

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



POSTED 12-4-2020

**LOS OLIVOS COMMUNITY SERVICES DISTRICT**  
**Board of Directors Regular Board Meeting, December 9, 2020, 6:00 p.m.**

The Meeting will be held electronically via RingCentral Meetings. The public will be able to hear and participate.

1. Join from PC, Mac, Linux, iOS or Android: <https://meetings.ringcentral.com/j/1497108123>
2. Via telephone: +1(623)404-9000 **Meeting ID: 149 710 8123**
3. If you choose to access through your browser, visit <https://meetings.ringcentral.com/join>, enter meeting ID above , Join Meeting

**REGULAR MEETING AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL OF MEETING MINUTES**

- a. Minutes of 11-18-2020 Regular Meeting

**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.

**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. 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.

**7. INTERIM GENERAL MANAGER REPORT**

Interim General Manager Report on current assignments and general District business.

**8. BUSINESS ITEMS**

**A. Consent Calendar:**

1. Approve Payment of the following Invoices as reviewed and recommended for approval by the Finance Committee:
  - a. 11-23-2020 MNS Invoice 76753 (Oct. Services) \$7,623.75
  - b. 12-1-2020 Aleshire & Wynder Invoice 59839 (Services through 11-19-2020) \$1292.00

**B. District Election and Appointment Status Update**

1. Swearing-in and Seating of Director Fayram

**C. WWTP Siting Options**

- a. Siting – Update on Siting Feasibility Study (One Mile criteria) RFP to Three consultants. Estimated Timeline for completion
- b. Letter to ID1 requesting consideration of sharing Well 5 Site.

**D. Groundwater Monitoring Plan Update & Timeline -GSI**

1. GSI Task Order No. 1 proposal preparation progress. Approve Proposal for contract as appropriate.  
Estimated Timeline for completion

**E. Funding and Grant Report and Milestones**

1. A full Report and Presentation of the SRF Grant Application (Phase 1 Planning) will be given by Greg Jaquez, PE (MNS)

**F. Residential Requirements-Local LAMP Document**

1. Report on Paul Jenzen Meeting and Update of progress and estimate to complete.
2. Process and timeline for review and approval by SBCEHS & RWQCB

**G. Environmental Consultant Selection – Timeline and Completion Date**

1. No Change: RFQ Sent out 11-24-2020 Due 12-21-2020. Padre Added.

**H. Year End Update to Residents – Review Draft Letter**

**8. Next Regular Meeting:**

Wednesday, January 13, 2020, 6:00 p.m.

Via RingCentral Meeting Link to be posted in the agenda (at the Post Office Bulletin Board & CSD Website [www.losolivoscsd.com](http://www.losolivoscsd.com))

**9. ADJOURNMENT**

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

**Lisa Palmer, President**  
**Tom Fayram, Vice President**  
**Julie Kennedy, Director**  
**Mike Arme, Director**  
**Brian O'Neill, Director**



POSTED 11-13-2020

**LOS OLIVOS COMMUNITY SERVICES DISTRICT**  
Board of Directors Meeting, November 18, 2020, 6:00 p.m.

The Meeting will be held electronically via RingCentral Meetings. The public will be able to hear and participate.

1. Join from PC, Mac, Linux, iOS or Android: <https://meetings.ringcentral.com/j/1481709820>  
Or iPhone one-tap : +1(623)4049000,,1483608617#
2. Via telephone: +1(623)404-9000 Meeting ID: 148 170 9820
3. If you choose to access through your browser, visit <https://meetings.ringcentral.com/join>, enter meeting ID above , Join Meeting

**REGULAR MEETING MINUTES**

1. CALL TO ORDER 6:01 p.m.
2. ROLL CALL: Present at Start: Directors Palmer, Kennedy and Arme. Director O'Neill arrived 6:10 p.m.
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF Minutes of 10-14-2020 Regular Meeting. Motion to approve: Director Julie Kennedy, 2nd: Director Arme. Approved 4-0, Director O'Neill absent.
5. DIRECTOR COMMENTS  
Directors gave reports on any meetings that they attended on behalf of the District and/or choose to comment on various District activities. Director Fayram reported on a "get to know you" meeting with the new County EHS Director. Director Palmer reported on meeting with an ID1 Board Member and attending November's ID1 Board of Director's Meeting.
6. PUBLIC COMMENTS None
7. INTERIM GENERAL MANAGER REPORT: See IGM Notes from the agenda packet for this meeting
8. BUSINESS ITEMS
  - A. WWTP Siting Options. Action Items:
    1. IGM Pike directed top obtain a proposal for the Stantec to identify potential/feasible WWTP sites within 1-mile of District Boundaries. They are to consider physical advantages, economic advantages, site constraints, etc. Status of County Road Easement acquisition was discussed as well as discussions with ID1 regarding potential sharing of Well 5 Site. Approved by Vote – Motion: Director O'Neill, 2nd: Director Kennedy. Approved 5-0
    2. The Board decided to hold a Special Meeting on December 2nd at 6 in order to further discuss.
    3. The Board Directed IGM Pike to Draft a letter to Paeter Garcia (GM for ID1) regarding discussion of shared use of Well 5 Site.
    4. IGM Pike and Director Palmer to update Supervisor Hartmann on progress
  - B. Consultant Progress Update: EHS Funded Projects
    1. Design – Stantec Load Study and Preliminary Design progress and estimate to complete.
    2. Groundwater Monitoring Plan Consultant -GSI
      - a. GSI Task Order No. 1 proposal preparation progress.
      - b. Task Order No. 1. Proposal pending.
      - c. Environment Consultant Selection: Action Item: RFP Schedule to go out to three Environmental/Planning firms immediately.

