlined in Task Order No.2 will provide the District with a design sufficient to estimate costs and timing of the project. Final Design with plans and specifications would follow. The Board will consider the Staff Report, review the Proposal and provide direction to Staff. Representatives from Stantec will be available to respond to Board questions and comments

Recommendation- Authorize the District to enter into an agreement with Stantec provided direction to Staff is satisfactorily completed.

General Manager Perrault provided a staff report. Project Manager Autumn Glaeser from Stantec gave a brief presentation. Following the presentation Director Ross and Vice President Fayram asked questions regarding: schedule, site identification, team members and project phasing versus completing preliminary design for entire project and costs. Project Manager Glaeser responded to Questions. Board discussion focused on completing preliminary design for entire project. Public member Hillary Hauser was recognized , representing Heal the Ocean. Ms Hauser noted her organization prefers having the project designed and completed all at once. President Palmer led an additional Board discussion. At the conclusion of Board discussion the Board Directed staff to work with Stantec to revise proposal to reflect completion of preliminary design for the entire project and to return the revised proposal to the Board as soon as possible.

7. PUBLIC HEARING: CONSIDERATION OF PROPOSED FY 21-22 BUDGET

In keeping with Board Direction the General Manager has developed a proposed budget for Board consideration. The Board will:

- Receive the report of the General Manager
- Open Public Hearing to receive Public Hearing
- Close the Public Hearing
- Deliberate on the Budget

Recommendation: Adopt the Budget for FY 2021-22

General Manager provided staff report. President Palmer opened the Public Hearing at 7:09 P. M. No public members addressed the Board. President Palmer closed the Public Hearing at 7:10 P.M. Board member Ross asked a question regarding the authorized practice of adjusting Assessment Revenue by Consumer Price Index (CPI). District Counsel Trindle clarified authority.

Motion Made by Vice President to adopt Fy 2021-22 Budget, Second provided by Director Ross. Motion was approved by a vote of 3-0 with 2 members absent.

8. BUSINESS ITEMS: Discussion and Action on the following:

B. County Assessment Authorization

1. Through the Budget Review Process, the Board previously directed that the CPI Increase be applied to assessments for FY 2021-22 Exempt parcels remain exempt.
2. Consider and Pass, or modify and pass, RESOLUTION NO. 21-07

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.

General Manager Perrault provided staff report.

Motion made by Vice President Fayram to approve Agenda items: 8.1 and 8.2 and adopt Resolution 21-07 by reading of title only, Second by Director Ross . Motion was approved 3-0 with 2 members absent.

C. Urban Planning Concepts Siting Study Review

1. During the Board meeting of June 9th the Board completed an initial review of Urban Planning Concepts (UPC) Siting Study which identified several sites that could be appropriate for the location of the Wastewater Treatment Plant. Staff is requesting the Board further review the study and provide direction to reduce the potential sites from 18 identified in the report to 4 or fewer sites.

General Manager provided a staff report. Director Ross volunteered to modify matrix to place scoring of sites more in line with District Goals. Vice President Fayram asked for clarification on the permitting process for the Littlecreek site if it is chosen as the preferred site since the site is outside the District.

District Counsel indicated that applicable State Government Codes would permit the District to take the lead in the permitting process under certain circumstances.

Motion made by Vice President Fayram, second by Director Ross for the Board to continue review of options contained in the UPC Siting Study and direct the Program Management Committee to review the options in light of the modified matrix to be completed by Director Ross.

D. Project Development

1. Report of Project Management Committee. Committee members and General Manager will report on the following:
 - Update on GSI Proposal
 - Update on Local Groundwater Monitoring Program.
2. Review and approval of an Update to Project Description and approval of modified Project Description.
General Manager Perrault gave a brief oral report.

9. General Managers Report

General Manager Report on current assignments, action items, and general District business. *A brief oral report was given.*

10. Informational Items

1. Discussion by District Counsel on Return to In-Person Meetings.
District Counsel indicated that the District would need to return to in-person meetings in September

11. Call for Agenda Items- There were no items requested.

12. Next Regular Meeting:

Wednesday, August 11, 2021, 6:00 p.m.

Via RingCentral Meeting Link to be posted in the agenda (at the Post Office Bulletin Board & CSD Website www.losolivoscscsd.com)

13. ADJOURNMENT- *The meeting was Adjourned at 7:58 PM*

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INVOICE PAYMENT

INVOICE PAYMENT



**ALESHIRE &
WYNDER** LLP
ATTORNEYS AT LAW

ORANGE COUNTY | LOS ANGELES | RIVERSIDE | CENTRAL VALLEY

Peggy Middleton
pmiddleton@awattorneys.com

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Suite 1700
Irvine, CA 92612
P (949) 223.1170
F (949) 223.1180

AWATTORNEYS.COM

July 2, 2021

VIA EMAIL ONLY: robertjerrault51@gmail.com

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

Re: **July 2021 Billing Statement (for services through 6/30/21);
Aleshire & Wynder, LLP**

Dear Bob:

Enclosed please find a billing statement for the month of July, which includes services rendered and costs incurred by Aleshire & Wynder, LLP, through June 30, 2021.

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

Sincerely,

ALESHIRE & WYNDER, LLP

Peggy Middleton for
G. Ross Trindle, III

Enclosure

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: June 1 thru June 30, 2021

| | Total Hours | Hourly Rate | Total Fees | Total Costs | Total Fees & Costs | Write-off Value | Comments |
|----------------------------------------------------------------------|-------------|-------------|---------------|-------------|--------------------|-----------------|-------------------------------|
| 0001 General (\$200 Blended: Atty / Paralegal / Law Clerk) | 3.60 | 200 | 720.00 | 0.00 | 720.00 | 0.00 | (Advisory/Transactional Svcs) |
| TOTALS: | 3.60 | | 720.00 | 0.00 | 720.00 | 0.00 | |



**ALESHIRE &
WYNDER** LLP
ATTORNEYS AT LAW

ORANGE COUNTY | LOS ANGELES | RIVERSIDE | CENTRAL VALLEY

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pmiddleton@awattorneys.com

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Irvine, CA 92612
P (949) 223.1170
F (949) 223.1180

AWATTORNEYS.COM

August 5, 2021

VIA EMAIL ONLY: robertjerrault51@gmail.com

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

Re: **August 2021 Billing Statement (for services through 7/31/21);
Aleshire & Wynder, LLP**

Dear Bob:

Enclosed please find a billing statement for the month of August, which includes services rendered and costs incurred by Aleshire & Wynder, LLP, through July 31, 2021.

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

Sincerely,

ALESHIRE & WYNDER, LLP

Peggy Middleton for
G. Ross Trindle, III

Enclosure

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: July 1 thru July 31, 2021

| | Total Hours | Hourly Rate | Total Fees | Total Costs | Total Fees & Costs | Write-off Value | Comments |
|----------------------------------------------------------------------|-------------|-------------|-----------------|-------------|--------------------|-----------------|-------------------------------|
| 0001 General (\$200 Blended: Atty / Paralegal / Law Clerk) | 7.40 | 200 | 1,480.00 | 0.00 | 1,480.00 | 0.00 | (Advisory/Transactional Svcs) |
| TOTALS: | 7.40 | | 1,480.00 | 0.00 | 1,480.00 | 0.00 | |



ROBERT PERRAULT

1311 Crystal Cove Circle □ Grover Beach, CA 93433
(805) 668-7131 □ robertjperrault51@gmail.com

Date: 7/15/2021

To: Lisa Palmer
President, Los Olivos, Community Service District
PO Box 345,
Los Olivos CA, 93441

No. 616

| Date | Description | Unit Hours | Total |
|---------|-------------------------------------------|------------------|-------------------|
| 6-16/21 | Review Proj. Desc, Public Hearing Notice | 3 hours | \$405.00 |
| 6-18/21 | Admin matters | 2 hours | \$270.00 |
| 6-21/21 | EHS Public Meeting, Admin Matters | 2 hours | \$270.00 |
| 6-22/21 | Project Management, Meeting with Engineer | 3 hours | \$405.00 |
| 6-25/21 | Update, respond to emails | 2 hours | \$170.00 |
| 6-26/21 | Technical Committee Meeting | 2 hours | \$170.00 |
| 6-28/21 | Stantec Letter | 3 hours | \$405.00 |
| 6-30/21 | Stantec Letter and Update | 2 hours | \$270.00 |
| 7-1/21 | Billing Review Agenda Prep | 2 hours | \$270.00 |
| 7-5/21 | Agenda Prep | 2 hours | \$270.00 |
| 7-10/21 | Staff Reports | 3 hours | \$405.00 |
| 7-14/21 | Meeting Prep and meeting | 3 hours | \$405.00 |
| | | TOTAL DUE | \$3,915.00 |

**Total Due By:
Due Upon
Receipt**

Thank you for your business!



