

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 12, 2018, 6:00 p.m.
Los Olivos School, Room 602
2540 Alamo Pintado Avenue, Los Olivos, CA 93441

REGULAR MEETING AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MEETING MINUTES
11-14-2018 Regular Meeting Minutes

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.

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.

8. BUSINESS ITEMS

- A.** Discuss and approve a policy outlining Board options and actions regarding requests for exemption or reduction of the Special Tax Assessment. Several requests have been submitted which fall into several categories:
 - a.** Request to reduce or exempt parcels that have installed LAMP compliant advanced septic systems and leach field
 - b.** Request to reduce or exempt parcels that are unbuildable, that will not generate wastewater.
 - c.** Request to reduce or exempt parcels due to hardship.
- B.** **Discuss and Approve, or modify and approve, or continue to develop and bring back in January to the Board, RESOLUTION NO. 18-08 RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT ADOPTING A POLICY TO EXEMPT OR REDUCE CERTAIN PROPERTIES FROM THE DISTRICT'S SPECIAL TAX.**
- C.** **Discussion and Action in Development of a Draft Work Plan.** Discussion on draft outline of the "Master Implementation Plan" with focus on a "First year Plan". Review of Milestones.

- D. **Discussion and Action on Draft Financial Plan.** Discuss progress on Development of funding options and strategy. Board Direction to continue funding options research and begin preparation of funding applications.
- a. Board request to County Environmental Health for funding for an updated cost study on the 2013 report that includes the collection systems, and per parcel on-site advanced treatment.
- E. **Committee Business Summary and Action.** Act on Finance Subcommittee recommendation to pay the following Invoices:
- a. Aleshire & Wynder, LLP Invoice 49140 dated 12/5/2018 in the amount of \$1944.00
 - b. MNS Engineers, Inc. IGM Services Invoice 71470 dated 9/30/2018 in the amount of \$4262.50

9. Next Meeting:

Wednesday, January 12, 2019, 6:00 p.m.
Los Olivos School, Room 602
2540 Alamo Pintado Avenue, Los Olivos, CA 93441

10. ADJOURNMENT

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.

Approval of Meeting Minutes

11-14-2018 Regular Meeting Minutes

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, November 14, 2018, 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 was called to order at 6:00 P.M.

2. ROLL CALL

Directors Fayram, Palmer, Arme, Kennedy present. Director O'Neill arrived a few minutes after the opening. No absences.

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MEETING MINUTES

Motion: Approve 10-10-2018 Regular Meeting Minutes

Motion: Director Kennedy, Second: Director Palmer, Passed 5-0

5. DIRECTOR COMMENTS

Directors gave the following reports on meetings that they attended on behalf of the District and/or various District activities:

1. Director Palmer Reported on 11-8-2018 Hartman (Board of Supervisors) & Houser (Heal the Ocean) Meeting. They discussed funding sources. Sup. Hartman will take lead on Valley -wide discussions. They will have a follow-up meeting after the first of the year.
2. Director Fayram reported that he was reviewing County General Plan issues that may affect business of the District. Follow-up after first of the year.
3. Director Kennedy reported on the first Finance Committee meeting. Invoices were approved.
4. Director O'Neil reported on CASD Meeting and tour of the upgraded Chumash WWTP.

6. PUBLIC COMMENTS

Several district residents attended.

7. INTERIM GENERAL MANAGER REPORT

Interim General Manager Reported on current assignments and general District business. His comments are in his notes submitted.

8. BUSINESS ITEMS

- A. Board Approved RESOLUTION NO. 18-06 RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT AUTHORIZING THE INTERIM GENERAL MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS WITH THE COUNTY OF SANTA BARBARA TO EXEMPT CERTAIN PROPERTIES FROM THE DISTRICT'S SPECIAL TAX. This resolution addresses statutorily exempt parcels.

Motion: To Approve Resolution No. 18-06.

