

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



POSTED 9 13 2021

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting September 15, 2021 6: 00 PM

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/89000408577?pwd=TjkzM28wM01YRXNkejZnRzYzUUVVIZz09>
2. Via telephone: +1 (408) 638-0968 **Meeting ID: 890 0040 8577** **Passcode: 026366**

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. Public Discussion of the Methodology used in Selection of a Preferred Site and a Preferred Alternative Site to Study as a Possible Location of a Wastewater Treatment Package Plant.

During the last Board meeting the Board advanced the Preferred Site (APN # 135230028) and the Preferred Alternative Site (APN # 135110024) for further review as a part of the Planning, Design and Environmental review of the Project. The Board also directed staff to notice a public information session to review the process the Board used to select the sites.

7. 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 August 18, 2021

b. INVOICE PAYMENT

- i. July 14, 2021 UPC Invoice 10021, (through June) \$155.00
- ii. August 15, 2021 Robert Perraul General Management Services (7-17- 8-15, 2021) \$3,645.00 .
- iii. August 24, 2021 MNS Invoice #78559 District Support Service (July) \$ 7,799.50
- iv. September 9,2021 Aleshire and Wynder1245 Legal Services (August) \$1,160.
- v. September 9,2021 GSI Groundwater Solutions Invoice # 0876.001-8, Groundwater Management Services, \$7,300.00

8. Business Items: Discussion and Action on the following:

- a. Consideration of Stantec Design Proposal from Stantec for the entire, District-wide Wastewater Collection and Treatment Plant Project.** At the request of the Board, Stantec Design Services Inc. submitted a revised proposal for 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. The preliminary design proposal has been divided into three components: 1)Basis of Design, 2) 30% Completion and 3) 60% of Completion, **Recommendation: Authorize the Extension of the Design Services Contract and the completion of Task Order No. 2.**

- b. Consideration of An Update and Revision to the Los Olivos Community Wastewater Program Project Description .** The Project Description has been updated and revised to clearly articulate a system design for the entire District. The Board is being asked to review the revised Project Description and adopt by motion or provide staff with direction.

- c. 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

9. GENERAL MANAGER’S REPORT

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

10. INFORMATIONAL ITEMS

11. CALL FOR AGENDA ITEMS

12. NEXT REGULAR MEETING:

13. 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.

Item 6. Public Discussion of the Methodology used in Selection of a Preferred Site and a Preferred Alternative Site to Study as a Possible Location of a Wastewater Treatment Package Plant.

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



Memo

To: President Palmer and Board members

From: Bob Perrault, General Manager

Subject: Preferred Plant Site Selection Discussion

Date: September 15, 2021

Summary

The District was formed overwhelmingly by voters in 2018 to provide a funding mechanism for the development, building and operation of facilities necessary to collect and treat wastewater for the community of Los Olivos. A priority task in the development of the system plan to serve the Community is the identification of potential site(s) that could be used for the package plant location. Once selected, the sites will be extensively reviewed as a part of the design, planning and environmental review process to determine if the site(s) location meet the goals of the district and community to develop an efficient, responsible, and cost-effective plant with limited disruption to the surrounding community.

The Board conducted preliminary research regarding potential sites in June 2019 and obtained an easement agreement with the County of Santa Barbara for the potential use of a .47 acres County Right of Way parcel adjacent to St. Marks and Mattei's Tavern.

In order to ensure all potential siting opportunities were considered, in January 2021 the District selected an outside consultant, - Urban Planning Concepts (UPC) to complete an independent, exhaustive study based on criteria (see Background for detail on the criteria) and to provide a list of potential sites for further consideration.

On June 6, 2021, UPC returned a listing of 17 sites in a weighted matrix format for consideration. The Board initially considered the site listing at the Board meeting held on July 14, 2021. At that meeting, the Board referred the matter for consideration and work to the Project Management Committee. The Committee further expanded the matrix criteria (see Background discussion below for details) and developed a recommendation for further Board consideration.

The Board considered the Committee recommendation during its August meeting. That recommendation reflected the identification of the Preferred Site APN# 135230028 and a Preferred Alternative site # 135110024. During the meeting there was considerable discussion by both Board members and members of the Public. At the conclusion of the discussion the Board decided to advance both the Preferred Site and the Preferred alternative site for further review as a part of the design and planning process. The Board also directed that a public information meeting be noticed and held September 15, 2021 for neighboring property owners within 500 feet of the two parcels in order to acquaint the public with the site selection process.

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

Lisa Palmer, President
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Background

The plant facility's potential impact on the community is to be minimized. In accordance with the plant description contained in the District's Project Description: The treatment facility will be comprised of a high- efficiency, low odor, expandable Membrane Bio reactor (MBR) package plant. The plant will be designed to fit on a site of approximately ½ acre and sized to accommodate the current flow generated by the community. The architectural style of the barn -like building fully enclosing the package plant must be consistent with the architectural and historical details of Los Olivos. Every effort will be made to ensure the plant's impact will be minimized and will be thoroughly studied and mitigated in the environmental review process.

In identifying the initial sites, UPC used initial criteria provided by the District. The criteria were the following:

- Look at possible sites both within and within a mile distance of the district boundaries.
- The site size had to be at a minimum of ½ acre.
- Possible sites to include excess Right of Way for roads, vacant lots, and open farmland where a portion could be subdivided and purchased.
- Other Characteristics included: Number of lift stations required, special challenges and or constraints, location, proximity to creeks and neighborhoods, opportunity to host a variety of treatment options.

During the initial Board review the UPC list of sites was not prioritized. This was left to the Project Management Committee who expanded the matrix provided by UPC and came up with a numerical listing of the sites. In addition to the criteria used by UPC the Committee used the following criterial:

- Property Owner willing to work with the district
- Lot Size
- Elevation compared to community
- Access
- Physical Constraints
- Environmental Challenges
- Creek Crossing
- Residential Proximity
- Excess Right of Way
- Distance from Downtown core
- Ability to gravity flow

District Counsel has confirmed that the District has the legal authority to acquire and use property outside the boundaries of the District, as stated in Government Code section 61060, subsections (d) and (e). Further, the District can apply to LAFCO to annex any property acquired outside of the District for inclusion in the District, a process made simpler with the consent of the owners of the affect property or properties—which coincides with one of the above criteria. More information on LAFCO actions available to the District are available

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Based on these expanded criteria, the Board adopted the Committee's recommendation to advance the Preferred Site and the Preferred Alternative site for further consideration as a part of the lengthy planning, design, and public environmental review of the project. The entire system-package plant plus the delivery system infrastructure will also be included in the need to undergo a complete environmental review process. As the process moves forward the public will have a continued and ample opportunity to participate in the process.

MINUTES TO APPROVE

MINUTES TO APPROVE

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 was held electronically via Zoom Meetings. The public was able to hear and participate.

1. Join Zoom Meeting from PC, Mac, or Android: <https://us02web.zoom.us/j/82349094942?pwd=SGRBYk1FWGN-tRVBsVDInWXhPNdljQT09>
2. Via telephone: +1 (408) 638-0968 Meeting ID: 823 4909 4942 Passcode: 173617

REGULAR MEETING MINUTES

1. **CALL TO ORDER:** The meeting was called to order by President Palmer at 5:24 pm
2. **ROLL CALL:** Present: President Palmer, Directors O'Neill, and Arme. Absent: Vice President Fayram and Director Ross.
3. **Pledge of Allegiance:** Led by President Palmer.
4. **Director Comments:** President Palmer noted she and General Manager had discussion with Jane Gray from DUDEK regarding potential funding opportunities.
5. **Public Comment:** There was no public comment.
6. **Administrative Agenda:** *Motion made to approve Administrative Agenda: Director Arme, Second: Director O' Neill, Approved 3-0-2 with Vice President Fayram and Director Ross absent.*
7. **Business Items:**
 - a. **Consideration and approval of Resolution 21-08. A Resolution of Directors of the Los Olivos Community Service District Setting the Appropriations Limit for FY 2021-2022:** The Board adopted the Resolution setting the appropriations limit at \$201,904.67. The limit incorporates a CPI adjustment of 3.9% in keeping with State Law. *Motion made to adopt Resolution 21-08 Setting the Appropriations Limit of FY 2021- 2022: Director Arme, Second by Director O, Neill, The motion to adopt was approved 3-0-2 with Vice President Fayram and Director Ross absent .*
 - b. **Consider Project Management Committee Recommendation to identify a Wastewater Treatment Plant Preferred Site and a Preferred Alternate Site:** There was much Board discussion and input from the public. A Communication was read into the record by President Palmer from resident Mark Herthel. President Palmer directed his communication be made a part of the record. Hillary Hauser of Heal the Ocean addressed the Board indicating her support for a single project with groundwater recharge from a site selected in a process. Resident Paul Rohrer of 2411 Alamo Pintado addressed the Board indicating he had sent an email to Board members noting his concerns with the project. It was noted Mr. Rohrer's email had earlier been distributed to the entire Board. Director Ross joined the meeting at 5:59 PM and actively participated in the discussion.

Following the Public and Board Discussion the following took place:

A motion was made by Director Ross to hold a public workshop to discuss the selection methodology before moving forward with two project sites (a preferred and an alternate); there was no second. The Motion Failed.

A motion was made by Director O'Neill to use the Preferred Site and the Alternate Site as noted on the agenda/ staff report and advance them to the preliminary design phase; second by Director Arme. The motion was approved on 3-1-0-1 vote with Director Palmer voting no and Director Fayram absent.