201 N. Calle Cesar Chavez, Suite 300
 Santa Barbara, CA 93103

ENGINEERING
 PLANNING
 SURVEYING
 CONSTRUCTION MANAGEMENT

July 15, 2021

Project No: LOCS.D.180392.00

Invoice No: 78299

Los Olivos Community Services District

P.O. Box 553

Los Olivos, CA 93441

Principal Jeffrey Edwards
 Project Manager Douglas Pike
 Project LOCS.D.180392.00 District Support Services

This Invoice includes:

1. General Support to the General Manager: \$1,785.00.
2. Engineering Tasks: \$925
 - a. Stantec Design Contract: \$92.50
 - b. WWTP County Site Easement: \$0.00
 - c. GSI Geotechnical, GWMP: \$0.00
 - d. Jenzen LAMP Project: \$0.00
 - e. UPC Siting Study: \$0.00
 - f. UPC Environmental Scope: \$0.00
 - g. WRF Grant Management: \$185.00
 - h. Seeking additional Grants: \$0.00
 - i. Committee tasks and support: \$647.50

Professional Services for the Period: June 1, 2021 to June 30, 2021

Level 2 TASK01 District Management

Professional Personnel

| | Hours | Rate | Amount | |
|------------------------|--------------|-------------|---------------|-------------------------|
| Administrative Support | | | | |
| Project Coordinator | 17.00 | 105.00 | 1,785.00 | |
| Totals | 17.00 | | 1,785.00 | |
| Total Labor | | | | 1,785.00 |
| | | | | Level 2 Subtotal |
| | | | | \$1,785.00 |

| | | | | |
|---------|-----------------|---------------------------|---------|-------|
| Project | LOCSD.180392.00 | District Support Services | Invoice | 78299 |
|---------|-----------------|---------------------------|---------|-------|

| | | |
|---------|--------|-------------------|
| Level 2 | TASK02 | Engineering Tasks |
|---------|--------|-------------------|

Professional Personnel

| | Hours | Rate | Amount | |
|--------------------|--------------|-------------------------------|---------------|-------------------|
| Project Management | | | | |
| District Manager | 5.00 | 185.00 | 925.00 | |
| Totals | 5.00 | | 925.00 | |
| Total Labor | | | | 925.00 |
| | | Level 2 Subtotal | | \$925.00 |
| | | Current Invoice Amount | | \$2,710.00 |

Outstanding Invoices

| Number | Date | Balance |
|---------------|-------------|-----------------|
| 78031 | 6/15/2021 | 3,188.75 |
| Total | | 3,188.75 |

Billing Backup

Thursday, July 15, 2021

MNS Engineers, Inc.

Invoice 78299 Dated 7/15/2021

1:52:24 PM

| | | |
|---------|------------------|---------------------------|
| Project | LOCS.D.180392.00 | District Support Services |
| Level 2 | TASK01 | District Management |

Professional Personnel

| | | | Hours | Rate | Amount |
|------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------|--------|
| Administrative Support | | | | | |
| Project Coordinator | | | | | |
| Zepeda, Mary | 6/1/2021 | District correspondence including emails | .50 | 105.00 | 52.50 |
| Zepeda, Mary | 6/4/2021 | Los Olivos CSD Website Update - Post Regular Meeting Agenda for 6/9/21 on website and distribute agenda to Board Members | .25 | 105.00 | 26.25 |
| Zepeda, Mary | 6/7/2021 | District correspondence including emails; Los Olivos CSD Website Update - Post Regular Meeting Agenda Packet for 6/9/21 on website, distribute agenda packet to Board Members, file agenda packet and send out meeting invite; FIN Submittal - New Vendor eForm for RP; Followup with DP re FIN Access for RP; Update FIN System Files | 3.75 | 105.00 | 393.75 |
| Zepeda, Mary | 6/9/2021 | Assist RP to verify receipt of Stantec Proposal; Update LOCS.D Website - Remove GM Job Announcement; Reorganize/Rename Documents on Water Resources Webpage and post new OTWS Maintenance and Repair Guidance Document; Regular Meeting Set-up Follow-up | 1.50 | 105.00 | 157.50 |
| Zepeda, Mary | 6/10/2021 | Followup with RP re Meeting Agenda(s)/Minutes; Begin Processing GSI Invoice for EHS Reimbursement; LOCS.D Website Update - Create Teaser for new OTWS Maintenance and Repair Guidance Document; Followup with LP issuance of email address for RP; Download Septic Documents within Streamline File and forward to RP to determine need for posting; Followup with RP re link to Form 700 | 2.00 | 105.00 | 210.00 |
| Zepeda, Mary | 6/14/2021 | District correspondence including emails; Follow-up and Assist RP with Access with the Gmail Account | 1.25 | 105.00 | 131.25 |
| Zepeda, Mary | 6/16/2021 | Coordinate Publication of Public Hearing Notice with SYV News; Update LOCS.D Website - Add Septic Brochures to Wastewater Webpage | 1.00 | 105.00 | 105.00 |
| Zepeda, Mary | 6/17/2021 | Create Single Payment Claims within FIN for approved MNS Invoices; Process MNS Invoices for payment via FIN for DP; Update Budget Tracking Log; Update New Vendor Change e-Form for RP; Update LOCS.D Website's Board Member Page with new District Manager Information (RP Picture and Bio) | 2.75 | 105.00 | 288.75 |
| Zepeda, Mary | 6/21/2021 | District correspondence including emails; District Transparency Certificate Pending Items; Update Resolution Review Spreadsheet; Follow-up with DP and RP re modifications to new resolutions; Create New Policy Folders for Resolution Exhibit A's | 1.50 | 105.00 | 157.50 |

| Project | LOCSD.180392.00 | District Support Services | | | Invoice | 78299 |
|--------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------|-------------------------|-------------------|
| Zepeda, Mary | | 6/28/2021 | .50 | 105.00 | 52.50 | |
| | | District correspondence including emails; Add TG to LOCSD Website as New User | | | | |
| Zepeda, Mary | | 6/29/2021 | 1.50 | 105.00 | 157.50 | |
| | | Meet with TG and provide LOCSD Website and Project File Review; Followup with TG re Annual Disclosure for Board Member of Employee Reimbursement | | | | |
| Zepeda, Mary | | 6/30/2021 | .50 | 105.00 | 52.50 | |
| | | Attend District Update and Placement of Budget on Website Conference Call with DP and TG | | | | |
| | | Totals | 17.00 | | 1,785.00 | |
| | | Total Labor | | | | 1,785.00 |
| | | | | | Level 2 Subtotal | \$1,785.00 |

| Level 2 | TASK02 | Engineering Tasks | | | | |
|-------------------------------|--------|--------------------------------------------------------------------------|--------------|-------------|--------------------------|-------------------|
| Professional Personnel | | | | | | |
| | | | Hours | Rate | Amount | |
| Project Management | | | | | | |
| District Manager | | | | | | |
| Pike, Douglas | | 6/21/2021 | 2.00 | 185.00 | 370.00 | |
| | | Los Olivos CSD Planning Grant application update 1.0 | | | | |
| | | 1st Draft GANNT CHART 1.0 | | | | |
| Pike, Douglas | | 6/22/2021 | 1.50 | 185.00 | 277.50 | |
| | | Project Management Committee Meeting | | | | |
| Pike, Douglas | | 6/24/2021 | .50 | 185.00 | 92.50 | |
| | | Updated Grant Summary Matrix and forwarded to Mr. Perrault & Dir. Palmer | | | | |
| Pike, Douglas | | 6/25/2021 | 1.00 | 185.00 | 185.00 | |
| | | LOCSD Tech Committee Meeting (1.0) | | | | |
| | | Stantec Proposal Comments from Doug (.5) | | | | |
| | | Totals | 5.00 | | 925.00 | |
| | | Total Labor | | | | 925.00 |
| | | | | | Level 2 Subtotal | \$925.00 |
| | | | | | Project Total | \$2,710.00 |
| | | | | | Total this Report | \$2,710.00 |



55 SW Yamhill Street, Suite 300
 Portland, OR 97204
 P: 503.239.8799
 accounting@gsiws.com
 www.gsiws.com

Doug Pike
 Los Olivos Community Services District
 PO Box 345
 Los Olivos, CA 93441

