

Julie Kennedy, President
Lisa Palmer, Vice President
Tom Fayram, Director
Greg Parks, Director
Nina Stormo, Director



LOS OLIVOS COMMUNITY SERVICES DISTRICT

Posted: 9-6-2024

REGULAR MEETING

September 11, 2024, 6PM (Pacific)

Los Olivos Grange Hall

2374 Alamo Pintado Ave, Los Olivos CA 93441

Please observe decorum and instructions from the President

NOTE: For the 9/11/2024 meeting, Director Fayram will be attending via Zoom.

The public may join him in the lobby of the

Fairfield Inn & Suites Canton South

4025 Greentree Avenue, Canton, Ohio, USA, 44706

This meeting will be held both in-person and electronically via Zoom meetings. In-person the meeting will be held at the address above. The public will also be able to hear and participate electronically by using the following links:

On Zoom:

<https://us06web.zoom.us/j/86135156557?pwd=4sl90bmVH88b51RlbLhlyUaGD52CFf.1>

By Phone:

Meeting ID: 861 3515 6557 Passcode: 157483

One tap mobile: +16699006833,,86135156557#,,,,*157483# US (San Jose)

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MEETING AGENDA

1. CALL TO ORDER

Vice President Palmer called the meeting to order at: 6:01 PM

2. ROLL CALL

Present: VP Palmer, Director Stormo, Director Parks, Director Fayram (via Zoom)

Absent: President Kennedy

3. PLEDGE OF ALLEGIANCE

Vice President Palmer dedicates the pledge of allegiance to all of those who suffered on 9/11/2001.

4. PUBLIC COMMENT

Members of the public may address the Board of Directors on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Gov. Code - 54954.3). The public may also request future agenda topics at this time. Speakers are limited to a maximum of 3 minutes. Due to the requirements of the Ralph M. Brown Act, the Board of Directors 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.

VP Palmer opens the floor to public comment

Anna Marie Gott speaks.

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INFORMATIONAL ITEM:

Per public request, a brief report from the General Manager that conveys District status and updates is being added at the beginning of the agenda. This status report may touch on key items in the project plan or schedule. The General Manager will leave other detailed reporting, including budgetary reporting until the end of the meeting.

This item is informational only, no action will be taken, and no public comment will be received.

5. GENERAL MANAGER’S BRIEF DISTRICT STATUS REPORT

GM Savage notes that there will be discussion about the Solvang connection on a future agenda. Much of the agenda is administrative in nature, except for the activities that have to do with project planning, which is on tonight’s agenda.

ADMINISTRATIVE ACTION ITEMS:

All matters listed hereunder constitute an administrative / consent agenda and will be acted upon by a single vote of the Board. Matters listed on the Consent Agenda will be read only at the request of a member of the Board, in which event the matter may be removed from the Consent Agenda and considered as a separate item. The public may comment on any of the items prior to the vote being taken by the Board.

6. CONSENT AGENDA

A. APPROVAL OF MEETING MINUTES

Meeting minutes of August 14, 2024.

Workshop minutes of August 21, 2024.

B. APPROVAL PAYMENT OF INVOICES RECEIVED ON OR BEFORE SEPTEMBER 2, 2024.

The invoices below have been reviewed by the Finance Subcommittee and are recommended for approval.

No.	Invoice Date	Invoice #	Provider	Amount
1	6/14/2024	87236	A&W – Legal Services	\$ 1,915.20
2	7/3/2024	87876	A&W – Legal Services	\$ 1,117.20
3	8/12/2024	88724	A&W – Legal Services	\$ 1,618.80
4	5/31/2024	86487	MNS – Engineering and Support Services	\$ 790.00
5	6/28/2024	86723	MNS – Engineering and Support Services	\$ 303.75
6	7/9/2024	86857	MNS – Engineering and Support Services	\$ 815.00
7	8/20/2024	87185	MNS – Engineering and Support Services	\$ 2,085.00
8	9/2/2024	20247	Savage – General Manager Services	\$ 6,398.23
9	9/2/2024	20248	Savage – General Manager Services	\$ 4,637.98
10	7/8/2024	00876.005 - 3	GSI – Monitoring Wells (Grant Reimbursable)	\$ 901.25
11	6/30/2024	I-5038	MLH – 2022-23 Audit Services	\$ 2,900.00

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit (2023)	Moss, Levy & Hartzheim, LLP	\$ 2,900.00	\$ 2,900.00

GM Savage briefly introduces the item noting that the invoices are for two months and that there are two minutes for approval on the Consent Agenda.

