

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



POSTED 2-8-2019

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Meeting, February 13, 2019, 6:00 p.m.
Los Olivos School, Room 602
2540 Alamo Pintado Avenue, Los Olivos, CA 93441

REGULAR MEETING MINUTES

1. CALL TO ORDER

Meeting called to order at 6:03pm

2. ROLL CALL

Directors Fayram, Palmer, Kennedy and O'Neill were present. Director Arme was absent. Also present were IGM Doug Pike and Legal Counsel Ross Trindle.

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MEETING MINUTES

Action: Approve 1-9-2019 Meeting Minutes with corrections as shown in printed packet.

Motion: . Director Palmer **Second:** Director O'Neill

Vote: Motion passed 3-0 with Director Fayram abstained due to absence at 1-9-2019 meeting.

5. DIRECTOR COMMENTS

Directors will give reports on any meetings that they attended on behalf of the District and/or choose to comment on various District activities.

Director Fayram – no report
Director Palmer – no report
Director Kennedy – no report
Director O'Neill – no report

6. PUBLIC COMMENTS

Members of the public may address the Board on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Government Code - 54954.3).

Speakers are limited to 3 minutes. Due to the requirements of the Ralph M. Brown Act, the District cannot take action today on any matter not on the agenda, but a matter raised during Public Comments can be referred to District staff for discussion and possible action at a future meeting.

7. INTERIM GENERAL MANAGER REPORT

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

IGM Pike reported on the following:

- Finance Committee met and approved latest set of invoices for payment.
- Correspondence
 - o LAFCO offering a nomination and alternate

- o Audit Report for 2017-18 is due. Since CSD had no activity, IGM Pike spoke to County Auditor's office. They said a letter from our Legal Counsel stating no fiscal activity occurred would suffice.
- CSD will need to retain a CPA for Audit Services. IGM Pike will recommend the Finance Committee research and recommend a possible candidate.
- SDRMA is looking for nominations for their Board of Directors.
- A letter updating CSD activities was sent via email to residents. No feedback was received. Director Palmer asked that board members be included in future correspondence to residents.
- IGM Pike reminded board members to complete their Ethics Training if not done.

8. BUSINESS ITEMS

A. Conflict of Interest Policy

1. **Approve a District Conflict of Interest Policy.** Discuss and approve, or modify and approve a Conflict of Interest Policy. The Political Reform Act (California Government Code §81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. This policy addresses filing of Statements of Economic Interest, and conflict of interest in governmental decisions.

Action: Approve District Conflict of Interest Policy

Motion: . Director Palmer **Second:** Director Kennedy

Vote: Motion passed 4-0

Director Fayram clarified board members with property in the district, used exclusively as personal residence, are not subject to the conflict. Legal Counsel Trindle noted directors can seek assistance with questions or information through the FPC or the SB County Board of Elections.

2. **Adopt RESOLUTION NO. 19-1 RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT ADOPTING A CONFLICT OF INTEREST POLICY.**

Action: Adopt Resolution No. 19-1 Resolution of the Board of Directors of the Los Olivos Community Services District Adopting a Conflict of Interest Policy

Motion: . Director Palmer **Second:** Director Kennedy

Roll Call Vote:	AYE:	Directors Fayram, Palmer, Kennedy, O'Neill
	NO:	None
	ABSTAIN:	None
	ABSENT:	Director Arme

IGM Pike asked board members to complete and submit their Form 700 prior to the April board meeting.

- ### B. Presentation from the Technical Ad Hoc Committee on a General Strategy for Determination of a Technical Solution to the Wastewater Treatment and Ground Water Quality Responsibilities of the District.
- The Ad Hoc Committee has outlined an approach for project selection, and general strategy for cooperative coordination with the Regional Water Quality Control Board and County Environmental Health Services.

1. PowerPoint Presentation.

Director O'Neill gave an overview of the Technical Committee's efforts to craft an approach to the wastewater treatment options. He emphasized the presentation not a technical solution, but a set of options of how to approach the solution, and as such did not include a discussion of costs.

- Director Palmer suggested we should get a commitment from the Regional Water Quality Board for a bridge solution to cover any resident with septic failure or repair that they would not be required to replace with a LAMP-compliant system while the CSD is working on a solution.