- d. Funding and Grant Update - Update on Funding and grants to be presented at the December 8 Meeting by Greg Jaquez, PE (MNS) presentation. IGM Pike to send memo or give brief summary update at 2nd Special Meeting.
  - C. LAMP Q & A Document (Paul Jenzen contract) Update of progress and estimate to complete. Action Item: IGM Pike to organize committee to discuss, including Directors Fayram and O'Neill. Purpose: to review scope, contract and determine how to facilitate moving forward.
  - D. District Election and Appointment Status Update. Director Fayram to be Sworn-in and seated at the special meeting on the 2nd.
  - E. Action Item List Reviewed and Update Assignments
  - F. Project Work Plan and Financial Plan Progress and Planning:
    - Action Item: IGM Pike to set up another meeting with Regional Board to include Directors Fayram and Palmer.
  - G. Following invoices approved for payment: Motion: Director Fayram, 2<sup>nd</sup> Director Kennedy. Approved 5-0.
    1. 10-23-2020 MNS Invoice 76271 (Sept. Services) \$8,136.25
    2. 11-2-2020 Aleshire & Wynder Invoice 59256 (Oct. Services) \$817.00
    3. 10-1-2020 CSDA 2021 Dues \$1050.00
    4. 11-11-2020 Stantec Invoice 1722550 (Services Ending October 16) \$1760Budget Review of budget Status Report and Consultant Status Report
9. Next Regular Meeting: Wednesday, December 9, 2020, 6:00 p.m. Via RingCentral Meeting Link to be posted in the agenda (at the Post Office Bulletin Board & CSD Website)
10. ADJOURNMENT : 7:51 p.m.

**Lisa Palmer, President**  
**Tom Fayram, Vice President**  
**Julie Kennedy, Director**  
**Mike Arme, Director**  
**Brian O’Neill, Director**



## **12-9-2020 IGM Notes**

### **Informational Items**

1. Vacant Position:
  - a. County Elections, (Hector) - Process for appointment:
    - i. County Elections notifies the Board of Supervisors of the vacancy.
    - ii. The Board affirmed a vacancy to the Clerk of the Board who will contact the District outlining the appointment process and timeframe, as well as provide an application form for potential appointee.
    - iii. The Board of Supervisors will take up the appointment at a meeting prior to the middle of January.
    - iv. Los Olivos CSD Board (IGM) to confirm this meeting date, when scheduled (Not yet scheduled).
    - v. Applicants for appointment can request consideration for appointment. Director Kennedy intends to apply for appointment, however others can as well.
    - vi. If two or more members of the public also desires the position, then all candidate applications would be submitted to the Board of Supervisors for consideration for appointment. In such a case, the District would not be able to “campaign” or take any position on a preferred candidate; it would be up to the candidates who complete the County’s process for consideration by the Board of Supervisors, and the Board of Supervisors’ vote to fill the office.



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

ENGINEERING  
 PLANNING  
 SURVEYING  
 CONSTRUCTION MANAGEMENT

November 23, 2020

Project No: LOCSD.180392.00

Invoice No: 76753-R1

Los Olivos Community Services District  
 P.O. Box 553  
 Los Olivos, CA 93441

Principal Jeffrey Edwards  
 Project Manager Douglas Pike  
 Project LOCSD.180392.00 General Manager Services

This Invoice includes:

1. General District Management: \$4,908.75
2. WWTP Site Acquisition: \$285.00
3. Design Contract: \$600.00
4. GSI Contract \$300.00
5. Grant Management: 0.00
6. Jenzen Contract: \$0.00
7. Grant Work by MNS Grant Group \$1530.00