Motion: Director Kennedy, Second: Director Arme, Passed 5-0

- B.** Board Approved RESOLUTION NO. 18-07 RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT AUTHORIZING THE INTERIM GENERAL MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS WITH THE COUNTY OF SANTA BARBARA TO EX-EMPT PARCELS THAT QUALIFY UNDER STATE OR FEDERAL VETERAN'S TAX EXEMPTIONS, AND NON-PROFIT OPERATORS OF PUBLIC PARKS. This resolution addresses a Veteran's Exemption and Non-profit park property.
Motion: To Approve Resolution No. 18-07.
Motion: Director Palmer, Second: Director Kennedy, Passed 5-0
- C.** Consider and take action on a request from Mr. Don Born (Parcel 135-340-014, 2873 Gaviota Street) to be removed from or adjust the Special Assessment for reason of having recently installed an advanced septic system.
 Board Directed that: IGM Work with District Counsel to develop a policy for hardship exemptions or reductions. This policy should address the preliminary special tax assessment only. Policy should address Financial Hardship, District Residents that have installed advanced Septic Systems, and Parcels that are unbuildable.
- D.** Ratify Resolution NO. 18-04: A Resolution of the Board of Directors of the Los Olivos Community Services District Adopting a Policy on Committees. This was approved on at the 10-10-2018 meeting but needed ratification by an agendized action.
Motion: To Ratify/Approve Resolution No. 18-04.
Motion: Director Kennedy, Second: Director Palmer, Passed 5-0
- E.** Ratify Resolution NO. 18-05: Resolution of the Board of Directors of the Los Olivos Community Services District Establishing a Standing Committee on Finance, Including Committee Membership, Responsibilities and Powers. This was approved on at the 10-10-2018 meeting but needs ratification by an agendized action.
Motion: To Ratify/Approve Resolution No. 18-05.
Motion: Director Kennedy, Second: Director Arme, Passed 5-0
- F.** Discussion and Action in Development of a Draft Work Plan. Discussion on draft outline of the "Master Implementation Plan" with focus on a "First year Plan". Review of Milestones. Discussion and request to bring back December 10, 2018. Board directed IGM to review funding sources and to do what reserch can be done within the current IGM budget.
- G.** Discussion and Action on Funding Options. Discuss progress on Development of funding options and strategy. Review information regarding State Revolving Fund Loan Program. Board Direction to continue funding options research and begin preparation of funding applications. See Item F
- H.** Committee Business Summary and Action. Act on Finance Subcommittee recommendation to pay the following Invoices:
- a. SDRMA Invoice for property and liability insurance Invoice No. 65417 in the amount of \$1783.79
 - b. Aleshire & Wynder, LLP Invoice 47551 dated 8/1/2018 in the amount of \$2448.00
 - c. Aleshire & Wynder, LLP Invoice 47978 dated 9/7/2018 in the amount of \$3078.79
 - d. Aleshire & Wynder, LLP Invoice 48421 dated 10/10/2018 in the amount of \$378.00
 - e. Aleshire & Wynder, LLP Invoice 48421 dated 11/7/2018 in the amount of \$1877.32
 - f. MNS Engineers, Inc. IGM Services Invoice 71276 dated 10/18/2018 in the amount of \$300.00
 - g. Reimbursement to Director Kennedy of \$1,341.89 for the following:
 - i. Proof of Publication for Legal Notice: \$40.89
 - ii. PO Box Fee of \$70.00
 - iii. Board of Equalization \$35.00 billing Charge per letter dated July 18, 2018
 - iv. California Special Districts Association Membership \$1,196.00
- Approved.
Motion: To Approve.
Motion: Director Palmer, Second: Director Arme, Passed 5-0
- I.** Appoint ad hoc Technical Advisory Committee. Members to review technical reports and assist with further development of the Draft Work Plan, consider options and make recommendations to the Board. Select Two Board Members to serve on this ad-hoc committee. Consider limiting duration under this authorization to 3 months. Board appointed Directors O'Neil and Arme.
Motion: To Approve and appoint Directors O'Neil and Arme.

Motion: Director Kennedy, Second: Director Palmer, Passed 5-0

- J. Authorize the IGM to Sign and send the required standard MOU required to join IRWMP. Tabled with request to bring back in January or February.

10. ADJOURNMENT - 8:18 p.m.

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INTERIM GENERAL MANAGER REPORT

Report with Attachments for 12-12-2018

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



12-12-2018 IGM Notes

Report on Finance Committee (Director Kennedy)

A meeting of the Finance committee to be held on 12-7-2018. Further paperwork was completed to access bridge funding and pay invoices through the FIN system. Invoices and payments were approved by Committee for action on the 12-12-2018 Agenda. Budget Tracking Spreadsheets for consultant services reviewed.

FIN Access Update

1. District Tax ID Obtained, forwarded to County, waiting for final access approval.
2. Count needs 1099's prior to setting up Vendors. I will forward them 1099's to expedite.

Exempt Parcel Status

The Auditor Controller has confirmed by email that the following parcels have/will received revised tax bills:

	<u>Tax Year</u>	<u>Fund No</u>	<u>Parcel Number</u>	<u>Old Charge Amount (*)</u>	<u>New Charge Amount (*)</u>
1	2018-19		135-122-031	500	0
2	2018-19		135-093-007	500	0
3	2018-19		135-086-001	500	0
4	2018-19		135-086-002	500	0
5	2018-19		135-350-006	500	0
6	2018-19		135-082-020	500	0
7	2018-19		135-082-021	500	0
8	2018-19		135-082-024	500	0
9	2018-19		135-082-022	500	0
10	2018-19		135-102-007	500	0
11	2018-19		135-220-072	500	0
			Totals	5,500	0

LAFCO Extension Request Letter (Tom Fayram)

LAFCO extension request to extend deadline to complete a new assessment by end of April was heard 12-6-2018 and granted. Director Fayram was in attendance. Assessment extended to April 30, 2020,. LAFCO requested that the Los Olivos CSD report progress to the LAFCO Board I May 2019.