July 3, 2021
 Invoice No: 0876.001 - 6

Project 0876.001 Groundwater Quality Management Services

Professional Services from June 1, 2021 to June 30, 2021

Task .002 Groundwater Monitoring Plan

Labor

| | Hours | Rate | Amount | |
|-----------------------------------------------|-------|--------|--------|------------------------|
| Supervising Hydrogeologist Nicely, Timothy | .25 | 225.00 | 56.25 | |
| Totals | .25 | | 56.25 | |
| Total Labor | | | | 56.25 |
| | | | | Total this Task |
| | | | | \$56.25 |

Task .005 Project Management

Labor

| | Hours | Rate | Amount | |
|---------------------------------------------|-------|--------|--------|------------------------|
| Principal Consultant Thompson, Timothy | .75 | 265.00 | 198.75 | |
| Administrative Assistant Deck, Anneliese | .50 | 90.00 | 45.00 | |
| Totals | 1.25 | | 243.75 | |
| Total Labor | | | | 243.75 |
| | | | | Total this Task |
| | | | | \$243.75 |

Project Summary

| | Current Period | Prior Periods | Invoiced to Date |
|-------------------|----------------|---------------|-------------------------------|
| Total Billings | 300.00 | 37,087.50 | 37,387.50 |
| Authorized Budget | | | 85,000.00 |
| Budget Remaining | | | 47,612.50 |
| | | | Total this Invoice |
| | | | <u><u>\$300.00</u></u> |

Outstanding Invoices

| Number | Date | Balance |
|--------------|-----------|------------------|
| 4 | 5/10/2021 | 3,970.00 |
| 5 | 6/7/2021 | 8,696.25 |
| Total | | 12,666.25 |

Los Olivos CSD Siting Study Matrix

10-Aug-2021

Categories are sorted by weighting

| | APN | Address | Parcel Size | Zoning | Owner Info | Description | Owner Offered to District | Lot Size | Elevation Below Phase 1 | Elevation Below Phase 2 | Access | Physical Constraints | Could be Sub-Divided | Commercial Zone Proximity | Environmental Challenges | Pipe Needs Bridge | Residential Proximity | Creek Proximity | Lot Only? | Excess Right of Way | TOTAL |
|----|-----------|--------------------|-------------|---------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------|-------------------------|-------------------------|--------|----------------------|----------------------|---------------------------|--------------------------|-------------------|-----------------------|-----------------|-----------|---------------------|-------|
| | | | | | | Weight | 3 | 2 | 2 | 2 | 1 | 1 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 | 0.3 | 0.2 | 0.2 | |
| 17 | 135230028 | Littlecreek | 10.01 | | HERTHEL | SB Ave x Alamo Pintado Rd southwest parcel, adjacent to district boundaries | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 5 | 10 | 0 | 5 | 5 | 10 | 0 | 128.5 |
| 15 | 135110024 | | 1.48 | 1-E-1 | GOTT CHARLES R & PATRICIA A | Subdividable Lot On Santa Barbara Ave. 1.48 Acres. | 5 | 10 | 10 | 7 | 5 | 10 | 10 | 5 | 10 | 10 | 0 | 5 | 0 | 0 | 103 |
| 14 | 135110023 | | 1.47 | 1-E-1 | GOTT CHARLES R & PATRICIA A | Subdevidable Vacant Lot On Santa Barbara Ave. 1.47 Acres | 5 | 10 | 10 | 7 | 5 | 10 | 10 | 5 | 10 | 0 | 0 | 5 | 10 | 0 | 100 |
| 18 | 135180040 | Grand Ave at Park | 3.04 | | HERTHEL | Open Field on Grand at Park | 0 | 10 | 8 | 6 | 10 | 10 | 10 | 5 | 0 | 10 | 5 | 10 | 10 | 0 | 88 |
| 1 | | County Road ROW | 0.37 | 20-R-1 | County of Santa Barbara | Excess County Jonata Road ROW access from Jonata St @ Nojoqui Ave. .37 Acres. .13 useable Possible purchase of adjacent land? | 7 | 0 | 5 | 3 | 5 | 10 | 0 | 10 | 10 | 10 | 0 | 10 | 10 | 10 | 74 |
| 16 | 135110025 | | 1.47 | 1-E-1 | GOTT CHARLES R & PATRICIA A | Subdevidable Vacant Lot On Santa Barbara Ave. 1.47 Acres | 5 | 10 | 5 | 7 | 0 | 0 | 10 | 5 | 0 | 10 | 0 | 5 | 0 | 0 | 73 |
| 13 | 135122031 | County Road ROW | 0.28 | 20-R-1 | County of Santa Barbara | Excess County Road ROW access from Hollister St @ Nojoqui Ave. .28 Acres. .12 useable Possible purchase of adjacent land? | 7 | 0 | 6 | 10 | 5 | 0 | 0 | 5 | 0 | 10 | 0 | 10 | 10 | 10 | 72.5 |
| 12 | 135086009 | | 0.87 | 7-R-1 | CRUTCHER, DANIEL L; CRUTCHER, JULIE B | Vacant Lot W/ access from Hollister St or alley @ Nojoqui .87 A (.4 Usable) | 0 | 10 | 6 | 5 | 5 | 10 | 0 | 5 | 10 | 0 | 0 | 10 | 10 | 0 | 69.5 |
| 9 | 135082022 | | 0.62 | 15-R-1 | BEREAN BAPTIST CHURCH | In Commercial Zone (Alimo Pintdo St) .62 Acres | 0 | 10 | 6 | 3 | 5 | 10 | 0 | 5 | 0 | 10 | 0 | 10 | 10 | 0 | 65.5 |
| 6 | 135074019 | | 0.85 | C-2 | STAGE STOP PLAZA | In Commercial Zone (Nojoqui Ave at Railway Ave,) .85 Acres | 0 | 10 | 3 | 3 | 5 | 10 | 0 | 5 | 0 | 0 | 0 | 5 | 0 | 0 | 51 |
| 8 | 135340012 | 2213 Keenan | 1.28 | 1-E-1 | RAISCH ROBERT; GRANGER JENIENE | Vacant Lot Accessible from Keenan Drive | 0 | 5 | 5 | 5 | 5 | 10 | 0 | 5 | 0 | 0 | 0 | 1 | 0 | 0 | 47.8 |
| 10 | 135086001 | 2320 Alamo Pintado | 0.16 | 15-R-1 | SANTA YNEZ RIVER & WATER CONS DI | ID 1 Parcel (Alamo Pintado Ave. at Santa Barbara Ave.) .16 Acres | 0 | 0 | 5 | 3 | 5 | 10 | 0 | 5 | 10 | 0 | 0 | 10 | 0 | 0 | 41.5 |
| 11 | 135086002 | | 0.16 | 15-R-1 | SANTA YNEZ RIVER & WATER CONS DI | ID 1 Parcel (Alamo Pintado Ave. at Santa Barbara Ave.) .16 Acres | 0 | 0 | 5 | 3 | 5 | 10 | 0 | 5 | 10 | 0 | 0 | 10 | 0 | 0 | 41.5 |
| 7 | 135082020 | | 0.32 | 15-R-1 | BEREAN BAPTIST CHURCH | In Commercial Zone (Alimo Pintdo St) .32 Acres | 0 | 0 | 6 | 3 | 5 | 10 | 0 | 5 | 0 | 0 | 0 | 5 | 0 | 0 | 37 |
| 2 | 135030054 | | 4.4 | AG-I-10 | MONIOT FAMILY TRU (5/28/04) | North of Hwy 154 (Calkins Rd.at North St.) 4.4 Acres | 0 | 10 | 0 | 0 | 5 | 10 | 10 | 5 | 10 | 10 | 0 | 5 | 0 | 0 | 0 |
| 3 | 135071006 | | 0.46 | RR-5 | CHAMBERLIN LOS OLIVOS LLC | North of Hwy 154 (Calkins Rd.at North St.) 0.46 Acres | 0 | 10 | 0 | 0 | 5 | 10 | 10 | 5 | 10 | 10 | 0 | 5 | 10 | 0 | 0 |
| 4 | 135030042 | | 8.19 | AG-I-5 | CHAMBERLIN LOS OLIVOS LLC | North of Hwy 154 (Figueroa Mountain Rd.at North St.) 8.19 Acres | 0 | 0 | 0 | 0 | 5 | 10 | 10 | 5 | 0 | 10 | 0 | 1 | 0 | 0 | 0 |
| 5 | | CALTRANS ROW | 0.50 | ROW | CALTRANS | North of Hwy 154 (Figueroa Mountain Rd.at HWY 154.) 0.5 Acres | 7 | 10 | 0 | 0 | 5 | 10 | 10 | 5 | 10 | 0 | 0 | 1 | 0 | 0 | 0 |