**Professional Services for the Period: October 1, 2020 to October 31, 2020**

Level 2 TASK01 District Management

**Professional Personnel**

	Hours	Rate	Amount	
Project Management				
Project Coordinator	6.75	105.00	708.75	
District Manager	21.00	200.00	4,200.00	
Totals	27.75		4,908.75	
<b>Total Labor</b>				<b>4,908.75</b>
				<b>Level 2 Subtotal</b>
				<b>\$4,908.75</b>

Level 2 TASK02 Engineering Tasks

**Professional Personnel**

	Hours	Rate	Amount
Project Management			
Senior Project Engineer	1.50	180.00	270.00
District Manager	4.50	200.00	900.00

Project	LOCSD.180392.00	General Manager Services	Invoice	76753-R1
General Consulting/Requested				
Supervising Engineer		1.50	190.00	285.00
Fund Development/Grant Applications				
Project Coordinator		12.00	105.00	1,260.00
Totals		19.50		2,715.00
<b>Total Labor</b>				<b>2,715.00</b>
			<b>Level 2 Subtotal</b>	<b>\$2,715.00</b>
			<b>Current Invoice Amount</b>	<b>\$7,623.75</b>

**Outstanding Invoices**

Number	Date	Balance
76271	10/23/2020	8,136.25
<b>Total</b>		<b>8,136.25</b>

# Billing Backup

Monday, December 7, 2020

MNS Engineers, Inc.

Invoice 76753-R1 Dated 11/23/2020

4:00:16 PM

Project	LOCSD.180392.00	General Manager Services
Level 2	TASK01	District Management

## Professional Personnel

		Hours	Rate	Amount
Project Management				
Project Coordinator				
Zepeda, Mary	10/5/2020	.25	105.00	26.25
Check LOCSD Gmail Account for emails from Community Members				
Zepeda, Mary	10/12/2020	.25	105.00	26.25
Check LOCSD Gmail Account for emails from Community Members				
Zepeda, Mary	10/16/2020	2.00	105.00	210.00
LOCSD Website Update: File and Upload Regular and Finance Committee Meeting Minutes; Update Budger Tracking Log and prepare to process billing for Aleshire & Wynder and MNS Billing; Followup with BOE re Invoice for BOE File No. 19-004				
Zepeda, Mary	10/19/2020	2.00	105.00	210.00
Check LOCSD Gmail Account for emails from Community Members; Assist with the processing of Aleshire & Wynder and MNS Invoices, create backup documentation for FIN and update budget tracking log				
Zepeda, Mary	10/28/2020	1.00	105.00	105.00
Review Resolution File Review with DP for additonal actions required; Update Resolutions				
Zepeda, Mary	10/29/2020	1.25	105.00	131.25
Assist with the processing of BOE Invoice and create backup documentation for FIN and update budget tracking log; Update Resolutions				
District Manager				
Pike, Douglas	10/2/2020	2.00	200.00	400.00
Finance Committee Meeting Agenda				
Pike, Douglas	10/5/2020	2.00	200.00	400.00
Finance Committee Mtg Packet				
Pike, Douglas	10/6/2020	2.00	200.00	400.00
Finance Committee Packet Prep, including generating, creating and updating Financial and Project Management Accounting Reports. Water Board Communications				
Pike, Douglas	10/7/2020	2.00	200.00	400.00
General Meeting Agenda				
Pike, Douglas	10/9/2020	3.50	200.00	700.00
Regular Meeting Agenda and post (2)				
Finance Committee Meeting (1.5)				
Pike, Douglas	10/12/2020	3.00	200.00	600.00
Regular Meeting Packet				
Pike, Douglas	10/14/2020	2.00	200.00	400.00
Board Meeting Prep and Attend				
Pike, Douglas	10/20/2020	.50	200.00	100.00
Meeting change date				



Project	LOCSD.180392.00	General Manager Services	Invoice	76753-R1	
Pike, Douglas		10/21/2020	1.00	200.00	200.00
		Communications with Hector at the County Elections Office re: process to appoint a Board Member			
Pike, Douglas		10/26/2020	1.00	200.00	200.00
		Santa Barbara Co 2020/21 Spec Assmt/Direct Chgs			
Pike, Douglas		10/26/2020	1.00	200.00	200.00
		Various District Communications, new meeting date			
Pike, Douglas		10/28/2020	.50	200.00	100.00
		General Communicatins and coordination meeting with ID1			
Pike, Douglas		10/30/2020	.50	200.00	100.00
		EHS Meeting coordination with Lars Seifert & Tom Fayram			
		Totals	27.75		4,908.75
		<b>Total Labor</b>			<b>4,908.75</b>
				<b>Level 2 Subtotal</b>	<b>\$4,908.75</b>

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Level 2                    TASK02                    Engineering Tasks