A motion was made by Director Ross to set a public information meeting on site selection methodology, with notice to be provided to all neighboring property owners within 500 feet of both sites, with no less than 10 days of notice prior to the meeting, to take place on the same date and the next regular meeting on September 15. The motion was approved on a 4-0-1 vote with Vice President Fayram absent.

- i. **Closed Session:** The Closed Session was deferred to a later date.

- c. **Consideration of Proposal from Stantec for Design Services:** Staff was directed by the Board to work with Stantec to return with a summary breakdown of schedule and costs according to project design elements: including Basis of Design, 30% and 60% of design completion.

- d. **Consideration of Proposed Scope of Work from GSI Water Solutions for Wastewater Injection Feasibility Study:** Following Board Discussion the Board took the following actions: Following Board discussion with representatives of GSI the following actions took place
 1. *Motion made by Director O'Neill to extend the period of performance in the General Services contract with GSI by 18 months commencing in August 2021 to January 2023. The motion was seconded by Director Ross, the motion was approved with a vote of 4-0-1 with Vice President Fayram absent,*

 2. *A motion was made to to authorize General Manager to execute an amendment to the agreement with GSI for Task I (High Level Planning Cost Estimate for Injection) with a not to exceed amount of \$12,500. The motion was seconded by Director Arme, the motion was approved by a vote of 4-0-1 with Vice President Fayram absent.*

- e. **Project Development - Project Management Committee Report. Committee Members and General Manager:** Reviewed upcoming meeting with Environmental Health Services on September 15, 2021. Discussed need to update Project Status Chart and review at meetings and reviewed the Timeline.

8. **General Manager's Report:** General Manager indicated there was nothing additional to Report.

9. **Informational Items:** District Counsel reported Governor's in-person meeting requirements would expire this month and the Board should prepare to meet in-person in September.

10. **Call for Agenda Items:** No new items were identified.

11. **Next Regular Meeting:**
Wednesday, September 15, 2021, 6:00 p.m.
Los Olivos School, Room 602

12. Adjournment - Meeting was adjourned at 8:48:pm

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APPROVED

_____ Lisa Palmer, President

ATTEST

_____ Robert Perrault, GM/Secretary

COMMUNICATION RECEIVED FROM MARK HERTHEL AND MADE A PART OF THE RECORD

Dear Los Olivos CSD Directors,

I am sending the following email to be read in public comment at this evenings board meeting for agenda item #xxx. I first want to commend your board and the Los Olivos Community on the formation of the Los Olivos CSD which has given our residents a local control option to debate, discuss and decide on how our community will move forward to address our communities wastewater regulatory challenges. I am writing this letter in response to your board considering to study one of our family properties as a potential site for a wastewater treatment system. While my preference would be for another property to be selected for this package plant I do realize that our property has ranked high on your districts property evaluation rating scale. I am open to considering working constructively with the district to make an approximate 1 acre portion of our little creek property available if all other site options are exhausted or are not feasible. This would be conditioned however on the following criteria being agreed to and followed through on. If ultimately this property is selected as a site our family would not be looking for any remuneration for this acreage. We would likely gift this portion of the property to the CSD. We do however reserve the right to reverse this decision or add to the conditions if new information arises. As I only learned about this topic being added to your agenda on Monday of this week I would ask that you take the time to properly notify and engage the residents near this property before taking any action. As most of the neighbors live outside the district boundaries they would not have been paying attention to your agendas and community outreach.

In the early years of your formation and work my understanding was that you were planning on using a property in downtown Los Olivos that was acquired from the county of Santa Barbara for a package plant to handle the flow from the downtown core and adjacent residential properties and that larger parcels to the south would be handled with onsite advanced treatment systems. I would like to hear more on your current vision and whether or not that has changed. Again to reiterate our preference would to not have a waste water treatment facility on our property, however we do want to ensure that the Los Olivos CSD is successful.

Sincerely,

Mark Herthel

Los Olivos, Ca.

Initial Conditions:

1. The district does outreach to all neighbors of this property and invite them to engage in the public forum before a decision is made. Listen to their input, concerns, and ideas and consider heavily.
2. Treatment plant would be compact Membrane Bioreactor or other similar advanced system sized for the community of Los Olivos.
3. Discharge water would be treated to the highest level to reduce odor and contaminants and would be discharged back into ground water supply or adjacent stream. No ponds, pits or spray irrigation.
4. Plant would be located on south west end of property in a location to be decided by CSD and property owner with input from immediate neighbors to best screen and have no impact to neighboring properties
5. Package Plant would be enclosed in an attractive barn structure/likely wood exterior to fit with character of this community. Property owner would have input on design plans for barn structure and fence to ensure it fits with the character of the community.
6. Advanced odor and noise mitigation measures would be put in place to ensure no odor or noise within 0-50 feet of the treatment plant.
7. CSD would work with land owner and county to provide road easement for property access at Southern border of property.
8. CSD would work with land owner and county to remove a total of 1 acre or less from the property to be donated and conveyed to CSD if and when the agreed to project conditions are met. If conditions are not met and agreed to the deal is off the table.
9. CSD would cover land use costs associated with all land use work needed for the project.
10. CSD would screen any ancillary supplies, equipment, etc.. not housed inside of barn with attractive wood fence or behind barn structure.
11. CSD will immediately haul away sludge from the system and not stockpile on the property.
12. The list of conditions may increase as input from neighboring residents come in, additional facts are learned, etc....

We just submitted a letter by e-mail to losolivoscsl@gmail.com the below text regarding Agenda Item 7c for today's Board Meeting. We appreciate that the text likely will not cut-and-paste well into this comment form, but we wanted (a) to make sure the Board had notice to check the email account in advance of your meeting and (b) to ask if you want hard copies of the letter delivered somewhere locally for your Board members. Thank you for your work on behalf of this wonderful community. August 18, 2012 Board of Directors Los Olivos Community Services District PO Box 345, Los Olivos CA 93441 Re: August 18 Board Agenda Matter 7c. Dear Honorable Board of Directors: Our family lives in the historic Ballard Adobes at 2411 Alamo Pintado Road, immediately next door to the proposed site (the "Littlecreek Site") of the sewage treatment plant. While we strongly support the good work of the Los Olivos Community Services District and its efforts to maintain local control of important decisions affecting our community, unsurprisingly, we must express our real concerns about having a sewage treatment plant located next door to our home. As you are aware, existing studies extensively describe the health risks sewage treatment plants pose to neighboring residents and the expected diminution of quality of life typically associated with such sites. This is especially concerning to us, given that we have a seven year old daughter attending the Los Olivos School, whom we have hoped would grow up in our historic home, on our sustainable farm, in our lovely community. Our concerns are further amplified given that, ironically, the proposed site is located outside of your district, where we and other affected neighbors are neither served nor represented by your district. Further, we, like the other adjacent neighbors, and unlike downtown Los Olivos, are located on agricultural property where the lot sizes easily support septic systems. So, to be clear, before drilling in on potential solutions, let's join together in agreeing that the sewage treatment plant is intended to serve others, who are members of your constituency, and is sited to place its negative externalities on folks who are not members of your constituency. Consequently, rather than me saying "not in my backyard," the Program Management Committee, by proposing the Littlecreek site, is saying, "not in our backyard but in the backyard of our neighbors who are neither benefitted by the project nor represented by us." This is not a question of us not doing our fair share, but of the District electing not to do its. In addition, before agreeing that the Littlecreek site represents the best possible location for the sewage treatment plant, we have some concerns regarding the process, and the transparency of that process, by which the Littlecreek site was selected. This may all be clear to others, and I apologize for not having followed this Board's actions previously, but from the current Board Memo, I understand that at the July Board meeting, Urban Planning Concepts submitted a matrix identifying 17 potential sites. After that submission, the Board accepted Director Ross's offer to unilaterally weigh the various sites. On August 11, a committee, identified as the Project Management Committee, reviewed Director Ross's revised matrix and selected a primary site and an alternative site for recommendation to this Board. Again, my

apologies for my lack of knowledge, but it is not clear to me who the Project Management Committee consists of and whether or not its meeting was public. Further, I am concerned that there appears to have been a determinative weighting system developed unilaterally by one Board member, without any apparent (at least to me) public discussion of its system or merits, that was then used by an unknown committee using an unknown process to provide a recommendation to the Board. Further, the Board material provides neither explanation of, nor reasoning for, the recommended weighting system and is insufficient (a) for the Board's reasonable review, discussion and action, (b) to provide necessary public transparency, and (c) to allow meaningful public review and insight. Consequently, I might suggest that, in order to provide full transparency and an open and defensible process, the Board notice a hearing on the contents and adoption of a preferred weighted selection system and its application to the various potential sites before prematurely moving to a decision based on assumptions and suppositions that might lack transparency, articulated reasoning and fair application. However, notwithstanding the fundamental inequities and gaps in apparent transparency and process described above, we would like to support the endeavors of our community. We have spoken with our neighbor who owns the Littlecreek site and who, with his family, has exemplified community involvement in Los Olivos; we agree with the list of conditions he wants placed on any sewage treatment plant located on the Littlecreek site. However, given our location directly next door to the proposed sewage treatment plant, we condition our support on both our neighbor's conditions (expected to be submitted to you by him), and the following clarifications and expansions of those conditions: 1) The sewage treatment plant would be MBR or other similar advanced treatment system. a) At its property line, the sewage treatment plant will result in no additional noise above current ambient daytime and nighttime levels. 2) The sewage treatment plant would be completely enclosed. a) No ponds, tanks or other water or effluent storage would be outside of the plant's structure or otherwise open to the atmosphere. b) No odors would exist outside of the plant's structure. c) No atmospheric emissions would occur. d) No bioaerosols would be released. e) No airborne pathogens would be released. f) No microorganisms, bacteria or fungus would be released into the air, earth or water. g) No increase in, flies, cockroaches, rats, or other vermin associated with the processing, storage or treatment of sewage would occur outside of the enclosed facility, and toxins used in vermin control would not have any increase above current ambient levels. 3) The effluent released into the ground would have been treated to such a level as not to (a) imperil or affect the water quality of the underlying aquifer from which the water district and others draw drinking water and (b) impact any adjoining wells or crops. 4) Any storage, loading or transportation of solid (or other) wastes or sewage sludge from the site will not result in any of the prohibited conditions described in Section 2 above. 5) No adverse impact on traffic or loss of service at any intersection or on Alamo Pintado Road/Santa Barbara Avenue, including no regular usage of heavy trucks on Alamo Pintado Road/Santa Barbara Avenue. 6) Outside lighting will not exceed current ambient levels at the sites property line, and no outside lighting will contribute to diminishment of current "dark sky" levels.