VP Palmer opens the floor to public comment

No requests speak.

Motion to approve the Consent Agenda.

Motion by: Director Parks, Second: Director Stormo

Roll call vote: 4-0

SINESS ITEMS:

7. DISCUSSION RELATED TO AUGUST 21, 2024 “COLLECTION” PUBLIC WORKSHOP

The LOCS D held a community workshop regarding Collection approaches on August 21, 2024. This will be an opportunity to discuss the workshop and related steps moving forward.

General Manager’s recommendation: Discuss and provide direction to staff as necessary.

GM Savage briefly introduces the item. Noting that there were a few minor technical issues that he would like to address for the next workshop. Director Parks notes the difference between how people said they wanted “low cost” at the prior workshop, and yet the show of hands in the room clearly supported gravity collection, which is

more expensive. He then comments on the community's support for "limiting growth" which might be more induced by gravity. He wondered aloud what people were thinking and perhaps it had to do with equipment on their lot and the access requirements. Director Stormo comments that the commentary she heard had more to do with gravity versus effluent collection. She adds that people seemed to be focused on "tried and true" technologies. Director Fayram notes that there was a consensus of those in the room for gravity. He says people he has talked to would rather "pony up a little more money" and be done with it, as opposed to having another tank, like their septic tank, on their parcel. VP Palmer comments that both workshops were a moment in time. She then talks about other things we might be able to do with respect to managing growth.

In response to VP Palmer's comment, GM Savage notes that Counsel is preparing a legal review of the connection to Solvang. VP Palmer responds that she would like to see the legal review peer reviewed. General Manager is directed to investigate options for peer reviewing.

VP Palmer opens the floor to public comment.

Anna Marie Gott speaks.

Director Fayram responds to Ms. Gott's accusation. He says he thinks only three of his neighbors were in attendance.

8. DISCUSSION RELATED TO SOCIAL MEDIA STRATEGIC PLAN

The GM engaged Valerie Cantella Consulting, LLC (VCC) to help create a Strategic Plan regarding the use and management of social media and social media tools. VCC is in the process of drafting a strategic plan for the District's use. VCC will be on hand to report on the nearly complete document. Key issues for discussion will include:

1. Which platforms to target for social media use by the District.
2. The approach to outreach via social media (aka who will do the work).

General Manager's recommendation: Discuss and provide direction to staff as necessary.

GM Savage introduces the item. He notes that he engaged Ms. Cantella to keep things moving forward after a search for a social media consultant.

Ms. Cantella walks through the attached presentation.

Director Parks notes that NextDoor and Facebook may be appropriate starting point. Director Stormo comments that demographics are shifting in Los Olivos. Director Fayram asks a question about his postings "automatically" going to Instagram when he posts on Facebook. In response to Director Fayram's comment, Ms. Cantella notes that there is a setting that can be changed to allow for this automatic posting to occur, or not. VP Palmer comments that she read the report in detail and recognizes that from a cost perspective, starting small, with just Facebook and NextDoor probably makes sense. The others can be considered as a future effort.

VP Palmer opens the floor to public comment

Mike Burchardi and Anna Marie Gott speak.

GM Savage confirms direction to start using Facebook for regular posting and that he will do the work.

9. CONSIDERATION OF A SOCIAL MEDIA POLICY AND GUIDELINES

As the District moves towards using social media tools for engaging the community, best practices include the development of a Social Media Policy and Guidelines. The GM, working with VCC and District Counsel, has drafted the attached Social Media Policy and Guidelines. Should the Board approve the policy, it will be posted on the District's website. The policy has been reviewed by Counsel and is consistent with policies and guidelines used by other local governmental agencies.