**Professional Personnel**

			Hours	Rate	Amount
Project Management					
Senior Project Engineer					
Jaquez, Gregory		10/6/2020	1.00	180.00	180.00
		Review of draft WRFP application and process with L. Palmquist.			
Jaquez, Gregory		10/12/2020	.50	180.00	90.00
		Update on WRFP process to Doug Pike.			
District Manager					
Pike, Douglas		10/23/2020	.50	200.00	100.00
		Stantec Schedule, Meeting coordination, communications			
Pike, Douglas		10/27/2020	1.50	200.00	300.00
		GSI Meeting and communications			
Pike, Douglas		10/27/2020	1.00	200.00	200.00
		Stantec Communications re: water data			
Pike, Douglas		10/28/2020	1.50	200.00	300.00
		Meeting and Transmittals to Stantec.			
General Consulting/Requested					
Supervising Engineer					
Yankee, Kent		10/2/2020	1.00	190.00	190.00
		Update exhibit per DSP edits to zoom in and clarify topographical information. Modify drawing sheet to have more adequate text size scaling for exhibit and check color table for desired output. Submit to DSP.			
Yankee, Kent		10/5/2020	.50	190.00	95.00
		Updates requested by DSP for meeting.			
Fund Development/Grant Applications					
Project Coordinator					
Palmquist, Linda		10/5/2020	2.25	105.00	236.25
		Develop Plan of Study			
Palmquist, Linda		10/6/2020	4.75	105.00	498.75
		Develop Plan of Study and meet with GJ			
Palmquist, Linda		10/8/2020	1.50	105.00	157.50
		Develop Assessment of information needed of Recycled Water Project Report			

Project	LOCSD.180392.00	General Manager Services			Invoice	76753-R1
Palmquist, Linda		10/13/2020	.50	105.00	52.50	
		Develop Assessment of information needed of Recycled Water Project Report				
Palmquist, Linda		10/14/2020	.50	105.00	52.50	
		Develop Assessment of information needed of Recycled Water Project Report				
Palmquist, Linda		10/15/2020	.50	105.00	52.50	
		Develop Assessment of information needed of Recycled Water Project Report				
Palmquist, Linda		10/20/2020	.50	105.00	52.50	
		Develop Assessment of information needed				
Palmquist, Linda		10/22/2020	.50	105.00	52.50	
		Develop Assessment of information needed				
Palmquist, Linda		10/26/2020	.50	105.00	52.50	
		Develop Assessment of information needed				
Palmquist, Linda		10/29/2020	.50	105.00	52.50	
		Prepare emails				
		Totals	19.50		2,715.00	
		<b>Total Labor</b>				<b>2,715.00</b>
					<b>Level 2 Subtotal</b>	<b>\$2,715.00</b>
					<b>Project Total</b>	<b>\$7,623.75</b>
					<b>Total this Report</b>	<b>\$7,623.75</b>



**ALESHIRE &  
WYNDER, LLP**  
ATTORNEYS AT LAW

Eileen Lee  
[eelee@awattorneys.com](mailto:eelee@awattorneys.com)

18881 Von Karman Avenue,  
Suite 1700  
Irvine, CA 92612  
P (949) 223.1170  
F (949) 223.1180

[AWATTORNEYS.COM](http://AWATTORNEYS.COM)

ORANGE COUNTY | LOS ANGELES | RIVERSIDE | CENTRAL VALLEY

December 1, 2020

VIA EMAIL ONLY: [dpike@mnsengineers.com](mailto:dpike@mnsengineers.com)

Mr. Doug Pike, Interim General Manager  
Los Olivos Community Services District  
P.O. Box 345  
Los Olivos, CA 93441

Re: **December 2020 Billing Statement (for services through 11/19/20);  
Aleshire & Wynder, LLP**

Dear Doug:

It has been a pleasure for our firm to provide you with legal services this year. Enclosed is our final billing statement for 2020. We are at that *one* time of the year where we ask our clients to expedite the processing and payment of all pending invoices. As you may know, we are a "cash basis" taxpayer and, to the maximum extent possible, seek to collect all outstanding invoices prior to December 31, 2020.

We would greatly appreciate it if the finance department processed payment of the enclosed invoice being mailed out now for services rendered through November 19, 2020.

As always, if you should have any billing questions, please feel free to contact me at (949) 223-1170. Thank you for your efforts in expediting the processing and payment so that we are in receipt of payment by close of business on December 31st. We wish you, and your staff, a happy holiday.