7) All electrical, water, and transportation infrastructure will be placed within aesthetically appealing barn-like structures. 8) The sewage treatment plant, the property on which it is located and all appurtenant structures, improvements, and all related personal property will be maintained in first-rate condition equal or above surrounding farms and houses and in accordance with all requirements and best practices standards. 9) The operations and activities associated with the sewage treatment plant will be conducted using best practices equal or above the standards of other such facilities in California's specialty wine growing regions. 10) Adequate monitoring for compliance with all of the conditions be ensured on an ongoing basis. a) Noise, air, light level, pest, water quality, and other testing will be done on a continual ongoing basis with the results made public in real time. b) Affected parties be afforded a private right of action (with fee recoupment) so that they may fulfill a private attorneys general function, if the County or other regulatory bodies do not promptly and strictly enforce compliance as set forth in the sewage treatment plant's mitigation measures and conditions of approval. Again, we wish to voice our support for the good work of the District and its Board Members and for the independence and self-governance of our community. I apologize for the seemingly pedantic list of conditions and the brief explanation of concerns regarding apparently neglected process and transparency, but as a lawyer engaged in development and infrastructure projects for many years, I have seen how intentions may change or be forgotten over time, and how various political bodies may lay off negative externalities on those who are not represented. Obviously, it should go without saying that the proposed sewage treatment plant has the potentiality of severely and inequitably impacting our family and other families, farms and small businesses, and we expect to work closely with you, your staff and your counsel to ensure a just and sustainable result. Sincerely, /s/ Paul Rohrer

INVOICE PAYMENT

INVOICE PAYMENT



2624 Airpark Drive
 Santa Maria, CA 93455
 (805) 934-5760

Los Olivos Community Services District
 dpike@mnsengineers.com

Invoice number 10021
 Date 07/07/2021

Project **U2108 -- LOS OLIVOS WASTEWATER RECLAMATION PROGRAM**

Professional Services Through 6/30/2021

B Environmental Planning & Permitting

	Date	Hours	Rate	Billed Amount
General Services				
Senior Planner				
	06/04/2021	1.00	155.00	155.00
<i>Email from engineer: request for summary letter. Prepare letter and transmit to engineer.</i>				
Environmental Planning & Permitting Subtotal		1.00		155.00
			Invoice Total	155.00

Statement

Urban Planning Concepts, Inc.
 2624 Airpark Drive
 Santa Maria, CA 93455
 (805) 934-5760

Los Olivos Community Services District
 dpike@mnsengineers.com

Statement date: 7/14/2021

	Invoice Number	Invoice Date	Amount
Los Olivos Community Services District			
U2108 Los Olivos Wastewater Reclamation Program			
	9844	3/7/2021	2,663.75
	9888.1	4/7/2021	2,136.25
	10021	7/7/2021	155.00
	Client Outstanding		<u>4,955.00</u>

Los Olivos Community Services District						
Outstanding	Current	31-60 Days	61-90 Days	91-120 Days	121+ Days	Prepayment
4,955.00	155.00	0.00	0.00	2,136.25	2,663.75	0.00



ROBERT PERRAULT

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

Date: 8/15/2021

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

No. 617

Date	Description	Unit Hours	Total
7-16/21	Follow up Agenda	1.5 hours	\$202.50
7-21/21	Admin Status Update	2 hours	\$270.00
7-22/21	LOCSD Admin GSI Review	2 hours	\$270.00
7-26/21	Time line and properties	2 hours	\$270.00
7-28/21	Update, respond to emails	3 hours	\$405.00
8-3/21	Meeting w CSDA and Board member conversation	3 hours	\$405.00
8-4/21	Minutes	2 hours	\$270.00
8-5/21	Meeting w/ GSI and Meeting with Eng.	2.5 hours	\$337.50
8-9/21	Billing Review- Finance Matters	2 hours	\$270.00
8-10/21	Project M Committee Prep	2 hours	\$270.00
8-11/21	Project M Committee, Finance Committeee	3 hours	\$405.00
8-14/21	Admin Matters	2hours	\$270.00
		TOTAL DUE	\$3,645.00

**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

August 24, 2021

Project No: LOCD.180392.00

Invoice No: 78559

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

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

This Invoice includes:

- 1. General Support to the General Manager: \$7614.50
- 2. Engineering Tasks:
 - a. WRF Grant Management: \$185.00

Professional Services for the Period: July 1, 2021 to July 31, 2021

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Administrative Support				
Project Coordinator	35.25	105.00	3,701.25	
Project Management				
Engineering Technician	31.50	95.00	2,992.50	
District Manager	4.00	200.00	800.00	
Totals	70.75		7,493.75	
Total Labor				7,493.75

Reimbursable Expenses

Pike, Douglas				
4/13/2021	Pike, Douglas	CSD Career Center	105.00	
	Total Reimbursables	1.15 times	105.00	120.75

Level 2 Subtotal \$7,614.50

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount	
Project Management				
District Manager	1.00	185.00	185.00	
Totals	1.00		185.00	
Total Labor				185.00
		Level 2 Subtotal		\$185.00
		Current Invoice Amount		\$7,799.50

Outstanding Invoices

Number	Date	Balance
78299	7/15/2021	2,710.00
Total		2,710.00

Billing Backup

Tuesday, August 24, 2021

MNS Engineers, Inc.

Invoice 78559 Dated 8/24/2021

11:50:51 AM

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

Professional Personnel

		Hours	Rate	Amount
Administrative Support				
Project Coordinator				
Zepeda, Mary	7/2/2021	1.75	105.00	183.75
District correspondence including emails; LOCS.D Website Update - Upload Finance Committee Meeting Agenda and Meeting Packet ; Begin Review of Stakeholder List vs LOCS.D Fund Parcels List dated 6/25/21 (7/5/21)				
Zepeda, Mary	7/6/2021	1.50	105.00	157.50
Continue Review of Stakeholder List vs LOCS.D Fund Parcels List dated 6/25/21; Prepare for District Update Direct Mailer				
Zepeda, Mary	7/7/2021	2.00	105.00	210.00
Continue Review of Stakeholder List vs LOCS.D Fund Parcels List dated 6/25/21; Finalize Stakeholder (Direct Mailer and Email List); Prepare District Update for Stakeholders via Direct Mailers TB Delivered to USPS on 7/8/21; Forward District Update to Stakeholders via Email				
Zepeda, Mary	7/8/2021	4.00	105.00	420.00
Finish Preparation of District Update Direct Mailers and Deliver to USPS on 7/8/21; Review and Provide Comments on Resolution 21-07; Update Resolution Tracking Log; Create District Update Data Analytic				
Zepeda, Mary	7/9/2021	.25	105.00	26.25
Upload Regular Meeting Agenda to LOCS.D Website; Forward Direct Mailer and Email Distribution List to RP and RP				
Zepeda, Mary	7/12/2021	3.00	105.00	315.00
District correspondence including emails; Review Resolution 21-07 Changes with RP and DP; Update Resolution 12-04 with Attachment 1, 2 and 4; Update Regular Agenda Meeting Packet with Attachment 4; Upload Regular Meeting Agenda Packet to LOCS.D Website and forward copy of packet to Board Members; Print Agenda and Verify posting of Regular Meeting Agenda in LOCS.D Post Office				
Zepeda, Mary	7/13/2021	3.00	105.00	315.00
Followup with GSI re Invoice 876-001-05; Create Single Payment Claims within FIN for approved GSI Invoices #4; Submit GSI Invoice #4 for payment via FIN for DP; Update Budget Tracking Log; Prepare GSI Invoice #5 and #6 for submission to EHS for reimbursement				
Zepeda, Mary	7/14/2021	2.00	105.00	210.00
Update District Flyer Data Analytic and Mail Chimp Distribution List; Review Mail Chimp with TG and Develop Strategy for Stakeholder List; Followup with RP re GSI and UPC Invoices; Respond to Email Inquiry's re Meeting Time and Email Preference for District Update				