Solvang WWTP Connection Option

Request from City of Solvang consider connecting to, and participating in the Solvang WWTP capacity upgrades. IGM Pike requested and received the following Information to assist in estimating costs for this option:

1. Recent final invoice from Solvang to SYCSD
2. Copy of Solvang-SYCSD Agreement & Amendments

3. Facts:
 - a. Plant is licensed for 1.5 MGD Capacity
 - b. SYCSD has .3 MGD reserved at the plant
 - c. LOCSD trunk Main tie-in point:
 - i. Worst Case – Lift station opposite WWTP (7.5 mi)
 - ii. Possible existing mains (one is City's one is SY CSD) at end of Alamo Pintado (Approx. 6.5 Mi)
 - d. Solvang may charge a "connection fee" to cover minor impact costs to adjust to additional flows
 - e. District would bear all its own capital costs.
 - f. District would pay pro-rate share of plant Operational and maintenance costs for WWTP, but maintain all of our collection system and trunk main.
 - g. SYCSD is about 20% of flows to plant

Budget Tracking Tools

IGM Pike has prepared a budget tracking spreadsheet for contract services. Attached is a summary to-date containing all received invoices.

District Counsel Interim Contract Status

The District's legal services agreement for Interim General Counsel services expires on December 31, 2018.

At the January meeting, Counsel will present options of:

1. An Interim General Counsel services agreement amendment to extend the time another six months, or present a permanent General Counsel services agreement. If the Board wants to extend the interim appointment, the general counsel rate will increase by \$5/hour for the duration of the extension. After that, if the Board wants to make a permanent appointment, the rate will be \$195/hour for the duration of the year and we will have to discuss rate structures at the end of calendar year 2019.
2. If the Board wants to retain Aleshire & Wynder, LLP on a permanent basis starting in January 2019, they will lock in the general counsel rate for two years at \$190. The special counsel services rates are scheduled to increase per the existing agreement, which isn't much of an issue since the District doesn't use or need the services (and likely won't for quite a bit longer).

Legal Counsel Budget Tracking
Los Olivos CSD

Ayleshire and Winder

Invoice No	Date	Amount	Finance Committee Date	Council Date	Input into FIN Date
Budget		\$20,000.00			
47551	8/1/2018	\$2,448.00	11/9/2018	11/14/2018	
47978	9/7/2018	\$3,078.79	11/9/2018	11/14/2018	
48421	10/10/2018	\$378.00	11/9/2018	11/14/2018	
48886	11/2/2018	\$1,877.32	11/9/2018	11/14/2018	
49140	12/1/2018	\$1,944.00	12/7/2018	12/12/2018	
		\$9,726.11	Expended to-date		

\$10,273.89 Budget remaining to 6/30/2019

49% Percent Expended

**General Manager Budget Tracking
Los Olivos CSD**

MNS Engineers

Invoice No	Date	Amount	Finance Committee Date	Council Date	Input into FIN Date
Budget		\$24,000.00			
71276	10/18/2018	\$300.00	11/9/2018	11/14/2018	
71470	10/30/2018	\$4,262.50	12/7/2018	12/12/2018	
		\$4,562.50	Expended to-date		

\$19,437.50 **Budget remaining to 6/30/2019**
19% **Percent Budget Expended**

Business Items A & B

A. Draft Policy

B. Draft RESOLUTION NO. 18-08

RESOLUTION NO. 18-8

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS
COMMUNITY SERVICES DISTRICT ADOPTING A POLICY TO EXEMPT
OR REDUCE CERTAIN PROPERTIES FROM THE DISTRICT'S
SPECIAL TAX**

WHEREAS, the Los Olivos Community Services District ("District") was formed following a special election held on January 30, 2018; and

WHEREAS, the ballot question for formation of the District also included an initial special property tax, not to exceed \$200,000, plus annual adjustments for inflation, for initial administrative start up costs, assessed equally against all parcels of property within the District; and

WHEREAS, the District must provide parcel information to the County of Santa Barbara for the assessment, levy, and collection of taxes as approved by the voters; and

WHEREAS, Health & Safety Code section 6696 authorizes the Board of Directors of the District to "prescribe the time and manner of assessing, levying, and collecting taxes for district purposes . . ."; and

WHEREAS, the Board of Directors, pursuant to the authority provided by Health & Safety Code section 6696, wishes to establish certain categories of special case exemptions or reductions from the initial special property tax, for parcels within the district; and

WHEREAS, the Board of Directors seeks to authorize the Interim General Manager to execute the necessary documents with the County of Santa Barbara to remove from the District's assessment those certain parcels determined to be exempt from the initial special property tax, according to Policy 1; and

WHEREAS, the Board of Directors seeks to promulgate administrative procedures for verifying any claim of exemption made by a parcel owner.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE LOS OLIVOS
COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE:**

1. **Recitals.** The above recitals are true and correct and incorporated herein by reference.

