

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



**LOS OLIVOS COMMUNITY SERVICES DISTRICT  
REGULAR MEETING**

**Posted: 6-3-2022**

**June 8, 2022, 6:00 PM**

**Please observe decorum and instructions from the President**

This meeting will be held both in-person and electronically via Zoom meetings. In-person the meeting will be held at the following location: St Mark's in the Valley Episcopal Church, Stacy Hall - 2901 Nojoqui Ave, Los Olivos CA 93441

The public will also be able to hear and participate electronically via Zoom by using the following links:

On Zoom:

<https://us06web.zoom.us/j/89407884419?pwd=QmVVCVUMwK2xqSWpoY2pteTJDY0xqUT09>

By Phone:

+1 669 900 6833 US (San Jose)

Meeting ID: 894 0788 4419

Passcode: 208251

One tap mobile: +16699006833,,89407884419#,,,,\*208251# US (San Jose)

**MEETING AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENTS**

Members of the public may address the Committee on any items of interest within the subject matter and jurisdiction of the Committee but not on the agenda today (Gov. 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.

**5. DIRECTOR 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.

**6. GENERAL MANAGER AND DISTRICT ENGINEER COMMENTS**

The GM and DE will give reports on any meetings that they attended on behalf of the District, comment on various District-related activities and/or provide status on projects. The GM may also review Budget Reports (see packet).

**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, in which event the matter may be removed from the Administrative Agenda and considered as a separate item.

**A. APPROVAL OF MEETING MINUTES**

Regular Meeting Minutes of April 13, 2022.

Regular Meeting Minutes of May 11, 2022.

Workshop Minutes of May 11, 2022.

**Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 500-4098**

[losolivoscscsd@gmail.com](mailto:losolivoscscsd@gmail.com), [www.losolivoscscsd.com](http://www.losolivoscscsd.com)

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**B. REVIEW AND APPROVE PAYMENT OF INVOICES RECEIVED BY MAY 31, 2022.**

No.	Invoice Date	Invoice #	Provider	Amount
1	May 13, 2022	00876.001-14	GSI Water Solutions, Inc. – Groundwater Quality Management Services	\$1,838.75
2	May 14, 2022	67767	Aleshire & Wynder – Legal Services	\$3,960.00
3	May 17, 2022	1922529	Stantec – Design & Loading Study	\$21,398.75
4	May 31, 2022	220531	Savage – GM Services	\$5,400.00

**8. BUSINESS ITEMS**

**A. FY 2022-23 BUDGET**

Review the Finance Committee’s recommended proposed Budget for FY 2022-23 (see packet) and direct the GM to: (1) set the Public Hearing for the FY 2022-23 Budget for July 13, 2022 and (2) post all applicable notices in a timely manner.

**9. ADJOURNMENT**

It is the intention of the Board to adjourn the Regular meeting and convene a Workshop related to wastewater treatment and alternative approaches to traditional wastewater treatment.

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 805.500.4098 or email to [losolivoscscsd@gmail.com](mailto: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 – BUDGET REPORTS