Project	LOCSD.180392.00	District Support Services			Invoice	78559
Zepeda, Mary		7/15/2021	5.75	105.00	603.75	
	Followup with DP & RP re processing UPC Invoices via EHS for reimbursement: Prepare Reimbursement Request for GSI Invoice #5 and #6 and forward to RP for Signature; Forward Reimbursement Request with GSI Invoices to EHS; Compare Budget Tracking Logs with 2021 Agenda Packet Invoices; Followup with RP and DP re UPC Invoices 9844 and 10021; Followup with RP, DP and RT re A&W Invoice; Prepare June Agenda Packet Invoices for FIN and forward Invoice Approvals to RP; Create Single Payment Claims within FIN for approved A&W, MNS & RP Invoices; Process A&W, MNS & RP Invoices for payment via FIN for DP; Update Budget Tracking Log; Verified UPC not within FIN; Prepare Substitute W9 & Vendor Information Form for UPC; Assist TG with Stakeholder List					
Zepeda, Mary		7/16/2021	.50	105.00	52.50	
	Followup with SBC Auditor-Controller (SBC-AC) Help Desk re Vendor Setup Information for UPC;; SBC-AC confirmed UPC in active within FIN System and obtained forms needed to reactive UPC as Vendor; Forward Substitute W9, CA 587 and 590 Package to UPC					
Zepeda, Mary		7/21/2021	2.50	105.00	262.50	
	Meet with DP and RP on status update on pending items; Update Special Meeting Minutes and Resolutions for Signatures					
Zepeda, Mary		7/22/2021	4.00	105.00	420.00	
	Review LOCSD Reimbursement Statement FY2018/2019 & 2019/2020 and update TG and update of changes; Assist with TG with distributing the Reimbursement Statements for LP and RP for review and approval or board action; Conduct Review Final Draft of Stakeholder List and forward to LP for review and comment; Followup with RP and DG regarding Regular Meeting Minutes (4/14/21 and 6/9/21) and Resolution 21-05; Modified Regular Meeting Minutes (4/14/21 and 6/9/21) and Resolution 21-05 for Signature					
Zepeda, Mary		7/23/2021	2.00	105.00	210.00	
	File (Electronic and Hard Copy) Meeting Minutes and Resolutions; Update Resolution Tracking Sheet; Forward List of Pending/Missing Meeting Minutes to DP and RP; Prepare and Forward Resolution 20-03, 21-01, 20-06, 20-07 for Final Execution by GRT					
Zepeda, Mary		7/26/2021	.25	105.00	26.25	
	District correspondence including emails					
Zepeda, Mary		7/27/2021	1.50	105.00	157.50	
	Review and Compare District Update Original BCC List to the New Stakeholder List; Update LP re sending District Update to newly identified recipients					
Zepeda, Mary		7/28/2021	.25	105.00	26.25	
	Followup with UPC re Invoice Payment via FIN					
Zepeda, Mary		7/30/2021	1.00	105.00	105.00	
	Assist TG with followup email to Board Members re posting the reimbursement statement on website; Update Direct Mailer List based on Returned District Update Letter					
Project Management						
Engineering Technician						
Gullikson, Taylor		7/2/2021	2.50	95.00	237.50	
	LOCSD District Update edits					

Project	LOCSD.180392.00	District Support Services			Invoice	78559
Gullikson, Taylor		7/6/2021	3.00	95.00	285.00	
		LOCSD District Update Flyer-updating direct mailer list				
Gullikson, Taylor		7/7/2021	5.00	95.00	475.00	
		LOCSD District Update Flyer-Direct mailers and uploading to website				
Gullikson, Taylor		7/13/2021	1.00	95.00	95.00	
		Fixed Onsite Water Quick Guide and reuploaded online				
Gullikson, Taylor		7/14/2021	2.00	95.00	190.00	
		LOCSD Stakeholder List updating				
Gullikson, Taylor		7/15/2021	2.00	95.00	190.00	
		LOCSD Stakeholder List updating				
Gullikson, Taylor		7/16/2021	1.00	95.00	95.00	
		LOCSD Reimbursement Statement				
Gullikson, Taylor		7/19/2021	1.50	95.00	142.50	
		Reimbursement statement FY 19/20 (1.5 hrs)				
Gullikson, Taylor		7/20/2021	3.00	95.00	285.00	
		LOCSD Stakeholder list and MailChimp updating				
Gullikson, Taylor		7/21/2021	2.00	95.00	190.00	
		Obtaining Stakeholder contact info, Reimbursement Statements, organizing MailChimp				
Gullikson, Taylor		7/22/2021	1.00	95.00	95.00	
		LOCSD -Call w Mary (Reimbursement Statements and Mailing List)				
Gullikson, Taylor		7/23/2021	1.50	95.00	142.50	
		LOCSD - Cross checking stakeholder list to see who needs Update still				
Gullikson, Taylor		7/26/2021	1.50	95.00	142.50	
		Creating "newly added stakeholders" list				
Gullikson, Taylor		7/27/2021	2.50	95.00	237.50	
		LOCSD Email analytics and reimbursement statements; Call w Mary re stakeholder list update; Sending Update to new stakeholders				
Gullikson, Taylor		7/28/2021	1.00	95.00	95.00	
		LOCSD Transparency checklist				
Gullikson, Taylor		7/30/2021	1.00	95.00	95.00	
		Notifying board of and posting reimbursement disclosures				
		District Manager				
Pike, Douglas		7/12/2021	1.00	200.00	200.00	
		Assessors List with CIP Increase. Prepared per County Instructions. (1)				
Pike, Douglas		7/30/2021	3.00	200.00	600.00	
		Los Olivos CSD 2021-22 secured property tax Update Submittal Preparation				
		Totals	70.75		7,493.75	
		Total Labor				7,493.75
				Level 2 Subtotal		\$7,614.50

Level 2	TASK02	Engineering Tasks				
Professional Personnel						
			Hours	Rate	Amount	
Project Management						
District Manager						
Pike, Douglas		7/12/2021	1.00	185.00	185.00	

Project	LOCSD.180392.00	District Support Services	Invoice	78559
Grant Application history worksheet update (1)				
	Totals	1.00	185.00	
	Total Labor			185.00
			Level 2 Subtotal	\$185.00
			Project Total	\$7,799.50
			Total this Report	\$7,799.50

Invoice Detail (3678712)

Los Olivos Community Services District
Douglas S. Pike
201 N. Calle Cesar Chavez, Ste. 300
Santa Barbara, CA 93103 USA
(805) 331-3553
dpike@mnsengineers.com

Tuesday, April 13, 2021
Invoice #: 3678712
Aged: PAID
Total: \$105.00
Balance: \$0.00
PO Number: -

Type	Date	Amount	Description
Invoice	Apr 13, 2021	\$105.00	Single 30-day Online Job Posting Package
Payment	Apr 13, 2021	\$(105.00)	Paid by Visa card ending in 3963

Any credit card charges appear on your statement as "CSDA Career Center."



**ALESHIRE &
WYNDER** LLP
ATTORNEYS AT LAW

ORANGE COUNTY | LOS ANGELES | RIVERSIDE | CENTRAL VALLEY

Peggy Middleton
pmiddleton@awattorneys.com

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

AWATTORNEYS.COM

September 9, 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: **September 2021 Billing Statement (for services through 8/31/21);
Aleshire & Wynder, LLP**

Dear Bob:

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

cc: Mary Zepeda – mzepeda@mnsengineers.com

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245)
MONTHLY BILLING SUMMARY

Billing Period: August 1 thru August 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)	5.80	200	1,160.00	0.00	1,160.00	0.00	(Advisory/Transactional Svcs)
TOTALS:	5.80		1,160.00	0.00	1,160.00	0.00	



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

September 9, 2021
 Invoice No: 0876.001 - 8

Project 0876.001 Groundwater Quality Management Services

Professional Services from August 1, 2021 to August 31, 2021

Task .004 Technical Memorandum and Submittals

Labor

	Hours	Rate	Amount	
Principal Consultant				
Thompson, Timothy	10.75	265.00	2,848.75	
Managing Hydrogeologist				
Franz, Brian	14.25	160.00	2,280.00	
Project Geologist				
Lapostol, Andres	15.75	135.00	2,126.25	
Administrative Assistant				
Deck, Anneliese	.50	90.00	45.00	
Totals	41.25		7,300.00	
Total Labor				7,300.00
				Total this Task
				\$7,300.00

Project Summary	Current Period	Prior Periods	Invoiced to Date
Total Billings	7,300.00	39,313.75	46,613.75
Authorized Budget			85,000.00
Budget Remaining			38,386.25
			Total this Invoice
			<u><u>\$7,300.00</u></u>

Outstanding Invoices

Number	Date	Balance
5	6/7/2021	8,696.25
7	8/5/2021	1,926.25
Total		10,622.50

Agenda Item 8a. Attachment



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

September 9, 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 05

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.

Stantec's efforts are intended to support the District in fulfilling the goals of the Water Recycling Funding Program (WRFP) Planning Grant funding awarded by the State. This effort will determine wastewater collection, treatment and water recycling concept feasibility and costs. The results of this concept/preliminary design will be used by the District in preparation of its Recycled Water Project Report (RWPR).

The project will include engineering services as described in the tasks below for a gravity collection system, and treatment plant site work. The effluent disposal method as selected by the District will be through well injection to the groundwater basin. The well design and permitting will be developed by the District's consultant GSI. Well injection will require wastewater treatment with reverse osmosis, microfiltration and advanced oxidation, the highest level of treatment available and regulated by the State Water Board. Facilities of this calibre are typically utilized in the absence of other effluent disposal options, or in applications where the effluent is developed for indirect potable reuse. Stantec will work with a District selected wastewater treatment plant manufacturer who will provide the treatment plant design parameters and costs. Stantec will develop the gravity collection system and will provide coordination, and support site development of the treatment facility.

Preliminary Design

This project will develop a Basis of Design Report and preliminary design of the septic to sewer conversion project for the District's service area.