[SECTION INTENTIONALLY LEFT BLANK]

2. **Interim General Manager Authorization.** In carrying out the intention of the Board of Directors of the District expressed in this Resolution, the Board of Directors hereby authorizes the Interim General Manager to execute all necessary and proper documents with the County of Santa Barbara, on behalf of the District. The Interim General Manager is authorized to amend the administrative procedures for verifying any claim of exemption or reduction made by a parcel owner, with respect to the exemptions set forth in Policy 1, subject to subsequent approval of the Board.

3. **Exemptions or Reductions.** The Board hereby approves and authorizes exemptions or reductions from the initial special property tax in accordance with Policy 1, which is adopted hereby, and incorporated herein by this reference.

4. **Effective Date.** The provisions of this Resolution shall take effect immediately upon adoption.

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the Board of Directors of the Los Olivos Community Services District at a regularly scheduled meeting held on the 12th day of December 2018, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

ATTEST:

JULIE KENNEDY, Board Secretary

LOS OLIVOS COMMUNITY SERVICES DISTRICT

By: _____
TOM FAYRAM, Board President

APPROVED AS TO FORM:

By: _____
G. ROSS TRINDLE, III, District Counsel

I, _____, Board Secretary of the Los Olivos Community Services, Santa Barbara County, California, DO HEREBY CERTIFY that the foregoing is a true and accurate copy of the Resolution passed and adopted by the Board of Directors of the Los Olivos Community Services District on the date and by the vote indicated herein.

LOS OLIVOS COMMUNITY SERVICES DISTRICT

POLICY 1

Special Case Exemptions from Initial Special Property Tax

A. POLICY STATEMENT: This Policy governs the application and consideration of special case exemptions from the initial special property tax approved by voters in conjunction with the formation of the Los Olivos Community Services District. Any exemptions contemplated under this Policy are discretionary, and are an exercise of the authority invested in the Board of Directors pursuant to Health & Safety Code section 6696. Exemption may also include a reduction in the total amount of the initial special property tax. This Policy does not apply to any future assessment, fee, or tax that may be approved by the District, the voters, or both.

B. DEFINITIONS: The following definitions apply to application of this Policy:
“Board” shall mean the Board of Directors of the Los Olivos Community Services District.

“District” shall mean the Los Olivos Community Services District.

“Exemption” or “Exemptions” shall have the meaning or meanings set forth in Section C of this Policy, as the context may require, and includes reduction of the total amount of the initial special property tax measured as a percentage, as may be specified.

“General Manager” shall mean the person designated by the Board as the chief administrative officer of the District. The General Manager may be a public employee or independent contractor, or a natural person or corporate entity. The General Manager may refer to a person serving in a permanent, interim, or acting capacity, as the circumstances may require.

“Policy” means this Policy 1.

“Renewal” shall mean the action of the extension of time for an Exemption awarded for the calendar year following the year of the initial award.

“Special Property Tax” shall mean the initial special property tax approved by voters in conjunction with the formation of the District.

C. EXEMPTIONS: The General Manager may, consistent with this Policy, consider and award any of the following Exemptions from the Special Property Tax.

1. *Economic Hardship Exemption:* Upon demonstration of economic hardship, an Economic Hardship Exemption may be awarded. Economic hardship must be demonstrated by submission of proof of current

enrollment in any of the following programs: California Alternate Rates for Energy (CARE); Family Electric Rate Assistance (FERA); Bureau of Indian Affairs General Assistance; Low Income Home Energy Assistance (LIHEAP); WIC

2. *Onsite Treatment Exemption:* Upon demonstration of complete and final installation of a Local Agency Management Program (LAMP)-compliant advanced septic system and leach field, including a copy of a system Maintenance Agreement with a qualified maintenance entity for such a system, an Onsite Improvement Exemption may be awarded. An Onsite Improvement Exemption, up to 50%, may be awarded upon demonstration of a mandated future requirement by the County of Santa Barbara or another authorized government entity, to install a LAMP-compliant advanced septic system prior to District selection of a final district-wide treatment solution. The percentage of the Onsite Improvement Exemption will be dependent upon the percentage of completion of installation of the LAMP-compliant advanced septic system and leach field, as demonstrated by the applicant.
3. *Unbuildable Parcel Exemption:* Upon demonstration that a parcel is unbuildable and, thus, does not and will not generate any wastewater, an Unbuildable Parcel Exemption may be awarded up to 100%. Unbuildable criteria may be demonstrated by parcel size, zoning or building restrictions, physical constraints, or other condition as agreed to by the County Planning and Building Departments. In the event that the unbuildable determination changes, the parcel shall be subject to a full assessment.