## BUDGET REPORTS

### Report : Financial Status (Real-Time)

Selection Criteria: Fund = 3490

Layout Options: Summarized By = Fund, LineItemAccount; Page Break At = Fund

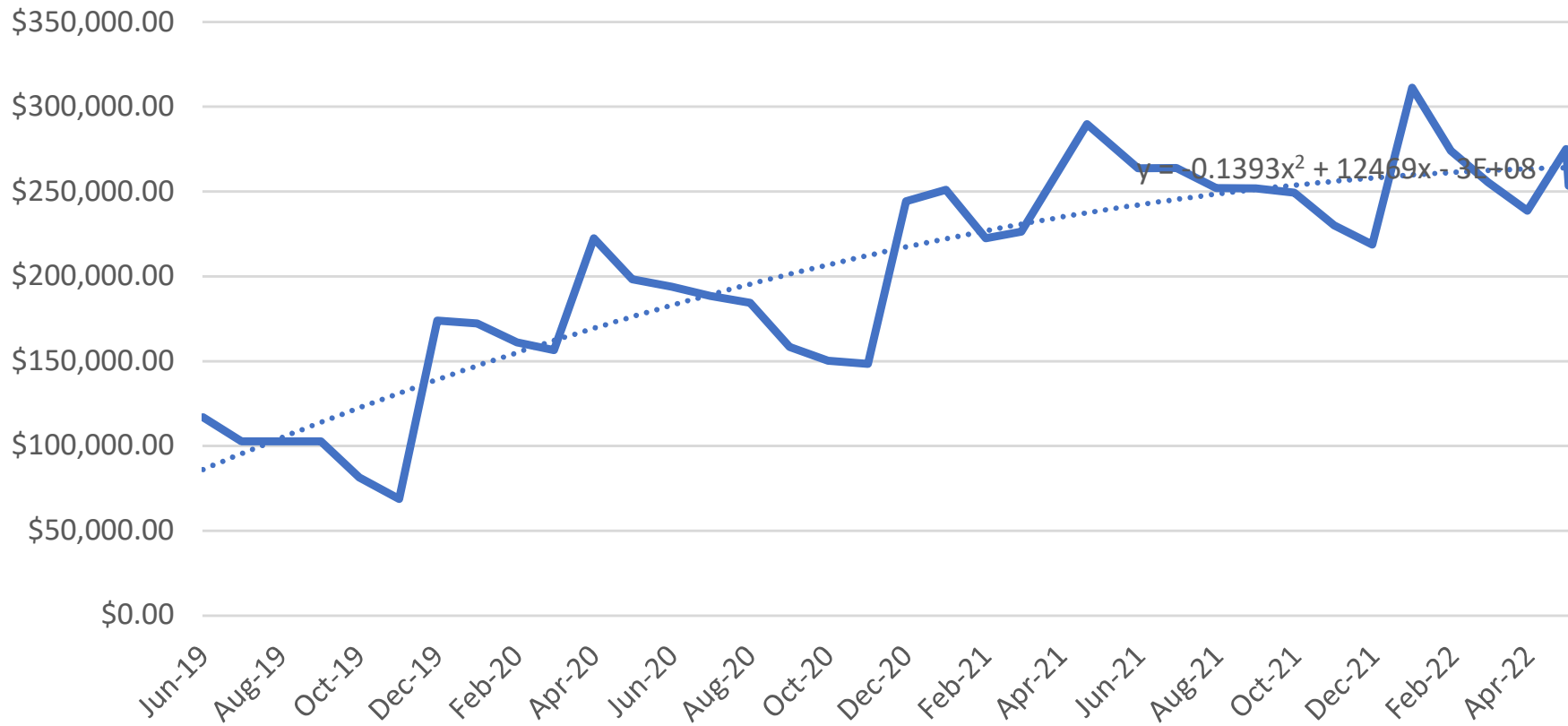
Last Updated: 5/31/2022

Accounting Period: OPEN

#### Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2022 Fiscal Year Adjusted Budget	5/31/2022 Year-To-Date Actual	6/30/2022 Fiscal Year Variance	6/30/2022 Fiscal Year Pct of Budget	
<b>Revenues</b>					
<b>Taxes</b>					
3066 -- Special Tax Assessment	196,253.00	194,634.68	-1,618.32	99.18%	3.9% CPI Increase
Taxes	196,253.00	194,634.68	-1,618.32	0.00%	
<b>Use of Money and Property</b>					
3380 -- Interest Income	0.00	724.09	724.09	--	
3381 -- Unrealized Gain/Loss Invstmnts	-80.00	-6,602.14	-6,522.14	8252.68%	
Use of Money and Property	-80.00	-5,878.05	-5,798.05	7347.56%	
<b>Intergovernmental Revenue-Other</b>					
4840 -- Other Governmental Agencies	274,000.00	43,386.00	-230,614.00	15.83%	\$124k Remaining EHS Funds, 150k State Planning Grant
Intergovernmental Revenue-Other	274,000.00	43,386.00	-230,614.00	15.83%	
<b>Revenues</b>	<b>470,173.00</b>	<b>232,142.63</b>	<b>-238,030.37</b>	<b>49.37%</b>	
<b>Expenditures</b>					
<b>Services and Supplies</b>					
7090 -- Insurance	2,500.00	161.79	-2,338.21	6.47%	SDRMA Membership-Liability Coverage
7324 -- Audit and Accounting Fees	4,000.00	177.75	-3,822.25	4.44%	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	1,102.00	-98.00	91.83%	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	131,749.65	-307,250.35	30.01%	Grant revenue and cash reserves- Planning, Design and Environ. WWTP
7508 -- Legal Fees	27,000.00	23,204.90	-3,795.10	85.94%	
7510 -- Contractual Services (IGM Contract, Engineer)	67,000.00	93,437.75	26,437.75	139.46%	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 Prop. 218
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%	
<b>Services and Supplies</b>	<b>574,200.00</b>	<b>249,833.84</b>	<b>-324,366.16</b>	<b>43.51%</b>	
<b>Other Charges</b>					
7894 -- Communication Services	930.00	0.00	930.00	0.00%	Website Hosting, Ring Central
<b>Expenditures</b>	<b>575,130.00</b>	<b>249,833.84</b>	<b>-324,366.16</b>	<b>43.44%</b>	
<b>Cash Balance</b>					
Fund	Beginning Balance	Month-to-date cash receipts	Month-To-Date Treasury Credits (+)	Month-To-Date Treasury Debits (-)	Ending Balance
5/1/2022 - 5/31/2022 (FY 2021-22)	\$275,103.15	0.00	3,842.50	25,708.25	\$253,237.40