September 9, 2021

Mr. Perrault

Page 2 of 13

Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v
05

Task Order No. 2 Subtasks:

2.1 – Basis of Design

Stantec will prepare a Basis of Design (BOD) report to document findings in this phase of work. The BOD will include the following sections:

- A. Recommendations from previous studies.
- B. 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 considered beyond the current District boundary
- C. Effluent water quality requirements are disposal dependent. It is assumed these criteria will be provided by the District's consultant, GSI and the criteria will adhere to California Code of Regulations Title 22, and meet the standards for Indirect Potable Reuse: Groundwater Replenishment
- D. Conceptual plant site layout considerations for the District's Wastewater Treatment Plant Preferred Site (assumes Little Creek Property for scoping purposes, other locations may result in additional work). A second site can also be considered, though it may require an additional pump station. Stantec will include the Preferred Alternate Site on map for reference only. Stantec will work with the District and their selected package treatment plant manufacturer to prepare a site layout for the "expandable" package plant layout at the proposed Preferred Site
 - a. Stantec will work with the District and the package treatment plant manufacturer for layout of onsite needs such as the influent pump station, primary and secondary treatment facilities, reverse osmosis facilities, effluent storage and pumping facilities, chemical storage, biosolids storage, brine storage, solids dewatering facilities (if recommended by the wastewater treatment manufacturer), electrical/control facilities, etc.
 - b. It is assumed that the District's selected wastewater treatment plant manufacturer can provide the required level of treatment
 - c. It is assumed that the District's selected wastewater treatment plant manufacturer will provide all required process engineering, equipment and construction costs; Stantec will not be the process engineer
 - d. A review of alternative manufacturer's is not included in this scope, but the design criteria established in this Basis of Design report will be universal
 - e. An 11x17 drawing exhibit of the wastewater treatment plant site will be prepared
- E. Sludge hauling considerations
- F. Reverse Osmosis brine hauling considerations

September 9, 2021

Mr. Perrault

Page 3 of 13

**Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v
05**

- G. Stantec will work with the District to evaluate and prepare a gravity collection system concept layout for feasibility purposes. Stantec will prepare 10 percent conceptual collection system drawings as 11x17 exhibits (plan view only, no profiles). Drawings will be based on available aerial images or new survey, depending on timing of the survey work
- H. Stantec will work with the District to prepare collection system design criteria, related to minimum slopes, minimum velocities, maximum percent full, minimum cover, and manhole spacing

The Basis of Design report will be focused on summarizing design performance criteria with limited explanation, figures and detail development. The District will provide a consolidated set of review comments. A final report will be prepared after incorporating agreed upon District's review comments.

Deliverables:

- A. Draft BOD in PDF format
- B. Final BOD in PDF format

2.2 – 30 Percent Design

Stantec will prepare 30 percent design documents based on the final BOD. The 30 percent design includes the following tasks:

2.2.1 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:

- a. Planimetric base map with a digital terrain model (DTM) with 1' contours
- b. 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)

September 9, 2021

Mr. Perrault

Page 4 of 13

Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v 05

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(s) (up to two locations 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. 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, as achievable within the allotted ground survey time.

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

C. Mapping Deliverables and Notes:

- a. 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
- b. 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
- c. 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
- d. Establish semi-permanent survey control points (magnetic nails in pavement or scribed "+" in concrete) along alignment for use by contractor during construction
- e. 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
- f. 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

September 9, 2021

Mr. Perrault

Page 5 of 13

**Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v
05**

- g. No parcel boundary mapping is included in the survey effort
- h. 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.)

2.2.2 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:
 - i. Review the as-built drawings as well as any relevant previous reports for the project
 - ii. Review County Roads basemaps and incorporate into the project basemap where necessary
 - iii. 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
 - iv. 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
 - v. 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)

2.2.3 30 Percent Plans

A. Wastewater Treatment Plant Proposed Design

- a. Wastewater Treatment Plant (WWTP) Concept Design: Stantec will work with the District and their selected package treatment plant manufacturer for the WWTP concept design (30 percent). Stantec will coordinate this work, but it is assumed the package treatment plant manufacturer will provide the concept design criteria, layout needs and requirements, as well as provide a constructed facility cost estimate. Stantec understands the District plans to select the package treatment plant manufacturer by November 2021. The District should confirm that the manufacturer will support this design process. In some cases, manufacturers require a fee. Stantec assumes that the District will ensure manufacturer support.

This task includes:

September 9, 2021

Mr. Perrault

Page 6 of 13

Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v 05

- i. Coordination with the District, package treatment plant manufacturer, and the District's subconsultant GSI for preliminary sizing of influent and 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 and brine 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 facility needs identified
 - v. Stantec understands the site may require architectural design for a 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. It is assumed that cost items for these project elements will be provided by the District.
- b. 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 that they will provide support documents for the permit process and costs associated therewith. Stantec assumes specification information will be provided by the package treatment plant manufacturer for all treatment components.

B. Los Olivos Sewer Collection System

- a. Stantec will prepare 30 percent collection system design plans utilizing the concept exhibits prepared in the previous phase. Stantec will incorporate agreed upon comments into the 30 percent plans. Stantec anticipates the following activities as part of this task:
 - i. Prepare a collection system sewer hydraulic model. Stantec will utilize the aerial topography and will review the overall collection system hydraulics for sizing considerations.
 - ii. Prepare a lateral compatibility study, meeting County Public Health standards, if any. 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

September 9, 2021

Mr. Perrault

Page 7 of 13

**Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v
05**

- iii. Set preliminary depth of sewer mains based on available topographical data from the aerial survey
- iv. Assumes one lift station will be required based on the Little Creek 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. Stantec will show a proposed lift station location on the site plan
- v. Prepare 30 percent preliminary sewer main plans in AutoCAD format (Plan sheets will include title sheet, notes, based on available information Stantec assumes there will be approximately forty-five plan and profile sheets for the sewer mains, and six detail sheets) The design plans will include the proposed sanitary sewer main and trunk line locations and existing utilities.
- vi. Provide recommendations for collection system sizing, layout, and materials

C. *Opinion of Probable Costs*

- a. Stantec will prepare a Class IV Opinion of Probable Construction Cost (OPCC) for the 30 percent design submittal package
- b. Stantec will work with the District to provide a cost estimate for the Final Design package, Construction Management and Inspection, plus a contingency

Deliverables:

- A. *Colorized ortho-rectified aerial imagery (electronic submittal)***
- B. *AutoCad topography and basemap file (electronic submittal)***
- C. *30 percent design plans – (electronic submittal)***
- D. *Opinion of probable costs (electronic submittal)***

2.3 – 60 Percent Design

Upon District written approval of the 30 percent design plans, Stantec will prepare the 60 percent construction documents for the wastewater treatment plant and collection system. Stantec will incorporate agreed upon comments from the 30 percent design phase into the 60 percent design. The 60 percent construction documents include the following:

A. *Wastewater Treatment Plant Proposed Design*

- a. Prepare detailed plans to include the following:
 - i. Civil site plan
 - ii. Civil rough grading plan

September 9, 2021

Mr. Perrault

Page 8 of 13

**Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v
05**

- iii. Electrical site plan
 - iv. Mechanical site plan
 - v. Site utility plan
 - vi. Electrical, structural, and mechanical details will be provided during final design and are not a part of this scope of work
- b. Stantec understands the site may 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 to be scoped at a later date. Architectural and building design is excluded from this scope of work. For a complete cost estimate, it is assumed the District will support a budget for these project elements to be included in the total opinion of probable costs.

B. Los Olivos Sewer Collection System

- a. Prepare detailed plans to include pipe slopes, inverts, pipes sizes, and line/curve tables
- b. Technical specification table of contents
- c. The proposed lift station for inclusion with the 60 percent submittal will include the following sheets:
 - i. Site layout (wet well, valve vault, controls, emergency storage [if feasible], odor control, etc.)
 - ii. Force main plan and profile (assumes two sheets)
 - iii. Electrical, structural, and mechanical details will be provided during final design and are not a part of this scope of work

C. Opinion of Probable Costs

- a. Stantec will prepare a Class IV Opinion of Probable Construction Cost (OPCC) for the 60 percent design submittal package
- b. Stantec will work with the District to provide a cost estimate for the Final Design package, Construction Management and Inspection, plus a contingency
- c. Stantec assumes the easement or land acquisition, disposal design elements (wells and associated piping/conveyance), 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
- d. Stantec will work with the District to summarize operation and maintenance costs, including the collection system, treatment facilities (from the selected treatment plant manufacturer, including

September 9, 2021

Mr. Perrault

Page 9 of 13

Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v 05

labor, chemicals, electricity, parts, etc.), pumping costs, injection wells (from GSI), sludge and brine hauling and tipping fees and recommended reserves that may be used to understand user rates

Deliverables:

- A. 60 percent design plans – (electronic submittal)
- B. Opinion of probable costs (electronic submittal)

2.4 – 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. Basis of Design Review meeting (assumes 1-hour virtual meeting)
- d. 30 and 60 Percent Design meetings (assumes 2-hour virtual meeting each)
- e. Two presentations to the District Board (assumes 2-hour virtual meeting)

B. Project Management

- 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.

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.)

September 9, 2021

Mr. Perrault

Page 10 of 13

Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v 05

- B. No private parcel improvements will be assessed. They will, however, be conceptually discussed, i.e., septic tank decommissioning and new lateral requirements and an associated cost assigned for the opinion of probable costs. 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 may contract the District as plant operator in the future
- H. The District will identify the selected treatment plant manufacturer and they will be available to support and contribute to the design and costing effort
- I. 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 two 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.
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.
13. Wastewater treatment or disposal design, cost estimating and permitting.
14. Traffic control plans. These can be included in Final Design.