D. DEADLINES FOR REQUESTING EXEMPTION: Any parcel owner may apply for any Exemption available under this Policy at any time. However, Exemptions requested after December 15, cannot be processed in time to reduce the first installment of the biannual property tax billing by the County of Santa Barbara. Exemptions requested from December 16 through July 15 will, if awarded, only apply to the second installment of the biannual property tax billing by the County of Santa Barbara. Exemptions requested from July 16 through December 15 will be processed for reductions to both installments of the biannual property tax billing by the County of Santa Barbara for the following year. There will be no prorating of any Exemption.

E. RENEWAL: Any Exemption awarded under this Policy must be renewed on an annual basis. Failure to request a Renewal timely will result in expiration of the Exemption award. Renewals shall remain in effect for one year, running from January 1 through December 31, encompassing the biannual property tax billing by the County of Santa Barbara. All requests and supporting information for any yearly Renewal must be received by December 15. Requests received after December 15 will be considered for a partial Renewal for the second installment of the biannual property tax billing by the County of Santa Barbara.

- F. APPLICATION FEES:** All requests for Exemptions, except the Economic Hardship Exemption, will require payment of a \$20 administrative fee to cover the costs of processing the request. The Economic Hardship Exemption will require no fee payment.

Outstanding Requests for Exemption or Reduction from Special Tax Assessment

1. Request from Mr. Don Born (Parcel 135-340-014, 2873 Gaviota Street) to be removed from or adjust the Special Assessment for reason of having recently installed an advanced septic system.
2. Request from Mr. David Asakawa and Ms. Ingerid J. Ekeland (Parcel 135-210-018, 2614 Stow Street) asking to be removed from or adjust the Special Assessment for reason of having recently installed an advanced septic system.
3. Request from Mr. William V. Mirarchi (Parcel 135-161-016) to be removed from or adjust the Special Assessment for reason of having an unbuildable parcel, without an address, measuring .27 acres. This small ancillary lot is adjacent to his house lot, is paved over and only suitable for parking. He is paying the Los Olivos CSD Tax on his main property in the District.

Doug Pike

From: Don Born <donsborn@yahoo.com>
Sent: Thursday, October 25, 2018 2:56 PM
To: Doug Pike
Subject: Re: Los Olivos CSD Contact Info

Dear Mr. Pike

I am writing this letter to advise you and the committee of Los Olivos CSD of the following information regarding my parcel in Los Olivos.

About a year ago, the Leach field of my septic system failed. I contacted a company to put in a new leach field and I was advised that the County of Santa Barbara refused to issue a permit to allow me to replace the failed leach field. I was also advised that the only option I had was to put a separate -self contained system called a Fugi system, like the type used in the country of Japan. I was forced by the County of Santa Barbara to install that same self contained system for the cost of \$26,166.00. My wife and I were required to register our system with the Santa Barbara County.(with a fee of course) I was advised by the Planning department that because I installed this system, that I would not be required to hook up to any future system begun by any company or organization that implemented a sewage system in the area of my residence. Therefore I am not aware of any charges that I may incur if and when such a sewage system is set up for the residences in Los Olivos.

Respectively.

Don and Deanna Born
2873 Gaviota St.
Los Olivos, Ca. 93441

From: Doug Pike <dpike@mnsengineers.com>
To: "donsborn@yahoo.com" <donsborn@yahoo.com>
Sent: Wednesday, October 24, 2018 6:00 PM
Subject: Los Olivos CSD Contact Info

Don,

The District Monthly meetings are the second Wednesday of the month at 6:00 p.m. at the Los Olivos School, Room 602, 2540 Alamo Pintado Avenue, Los Olivos, CA 93441.

Thank you for sending a letter in advance of attending which outlines your questions and concerns, so that the Board can be prepared to efficiently address them.

Thank you,

Doug Pike, P.E.
Interim General Manager
Los Olivos Community Services District

MNS Engineers, Inc.
201 Industrial Way, Suite A
Buellton, CA 93427
Cell (805) 331-3553 (*Preferred*)
dpike@mnsengineers.com

11-14-18

We recently installed a new septic system, and would like to be exempted from the sewer assessment,

Our parcel # is 135-210-018, 2614 Stov St.

Thank you,

Ingrid J. Ekeland
Drs As

Ingerid J. Ekeland

David S Asakawa

Phone (806)680-3417

I have asked my neighbor, Kelly Gray, to deliver this on behalf of myself and David as David has serious health issues and cannot be left alone.

Thank you —

Ingrid J. Ekeland

From: losolivos4@aol.com
To: [Doug Pike](#)
Subject: CSD Special Tax- Mirarchi
Date: Tuesday, November 13, 2018 4:34:22 PM

November 13, 2018

To Whom it May Concern,

I am contesting my Los Olivos, CA CSD Special Tax in the amount of \$501.00 on one of my two properties. The Parcel Number for the contested property is #135 - 161 - 016. This property, adjacent to my main property that my house is located on, is only .27 acreage. I am paying the Los Olivos CSD Tax on my main property. I do not feel that I should be required to pay the CSD Special Tax twice. There is no structure on this small lot, nor is there room for any.