- Director Fayram added we should craft an interim plan to deal with any potential financial hardship.

2. Approve or modify and approve strategy and direct the Ad-Hoc Technical Committee to move forward on "Next Steps", coordinating with the Board as outlined in the presentation.

Action: Accept Technical Committee presentation

Motion: . Director Fayram **Second:** Director Palmer

Vote: Motion passed 4-0

Discussion: Technical Committee also directed to seek guidance from Regional Water Quality Board on reliability and present the options outlined in the presentation.

Board members asked that in place of Advanced Ground Water Management Plan (AGWMP), possibly we refer to the solution as Los Olivos LAMP.

Approach to determining solution could be a blueprint for other communities facing similar issues as Los Olivos. It could also be helpful in garnering funding.

C. Special Board of Directors Meetings – Approve Protocol for the IGM or Committees to request a Special Board of Directors Meeting. A simple, suggested protocol:

1. Existing Standing or Ad Hoc Committees or the IGM/GM can request a Special Board of Directors Meeting to facilitate the Board's mission progress in moving forward to a wastewater technical solution, or to conduct important or essential business for the District.
2. IGM/GM shall determine availability of Board members to attend proposed dates and times, and shall provide sufficient advance notice to legally post the Agenda.

Change wording to: IGM/GM will contact the Board President with requests for special meeting.

3. It shall be required that a majority of Board Directors be available to attend and all Board Directors in agreement to hold the meeting.

Motion: None

Discussion: Legal Counsel Trindle noted no action was required as the Board President has ability to call a special meeting with 24 hours notice per the Brown Act. He added board members could discuss availability via email without violation. If additional meetings are needed, board could approve a series of special meetings.

D. Discussion and Action in Development of a Draft Work Plan. Discussion on draft outline of the "Master Implementation Plan." The attached version adds additional work effort ID'd by the Ad Hoc Technical Committee.

E. Nominations for one Regular and one Alternate Special District Member to Santa Barbara LAFCO. District Board to consider if they would like to submit nomination(s). As a result of the November 6, 2018 General Election, there are two Special District vacancies on the LAFCO Commission. The Special District Selection Committee, comprised of the presiding officers, or designee, of the 38 independent special districts in Santa Barbara County, needs to elect one Regular and one Alternate LAFCO Special District member. The nomination period will end on February 28, 2019. The Presiding Officer of each Independent Special District is authorized to nominate a Regular Special District Member and Alternate Special District Member. The legislative body of the district shall authorize the presiding officer to sign the nomination form.

Motion: None

Discussion: Nominations not a consideration as board members are focused on ensuring the CSD is productive.

F. Finance Committee Business Summary and Action. Act on Finance Subcommittee recommendation to pay the following Invoices:

- a. 2018-19 Streamline Website (12-month Invoice) - \$600
- b. 1-14-2019 MNS Invoice (IGM November 2018 Services) - \$5905
- c. 2-7-2019 Aleshire & Wynder. LLP Invoice (Legal Counsel Services trough 1-31-2019) - \$3040

Action: Approve payment of invoices submitted by the Finance Committee.

Motion: . Director Kennedy **Second:** Director Palmer

Vote: Motion passed 4-0

9. NEXT MEETING

Wednesday, March 13, 2019, 6:00 p.m.

Los Olivos School, Room 602

2540 Alamo Pintado Avenue, Los Olivos, CA 93441

10. ADJOURNMENT

Action: Adjourn at 8:15pm

Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 946-0431

losolivoscsd@gmail.com, www.losolivoscsd.com

Motion: . Director Palmer **Second:** Director Kennedy
Vote: Motion passed 4-0

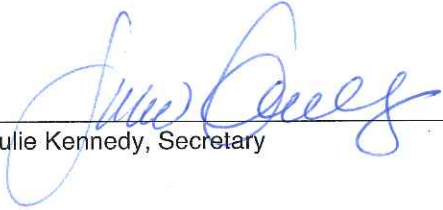
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APPROVED



Tom Fayram, President

ATTEST



Julie Kennedy, Secretary