- Column H Owner is willing to work with district on sale or lease
- Column I Size - <0.4 Acre is 0, 0.4 to 0.75 Acre is 10, 0.75 to 1.5 Acre is 5, > 1. Excess Right of Way? - Yes is 10, No is 0
- Column J Elevation < Phase 1 - Yes is 10, No is 0 (Important to minimize lift stations)
- Column K Elevation < Phase 2 - Yes is 10, No is 0 (Important to minimize lift stations)
- Column L Access - Good is 10, Poor is 0
- Column M Site Physical Constraints - High is 0, Low is 10
- Column N Part or all of site can be purchased or leased - Yes is 10, No is 0
- Column O Distance from Commercial Zone - Within commercial zone is 10, wi Distance to Alamo Pintado Creek - Adjacent is 10, within 1000 feet is 5, more than 1000 feet is 0
- Column P Environmental Challenges - High is 0, Low is 10
- Column Q Pipe needs bridge? Yes is 0, No is 10
- Column R Close to Residential? - <100 ft is 0, 100 to 1000 ft is 5, >1000 ft is 10 ("Not in my backyard" is more important than minimizing collection system cost)
- Column S Good percolation? - Yes is 10, no is 0
- Column T Lot only - Yes is 10, No is 0

AGENDA ITEM 7 a. ATTACHMENT

RESOLUTION NO. 21-08

**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, 2022**

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 elections 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 2021-2022.

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 2020-21 is declared to be \$201,904.67, as described in Exhibit "A" attached hereto and incorporated herein, and the appropriations subject to this annual limit for fiscal year 2021-2022 total \$201,904,67

[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 9th day of September 2020, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

ATTEST:

Robert Perrault, General Manager
LOS OLIVOS COMMUNITY SERVICES
DISTRICT

By: _____
LISA PALMER, Board President

APPROVED AS TO FORM:

By: _____
G. ROSS TRINDLE, III, District Counsel

I, _____, 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.

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 number 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%)

AGENDA ITEM 7 b. ATTACHMENT

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



Memo to: The Los Olivos Community Service District Board of Directors

From: Bob Perrault, General Manager

Subject: Consider Project Management Committee Recommendation Regarding Site identification for the Location of the Wastewater Treatment Plant.

Date: August 18,2021

During the Board's July meeting the Board received the Siting Study prepared by Urban Planning Concepts (UPC). The Siting Study included a matrix that identified a total of 17 sites that could be considered as potential locations for the Wastewater Treatment Plant. At the end of Board's discussion on the item Director Ross offered to revise the matrix to reflect a weighted rating process to assist in the identification of potential sites. The Board accepted this offer and directed the Project Management Committee to make a recommendation regarding site identification.

On August 11, 2021 the Project Management reviewed the matrix (please see attachment) as modified by Director Ross. The Committee then made a recommendation to the Board regarding a preferred site and a preferred alternative site. The Committee's recommendation identifies APN #135230028 identified as the "Littlecreek" site owned by the Herthel family as the Preferred site and APN # 135110024 located on the west side of Santa Barbara Ave. and owned by the Gott family.

The recommendation was based on the ranking contained in the matrix. The Littlecreek site received a total of 128.5 points and the Gott site received a total of 103 points. The point criteria used in the ranking is outlined in the matrix. Key factors in the criteria included: parcel location, size, elevation, site physical constraints and possible availability.

A Closed Session is a companion item to this recommendation. Staff would suggest the Board take action on the Committee's recommendation and then proceed to the Closed Session to discuss property negotiations.

AGENDA ITEM 7 c. ATTACHMENT

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



Memo To: The Los Olivos Community Service Director Board of Directors
From: Bob Perrault, General Manager
Subject: Review- Stantec Revised Proposal for Design Services
Date: August 11, 2021

During the last District Board meeting, the Board reviewed a proposal for Design Services for the Wastewater Collection Reclamation and Treatment Plant Project submitted by Stantec. The proposal was submitted in response to a request from the district in keeping with the Stantec's General Services Design Contract. The proposal included the design of a project to be phased with an emphasis placed on completing a preliminary design for a project to serve the commercial core of Los Olivos with the possibility of extending to subsequent zones or phases. The ability to include additional phases was dependent on funding and costs. The cost of the original proposal was \$158,216. At the meeting, Autumn Glaeser, Project Manager for Stantec indicated the services would be completed to meet District's timing requirement for information needed to be included in the Engineer's Report for the Assessment vote.

Following the Board's discussion on the proposal the Board directed Stantec to revise the proposal to reflect the completion of the preliminary design for the entire project. In response to the Board's direction Stantec has submitted the attached proposal. It is a much more robust proposal and is responsive to the Board's request to have a preliminary design for the entire project. Stantec will also coordinate their work with the District's Groundwater Consultant to ensure sufficient cost information will be available to meet the District's requirement to complete the timeline for the Assessment Vote.
(Please see the attached timeline).

Along with the increase in work effort there is also an increase in cost. The revised Proposal would cost the district \$258,298 or approximately \$100,000 then the estimate for the original phased proposal. Since this amount is an estimate for completion of preliminary design for the entire project it would minimize the amount of design work left to be done in the event the Board wishes to proceed on a single project basis.

As the Board will recall there has been a total amount budgeted for professional services of \$439,00 in the FY 21-22 Budget. This clearly falls within budgeted totals. The revised proposal has been reviewed by the Board's Committees. Committee comments have been transmitted to Stantec and staff expects receiving an additional response by meeting time.

Recommendation: Staff recommends the Committee review the revised Stantec proposal and make recommendation to the Board.

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



Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 946-0431
losolivoscscd@gmail.com, www.losolivoscscd.com



Stantec Consulting Services Inc.
111 E. Victoria Street
Santa Barbara, CA 93101

August 4, 2021

File: 184031368.202

Attention: Mr. Bob Perrault

Email: robertjerrault51@gmail.com

Los Olivos Community Service District
PO Box 345
Los Olivos, CA 93441

Reference: Request for Budget Proposal, Los Olivos Community Service District Project Design Services – Task Order No. 2 Preliminary Design - v 03

Dear Mr. Perrault,

Project Understanding

Los Olivos Community Service District (District) has requested a scope and budget for Task Order No. 2: Feasibility Study/Preliminary Design for the District service area as described below. Task No. 2 will be based on the terms and conditions of the Professional Services Agreement executed August 20, 2020.

Feasibility Study/Preliminary Design

This study will evaluate the feasibility and preliminary design of the septic to sewer conversion project for the District's service area.

Task Order No. 2 Subtasks:

2.1 Project Management, Meetings, and Communication

The project management subtask includes the following responsibilities:

A. *Project Meetings*

Attend design meetings with the District staff. Meetings will be held virtually unless in-person meetings are feasible.

- a) Kick off meeting (assumes 1-hour virtual meeting)
- b) Three status update meetings with staff (assumes 1-hour virtual meeting, each)
- c) Preliminary Design meeting (assumes 2-hour virtual meeting)
- d) Two presentations to the District Board (assumes 2-hour virtual meeting)

B. *Project Management*

August 4, 2021

Mr. Perrault

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**Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v
03**

- a) Prepare progress billings and manage project schedule.
- b) Coordinate staff and deliverables.

C. District and Other Consultants Coordination

Stantec assumes the District or the District's other consultants will take the lead for agency coordination. Stantec will work with the District for coordination purposes and provide conceptual documents as part of the other tasks defined below. Stantec assumes up to 20 hours for coordination during the preliminary design phase.

2.2 Topographical Mapping

A. Aerial Topographic Mapping:

Aerial mapping will be performed including mapping of the limits of the District Boundary as well as extending at least 10-feet beyond. Aerial mapping will include, the horizontal locations of building footprints, guy wires, vaults, utility boxes, sidewalks, curbs, edge of asphalt, fences, walls, driveways, access roads, and vegetation.