General Manager's recommendation: Approve.

GM Savage walks through the policy and guidelines document. VP Palmer asks Counsel about whether something related to Director behavior should be included in the document. Counsel responds that it is up to the District to decide whether or not to include it. GM Savage notes that of all the documents he reviewed, none included direction for Directors.

VP Palmer opens the floor to public comment

No requests to speak.

Director Fayram responds to Counsel's commentary that some districts don't allow comments. Directors decide that allowing comments for now, and turning them off later if needed, might be the best approach.

Motion to approve the Social Media Policy and Guidelines.

Motion by: Director Parks, Second: Director Stormo

Roll call vote: 4-0

10. CONSIDERATION OF A LETTER RELATED TO THE WATER RESOURCES DEVELOPMENT ACT (WRDA) IN THE AMOUNT OF \$4,000,000 (\$4 MILLION)

The Board will discuss the attached draft letter requesting design and planning assistance from the U.S. Army Corps of Engineers under Section 219 of the Water Resources Development Act, WRDA, of 1992, for design and planning of a municipal sewer project to serve the Los Olivos Community Services District for up to \$4 Million (\$4,000,000). Due to timing, the Grant Subcommittee was not able to meet to review the letter.

General Manager's recommendation: Approve, and direct the President to sign and General Manager to submit.

GM Savage summarizes the item. Director Fayram fills in details about who was in various meetings with Congressman Carbajal's office. He then describes a meeting with the US Corps of Engineers, under Section 219. He notes that it would be part of the 2026 Federal budget (starting October 2025).

Director Parks confirms that the Corps would use a consultant (consultant team) to do the work. Director Fayram notes that he had hoped that the District would have more involvement in the selection of consultants and that the Corps would not opine on who would be selected to do the work. VP Palmer asks if there is a downside of submitting the letter. Director Fayram responds that there is no downside, GM Savage concurs, which is why he recommends approval and having the President sign. Director Fayram notes that we can stop the process later if the District decides it no longer makes sense.

VP Palmer opens the floor to public comment

Anna Marie Gott speaks.

Motion to approve item 10 and direct the President to sign, and GM to submit.

Motion by: Director Parks, Second: Director Stormo

Roll call vote: 4-0

11. CONSIDERATION OF THE FISCAL YEAR 2022-23 AUDIT REPORT BY MOSS, LEVY & HARTZHEIM, LLP.

The Board reviewed a draft of the Fiscal Year 2022-23 Audit Report from MLH in July 2024. As noted in that meeting, the General Manager raised a couple of clarifying questions to MLH related to the Report. MLH has addressed the GM's concerns and this final report has been reviewed by the Finance Subcommittee. There are no findings in the Report. GM Savage has asked MLH for a quote and contract to complete the FY 2023-24 Audit and will bring it to a future meeting for consideration by the Board of Directors. Note that in accordance with Assembly Bill 1345, section 12410.6.(b) was added to Government Code regarding auditor rotation requirements of public accounting firms providing audit services to local agencies. The section essentially requires a rotation after six (6) consecutive audits by a firm or individual. FY 2023-24 would mark the sixth year of audits performed by MLH.

General Manager's recommendation: Approval.

GM Savage introduces the item, noting that there are no findings in the report, MLH addressed his original questions/concerns, and that MLH can do one more audit for the District (FY 2023-24).

VP Palmer opens the floor to public comment

No requests to speak.

Motion to approve the FY 2022-23 Audit.

Motion by: Director Stormo, Second: Director Parks

Roll call vote 4-0

12. DISCUSSION RELATED TO REGULAR MEETING DATES

The LOCSO Board of Directors sets the meeting dates for the subsequent calendar year each December. Historically, as

a cost-savings measure related to attendance by a prior District Counsel, meetings have been scheduled for the Wednesday following the second Tuesday of each month. This approach has occasionally caused consternation amongst the Board and public. The General Manager would like the Board to discuss and provide staff direction related to potentially shifting the Regular Meetings to the second Tuesday of each month. If that is the will of the Board, the GM will bring the appropriate resolutions to the December meeting. Providing direction now will aid in planning for upcoming events.