September 9, 2021

Mr. Perrault

Page 11 of 13

**Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v
05**

- 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\$266,750

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.

September 9, 2021

Mr. Perrault

Page 12 of 13

Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v 05

Schedule

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

Key Efforts	2021					2022						
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Fully Executed Contract and Notice to Proceed		★										
Task 2.1: Project Management, Meetings, and Communication		★	★				★		★			
Task 2.2: Basis of Design												
Prepare Basis of Design												
District Review Period												
Task 2.3: 30 Percent Design												
Topographical Mapping												
Data Review, Utility Research, and Base Mapping												
30 Percent Plans												
District Review Period												
Task 2.4: 60 Percent Design												
60 Percent Plans												
District Review Period												

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.

LOCS D 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		\$ 266,750
		Total	\$ 286,750

September 9, 2021

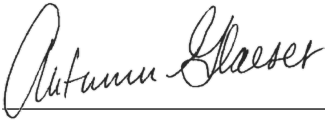
Mr. Perrault

Page 13 of 13

**Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v
05**

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		Kolli, Vanu	Aronow, Gabee	Glaeser, Autumn	Botrous, Akram	Devries, Andrew	Zikowski, Jonny	Soldo, Stephanie	Elsengart, Daniel	Hoang, Long	Gower, Hayden	Louds, James	Gower, Hayden	Kaniger, Nick	Project Summary			
Project Billing Rate	Total Units (T&M)														Labour	Expense	Subs	Total
Fee (T&M)																		
\$251.00	4	\$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				
\$1,004.00	4	\$22,590.00	\$31,248.00	\$12,048.00	\$13,056.00	\$32,256.00	\$66,300.00	\$7,296.00	\$9,234.00	\$14,976.00	\$13,122.00	\$10,260.00	\$10,260.00	\$1,100.00	22,000.00			
Total															\$243,650.00	\$1,100.00	\$22,000.00	\$266,750.00

Task Code	Task Name	Units	Hours	Labour	Expense	Subs	Total
2.1	Basis of Design	8 8 8 8 8 24 4	68	\$13,876.00	\$0.00	\$0.00	\$13,876.00
2.2	30 Percent Design		802	\$150,498.00	\$550.00	\$22,000.00	\$173,048.00
	Topographical Mapping		262	\$44,528.00	\$550.00	\$22,000.00	\$67,078.00
	Data Review, Utility Research, and Base Mapping	8 8 4 40 80	140	\$25,792.00	\$0.00	\$0.00	\$25,792.00
	30 Percent Plans & OPCC	34 42 32 40 68 150 4 30	400	\$80,178.00	\$0.00	\$0.00	\$80,178.00
2.3	60 Percent Design		252	\$51,040.00	\$0.00	\$0.00	\$51,040.00
	Wastewater Treatment Plant Proposed Design	8 4 8 8	28	\$6,420.00	\$0.00	\$0.00	\$6,420.00
	Los Olivos Sewer Collection System	8 10 40 100 30	188	\$36,148.00	\$0.00	\$0.00	\$36,148.00
	OPCC	4 4 4	36	\$8,472.00	\$0.00	\$0.00	\$8,472.00
2.4	Project Management, Meetings, and Communication		136	\$28,236.00	\$550.00	\$0.00	\$28,786.00
	Project Management, Meetings, and Communication	4 20 60 8 8 36 500	136	\$28,236.00	\$550.00	\$0.00	\$28,786.00

Agenda Item 8b. Attachment



8-14-19

Draft

Los Olivos Community Wastewater Program Project Description

OUR PURPOSE

The Los Olivos Community Services District (District) was formed by voters in 2018 to provide a funding mechanism for the development, building and operation of facilities necessary to collect and treat wastewater in the unincorporated community of Los Olivos.

PROJECT GOAL

The purpose of the Los Olivos Wastewater Treatment / Reclamation Program Project Description (Project Description) is to state the Board's strategy for providing an economically viable and effective wastewater treatment and reclamation solutions to the residents and property owners within the District. Any final solution selected will meet public health needs and the regulatory requirements of the Regional Water Quality Board (RWQCB).

The Los Olivos Wastewater Reclamation Program is comprised of four distinct components, each being interdependent and implemented concurrently:

1. Develop and Implement Interim Onsite Wastewater Treatment System (OWTS) Requirements to be incorporated in the County Local Area Management Plan (LAMP)
2. In order to Reduce Project costs identify Financial Assistance for Program Development, Construction and Operation.
3. Implement an ongoing Local Groundwater Monitoring Program; and
4. Design, Permit and Build a Phased Collection and Treatment System

1. DEVELOP INTERIM OWTS REQUIREMENTS IN CONJUNCTION WITH COUNTY EHS

Onsite Wastewater Treatment Systems (OWTS) in Los Olivos are currently governed by the Santa Barbara County Public Health Department's (County EHS) Local Area Management Plan (LAMP).

Los Olivos property owners who seek County EHS guidance on OWTS-related issues have experienced inconsistent direction regarding dwelling expansion, system failure, need for installation of an advanced treatment system, existing system maintenance and other issues and costs associated with requirements for connection to a community collection and treatment system.

To resolve this issue, the District will work collaboratively with County EHS to develop new, tailored requirements within the County LAMP that address conditions specific to Los Olivos Community Services District Area property owners during the period of transition from septic to sewer. This LAMP amendment will include standards and policies that provide clear guidance on OWTS matters including operations of conventional systems, routine maintenance, management of existing low and high-risk systems within the community, dwelling expansion, system failure, requirements and need for installation of an advanced treatment system and requirements for connection to a community collection and treatment system.

County EHS will be charged with administering the RWQCB-approved Los Olivos-specific LAMP requirements; permitting and enforcement of the LAMP will also remain with County EHS.

The creation Los Olivos-specific requirements within the County LAMP benefits residents by enabling the District to seek out project grants and low interest loans, competitive procurement of select vendors, and consortium-based pricing from service providers.

2. IDENTIFY FINANCIAL ASSISTANCE

, The District - having held Public Community Workshops reviewed potential project alternatives, and developed a project approach and Project Description - is now able to seek Local, State and Federal funding mechanisms to minimize property owners and business economic impacts associated with implementing the defined Program.

With this well-defined Project Description, the District will pursue available grants and funding for all elements and components of the Program.

Every potential source of funds will be explored to minimize any assessment. Assessments must be established in accordance with State Law (Proposition 218), and as required by the Local Agency Formation Commission (LAFCO).

The District will also seek additional sources to limit these economic impacts that may include: to public-private partnerships (P3), identifying matching fund opportunities, Program Privatization, and commercial/private financing alternatives.

A public-private partnership (P3) is a cooperative arrangement between two or more public and private sector entities, typically long-term in nature. They are primarily used for infrastructure provision, such as the building and equipping of schools, hospitals, transport systems, water and sewer systems.

3. IMPLEMENT A LOCAL GROUNDWATER MONITORING PROGRAM

The District is committed to proactively working with Los Olivos property owners, the regulatory community and other stakeholders to develop an economically acceptable, technically feasible and timely solution to the potential impacts of OWTS density in our community.

A basic component of this approach is to develop and implement a comprehensive groundwater monitoring program. Historical assessments, plans and feasibility studies developed specifically for Los Olivos validate the need for further groundwater characterization in order to:

- Determine the nature and extent of impacts associated with OWTS on groundwater and around Los Olivos,

- Investigate known upgradient sources impacting groundwater quality in Los Olivos,
- Provide information to address data gaps associated with site specific conditions and critical modeling considerations including infiltration rates, permeability and other geological, hydrological and geotechnical parameters not currently available, and
- Establish baseline conditions that can be utilized to monitor the effectiveness of treatment and mitigation measures implemented in Los Olivos.

The District is working closely with County EHS and the RWQCB to develop and finance a groundwater monitoring work plan that establishes the number, type and locations for monitoring locations, a suite of analytical and geotechnical sampling parameters, along with frequency and reporting requirements.

Once the work plan is approved, installation of monitoring points and ongoing monitoring will occur. The results of the initial and ongoing monitoring will be used to inform treatment phases, if necessary, within the District.

The analytical and geotechnical data obtained during groundwater monitoring point installation, will also be used to identify and site locations favorable for aquifer recharge and existing contaminant mitigation.

4. DESIGN, PERMIT AND BUILD PHASED ALL-DISTRICT COLLECTION AND TREATMENT FACILITY

The District will design, site, permit, gain property owner approval through the Proposition 218 assessment vote, construct and manage a Los Olivos Wastewater Reclamation Facility to include the associated collection and transport infrastructure required to provide economically viable wastewater treatment and reclamation solution to District property owners. This facility and associated infrastructure may be built on a phased basis depending on project costs, timing and financing factors. This system will address public health needs while also meeting the regulatory requirements of the RWQCB.

Potential Phasing:

Historic documentation establishes the fact that there are a large number of small to very small lots in the Los Olivos Commercial Core, areas of high OWTS density and historic records of system failures. These factors may contribute to groundwater impacts from nitrate migration from OWTS.

The Commercial Core is the area of highest density, use (volume) and nitrate loading and has been recommended for action in multiple reports specific to OWTS impacts in Los Olivos. Subsequent phases into adjacent high-density areas will be determined by the results of groundwater monitoring.