Stantec will provide a subcontracted aerial firm (Vertical Mapping Resources, [VMR], www.verticalmapping.com) the coordinates of said aerial targets and the site will be flown by the subcontractor by airplane taking photos to be the basis for the site mapping. VMR will provide Stantec the deliverables described below. The deliverables will have relative site accuracy of approximately +/-0.2' horizontally and vertically (better in open-sky improved locations) prepared to National Map Accuracy Standards:

1. Planimetric base map with a digital terrain model (DTM) with 1' contours
2. Colorized ortho-rectified aerial imagery with +/-0.2' pixel resolution (1 pixel of the photo represents a 0.2' x 0.2' square on the ground)

B. Ground Based Topographic Mapping:

Stantec has included up to five (5) days of supplemental ground based topographic mapping of the proposed sewer pipeline alignments and an additional two (2) days for the package treatment plant location (as selected by the District). Topographic surveying and mapping will locate pavement, curbs, driveways, walks, median and parkway planters, and visible surface utilities (accessible storm drain manholes will be opened and the invert elevation, pipe size and pipe material will be noted), together with topographic features such as pipe crowns, flow lines, grade breaks, etc. from back of walk to back of walk. Pavement and surface materials will also be identified, including speed bumps. Trees larger than 6" in diameter (measured at chest height) will be located and shown on the map along with detail information such as walls, signs, surface material limits, mailboxes and USA markings, if available.

Note: In areas where the topography poses a safety risk, we will interpret elevations based on available ground measurements.

August 4, 2021

Mr. Perrault

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**Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v
03**

C. *Mapping Deliverables and Notes:*

- Create an AutoCAD drawing for the project base map, including surveyor's notes and legend. The scale of the base map will be 1" = 20' with a 1-foot contour interval.
- Mapping will be based horizontally on the California Coordinate System of 1983 (CCS83), NAD83(2011), epoch 2017.50, and vertically on the North American Vertical Datum of 1988 (NAVD88) via geodetic ties to continually operating GNSS stations constraining to coordinates at said stations as published by the California Spatial Reference Center (CSRC). National Geodetic Survey's (NGS) "Geoid12B" or "Geoid18" geoid model will be interpolated and applied to computed ellipsoid heights for all project data to derive orthometric project heights.
- Locate upstream and downstream gravity utility lines beyond the topographical mapping boundary (storm drain) inlets/outlets and invert elevations of visible crossing gravity utilities. Approximate size of pipe entering/exiting manhole will be noted.
- Establish semi-permanent survey control points (magnetic nails in pavement or scribed "+" in concrete) along alignment for use by contractor during construction.
- Create an AutoCAD drawing for the project base map, including a title sheet with surveyor's notes, vicinity map, and legend. The scale of the base map is proposed to be 1" = 20' with a 1-foot contour interval.
- For this survey, the right-of-way mapping to be included with the topographic mapping will be based on the County Assessor's GIS parcel lines. During the design phase, it may be determined that the accuracy of the GIS parcel lines will not be suitable for all areas. For those areas where a greater accuracy is needed, additional research of public records would need to be conducted to determine the complexity of establishing the right of way. *Based on the complexity and length of area needed, a corresponding fee adjustment would be required.*
- *No parcel boundary mapping is included in the survey effort.*
- *No survey will be completed north of Highway 154. (However, the District may want to consider capacity in the collection system to serve this area if it's ever added [sewered] in the future.)*

2.3 Data Review, Utility Research, and Base Mapping

A. *Data Review, Utility Research, and Base Mapping*

a. Stantec will work with the District to obtain available existing records including but not limited to utility record maps. Stantec will provide the following scope for this task:

- Review the as-built drawings as well as any relevant previous reports for the project
- Review County Roads basemaps and incorporate into the project basemap where necessary
- Perform a record search utilizing USA Dig Alert and available record drawings. Using the USA Dig Alert database and our contacts with the various agencies with utilities in the vicinity of project, we will request available as-built data, and request information on existing facilities and available future planned projects in the area that may potentially impact the proposed construction schedule
- We will plot the information received from the District and utility providers to prepare the utility base map. Information received from utility providers will be submitted to the District for record keeping

August 4, 2021

Mr. Perrault

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**Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v
03**

- Conduct site reconnaissance to capture any project constraints, above grade surface features, and creek alignment that may affect the design (assumes four (4) field days will be required to perform this effort)

2.4 Preliminary Design

Stantec will work with the District to prepare a conceptual design for the District's proposed collection system and package treatment plant (for the Littlecreek location). Stantec assumes the District is evaluating alternatives and processing quotes and selecting the final package treatment plant manufacturer. The tasks included in this scope are as follows:

A. Preliminary Design Technical Memorandum

- a. Stantec will prepare a Preliminary Design Technical Memorandum (TM) to document findings in this phase of work. The District will provide a consolidated set of review comments. A final report will be prepared after incorporating District's review comments. The TM will include the following sections:
 - i. Wastewater flows and loads
 - a) Stantec will expand on the Phase 1 Loading Study to include build-out load conditions to be used for design. Stantec assumes there are no future flows to be added in beyond the current District boundary.
 - ii. Effluent requirements to be provided by the District's subconsultant, GSI
 - iii. Conceptual plant site layout considerations (one proposed site location – assumes Littlecreek for scoping purposes).
 - iv. Sludge hauling considerations
 - v. Conceptual collection system horizontal layout exhibits (plan view only, no profiles)

B. Wastewater Treatment Plant Proposed Design

- a. Wastewater Treatment Plant Site Layout: Stantec will work with the District and package treatment plant manufacturer to prepare a site layout for the "expandable" package plant layout at the proposed location to be provided by the District. The District is working on the final location and has proposed the Littlecreek site referenced in the UPC Desktop Study – Proposed Wastewater Treatment Plant Siting Study dated June 6, 2021. Stantec assumes a final location will be selected prior to design kickoff and has not included more than one site location for the design phase. The location is subject to change and will require the District acquire the property and any associated easements. *If the treatment plant is not located at the Littlecreek site, additional services will be required for design.*

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Mr. Perrault

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Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v 03

- i. Stantec will work with the District and the package treatment plant manufacturer for layout of onsite needs such as electrical/control, chemical storage, influent pump station, solids holding tank and dewatering, etc.
 - ii. Stantec understands the site will require architectural design for barn façade for the equipment and for the County approval process. This work is not included in this scope of work and is anticipated to be part of the final design scope of work. Architectural and building design is excluded from this phase of the scope of work.
- b. Wastewater Treatment Plant (WWTP) Concept Design: Stantec will work with the District and package treatment plant manufacturer for the treatment concept design. Stantec will coordinate with this work, but it is assumed that the package treatment plant manufacturer will provide the concept design criteria, layout needs and requirements, as well as provide a facility cost estimate. Stantec understands the District have selected the package treatment plant manufacturer by November 2021. This task includes:
- i. Coordination with the District, package treatment plant manufacturer, and the District's subconsultant GSI for preliminary sizing of influent and/or effluent metering tanks, as necessary.
 - ii. Work with District to evaluate sludge/slurry hauling receivers, costs, and feasibility. Stantec understands the District does not plan on having biosolids handling onsite and plans to haul wet sludge offsite.
 - iii. Prepare a civil site plan and will evaluate other utility coordination such as electrical, potable water, and connection to the collection system. Stantec will review access requirements for operations including sludge hauling and chemical delivery. Final design will be part of a future scope of work. A site civil plan will be included in the preliminary design plan set as part of the technical memorandum.
 - iv. Stantec will identify hydraulic needs of the WWTP, including a possible influent pump station, influent flow equalization and pumping needs, effluent storage and pumping needs, and biosolids storage and pumping needs in coordination with the treatment plant manufacturer and the District's permit consultant. Design work will require supplemental authorization, depending on the facilities needs identified.
- c. Stantec will coordinate with the District's permit consultant (to be selected by District) for their efforts on discharge permit. Stantec assumes District's permit consultant will take the lead on obtaining the discharge permit and will provide support documents for the permit process. Stantec assumes specification information will be provided by the package treatment plant manufacturer for all treatment components.

C. Los Olivos Sewer Collection System

- a. Stantec will work with the District to evaluate and prepare a collection system concept layout for feasibility purposes. Stantec anticipates the following activities as part of this task:

August 4, 2021

Mr. Perrault

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Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v 03

- i. Prepare a collection system sewer model in Bentley Sewer Gems. Stantec will utilize the aerial topography Stantec will review the overall collection system hydraulics for sizing considerations.
- ii. Prepare a lateral compatibility study. No field work or ground survey will be provided for private properties. Stantec assumes the homeowners will be responsible for final design and construction of individual connections.
- iii. Set preliminary depth of sewer mains.
- iv. Stantec assumes one lift station will be required based on the Littlecreek site and known information at the time of this proposal. Stantec will coordinate with the District once the survey and layout has been evaluated to discuss pumping needs. The proposed lift station for inclusion with the 60 percent submittal will include the following sheets:
 1. Site layout (wet well, valve vault, controls, emergency storage [if feasible], odor control, etc.)
 2. Force main plan and profile (assumes two sheets)
 3. Electrical, structural, and mechanical details will be provided during final design.
- v. Prepare 60 percent preliminary sewer main plans in AutoCAD format (Plan sheets will include title sheet, notes, approximately forty-five plan and profile sheets for the sewer mains, and six detail sheets).
- vi. Stantec will provide recommendations for collection system sizing, layout, and materials.