Sincerely,

ALESHIRE & WYNDER, LLP

Eileen Lee for  
G. Ross Trindle, III

Enclosure

## LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: November 1 thru November 19, 2020

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
<b>0001 General</b> (\$190 Blended: Atty / Paralegal / Law Clerk)	2.50	190	475.00	0.00	475.00	0.00	(Advisory/Transactional Svcs)
<b>TOTALS:</b>	2.50		475.00	0.00	475.00	0.00	



**ALESHIRE &  
WYNDER** LLP  
ATTORNEYS AT LAW

Federal Tax ID: 55-0814676

**Orange County**  
18881 Von Karman Ave., Suite 1700  
Irvine, CA 92612  
P 949.223.1170 • F 949.223.1180  
awattorneys.com

Los Olivos Community Services District  
Attn: Mr. Doug Pike, Interim General Manager  
2540 Alamo Pintado Avenue  
Los Olivos, CA 93441

December 1, 2020  
Bill No. 59839

For Legal Services Rendered Through 11/19/20

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

**PROFESSIONAL SERVICES**

Date	Attorney	Description	Hours	Amount
11/11/20	GRT	(PRA REQUEST) BRIEF EMAIL EXCHANGE WITH IGM RE IMPENDING PUBLIC RECORDS ACT REQUEST	0.30	57.00
11/18/20	GRT	(REGULAR MEETING) COMPLETE PREPARATION FOR AND ATTEND REGULAR MEETING VIA RING CENTRAL	2.20	418.00
<b>Total Professional Services</b>			<b>2.50</b>	<b>\$475.00</b>

**PROFESSIONAL SERVICES SUMMARY**

Code	Name	Hours	Rate	Amount
GRT	George "Ross" Trindle	2.50	190.00	475.00
<b>Total Professional Services</b>		<b>2.50</b>		<b>\$475.00</b>

<b>CURRENT BILL TOTAL AMOUNT DUE</b>	<b>\$475.00</b>
Balance Forward:	817.00
Payments & Adjustments:	-0.00
<b>Total Due:</b>	<b>\$1,292.00</b>

# Please return this page with remittance

to  
Aleshire & Wynder, LLP

**Bill Number:** 59839  
**Bill Date:** December 1, 2020  
**Client Code:** 01245  
**Client Name:** Los Olivos Community Services District  
**Matter Code:** 0001  
**Matter Name:** General

Total Professional Services	475.00
Total Disbursements	0.00
<b>CURRENT BILL TOTAL AMOUNT DUE</b>	<b><u>475.00</u></b>
Balance Forward:	817.00
Payments & Adjustments:	-0.00
<b>Total Due:</b>	<b><u>1,292.00</u></b>

Amount enclosed: \_\_\_\_\_

Thank You

## Oath of Office:

I, Thomas D. Fayram, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic, that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

**JOSEPH E. HOLLAND**  
County Clerk, Recorder and Assessor  
**RENEE BISCHOF**  
Chief Deputy Registrar of Voters



4440-A Calle Real  
Santa Barbara, CA 93110

Mailing Address:  
PO Box 61510  
Santa Barbara, CA 93160-1510

## COUNTY CLERK, RECORDER AND ASSESSOR ELECTIONS DIVISION

November 19, 2020

Los Olivos Community Services District  
Attn: Douglas Pike  
PO Box 345  
Los Olivos, CA 93441

Dear District Secretary:

Pursuant to Elections Code §10515, at a regularly scheduled meeting held on Tuesday, November 10, 2020, the County of Santa Barbara Board of Supervisors appointed in lieu of election the following qualified candidates to the district's board:

<u>Director</u>	<u>Division/Trustee Area</u> (if applicable)	<u>Term</u>	<u>Term Begin –Term End</u>
Thomas D. Fayram	N/A	4 Year Term	December 4, 2020 to December 6, 2024

Enclosed with this letter are the original Certificates of Appointment and Oaths of Office to be completed and returned to the County of Santa Barbara Elections Division Office. The oaths may be administered by the district's board secretary, a notary public, or by a deputy clerk at the County of Santa Barbara Elections Division Main Office (located at 4440A Calle Real, Santa Barbara, CA 93110). Please ensure to return the original oaths to the County of Santa Barbara Elections Division Office as soon as completed (return envelope enclosed), and retain copies for your district's records.

If you have any questions, please contact Andrea Luparello at (805) 696-8955.

Sincerely,

JOSEPH E. HOLLAND  
County Clerk, Recorder and Assessor  
Encl.

Andrea Luparello  
Candidate and Voter Service Lead





**Lisa Palmer, President**  
**Tom Fayram, Vice President**  
**Julie Kennedy, Director**  
**Mike Arme, Director**  
**Brian O'Neill, Director**



**DRAFT**

August 10, 2020

Paeter E. Garcia  
General Manager  
Santa Ynez River Water Conservation District, ID No.1  
P.O. Box 157  
Santa Ynez, CA 93460

**SUBJECT: Los Olivos Community Services District Search for suitable Site for Our WWT Package Plant**

Dear Paeter and the Board of Directors of the SYRWCD-ID1:

As you are aware, our District is persuing options for siting our main facility, a package wastewater treatment facility, metering tanks and perolation/injection well site.