I am in my mid-70's, disabled, and am living on a fixed Social Security income. It would be a significant hardship for me to try to pay the CSD Tax twice. I can not afford the added expense. My usual Property Tax for this parcel is around \$40.00.

I appreciate your looking into this matter.

Respectfully,
William V. Mirarchi

Phone Contact: 1- (805) 688 - 9566

Business Items C & D

C. Draft Work Plan

D. Draft Financial Plan

**LOS OLIVOS COMMUNITY SERVICES DISTRICT
WW Treatment, Treatment and Reclamation
Draft Work Plan**

DRAFT

Task	Description	Notes	Cost/Budget	ACTION	WHO	DEAD-LINE
A	Administrative Organization Steps					
1	Vote and Initial Misc Set-up Costs (County & misc expenses fronted by Board Member		\$20,000	County Conducted Vote	Board	COMPLETE
2	Interim Meeting Location, Brown Act Training,			Conducted by Counsel	Board	COMPLETE
3	Secure CSD Attorney Services		\$20,000	Select and Contract with legal Counsel	Board	COMPLETE
4	Accounting and warrant issue services selection of County Auditor/Controller			Contract with County to use the Online County Financial System	Fayram/Board	COMPLETE
5	Secure CSD Interim General Manager		\$25,000	Select and Contract with IGM	O'Neill	COMPLETE
6	Complete "Dry Period Funding" Agreement with County		.5% on funds used	Approve \$50,000 in advance funding.	Fayram	COMPLETE
7	Obtain District Liability and Loss Insurance		\$2,180		Arme	COMPLETE
8	Obtain CSDA Membership		\$587		Arme	COMPLETE
9	Engage Chamber of Commerce			Regular contact with Chamber	Palmer	COMPLETE On-going
10	Complete Community Update/MailChimp Opt-In Contact List Campaign			Create Mailing List for Outreach	Palmer/Pike	COMPLETE
11	Organize Board Committees			Approve Policy and adopt by resolution	Pike/Board	COMPLETE
12	IRWM Participation		\$700-\$800	Board to vote on membership	Pike/Board	January 2019
13	Develop Plan for Hiring Permanent Part-time GM			RFP's Out	O'Neill/Board	January 2019
14	Develop Plan for Hiring Permanent Part-time District Counsel				Board	January 2019
15	Scrub Assessment Parcels for legal Exemptions					COMPLETE
16	Develop new policies (Committees, Assessment Exemptions)					COMPLETE
B	Proposition 118 Steps Integrated with Planning, Environmental, Preliminary Design, Final Design and Construction					
1	PLANNING					
a	Complete LAFCO Extension Letter	LAFCO Requirement		Submit Request for extension of one-year	Fayram/Pike	COMPLETE

**LOS OLIVOS COMMUNITY SERVICES DISTRICT
WW Treatment, Treatment and Reclamation
Draft Work Plan**

DRAFT

				assessment requirement (Until April 30 2020)		
b	Inventory & summary of planning docs prepared to date			List and Summarize By Ad Hoc Tech Committee	Pike	January 2019
c	Pursue a State planning grants/loans.	Prop 218 Step	Use IGM Budget	Prepare List of active grant options	Project Funding and Grant Committee	On-going
d	Pursue Capital Project Construction funding grants and loans.		Use IGM Budget	Prepare List of active grant options. Consider a Formal Financial Plan	Project Funding and Grant Committee	Ongoing
e	Work with legal counsel to provide written advice to board on what options are available for CSD to support a public restroom solution in DT LO			Advisory Only	Ad Hoc Committee	Jan 2019
c	Prepare a facilities plan which develops the capital and O&M costs that will form the basis of the assessment and financing.	Prop 218 Step			Technical Advisory Committee	Jan-Feb 2019
d	Consider adequacy of existing studies.				Technical Advisory Committee	Jan-Feb 2019
e	Initiate a Prop 218 public outreach program. Select Consultant, Initial Meetings	Prop 218 Step	\$1,800	Hire Prop 218 Consultant	Outreach Committee/ Consultant	March 2019
2	CONCEPT SELECTION					
a	Option Selection Process Step 1. Suggest narrow to no more than 3 options based on existing studies, with some supplemental information.			May Have sub-options within a main option	Technical Advisory Committee	March 2019
b	Develop a funding and financing plan for the costs.	Prop 218 Step	\$3,000		Outreach Committee/ Consultant	April 2019
c	If the funding and financing plan includes the pursuit of State low interest loans/grants, meet with the State Water Resources Control Board staff to discuss the project, obtain Board approval to submit a funding application, and prepare the necessary funding application which will include a financial feasibility analysis.	Prop 218 Step			Board	On-Going
d	Investigate additional funding from County Health Department				Fayram/GM	Jan-Apr 2019