D. Preliminary Opinion of Probable Costs

- a. A Class IV Opinion of Probable Construction Cost (OPCC) will be developed and submitted The District will provide a consolidated set of review comments. A final report will be prepared after incorporating District's review comments. The OPCC will include costs for:
 - i. Final design, construction, support during construction, project construction management and inspection and contingency
 - ii. Lateral and connection requirements and estimates (not to be detailed in the 30% design included with this scope).
- b. Stantec assumes the easement or land acquisition, disposal design elements, such as effluent and environmental permitting costs, treatment plant quotes and CEQA compliance, will be prepared by others and the District will provide final estimates to be incorporated into a master cost spreadsheet.

Deliverables:

- A. Project reports and invoices (PDF to District PM)
- B. Colorized ortho-rectified aerial imagery (electronic submittal)

August 4, 2021

Mr. Perrault

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**Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v
03**

- C. Cad topography and basemap file (electronic submittal)
- D. Preliminary Design Technical Memorandum (Draft and Final)
- E. Preliminary collection system plans (assumes 30 percent design/layout) – Full sized plans 24"x36" (PDF submittal – Draft)
- F. Preliminary opinion of probable costs

Assumptions:

- A. Septic systems are within 20 feet of parcel structures and sewer laterals are no deeper than 3.5 feet. (This is important for assessing depth requirements for the sewer mains in the rights of way identified in this study.)
- B. No private parcel improvements will be assessed. They will, however, be conceptually discussed, i.e., septic tank decommissioning and new lateral requirements.) Stantec assumes homeowners will be responsible for construction and hook up of their private laterals.
- C. Additional ground survey will be required during final design.
- D. Final design will be provided under a separate scope of work.
- E. Stantec assumes no additional buildings will be provided onsite at the package treatment plant location, or if required, they will be provided as part of final design.
- F. Sizing of bulk storage of chemical will be provided by the package treatment plant manufacturer.
- G. Stantec understands the package treatment plant manufacturer will contract the District as plant operator in the future.
- H. The District will provide reliable effluent disposal capacity (not to be assessed by Stantec).

District will provide:

- A. Review of deliverables. Stantec assumes deliverables are reviewed within 4 weeks of submittal.
- B. Treatment plant site location and parcel boundary information.
- C. Final service area limits, i.e. should the collection system provide capacity for any future sewerage additions from outside the immediate bounds of this study, such as areas north of Highway 154.
- D. Selected package treatment plant manufacturer.

SERVICES NOT INCLUDED

The following services and all other services not specifically listed herein are excluded:

1. Governmental and public agency Map checking fees.
2. Preparing and filing Corner Records or maps of any kind.
3. Setting boundary or right-of-way monuments.
4. Boundary mapping.
5. Land acquisition or negotiations. Easement preparation.
6. Sub-surface utility detection or potholing services.
7. Title Company reports, services and fees.

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Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v 03

8. Odor control design.
9. Final Engineering services will be provided under a separate scope of work.
10. Geotechnical services. This will be required for Final Engineering and bidding.
11. Environmental services including but not limited to CEQA (or other funding clearance requirements, such as NEPA), biological studies, noise, archeological, etc.
12. Permit preparation and/or processing. To be done by others.
13. Wastewater treatment or disposal permitting.
14. Traffic control plans. These can be included in Final Design.
15. Architectural, buildings or structure design.
16. Permit fees.
17. Services not listed herein.

Proposed Fee

Based on our understanding of your requirements and our experience with similar projects, we estimate that the fee required for our services will be approximately as follows:

Task Order No. 2 \$258,298

Our charges will not exceed the above fee estimate without your prior authorization. Stantec reserves the right to reallocate budget between the tasks if necessary, provided the overall total is not exceeded.

We have estimated the cost of our services based on our understanding at this time of the scope and complexity of the work. During the performance of our services, the need for additional or expanded services may be determined. We will make every reasonable effort to keep you informed of our progress and costs incurred.

As we are all aware, we are all working in unprecedented times as a result of the COVID-19 pandemic. The situation is a very fluid one. Our proposal is based on what we understand as of today, but may change as conditions change. We would be pleased to have a further discussion with you to share our respective plans and efforts to help manage and mitigate the impact of this evolving situation on your proposed project.

Schedule

Stantec is proposing the below schedule for the tasks associated with Task 2 proposal.

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Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v 03

| Key Efforts | 2022 | | | | | | | |
|---------------------------------------------------------------------|------|------|-----|-----|-----|-----|-----|-----|
| | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar |
| Fully Executed Contract and Notice to Proceed | | | | | | | | |
| Task 2.1: Project Management, Meetings, and Communication | ★ | | | | ★ | | ★ | |
| Task 2.2: Topographical Mapping | | | | | | | | |
| Task 2.3: Data Review, Utility Research, and Base Mapping | | | | | | | | |
| Task 2.4: Engineering Design Concept/Feasibility/Preliminary Design | | | | | | | | |

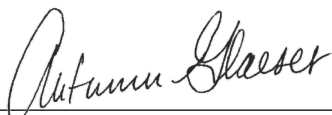
Authorization to Proceed

Should you require additional information or wish to discuss this work authorization further, please give me a call at (805) 285-9093. If this work authorization is satisfactory, please provide us written authorization to proceed by issuing an executed task order. This work shall conform to the terms and conditions of the Professional Services Agreement executed on August 20, 2020. The following is a summary of the current task orders assigned from the Agreement.

| LOCSO Septic to Sewer Project Task Order Summary | | | |
|--------------------------------------------------|--------------------|--------------------|-------------------|
| Task Order | Description | Authorization Date | Estimated Fee |
| No. 1 | Loading Study | 9/9/2020 | \$ 20,000 |
| No. 2 | Preliminary Design | | \$ 258,298 |
| | | Total | \$ 278,298 |

Regards,

Stantec Consulting Services Inc.



Autumn Glaeser, PE
Project Manager
805-285-9093
Autumn.Glaeser@Stantec.com



Gabe Aronow, PE
Principal-In-Charge
530-470-0515
Gabe.Aronow@Stantec.com

Attachment: Proposed Fee

FEE ESTIMATE - Los Olivos CSD Septic to Sewer Task 02 Preliminary Design

| Name | Koili, Venu | Aronow, Gabe | Glaeser, Autumn | Bohrous, Akram | Devries, Andrew | Zukowski, Jonny | Soldo, Stephanie | Eisengart, Daniel | Hoang, Long | Gower, Hayden | Loucks, James | Gower, Hayden (part of 2-man crew) | Kahner, Nick (part of 2-man crew) | Expenses | Sub-Consultant Vertical Mapping | Project Summary | Labour | Expense | Subs | Total |
|----------------------|-------------|--------------|-----------------|----------------|-----------------|-----------------|------------------|-------------------|-------------|---------------|---------------|---------------------------------------|--------------------------------------|------------|------------------------------------|--------------------|--------------|------------|-------------|--------------|
| Project Billing Rate | \$251.00 | \$251.00 | \$217.00 | \$251.00 | \$192.00 | \$192.00 | \$170.00 | \$228.00 | \$243.00 | \$192.00 | \$243.00 | \$142.50 | \$142.50 | \$1.10 | \$1.10 | Fixed Fee | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Units (T&M) | 8 | 86 | 136 | 40 | 90 | 164 | 382 | 32 | 34 | 78 | 30 | 72 | 72 | 1000 | 20000 | Time & Material | \$235,198.00 | \$1,100.00 | \$22,000.00 | \$258,298.00 |
| Fee (T&M) | \$2,008.00 | \$21,586.00 | \$29,512.00 | \$10,040.00 | \$17,280.00 | \$31,488.00 | \$64,940.00 | \$7,296.00 | \$8,262.00 | \$14,976.00 | \$7,290.00 | \$10,260.00 | \$10,260.00 | \$1,100.00 | \$22,000.00 | Total | \$235,198.00 | \$1,100.00 | \$22,000.00 | \$258,298.00 |

