

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



POSTED 10-01-21

**LOS OLIVOS COMMUNITY SERVICES DISTRICT  
Board of Directors Special Meeting October 4, 2021, 6:00 PM**

**Location: St Mark's in the Valley Episcopal Church, Stacy Hall  
2091 Nojoqui Ave, Los Olivos, CA**

**SPECIAL 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 and 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. Review of Notification from State on Grant Funding and Discussion on Preliminary Design Notice to Proceed.**

Notification was received September 30 from the State Water Board that the district can begin incurring costs for the design of the project with State Water Recycling Fund Matching Grant coverage /reimbursement. The Board will discuss authorizing the issuance of the Notice to Proceed to district design contractor Stantec to provide preliminary designs using sites identified by Urban Planning Concepts, focussing on technical feasibility and estimated project costs, in order to create a short list of possible site selections for consideration and advancement in the design process.

**Recommendation: Staff recommends the Board authorize the issuance of the Notice to Proceed to Stantec for the Preliminary Design of the Project incorporating a site review.**

**7. CALL FOR AGENDA ITEMS**

**8. NEXT REGULAR MEETING: October 13, 2021, In-person at St. Mark's Stacy Hall.**

**9. 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](mailto:losolivoscscsd@gmail.com). Any public records, which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at a location to be determined in Los Olivos. California 93441.

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**Memo to:** President Palmer and Board of Directors

**From:** Bob Perrault, General Manager

**Subject:** Authorization to Issue a Notice to Stantec to Proceed with the Preliminary Design Of the Wastewater Collection and Treatment / Reclamation Project

**Date:** October 1, 2021

### **Background**

Last spring the district applied to the State's Water Recycling Fund (WRF) for a planning grant to pay for the preliminary design of the Wastewater Project. The district received previous notification the WRF would award the district a matching grant of \$150,000 to assist the district with preliminary design costs on a reimbursement basis. The award was contingent upon the State's review of the project and contract documents. This past week the State notified the district its review of documents is complete and the date of September 30, 2021 has been identified as the eligibility date for incurring project costs. It should be noted that final reimbursement of costs will be dependent on agreement final execution at a future date. The good news is we can get the preliminary design started immediately with Board approval.

On September 15, 2021 the Board reviewed a proposal from Stantec to complete the preliminary design. The proposal was based on the terms and conditions of the General Services Agreement between the District and Stantec dated August 2020. The completion of the preliminary design will provide the district with a basic design of the project and an accurate estimate of costs to be used in the District's Property Assessment Vote Process in the Summer of 2022. Moving ahead now with the design work will assist the district in meeting its critical time path. The cost for completing the design work is \$266,750.00. A major portion of these costs will be borne by the WRF grant.

At its August 18 meeting the Board identified two possible sites to be initially studied by Stantec in the preliminary design process. At its following September 15 meeting the Board held a public information session to review how it identified these two sites for further technical study. A good deal of public comment was received and was appreciated by the district as we move forward with the preliminary design process.

As Stantec gets underway with the preliminary design it makes more sense that the potential sites identified in the Urban Planning Concepts (UPC) study be further studied and reviewed from a technical point of view, and that Stantec make recommendations as to the collection system layout and potential package plant site or sites that best accomplish the district's project goals. Staff is recommending that this potential site review be incorporated into Stantec's scope of work for the preliminary design and that the sites identified in the UPC Siting Study should serve as a basis for this work. This is does not

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preclude Stantec from studying additional sites not on the UPC list that through technical analysis may come to their attention as viable candidates. The cost for this additional work is estimated at \$5,000.

**Recommendation: The Board authorize the issuance of a Notice to Proceed to Stantec for the preliminary design of the project incorporating a site review.**