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e	Option Selection Step 2. Choose Preferred Option, pending environmental review.		\$2,500		Tech. Adv. Cmte/ Consultant	Mar-Apr 2019
f	Select Design and Environmental Consultants			Prepare RFP, Advertise and Interview.	Tech. Adv. Cmte/ GM	Apr-May 2019
3	CONCEPT/PRELIMINARY DESIGN					
a	30% Design, prepare estimates for total project costs		\$30,000	Design Completeness Suitable for Environmental Process	Design Consultant	May-Jul 2019
b	Prepare Draft Environmental Exhibits (i.e Area of Potential Impact (APE) map, simplified exhibit maps as needed for Environmental Studies)		\$5,000	Support Environmental Consultant		
4	ENVIRONMENTAL DOCUMENT					
b	Prepare preliminary Environmental Assessment and determine appropriate environmental Document to pursue.		\$20,000		Environmental Consultant	Jul-Oct 2019
c	Document Options considered/reference all studies in environmental document.				Environmental Consultant	Jul-Oct 2019
d	Prepare CEQA compliance document, distribute for review, hold public hearing and certify.	Prop 218 Step	\$60,000- \$150,000	Cost Range MND - Full EIR	Environmental Consultant	Complete by Jun 2020
5	FINAL DESIGN					
a	Complete 95% design plans, Specifications and Estimates. 100% pending agency permit completion.		\$130,000		Design Consultant	Jul-Dec 2020
b	Work can be phased.					
6	PERMITTING					
a	Prepare, submit, negotiate and obtain Environmental Agency Permits: RWQCB, County Encroachment Permit, Possible ACOE, CADFWL.		\$25,000		Environmental Consultant	Jun 202-Jan 2021
7	PROP 218 STEPS REMAINING					
a	Adopt a preliminary District budget.	Prop 218 Step	\$3,000			By June 2020
b	Enact a Resolution of Intent to levy the assessment, authorize the Engineer's Report, and set the date for a public hearing.	Prop 218 Step				
c	Prepare an Engineer's Report to allocate the costs to each parcel.	Prop 218 Step	\$15,000			
d	Provide notice of the public hearing.	Prop 218 Step	\$1500			

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e	Conduct a public hearing and majority protest vote.	Prop 218 Step	\$6,000			
f	Board vote for approval to levy the assessment.	Prop 218 Step				
g	Report the amount of each assessment to the County Assessor's Office so that they can be incorporated into the next property tax roll.	Prop 218 Step				
8	ADVERTISE AND AWARD FOR CONSTRUCTION					
a	Select CM/Inspection Services Consultant					
b	Advertise Minimum of two weeks with three published announcements in three publications with two having regional circulation. (Usually advertise 21-28 days)					
c	Bid Opening, bid evaluation, Board action for award & execution of Contract.					
9	CONSTRUCTION					
a	Noticing					
b	Construction		\$3 Million			Mar 2021 - Dec 2021
c	Environmental Monitoring During Construction		\$50,000			
10	OPERATIONAL START-UP AND OPERATIONS					
a	Plant Start-up		\$5,000			
b	Operations and Maintenance Phase Including Operating permits, Sludge Testing, Hauling Permits		\$5,000 per year			
C	ADVANCED SEPTIC IMPLEMENTATION PLAN FOR NON-CENTRALIZED TREATMENT DISTRICT RESIDENTS					

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Task	Description	Notes	Cost/Budget		DEAD-LINE
A	Administrative Organization Steps				
1					
2	Interim Meeting Location, Brown Act Training,			\$68,467	COMPLETE
3	Secure CSD Attorney Services		\$20,000		COMPLETE
4	Accounting and warrant issue services selection of County Auditor/Controller				COMPLETE
5	Secure CSD Interim General Manager		\$25,000		COMPLETE
6	Complete "Dry Period Funding" Agreement with County		.5% on funds used		COMPLETE
7	Obtain District Liability and Loss Insurance		\$2,180		COMPLETE
8	Obtain CSDA Membership		\$587		COMPLETE
9	Engage Chamber of Commerce				COMPLETE On-going
10	Complete Community Update/MailChimp Opt-In Contact List Campaign				COMPLETE
11	Organize Board Committees				COMPLETE
12	IRWM Participation		\$700-\$800		Jan-19
13	Develop Plan for Hiring Permanent Part-time GM				Jan-19
14	Develop Plan for Hiring Permanent Part-time District Counsel				Jan-19
15	Scrub Assessment Parcels for legal Exemptions				COMPLETE
16	Develop new policies (Committees, Assessment Exemptions)				COMPLETE
B	Proposition 118 Steps Integrated with Planning, Environmental, Preliminary Design, Final Design and Construction				
1	PLANNING				
a	Complete LAFCO Extension Letter	LAFCO Requirement			COMPLETE
b	Inventory & summary of planning docs prepared to date				Jan-19
c	Pursue a State planning grants/loans.	Prop 218 Step	Use IGM Budget		On-going
d	Pursue Capital Project Construction funding grants and loans.		Use IGM Budget		Ongoing
e	Work with legal counsel to provide written advice to board on what options are available for CSD to support a public restroom solution in DT LO				Jan-19