| WBS Code | Task Name | | | | | | | | | | | | | | | Hours | Labour | Expense | Subs | Total |
|----------|--------------------------------------------------------|---|----|----|----|----|-----|-----|--|----|----|----|----|-----|-------|------------|---------------------|-----------------|--------------------|---------------------|
| 1 | Project Management, Meetings, and Communication | | | | | | | | | | | | | | | 136 | \$28,236.00 | \$550.00 | \$0.00 | \$28,786.00 |
| 1.1 | Project Management, Meetings, and Communication | 4 | 20 | 60 | | 8 | 8 | 36 | | | | | | 500 | | 136 | \$28,236.00 | \$550.00 | \$0.00 | \$28,786.00 |
| 2 | Topographical Survey | | | | | | | | | | | | | | | 262 | \$44,528.00 | \$550.00 | \$22,000.00 | \$67,078.00 |
| 2.1 | Aerial Topographical Mapping | | | 4 | | | | 8 | | 30 | | 24 | 24 | 500 | 20000 | 90 | \$15,292.00 | \$550.00 | \$22,000.00 | \$37,842.00 |
| 2.2 | Ground Based Topographical Mapping | | | 4 | | | | 24 | | 48 | | 48 | 48 | | | 172 | \$29,236.00 | \$0.00 | \$0.00 | \$29,236.00 |
| 3 | Data Review, Utility Research, and Base Mapping | | | | | | | | | | | | | | | 140 | \$25,792.00 | \$0.00 | \$0.00 | \$25,792.00 |
| 3.1 | Data Review, Utility Research, and Base Mapping | | 8 | 8 | | 4 | 40 | 80 | | | | | | | | 140 | \$25,792.00 | \$0.00 | \$0.00 | \$25,792.00 |
| 4 | Engineering Design Conceptual Design | | | | | | | | | | | | | | | 686 | \$136,642.00 | \$0.00 | \$0.00 | \$136,642.00 |
| 4.1 | Preliminary Design Technical Memorandum | | 10 | 8 | 40 | 30 | 8 | 16 | | 4 | | | | | | 116 | \$25,274.00 | \$0.00 | \$0.00 | \$25,274.00 |
| 4.2 | Wastewater Treatment Plant | 4 | 20 | 8 | | 48 | | | | | | | | | | 80 | \$16,976.00 | \$0.00 | \$0.00 | \$16,976.00 |
| 4.3 | Collection System | | 20 | 40 | | | 100 | 250 | | 30 | | | | | | 440 | \$82,690.00 | \$0.00 | \$0.00 | \$82,690.00 |
| 4.4 | Preliminary OPCC | | 8 | 4 | | | 8 | | | | 30 | | | | | 50 | \$11,702.00 | \$0.00 | \$0.00 | \$11,702.00 |

AGENDA ITEM 7 d. ATTACHMENT



DRAFT

Scope of Work

To: Bob Perrault; Los Olivos Community Services District

From: Brian Franz, Andy Lapostol, Tim Thompson; GSI Water Solutions

Date: August 10, 2021

RE: Scope of Work for Treated Wastewater Injection Feasibility Assessment – Los Olivos Wastewater Reclamation Program Project

GSI Water Solutions (GSI) is pleased to present this scope of work for a treated wastewater injection feasibility assessment to support the Los Olivos Wastewater Reclamation Program. This work builds upon the previous work conducted during development of the District's Groundwater Monitoring Program and will provide a feasibility assessment of an injection project which would include installation of a series of wells to inject highly treated recycled water from the District's planned wastewater treatment facility into the underlying aquifer.

During the course of GSI's current work effort, in which both a Hydrogeological Conceptual Model (HCM) and a Groundwater Monitoring Plan (GWMP) were prepared, it became evident that there are many fundamental types of groundwater data that are not available, but which are needed for an assessment of feasibility for an injection project. The key types of data that have not been collected nor are not publicly available include:

- a. Water level data documenting the depth to the groundwater table within the aquifer sediments that are contemplated for use during the proposed injection of treated wastewater.
- b. Groundwater gradient data which would assist in assessing the direction and migration rate of the injected water.
- c. Hydrogeologic characteristics of the alluvial aquifer sediments, including the hydraulic conductivity and storage capacity values.
- d. Water quality data of groundwater present in the alluvial aquifer.
- e. Location, depth, and type of use (domestic or agricultural) for wells in and near Los Olivos.

Without the availability of even limited data for most of these types of groundwater information (identified as "data gaps"), the determination of whether an injection program could be constructed, operated, and permitted is not currently possible. The evaluation of data gaps pertaining to water level, quality, and gradient are addressed within the GWMP, and these data are important to the assessment of injection feasibility. The work conducted as part of this injection feasibility assessment will consider the data collected in the GWMP effort. The following scope of work presents a series of recommended steps to address data gaps and perform a stepwise assessment of feasibility for the injection of treated wastewater into one or more of the aquifers underlying Los Olivos.

The recommended tasks in this scope of work are as follows:

- **Preliminary Cost Analysis** – Prepare a high-level cost estimate for the construction and implementation of the injection well infrastructure. Provide the District with range of assumed project costs in order to compare with other wastewater disposal options.
- **Design, Permit, and Install Test Well** – Drill and install a test well in the vicinity of proposed injection well field. The test well will be used to conduct a pumping test which will provide important aquifer characteristics, including hydraulic conductivity and storage parameters. Drill and install dedicated observation monitoring well adjacent to test well if no other monitoring well (such as one of the proposed initial 6 monitoring wells of the GWMP) exists within approximately 150 feet.
- **Conduct Pumping Test** – Perform 8-hour step test and 24-hour constant rate test using the test well. Monitor water levels in both test well and observation well using manual measurements and dedicated pressure transducers
- **Perform Geochemical Analysis** – Collect aquifer matrix samples for geochemical analysis during installation of the test well. Samples will be analyzed to assess the potential for adverse chemical reactions in the aquifer soil matrix that could occur during injection operations.
- **Develop Groundwater Model** – Use existing data to create local-scale numerical groundwater flow model using MODFLOW-MT3D and Groundwater Vistas. Perform screening level analysis of groundwater transport times to help select a potentially feasible location for an injection wellfield. The groundwater model will be refined following the collection of aquifer parameter data during the pumping test at the proposed test well.
- **Identify Active Production Wells** – Conduct a detailed assessment identifying all active production wells in the vicinity of Los Olivos to determine which wells that may be impacted by an injection project.
- **Permitting Feasibility** – Assess feasibility of obtaining the necessary permits for the injection project. Evaluate the likelihood that an injection project could be successfully permitted and provide a regulatory pathway for the permitting process, including coordination with other local agencies such as ID#1.
- **Technical Memorandum** – Prepare a technical memorandum detailing the findings from these efforts and provide recommendations for next steps.
- **Project Management** – GSI will perform regular check-ins with the District to provide project status updates. GSI will also attend District Board meetings when requested to respond to any questions from Board members.

Scope of Work

Task 1 – Preliminary Injection Program Cost Analysis

This initial task will include the development of a planning-level cost estimate for the permitting and construction of an injection program which will allow the District to compare the estimated cost of the injection program with other alternatives, such as the option of obtaining an NPDES permit to discharge the treated wastewater into Alamo Pintado Creek. This work will be conducted prior to the subsequent tasks described in this Scope of Work that constitute the feasibility assessment.

For this effort, GSI will collect and utilize regional hydrogeologic data to estimate the number of wells necessary to accommodate the anticipated flow rates of treated wastewater. The size, depth, and performance of a typical injection well will be assumed based on data from production wells either within or close to the LOCSD area. Water level records from other wells in the area will also be evaluated to determine the typical range of water levels in the target aquifer which in turn is used to estimate anticipated injection rates in each injection well.

GSI will draw from experience with other injection projects to estimate the costs of construction and materials, in addition to costs associated with operations and monitoring, based on the assumed number of wells necessary for the project. This information will be summarized in a memorandum to the District, after which the District may decide whether or not to proceed with the other elements of the injection feasibility assessment (Tasks 2 through 9). The cost estimates and assumptions used will be at a planning level of detail and as such, will not reflect the technical feasibility of the project.

Task 2 – Design, Permit, and Install Test Well

To better understand aquifer characteristics of both the shallow alluvium and the Paso Robles Formation, and to help inform the groundwater model (see Task 5), installation of a test well capable of performing a full-scale pumping test is recommended. Given the variability of aquifer sediments in the Los Olivos area, it will be important to install the test well in the vicinity of the potential injection wellfield site in order to collect representative data.