When presenting and introducing ourselves to your Board in November, we discussed our mutual interest in improving groundwater quality and working toward insuring groundwater quality is improved in the Los Olivos area. We are very grateful for your general support and desire to see us succeed and work together when practical and mutually beneficial.

We respectfully ask the SYRWCD-ID1 Board to consider if some shared use of your Well 5 location may be such an opportunity. We understand there may be plans to add treatment and reactivate this well in the future. There are many scenarios wherin we see that this site and the existing well 5 could provide benefit directly and indirectly to the water supply and improvement of the shallow aquifer, and therefore the deep aquifer from which we all drink. If you are ammenable to opening a discussion regarding this possibility, we would greatly appreciate the opportunity to discuss this with you by way of additional presentation or visit with your Board. We understand this is a resource with value to you, and would respectfully discuss any possibilities with that foundation of thought.

Thank you for your continued support of the Los Olivos CSD and our efforts to resolve ground water quality issues through developing an appropriate technical solution for our sewerage needs. If you have any questions, please contact me at (805) 680-2336 (or [lisa@lpalmerconsulting.com](mailto:lisa@lpalmerconsulting.com)) or Douglas Pike, Interim General Manager, at (805) 331-3553 (or [dpike@mnsengineers.com](mailto:dpike@mnsengineers.com).)

Sincerely,  
Los Olivos CSD

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Lisa Palmer  
Board of Directors, President

**Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 946-0431**  
[losolivoscscd@gmail.com](mailto:losolivoscscd@gmail.com), [www.losolivoscscd.com](http://www.losolivoscscd.com)

Lisa Palmer, President  
Thomas Fayram, Vice President  
Mike Arme, Director  
Brian O'Neill, Director



Los Olivos Community Services District  
Po Box 345, Los Olivos Ca 93441  
Telephone (805) 500-4098  
[www.losolivoscscsd.com](http://www.losolivoscscsd.com)

**DRAFT**

December 10, 2020

**Re: Wastewater Reclamation Project Update**

Dear Los Olivos Residents,

Your Board continues to work on your behalf to develop a cost-effective wastewater management solution for our community. Our focus remains developing Resident Guidelines for Onsite Wastewater Treatment Systems as well as permitting a Phase 1 Collection and Treatment System for the downtown core and securing grants to help pay for all phases of this work.

Here's a brief overview of the second half of 2020 and a look forward to 2021:

**Resident Guidelines for Onsite Wastewater Treatment Systems for Los Olivos**

Giving district residents certainty and understanding of their system maintenance options and requirements is the goal of having Onsite Wastewater Treatment Systems Residential Guidelines.

- In November we had an introductory meeting with Lars Siefert, new director of Santa Barbara County Environmental Health Services, to brief him on our district's challenges and discuss how we can work together to give residents clear guidance on system maintenance and replacement requirements while ensuring groundwater protection.
- A consultant with experience in the County's wastewater management plans is creating draft guidelines for review by the Board in January. These guidelines will also need approval from County Environmental Health Services.

**Phase 1 Wastewater Collection and Treatment System**

- Continue work on projects funded by County Environmental Health Services. All three of these initiatives will be back before the Board for consideration in Q1 2021.
  - Preliminary design services, including a Wastewater Load Study, estimating anticipated volumes and wastewater strength.
  - Development of a Groundwater Monitoring Plan and Preliminary Soils/Geotechnical Report.
  - Preliminary environmental services to determine potential impacts and mitigations required.
- Continued coordination with the County, the Regional Water Quality Control Board, and community partners including the Santa Ynez River Water Conservation District – ID1.
- Phase 1 System Siting Progress
  - We continue to seek alternative potential sites for the Phase 1 wastewater treatment and reclamation plant in or adjacent to the downtown core. It is imperative we identify multiple potential sites to study simultaneously and to ensure any final site is both environmentally and economically feasible. Sites that are ideal potential candidates are:
    - in or adjacent to the CSD boundary (see <https://www.losolivoscscsd.com/files/dfe584452/Official+Los+Olivos+CSD+Map.pdf>)
    - Approximately .5-1 acre in size (District can facilitate lot split or subdivision)
    - located down gradient of the Commercial Zone (preferred but not required)

- If you or anyone you know has a parcel that may meet these criteria and might be interested in talking with us about potential use, please call or email me.
- The County is in the process of authorizing an easement to use an excess road right-of-way parcel adjacent to Mattei's Tavern and St. Marks in the Valley as a potential site. The easement would only be granted when and if a project is approved for that site. Thank you to Supervisor Hartmann for her role in facilitating this process.