General Manager's recommendation: Discuss and provide direction to staff as appropriate.

GM Savage introduces the item noting that he is looking for general direction about Regular meeting dates.

Director Fayram confirms that the district would now meet the second Wednesday of each month, as opposed to the convoluted approach currently being used.

VP Palmer opens the floor to public comment

No requests to speak

Direction to staff to shift to the second Wednesday of each month for Regular meetings.

13. DISCUSSION RELATED TO FUTURE MILESTONES AND GENERAL PLANNING

Working with the Project Management Subcommittee, the General Manager has developed the attached "project plan" for the coming months with the final goal of holding a Property Owner Vote (Proposition 218 Vote) by the end of the 2nd Quarter of 2026. As noted in the plan, there are a number of activities which must be completed or substantially completed before a Property Owner Vote can be held.

General Manager's recommendation: Discuss and provide direction to staff as appropriate.

GM Savage walks through the attached planning document.

Director Parks comments that it is helpful and keeps the Board on target. He comments that he cannot imagine being ready before 2Q2026. Director Stormo comments that she likes setting a date. She adds that the EIR process is probably a wildcard. Director Fayram comments that having targets is not a bad thing. He notes that he thinks a spring or summer vote is aggressive, particularly as the District doesn't have the funding to do a 60% design and EIR. Director Fayram adds that targeting a 2Q2026 vote shows we are trying to move the project forward. VP Palmer asks whether an EIR and 60% design can be done concurrently. Director Fayram responds that they can be done at the same time. He adds that going to a vote, without solid costs, is a risk as the District does not have a surplus of funds to address the shortfall. The Board then discusses the pros/cons of EIRs, 60% design, Prop 218 vote, and Project Description. VP Palmer notes that the sooner we can get a Project Description, the sooner we can get in the funding pipeline. She adds that she would be looking for staff to tell the Board what is reasonable.

VP Palmer then shifts to a discussion about siting. She suggests a formal letter to Dunn and Los Olivos School to get them to commit, if they are interested, about using their location as a potential site.

VP Palmer says that the CCRWQCB and EHS meeting does not make sense at this time. But, she adds that including Supv. Hartman's office in any such meeting makes sense.

VP Palmer opens the floor to public comment

No requests speak.

GM Savage clarifies that he will build the plan without an "end date" targeted.

INFORMATIONAL ITEMS:

These items are informational only, no action will be taken, and no public comment will be received.

14. REPORTS

A. SUBCOMMITTEE REPORTS

Finance Subcommittee (President Kennedy Chair) – VP Palmer reports that the Finance Subcommittee met and performed its usual duties.

Grants Subcommittee (President Kennedy Chair) – Director Parks notes the Subcommittee did not meet.

Project Management Subcommittee (Vice President Palmer Chair) – VP Palmer notes that the Subcommittee met the previous week.

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Technical Subcommittee (Director Fayram Chair) – Director Fayram comments that there is an upcoming meeting on October 4.

B. GENERAL MANAGER AND DISTRICT ENGINEER COMMENTS

The GM and DE will give reports on any meetings that they attended on behalf of the District, report on various District-related activities and/or provide status on projects. The GM may also review Budget Reports. See the packet for more details.

Notable upcoming meeting items:

November – WCS and/or Carollo deliverables

GM Savage provides an overview of the attachments. VP Palmer describes her desire to keep local control. Direction is given to staff to explore options that ensure local control should we connect to Solvang. She sees it as separate from how does the District not encourage growth.

15. DIRECTORS COMMENTS

Directors will give reports on any meetings that they attended on behalf of the Board and/or choose to comment on various District-related activities. Directors may also request future agenda topics at this time.

Director Parks – none

Director Fayram – President Kennedy and he will be meeting with Assemblyman Hart’s office to provide an update.

Director Stormo – none

VP Palmer – none

16. ADJOURNMENT

Motion to adjourn at 8:09 PM

Motion by Director Parks, Second: Director Stormo

Voice Vote: 4-0

Respectfully submitted:



Guy W. Savage

General Manager – Los Olivos Community Services District

Approved:

President Julie Kennedy