If the proposed test well location is not within 150 feet of an existing monitoring well with the same screen interval (i.e., one of the 6 new monitoring wells planned for the GWMP), then a new, dedicated monitoring well will also need to be constructed to serve as an observation well during aquifer testing (as well as subsequent injection testing which would be conducted following a favorable assessment of project feasibility). It is important to have a nearby observation well of similar depth and perforated interval for data collection during aquifer testing.

Work conducted in this task will include preparing well designs, specifications and bid documents for the test well and for the adjacent monitoring well. This task will include the development of well construction criteria, such as total depth, casing diameter, and perforation intervals, as well as navigating the permitting process. GSI will work with LOCSD to decide on the casing material (stainless-steel or PVC) to be used for the test well, as this represents the most significant factor in determining the cost of installation. Should an injection project be determined to be feasible, LOCSD could potentially save on future drilling costs by designing the test well with higher-grade materials so that it may also serve as a pilot injection testing well.

The test well will be drilled by a licensed contractor using mud-rotary methods. GSI will be on-site to oversee construction of the well in accordance with the specifications and permitting requirements. Drill cuttings will be collected and detailed logs of drilling time and borehole lithology will be kept. It is anticipated that the adjacent monitoring well will also be drilled with a mud rotary methods.

Task 3 – Conduct Pumping Test

GSI will design and oversee the pumping test at the test well. Testing will include an 8-hour step test and a 24-hour constant rate pumping test. The data collected during the step test will be used to determine the preferred flow rate for the subsequent constant rate test. Water levels during the tests will be monitored in both the pumping well and the nearby observation well using both manual measurements and pressure transducers. A pressure transducer will be installed in both wells for the duration of the testing. Transducers will be programmed to measure water level and temperature at designated intervals.

Data on aquifer characteristics (i.e., transmissivity and storativity) are of critical importance for determining the feasibility of an injection project. Conducting pumping tests can provide these valuable parameters which are essential for developing a representative groundwater model which can be used to determine feasible locations of the wellfield, groundwater travel times, and associated injection rate estimates. Before the end of the 24-hour constant rate pumping test, GSI will collect a water quality sample for laboratory analysis.

Task 4 – Geochemical Analysis

The purpose of this task is to characterize potential for subsurface geochemical reactions that may impact the feasibility of an injection project. This characterization includes an assessment of (a) the potential for the injection well screens and filter pack to become clogged due to chemical reactions between injected water, native groundwater, and the aquifer matrix in the vicinity of the wells, and (b) the potential to adversely impact groundwater quality due to chemical reactions of the injected water with the native sediments comprising the aquifer, which could lead to the mobilization of hexavalent chromium or other undesirable constituents.

During construction of the test well and/or observation well, GSI will collect undisturbed physical samples of the aquifer sediments from the primary pumping/injection zone. These samples will be properly preserved and submitted to a specialized analytical laboratory for geochemical analysis.

A separate workplan will be developed prior to the initiation of this task which will provide greater detail for the steps and procedures necessary to conduct this analysis.

Task 5 – Develop Groundwater Model

Development of a groundwater model, which can be used to conduct simulations of groundwater hydraulics and flow dynamics is an essential component in determining the feasibility of using injection wells to inject the recycled water into the aquifers underlying Los Olivos. This task will include creating a local-scale numerical groundwater flow model (using USGS MODFLOW and Groundwater Vistas) to perform a screening-level analysis of groundwater migration rates and directions both before and during the proposed injection project. The extents (domain) of the model will be based on existing data, including previously compiled well logs in the Los Olivos area and data obtained during the construction and subsequent monitoring of the groundwater monitoring network as described in the GWMP.

The model development will begin with a meeting with GSI and LOCSO staff to identify preferred locations for an injection wellfield. Potential wellfield sites should have the ability to accommodate several wells, as it is currently unknown how many wells will be required to achieve planned injection volumes. The placement of injection wells, in addition to the number of wells and spacing requirements necessary to meet project goals, will be refined during the modeling process based on the need to satisfy regulatory residence time requirements for the injected water.

Based on the results of the pumping test, the model will be revised with updated aquifer properties and predicted well performance. The newly installed test well and monitoring well will provide valuable new data on the physical and hydrogeologic characteristics of the aquifer in the proposed injection wellfield area. These data will be used to refine the model, providing field-verified parameters to calculate groundwater travel times and identify preferred locations for the injection wellfield.

Task 6 – Identify Active Production Wells

Identifying active production wells that may be impacted by nearby injection operations is a critical step in determining the feasibility of an injection project. This task will include working with LOCSO to locate and determine the type of groundwater usage (i.e., domestic/potable or agricultural/non-potable) of all potentially active wells within the vicinity of Los Olivos. GSI will request groundwater well records from Santa Barbara County Environmental Health Services (EHS), which will include a list of known wells by assessor parcel number¹. A review of recent aerial imagery, and potentially a site visit to Los Olivos, is recommended to confirm the location wells and assess the completeness of the EHS dataset.

Task 7 – Permitting Feasibility

The objective of this task is to provide a regulatory pathway towards permitting the proposed injection project. This work will include identifying the required permits, process for obtaining the permits, and the anticipated timeline. GSI will review similar injection projects in the Central Coast area and, in coordination with LOCSO, conduct communications with representatives at the appropriate regulatory agencies. A necessary part of this task will be a robust water quality dataset; therefore, work will need to be completed in coordination with the implementation of the GWMP. Additionally, LOCSO will need to provide anticipated water quality characteristics of the treated wastewater that will be used for injection.

Task 8 – Technical Memorandum

GSI will prepare a technical memorandum that documents the efforts described in the various tasks outlined above, along with conclusions and recommendations regarding project feasibility. A draft technical memorandum will be submitted to LOCSO for review. GSI will be available for a conference call to discuss draft comments and provide a final draft to LOCSO.

Task 9 – Project Management

GSI will communicate regularly with the District to discuss project progress and provide status updates. District Board meetings will be attended by GSI staff as necessary to address questions.

¹ The EHS Well Database may or may not include any new well logs that have not already been evaluated as part of the HCM development, however, the Database may provide more up-to-date information on the status and usage category of wells within the LOCSO.

Fee Estimate

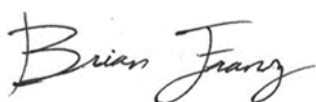
Our team’s proposed fee to complete the tasks on a time-and-materials basis is \$217,075. This fee estimate includes a 10 percent markup on laboratory water quality samples, and a 6% labor contingency. Well contractor costs are not included in this budget. The below table shows the budget breakdown for each task.

GSI understands that the District would like to complete the above tasks no later than February 2022. Following the completion of Task 1, the remaining tasks will be conducted as concurrently as possible in order to meet the project schedule. GSI will act as expeditiously as is reasonable to meet the proposed timeline. The project schedule is subject to change based on contractor availability, regulatory agency response times, laboratory analysis, permitting, and property access restrictions.

| Description | Labor Hours | Labor Cost | Outside Services | Direct Expenses | Total |
|---------------------------------------------------------------|-------------|------------------|------------------|-----------------|------------------|
| Task 1 – Preliminary Cost Analysis | 71 | \$12,254 | \$0 | \$0 | \$12,254 |
| Task 2 – Design, Permit, and Install Test and Monitoring Well | 256 | \$41,510 | \$0 | \$866 | \$42,375 |
| Task 3 – Conduct Pumping Test | 117 | \$18,137 | \$1,320 | \$1,069 | \$20,525 |
| Task 4 – Perform Geochemical Analysis | 62 | \$10,833 | \$38,500 | \$353 | \$49,686 |
| Task 5 – Develop Groundwater Model | 204 | \$41,488 | \$0 | \$114 | \$41,602 |
| Task 6 – Identify Active Production Wells | 61 | \$9,307 | \$0 | \$102 | \$9,409 |
| Task 7 – Permitting Feasibility | 64 | \$11,660 | \$0 | \$0 | \$11,660 |
| Task 8 – Technical Memorandum | 126 | \$21,253 | \$0 | \$0 | \$21,253 |
| Task 9 – Project Management | 42 | \$8,310 | \$0 | \$0 | \$8,310 |
| Project Totals | 1003 | \$174,752 | \$39,820 | \$2,503 | \$217,075 |

We thank you for your consideration of this proposal and look forward to continuing to work with you on this exciting project.

Sincerely,
GSI Water Solutions, Inc.



Brian Franz, PG
Consulting Hydrogeologist



Tim Thompson, PG, CHG
Principal Water Resources Consultant

AGENDA ITEM 7 e. ATTACHMENT

Los Olivos CSD 2021/22 Working Timeline to Benefit Assessment Vote