#### **Grant & Funding Source Update**

- We are submitting a grant funding application to the State Water Board by December 31, 2020. A successful application will make us eligible for up to \$5 million in grant money plus eligibility for a balance of the funding needed in the form of a low interest loan.
- Our team continues to research and identify additional grant opportunities that may be a good fit for our district to reduce the overall costs to district property owner for studies, design and construction costs.

If you have any questions or suggestions, please contact me at (805) 331-3553 or [Dpike@mnsengineers.com](mailto:Dpike@mnsengineers.com). Best wishes for a safe, healthy and happy holiday.

Sincerely,

Doug Pike  
Interim General Manager

cc: Joan Hartmann, 3<sup>rd</sup> District Supervisor  
Michael Prater, LAFCO  
James Bishop, CA Water Board

**Report : Financial Status (Real-Time)**

Selection Criteria: Fund = 3490

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

Last Updated: 12/7/2020 3:48 AM

Accounting Period: OPEN

**Fund 3490 -- Los Olivos CSD**

Line Item Account	6/30/2021 Fiscal Year Adjusted Budget	12/7/2020 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
<b>Revenues</b>				
<b>Taxes</b>				
3066 -- Special Tax Assessment	188,887.00	-271.75	0.00	-0.14%
Taxes	0.00	-271.75	0.00	0.00%
<b>Use of Money and Property</b>				
3380 -- Interest Income	0.00	339.47	339.47	--
3381 -- Unrealized Gain/Loss Invstmnts	-583.00	-582.03	0.97	99.83%
Use of Money and Property	-583.00	-242.56	340.44	41.61%
<b>Intergovernmental Revenue-Other</b>				
4840 -- Other Governmental Agencies	180,000.00	0.00	0.00	--
Intergovernmental Revenue-Other	0.00	0.00	0.00	--
Revenues	367,721.00	0.00	0.00	0.00
SBCEHS Reimb. For -- Special Studies				
<b>Expenditures</b>				
<b>Services and Supplies</b>				
7090 -- Insurance	2,320.00	0.00	2,320.00	0.00%
7324 -- Audit and Accounting Fees	4,000.00	2,000.00	2,000.00	50.00%
7430 -- Memberships	1,200.00	0.00	1,200.00	0.00%
7450 -- Office Expense	2,000.00	0.00	2,000.00	0.00%
7460 -- Professional & Special Service (Project, Planning & Studies)	193,500.00	5,135.00	188,365.00	2.65%
7508 -- Legal Fees	27,000.00	9,337.02	17,662.98	34.58%
7510 -- Contractual Services (IGM Contract)	80,400.00	29,773.75	50,626.25	37.03%
7530 -- Publications & Legal Notices	1,000.00	0.00	1,000.00	0.00%
7732 -- Training	1,500.00	0.00	1,500.00	0.00%
Services and Supplies	309,920.00	46,245.77	266,674.23	14.92%
<b>Other Charges</b>				
7894 -- Communication Services	930.00	0.00	0.00	0.00%
Other Charges (County Election Fees)	8,000.00	0.00	0.00	0.00%
Expenditures	318,850.00	46,245.77	266,674.23	14.50%

**Cash Balance**

Fund	Beginning Balance	Month-to-date cash receipts	Month-To-Date Treasury Credits (+)	Month-To-Date Treasury Debits (-)	Ending Balance
3490 -- Los Olivos CSD					
6/1/2019 - 6/30/2019 (FY 2018-19)	112,073.98	0.00	189,600.16	184,868.00	116,806.14
7/1/2019 - 7/31/2019 (FY 2019-20)	116,806.14	0.00	568.10	14,530.44	102,843.80
8/1/2019 - 8/31/2019 (FY 2019-20)	102,843.80	0.00	0.00	0.00	102,843.80
9/1/2019 - 9/30/2019 (FY 2019-20)	102,843.80	0.00	0.00	0.00	102,843.80
10/1/2019 - 10/31/2019 (FY 2019-20)	102,843.80	0.00	502.03	21,826.18	81,519.65
11/1/2019 - 11/30/2019 (FY 2019-20)	81,519.65	0.00	0.00	12,726.68	68,792.97
12/1/2019 - 12/31/2019 (FY 2019-20)	68,792.97	0.00	118,021.75	12,772.97	174,041.75
1/31/2019 - 1/30/2020 (FY 2019-20)	174,041.75	0.00	0.00	1,799.03	172,242.72
2/1/2020 - 2/29/2020 (FY 2019-2020)	172,671.12	0.00	257.75	11,695.00	161,233.87
3/1/2020 - 3/31/2020 (FY 2019-2020)	161,233.87	525.00	117,224.70	122,555.77	156,472.80
4/1/2020 - 4/30/2020 (FY 2019-2020)	156,427.80	0.00	72,396.85	6,402.60	222,422.05
5/1/2020 - 5/31/2020 (FY 2019-2020)	222,422.05	0.00	72,309.08	96,379.70	198,351.43
6/1/2020 - 6/30/2020 (FY 2019-2020)	198,351.43	0.00	7,231.00	11,696.49	193,885.94
7/1/2020 - 7/31/2020 (FY 2020-21)	193,885.94	0.00	608.94	6,190.00	188,304.88
8/1/2020 - 8/31/2020 (FY 2020-21)	188,304.88	0.00	0.00	3,883.02	184,421.86
9/1/2020 - 9/02/2020 (FY 2020-21)	184,421.86	0.00	0.00	25,696.25	158,453.86
10/1/2020 - 10/31/2020 (FY 2020-21)	158,453.86	0.00	339.47	8,476.50	150,316.83
11/1/2020 - 11/30/2020 (FY 2020-21)	150,316.83	0.00	0.00	0.00	148,574.58
12/1/2020 - 12/7/2020 (FY 2020-21)	148,574.58	0.00	0.00	0.00	<b>148,574.58</b>