The Commercial Core area is easily defined by Zoning (C-2), easily expanded, centrally located and its topological nature allows for the least complex Program implementation.

Adjacent properties outside the C-2 zone and within the District boundaries will be included in the initial project phase to the greatest extent possible, subject to final project design, cost and financing constraints, including property owner hook-up financing and ability to pay.

Treatment Facility

The proposed Treatment Facility will be consistent with the policies and development standards of the Santa Barbara County Comprehensive Plan, including the Santa Ynez Valley Community Plan and the Santa Barbara County Land Use and Development Code.

The system will be designed for potential future expansion and to provide treatment that improves wastewater quality before it is reused, recycled or discharged to the environment. Reclaimed wastewater would be treated to levels compliant with California Code Regulation (CCR), Title 22 discharge requirements to allow for:

- Beneficial reuse through underground infiltration
- Groundwater recharge
- Strategic flushing of existing nitrate/contaminates
- Local irrigation as site conditions allow

Because the project will generate in excess of 10,000 gallons per day, exceeding the 10,000 gallons per day County EHS limit, it will be under the jurisdiction of the Central Coast Regional Wastewater Quality Control Board, who would be the lead regulator agency, review the system and issue all appropriate permits.

The treatment facility will be comprised of a high-efficiency, low odor, expandable Membrane Bioreactor (MBR) package plant sized to serve Phase I needs and sited to accommodate modular expansion should further study warrant a facility expansion. The facility will be operated by a California licensed and properly trained wastewater treatment plant operator, who will be responsible for ensuring proper operation and maintenance of plant equipment as well as required reporting.

The architectural style will be consistent with the historical architectural details of Los Olivos. Roof materials will consist of earth tone colors and landscaped to blend in locally to reduce visual impacts.

Collection System

Subject to final, approved design, the collection system will include a subsurface wastewater collection structure consisting of gravity pipelines, lift stations as required, and effluent handling facilities returning drinking water quality reclaimed water to customers or the groundwater basin for beneficial reuse.

The collection system “backbone” will consist of underground gravity sewer pipe that will be strategically placed under community streets and alleys to allow for the closest possible connection to parcels in the high-density water use areas of the downtown C-2 Commercial Core and small-lot residential parcels near the downtown core.

Maintenance holes and an “end of the line” lift station will be provided, with an associated force-main (pressure main) to move the wastewater to the MBR package plant for treatment, as necessary.

Structures will be connected to the District-owned collection system via privately owned laterals. Existing septic systems and leach fields will be abandoned as required by local codes. Certain laterals may be successfully connected with gravity flow while many may require small private grinder pumps to move the sewage into the collection system.

District participation in lateral, grinder pump and septic abandonment costs would depend on grant and funding sources.

Potential expansion of the collection system, as with the treatment system, will be determined based on results of the groundwater monitoring and in coordination with the

Operations and Maintenance

The collection and treatment systems will be operated and maintained initially by contract system operators. System costs will be shared in an equitable manner by those connected to and benefitting from the facility. The District will review and consider established formulas for this participation that may include zoning, water-use, fixture unit counts, etc.

Parcels not connected initially will be subject to the District's LAMP and will contribute to the cost of management, inspection and enforcement of this plan and operating costs of the District.

Ongoing monitoring and reporting will occur in accordance with operating and discharge permits required by the Board.

Treatment Facility Siting

The District will procure a site for the package plant. Siting factors will include:

- Availability of land,
- Surface and subsurface suitability
- Economics of procurement,
- Proximity to the collection system and effluent discharge locations, and
- Local, state and federal requirements.

Location and siting of the facility remains under examination. Given the above siting factors, the District prefers that the location be within District boundaries and south of State Route 154. Currently, potential locations include:

- County parcels
- County Right of Ways
- Institutional parcels including churches and schools
- Commercial parcels, and
- Private land

Construction Implementation and Timing

Construction will generally consist of the following phases:

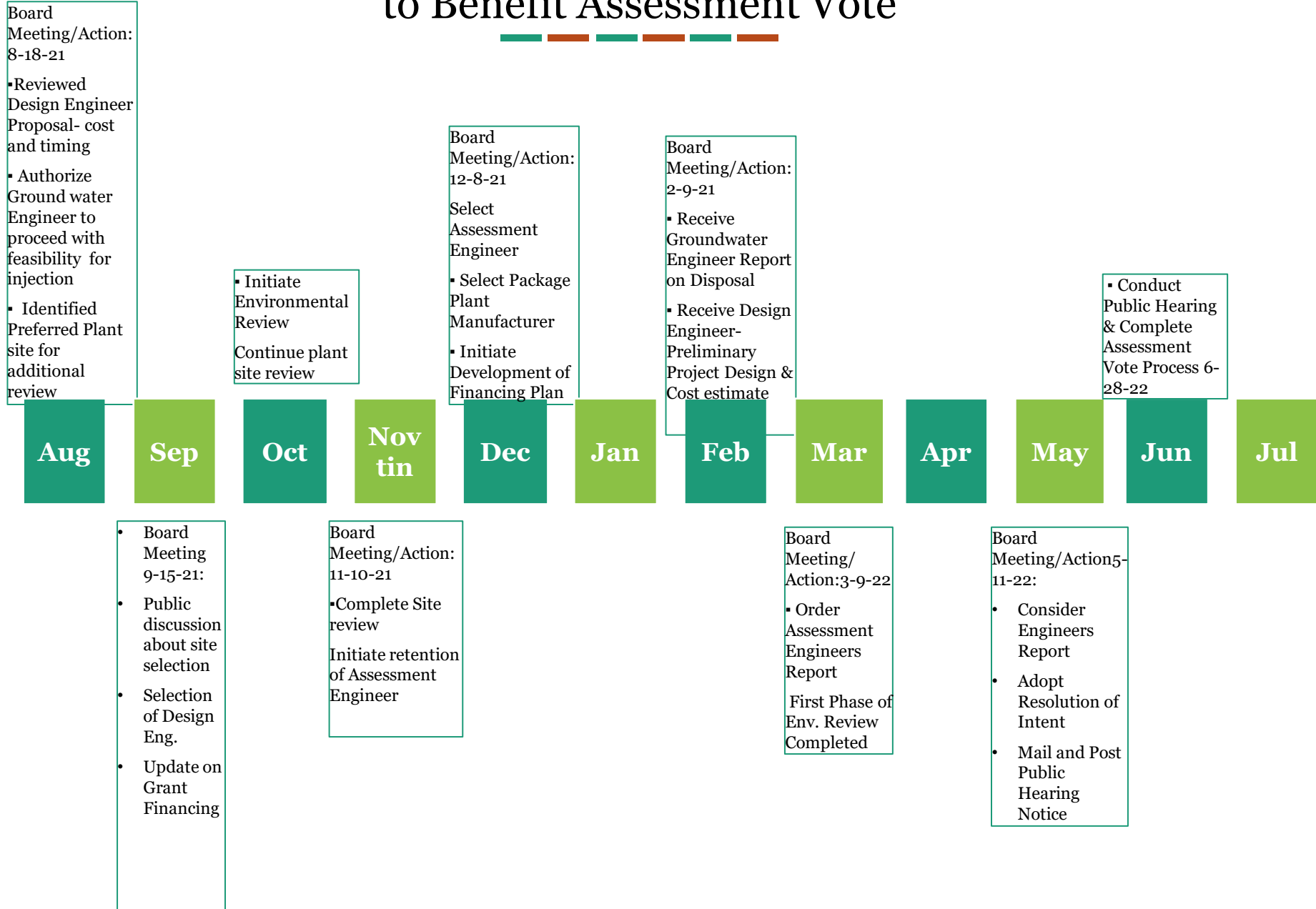
- a. Project planning, preliminary design, environmental documentation preparation and review, and permitting.
- b. Preliminary design, budgeting, and initiation of the Proposition 218 assessment process.
- c. Final Design, including preparation of plans, specifications and estimates. The package plant will be a "design build" component.
- d. Advertising and bidding of the various components. The District will procure professional and construction services in accordance with the State Contracting Code. The package plant will be built offsite, most other components will be built by contractors on-site.

- e. Service lateral connections will be coordinated with and completed in conjunction with sewer trunk-main installation.
- f. Package plant start-up.
- g. System Operation and Maintenance.

Construction timing will be affected by many factors, including funding process, environmental process, and construction duration. Lateral connection is anticipated to require significant property owner participation and cooperation.