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c	Prepare a facilities plan which develops the capital and O&M costs that will form the basis of the assessment and financing.	Prop 218 Step		\$42,300	Jan-Feb 2019	
d	Consider adequacy of existing studies.				Jan-Feb 2019	
e	Initiate a Prop 218 public outreach program. Select Consultant, Initial Meetings	Prop 218 Step	\$1,800		Mar-19	
2	CONCEPT SELECTION					
a	Option Selection Process Step 1. Suggest narrow to no more than 3 options based on existing studies, with some supplemental information.				Mar-19	
b	Develop a funding and financing plan for the costs.	Prop 218 Step	\$3,000		Apr-19	
c	If the funding and financing plan includes the pursuit of State low interest loans/grants, meet with the State Water Resources Control Board staff to discuss the project, obtain Board approval to submit a funding application, and prepare the necessary funding application which will include a financial feasibility analysis.	Prop 218 Step			On-Going	
d	Investigate additional funding from County Health Department				Jan-Apr 2019	
e	Option Selection Step 2. Choose Preferred Option, pending environmental review.		\$2,500		Mar-Apr 2019	
f	Select Design and Environmental Consultants				Apr-May 2019	
3	CONCEPT/PRELIMINARY DESIGN					
a	30% Design, prepare estimates for total project costs		\$30,000		May-Jul 2019	
b	Prepare Draft Environmental Exhibits (i.e Area of Potential Impact (APE) map, simplified exhibit maps as needed for Environmental Studies)		\$5,000			
4	ENVIRONMENTAL DOCUMENT					
b	Prepare preliminary Environmental Assessment and determine appropriate environmental Document to pursue.		\$20,000	Jul-Oct 2019		
c	Document Options considered/reference all studies in environmental document.			Jul-Oct 2019		
d	2019 District Operating Costs		100,000	2019		

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e	Prepare CEQA compliance document, distribute for review, hold public hearing and certify.	Prop 218 Step	\$60,000-\$150,000	\$310,000-\$400,000	Complete by Jun 2020	
5	FINAL DESIGN					
a	Complete 95% design plans, Specifications and Estimates. 100% pending agency permit completion.		\$130,000		Jul-Dec 2020	
b	Work can be phased.					
6	PERMITTING					
a	2020 District Operating Costs		\$100,000	\$150,500		
b	Prepare, submit, negotiate and obtain Environmental Agency Permits: RWQCB, County Encroachment Permit, Possible ACOE, CADFWL.		\$25,000		Jun 2020-Jan 2021	
7	PROP 218 STEPS REMAINING					
a	Adopt a preliminary District budget.	Prop 218 Step	\$3,000		By June 2020	
b	Enact a Resolution of Intent to levy the assessment, authorize the Engineer's Report, and set the date for a public hearing.	Prop 218 Step				
c	Prepare an Engineer's Report to allocate the costs to each parcel.	Prop 218 Step	\$15,000			
d	Provide notice of the public hearing.	Prop 218 Step	\$1,500			
e	Conduct a public hearing and majority protest vote.	Prop 218 Step	\$6,000			
f	Board vote for approval to levy the assessment.	Prop 218 Step				
g	Report the amount of each assessment to the County Assessor's Office so that they can be incorporated into the next property tax roll.	Prop 218 Step				
8	ADVERTISE AND AWARD FOR CONSTRUCTION					
a	Select CM/Inspection Services Consultant			\$3,150,000		
b	Advertise Minimum of two weeks with three published announcements in three publications with two having regional circulation. (Usually advertise 21-28 days)					
c	Bid Opening, bid evaluation, Board action for award & execution of Contract.					
9	CONSTRUCTION					

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a	Noticing				
b	Construction		\$3 Million		Mar 2021 -Dec 2021
c	2021 District Operating Costs		\$100,000		
d	Environmental Monitoring During Construction		\$50,000		
10	OPERATIONAL START-UP AND OPERATIONS				
a	Plant Start-up		\$5,000	\$10,000	
b	Operations and Maintenance Phase Including Operating permits, Sludge Testing, Hauling Permits		\$5,000 per year		
C	ADVANCED SEPTIC IMPLEMENTATION PLAN FOR NON-CENTRALIZED TREATMENT DISTRICT RESIDENTS				

TOTAL \$3.73-\$3.81 M