**Consultant Contract Cost Summary**

**STATUS DATE**

**11/18/2020**

	Project	Consultant	SCHEDULE		Contract Value	FY 2019-20	FY 2020-21				FY 2020-21	TOTAL
			START	FINISH		TOTAL FY 2019-20	Jul-20	Aug-20	Sep-20	Oct-20	TOTAL FY 2020-21	CONTRACT TO-DATE
1	Local LAMP Supplement	Paul Jenzen			\$19,200.00	\$1,960.00					\$0.00	\$1,960.00
	MNS Project Management		1/31/2020	1/30/2021		\$905.00			\$300.00		\$300.00	\$1,205.00
	A&W Contract Review/Support					\$0.00					\$0.00	\$0.00
2a	Grant Writing	Wallace Group			\$5,000.00	\$3,490.00					\$0.00	\$3,490.00
	MNS Project Management		CLOSED	CLOSED		\$350.00	\$200.00				\$200.00	\$550.00
	A&W Contract Review/Support					\$0.00					\$0.00	\$0.00
2b	Grant Writing Phase 1	MNS Grant Writers			\$5,000.00	\$0.00		\$236.25	\$2,358.75	\$1,530.00	\$4,125.00	\$4,125.00
	MNS Project Management		10/1/2020	12/31/2020*		\$0.00					\$0.00	\$0.00
	A&W Contract Review/Support					\$0.00					\$0.00	\$0.00
3	Assessment Engineer's Report	Water Consultancy			\$15,280.00	\$9,860.00					\$0.00	\$9,860.00
	MNS Project Management		12/30/2019			\$855.00					\$0.00	\$855.00
	A&W Contract Review/Support					\$0.00					\$0.00	\$0.00
4	Preliminary Design Services	Stantec			\$20,000.00	\$0.00					\$0.00	\$0.00
	MNS Project Management		8/20/2020	1/15.2021		\$1,105.00		\$600.00	\$200.00	\$600.00	\$1,400.00	\$2,505.00
	A&W Contract Review/Support					\$0.00					\$0.00	\$0.00
5	Preliminary Hydrogeologic/ Geotechnical Services	GSI			\$85,000.00	\$0.00					\$0.00	\$0.00
	MNS Project Management		12/8/2020	10 Weeks		\$1,000.00	\$200.00	\$100.00	\$1,100.00	\$300.00	\$1,700.00	\$2,700.00
	A&W Contract Review/Support					\$0.00		\$38.00			\$38.00	\$38.00
6	Preliminary Environmental Services	TBD			\$45,000.00	\$0.00					\$0.00	\$0.00
	MNS Project Management		1/13/2020	10 Weeks		\$0.00					\$0.00	\$0.00
	A&W Contract Review/Support					\$0.00					\$0.00	\$0.00
7	Parcel Acquisition	County of SB			\$5,000.00	\$0.00					\$0.00	\$0.00
	MNS Project Management/Engrg.		7/30/2020	1/30/2021		\$5,725.00	\$1,406.25	\$335.00	\$337.50	\$385.00	\$2,463.75	\$8,188.75
	MNS Survey				\$2,240.00	\$0.00		\$2,235.00			\$2,235.00	\$2,235.00
	A&W Contract Review/Support					\$0.00					\$0.00	\$0.00
<b>TOTAL Contract Costs</b>					<b>\$201,720.00</b>	<b>\$25,250.00</b>					<b>\$12,461.75</b>	<b>\$37,711.75</b>
8	MNS IGM Dist. Mgmt.						\$7,126.25	\$4,237.50	\$3,040.00	\$4,808.78		
<b>TOTAL IGM Dist Mgmt. Costs</b>					<b>\$201,720.00</b>	<b>\$31,230.55</b>					<b>\$19,212.53</b>	