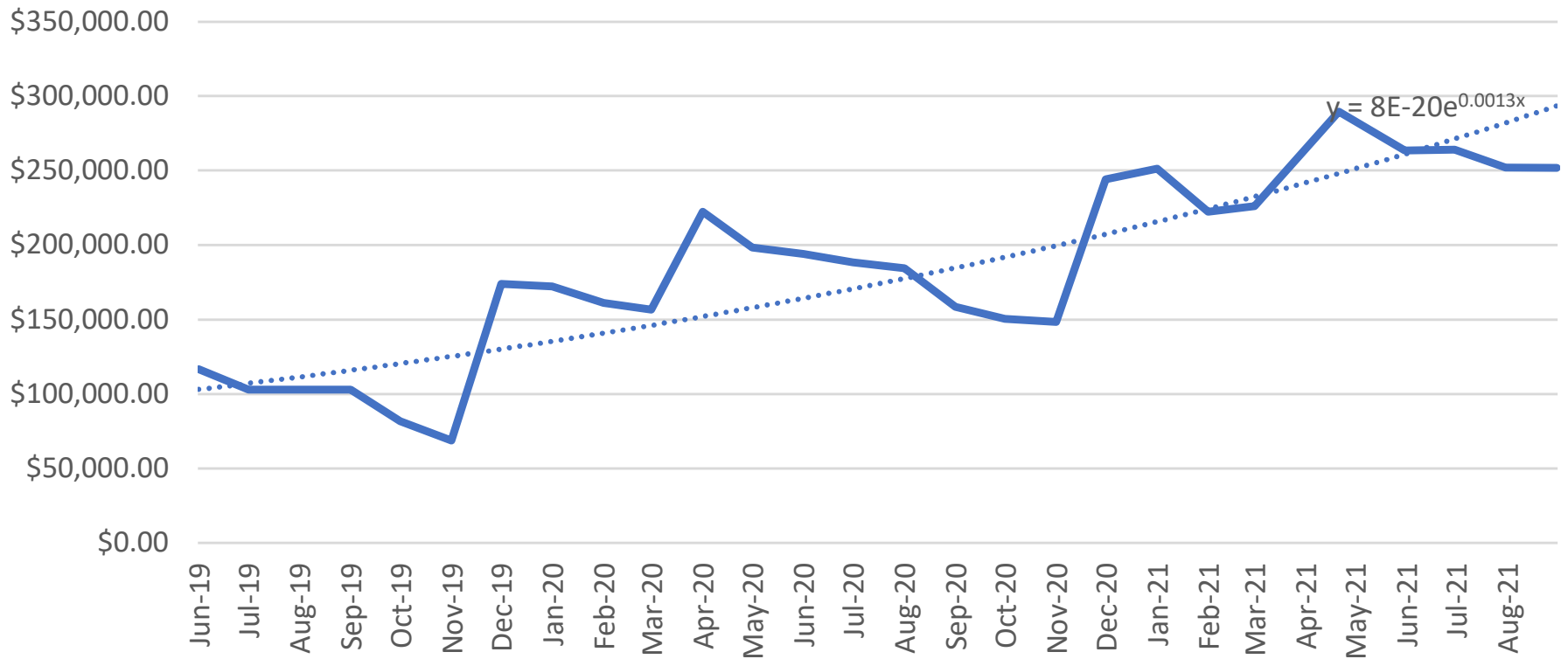
Agenda Item 8c. Attachment

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



Agenda Item 9. General Managers Report

Los Olivos CSD Cash Balance History



Report : Financial Status (Real-Time)

Selection Criteria: Fund = 3490
 Layout Options: Summarized By = Fund, LineItemAccount; Page Break At = Fund
 Last Updated: 9/7/2021

Accounting Period: OPEN

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2022 Fiscal Year Adjusted Budget	9/7/2021 Year-To-Date Actual	6/30/2022 Fiscal Year Variance	6/30/2022 Fiscal Year Pct of Budget	
Revenues					
Taxes					
3066 -- Special Tax Assessment	196,253.00	-8.00	-196,261.00	0.00%	3.9% CPI Increase
Taxes	196,253.00	-8.00	-196,261.00	0.00%	
Use of Money and Property					
3380 -- Interest Income	0.00	0.00	0.00	--	
3381 -- Unrealized Gain/Loss Invstmnts	0.00	0.00	0.00	0.00%	
Use of Money and Property	0.00	0.00	0.00	0.00%	
Intergovernmental Revenue-Other					
4840 -- Other Governmental Agencies	274,000.00	8,996.25	-265,003.75	3.28%	\$124k Remaining EHS Funds, 150k State Planning Grant
Intergovernmental Revenue-Other	274,000.00	8,996.25	-265,003.75	3.28%	
Revenues	470,253.00	8,988.25	-461,264.75	1.91%	
Expenditures					
Services and Supplies					
7090 -- Insurance	2,500.00	161.79	-2,338.21	6.47%	SDRMA Membership-Liability Coveraae
7324 -- Audit and Accounting Fees	4,000.00	0.00	-4,000.00	0.00%	FIN Expenses,Audit Expenses
7325 -- Other Professional Services (Grant Assistance)	10,000.00	0.00	-10,000.00	0.00%	Grant Writing
7430 -- Memberships	1,200.00	0.00	-1,200.00	0.00%	CSDA
7450 -- Office Expense	2,000.00	0.00	-2,000.00	0.00%	Postage, Printing,supplies
7460 -- Professional & Special Service (Project, Planning & Studies)	439,000.00	12,966.25	-426,033.75	2.95%	Grant revenue and cash reserves- Planning, Design and Environ. WWTP
7508 -- Legal Fees	27,000.00	4,040.00	-22,960.00	14.96%	
7510 -- Contractual Services (IGM Contract, Engineer)	67,000.00	12,943.75	-54,056.25	19.32%	Incl. MNS (\$18,000 - \$1500/mo) and Perm. GM. (\$45,000 - \$135/hr x 30 hrs/Mo Round up.)
7530 -- Publications & Legal Notices	5,000.00	0.00	-5,000.00	0.00%	Anticipates additional noticing for Prnn 718
7671 -- Special Projects	15,000.00	0.00	-15,000.00	0.00%	Special Assessment Vote
7732 -- Training	1,500.00	0.00	-1,500.00	0.00%	
Services and Supplies	574,200.00	30,111.79	-544,088.21	5.24%	
Other Charges					
7894 -- Communication Services	930.00	0.00	930.00	0.00%	Website Hosting, Ring Central
Expenditures	575,130.00	30,111.79	-544,088.21	5.24%	

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	115,577.07	19,862.00	\$244,289.65
1/1/2021 - 1/31/2021 (FY 2020-21)	244,289.65	0.00	6,838.04	0.00	\$251,127.69
2/1/2021 - 2-28-2021 (FY 2020-21)	251,127.69	0.00	116,459.34	145,180.52	\$222,406.00
3/1/2021 - 3/31/2021 (FY 2020-21)	222,406.00	0.00	16,661.75	0.00	\$226,199.51
4/1/2021 - 4/30/2021 (FY 2020-21)	226,199.51	0.00	92,220.41	28,730.21	\$289,689.71
5/1/2021 - 5/28/2021 (FY 2020-21)	289,689.71	0.00	0.00	0.00	\$263,654.04
6/1/2021 - 6/30/2021 (FY 2020-21)	263,654.04	0.00	0.00	0.00	\$264,074.41
7/1/2021 - 7/31/2021 (FY 2021-22)	264,074.41	0.00	252.06	12,128.75	\$252,197.72
8/1/2021 - 8/31/2021 (FY 2021-22)	252,197.72	0.00	13,157.37	13,455.91	\$251,899.18

Consultant Contract Cost Summary

STATUS DATE

6/30/2021

	Project	Consultant	SCHEDULE		Contract Value	FY 2019-20	FY 2020-21	FY 2021-22	TOTAL	
			START	FINISH		TOTAL FY 2019-20	TOTAL FY 2020-21	TOTAL FY 2020-21	CONTRACT TO-DATE	
3	Preliminary Design Services	Stantec	8/20/2020	2/28/2022	\$20,000.00	\$0.00	\$16,594.50	\$0.00	\$16,594.50	
					% Expended					83%
					% Est Wk Comp					99%
	MNS Project Management						\$1,105.00	\$2,292.50	\$0.00	\$3,397.50
	A&W Contract Review/Support				\$0.00	\$0.00	\$0.00	\$0.00		
4	Preliminary Hydrogeologic/ Geotechnical Services	GSI	12/8/2020	11/30/2021	\$85,000.00	\$0.00	\$23,976.25	\$0.00	\$23,976.25	
					% Expended					28%
					% Est Wk Comp					30%
	MNS Project Management						\$1,000.00	\$3,512.50	\$0.00	\$4,512.50
	A&W Contract Review/Support				\$0.00	\$38.00	\$0.00	\$38.00		
5	Preliminary Environmental Services	TBD	1/13/2020	4/30/2022	\$65,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
	MNS Project Management						\$0.00	\$1,200.00	\$0.00	\$1,200.00
	A&W Contract Review/Support						\$0.00	\$0.00	\$0.00	\$0.00
6	County Excess ROW Site	County of SB	7/30/2020	TBD	\$5,000.00	\$0.00	\$4,236.00	\$0.00	\$4,236.00	
					% Expended					85%
					% Est Wk Comp					50%
	MNS Project Management/Engrg.						\$5,725.00	\$3,563.75	\$0.00	\$9,288.75
	MNS Survey						\$2,240.00	\$2,730.00	\$0.00	\$2,730.00
	A&W Contract Review/Support				\$0.00	\$0.00	\$0.00	\$0.00		
8	Assessment Engineer's Report	TBD	12/30/2019	TBD	\$15,280.00	\$9,860.00	\$0.00	\$0.00	\$9,860.00	
					% Expended					65%
					% Est Wk Comp					45%
	MNS Project Management						\$855.00	\$0.00	\$0.00	\$855.00
	A&W Contract Review/Support				\$0.00	\$0.00	\$0.00	\$0.00		
9	Ongoing Grant Support	MNS	2/28/2021	TBD	T&M	\$0.00	\$385.00	\$0.00	\$385.00	
	WRF Grant	MNS					\$0.00	\$1,622.50	\$0.00	\$1,622.50
							\$0.00	\$0.00	\$0.00	\$0.00
10	MNS General Technical Support	MNS	5/1/2021	TBD	T&M	\$0.00	\$847.50	\$0.00	\$847.50	
						\$0.00				
TOTAL Contract Costs					\$206,440.00	\$14,535.00	\$78,587.26	\$0.00	\$103,845.35	