



POSTED 12-6-2019

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

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Meeting, December 11, 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

2. ROLL CALL

Present: Directors Fayram, Palmer, O'Neill
Absent: Directors Arme, Kennedy

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MEETING MINUTES

Minutes of 11-13-2019 Regular Meeting Approved. Motion D. Palmer, 2nd D. Fayram, approved 3-0.

5. DIRECTOR COMMENTS

Director Palmer Held a November 22, 2019 meeting with Mary Hayden and discussed potential siting of the WWT package plant. She held a November 26, 2019 meeting with Joe Faust.
Director Fayram indicated he had a conversation with Jeff Hodges, SYCSD and received an invite for Board to tour the Chumash Casino WWTP.

6. PUBLIC COMMENTS

None

7. INTERIM GENERAL MANAGER REPORT

Report given. See Agenda Packet

8. BUSINESS ITEMS

A. Report on behalf of the board our District status to LAFCO on Dec 12, 2019.

D. Fayram authorized to report on behalf of the Board. Motion D. O'Neill, 2nd D. Palmer, Approved 3-0

B. Report on Project Funding From the County EHS Department, including Senator Hannah-Beth Jackson set-aside funds for Los Olivos water quality improvement support.

IGM Pike and D. O'Neill met with Larry Faye on December 8, 2019. D. O'Neill reviewed project description, goals and status, tentatively receiving approval and encouragement to request funds for three elements of the project: Load Study, Geotechnical study, Environmental Checklist/Assessment and Prelim, Design.

C. Budget Update Report from the Finance Committee.

IGM Pike presented several Standard formatted reports, indicated that the Finance committee will be looking at formatting a standard monthly report.

D. Consider Committee recommendations, funding availability and Approve and Authorize of the following Contracts:

- a. Proposals considered for Grant Writing Services for the SRF Loan Program Application. Project awarded to Wallace Group for recommended \$5,000 budget. Motion D. Palmer, 2nd D. Fayram, Approved 3-0
- b. Proposal considered from Paul Jenzen to Develop A Local Agency Management Program for the Los Olivos Community Services District. Board accepted the proposal from Paul Jenzen proposing a \$19,200 budget. Because this is a specialty product, and Paul Jenzen has the unique knowledge to perform this work, the Board made the finding that this sole source selection is in the best interest of the District. Motion D. O'Neill, 2nd D. Palmer, Approved 3-0.
- c. Proposals for Benefit Assessment District Engineer's Report. Board considered Technical Committee's recommendation to accept the proposal from Water Consultancy recommending a \$15,280 budget. See Draft Contract attached. Motion D. O'Neill, 2nd D. Palmer, Approved 3-0.

E. Benefit Assessment Process.

1. Review Following Schedule and take action as required to complete milestones:

Simplified Milestones

- a. The following *minimum* milestones (Board Actions) apply
 - i. **Order Engineer's Report:** Starts Process
 - ii. **Receive Engineer's Report:** Can Be done within 1-2 months)
 - iii. **Consider & Approve Engineer's Report:** Can Be done at Special or Regular Meeting
 - iv. **Consider & Approve Resolution of Intent:** Can be done concurrent with iii.
 - v. **Mail Notice of Public Hearing & Assessment Ballot:** *Must Observe noticing requirements*
 - vi. **Public Hearing:** Can Be done at Special or Regular Meeting
 - vii. **Tabulation of Ballots:** *after close of public hearing;* ballots remain sealed until this tabulation
 - viii. **Adopt Resolution Levying the Assessment:** *after tabulation of results;* can occur at following meeting

Board Requested this item, with schedule comments be updated based on contract award.

F. Project Work Plan and Financial Plan Progress and Planning:

1. Review Plan.
2. Comments & discussion.
3. Take Action and direct next steps (see recommendations in Work Plan).
4. Possible items of discussion/action (below):
 - All preliminary project tasks, and future project tasks including Environmental and planning tasks, funding tasks, project siting, phasing, analysis and design tasks.
 - Review and potential action regarding Matteis Project Update and Plans.
 - RWQCB Support.
 - EHS Support
 - Project Funding
 - Report from Ad hoc Technical Committee – Report and Potential Action.
 - Report from Individual Board Members Regarding Project Assignments and Actions– Report and Potential Action.

G. Special Meeting Date & Time

If considered helpful or necessary, set an additional Special Meeting Date and Time. Possible considerations or Agenda Items include Approval of Contracts, work and Committee assignments and reports, project decisions.

H. Finance Committee Business Summary and Report. Approved for recommendation for payment:

1. 12-2-2019 Aleshire & Wynder (Nov. 1-Nov. 14 Services) \$1799.03
2. 11-29-2019 MNS (October Billings) \$7,195.00

Approved Motion D. Palmer, 2nd D. Fayram Passed 3-0

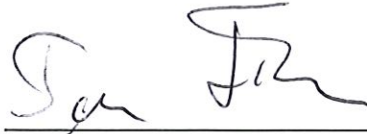
9. Next Regular Meeting:

Wednesday, January 15, 2019, 6:00 p.m.
 Los Olivos School, Room 602
 2540 Alamo Pintado Avenue, Los Olivos, CA 93441

10. ADJOURNMENT 8:12 Motion D. Palmer, 2nd D. Fayram, Passed 3-0.

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APPROVED



Tom Fayram, President

ATTEST



Julie Kennedy, Secretary