# Los Olivos CSD Cash Balance History



**ITEM 7A - MINUTES TO APPROVE**

**MINUTES TO APPROVE**

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



**LOS OLIVOS COMMUNITY SERVICES DISTRICT**  
**Meeting Minutes for the Board of Directors Regular Meeting**  
**April 13, 2022, 6:00 PM**

**MEETING WAS HELD IN PERSON AT**  
**ST MARK'S EPISCOPAL CHURCH, STACY HALL**  
**2901 NOJOQUI AVE., LOS OLIVOS, CA 93441**

**1. CALL TO ORDER**

President Palmer called the meeting to order at: 6:00 PM

**2. ROLL CALL**

**PRESENT:** Directors: Palmer, Fayram, and Ross

**ABSENT:** Directors: O'Neill and Arme

**3. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance is led by Director Palmer.

**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.

Director Fayram notes that Directors Palmer and Fayram attended and provided an update to Santa Barbara LAFCO. Director Palmer states that she and GM Savage attended and presented an update on progress of LOCSO to the Association of Realtors.

Director Palmer notes that she has had conversation with US Representative Carbajal's Office regarding funding options.

**5. PUBLIC COMMENTS**

Members of the public may address the Board on any subject within the jurisdiction of the Board and which is not on the agenda for Regular Meetings or that is on the agenda for Special Meetings. The public is encouraged to work through District staff to place items on the agenda for Board consideration. No action can be taken on matters not listed on the agenda. Comments are limited to three (3) minutes per person.

Director Palmer opens the floor to public comment.

Richard Armstrong, Kelly Gray, Sean Crowder, Kathryn Rohrer, Mike Patarak, Mark Herthel, and Anna Marie Gott speak.

**6. 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 reMotion By: from the Administrative Agenda and considered as a separate item.

**a. MEETING MINUTES**

- i. Approve March 09, 2021 Minutes

**b. INVOICE PAYMENTS**

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Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 500-4098

[losolivoscscsd@gmail.com](mailto:losolivoscscsd@gmail.com), [www.losolivoscscsd.com](http://www.losolivoscscsd.com)

No.	Invoice Date	Invoice #	Provider	Amount
i.	January 18, 2022	79587	MNS Engineering Services – Support Services	\$2,283.77
ii.	January 7, 2022	66586	Aleshire and Wynder – Legal Services	\$1,964.90
iii.	February 8, 2022	00876.001-12	GSI Water Solutions, Inc. – Groundwater Quality Management Services	\$707.50
iv.	March 11, 2022	80015	MNS Engineering Services – Support Services	\$7,043.75
v.	April 1, 2022	326BDB28-0003	Streamline – Web Services	\$600.00
vi.	April 1, 2022	1906898	Stantec – Loading Study	\$25,772.40
vii.	April 7, 2022	67094	Aleshire and Wynder – Legal Services	\$3020.00

**Motion to approve Administrative Agenda.**

**Motion By:** Director Fayram **Second:** Director Ross

**AYES:** Directors Fayram, Ross, Palmer

**NOES:** None

**ABSTAIN:** None

**7. BUSINESS ITEMS DISCUSSION AND ACTION ON THE FOLLOWING**

- a. **General Manager Recruitment.** Welcome Guy Savage as the new contract General Manager for the Los Olivos Community Services District.

GM Savage, Directors Fayram and Palmer speak. Several thank District Engineer Doug Pike for his services as Interim GM.

- b. **Effluent Disposal Study.** Recommendation to review, discuss and take action on effluent disposal study contracts with GSI Water Solutions in the amount of \$19,500 and Confluence Engineering Solutions in the amount of \$21,000.

District Engineer Doug Pike provides an overview the proposed Effluent Disposal Study and how the study furthers District understanding and options for disposing of the water: groundwater injection, percolation (chamber or surface), direct release into a waterway. Study is a requirement of the RQWCB and others.

Director Ross asks questions about contracts and whether contractors will make a recommendation, asks that contractor make a recommendation. He notes that two contractors are going to participate; therefore, two contracts are necessary, not one.

Director Palmer asks if Technical Committee has reviewed it at this point. GM Savage replies that it has not.

Director Palmer opens the floor to public comment.

Kathryn Rohrer, Paul Rohrer, Laura Lippincott speak

Director Fayram speaks to an alternatives needed per RWQCB.

Director Palmer speaks to the need for more information to make an intelligent decision, and the cost-benefit analysis of potential options. Requests GM put together draft contracts and that they include a recommendation.

**Motion: Direct GM to prepare contracts and arrange for a special meeting to approve contracts, following guidelines established in proposal, plus making a recommendation on their suggested approach.**

**Motion By:** Director Ross **Second:** Director Fayram

**AYES:** Directors Ross, Fayram, Palmer

**NOES:** None

**ABSTAIN:** None



- c. **Assessment Engineering:** Recommendation to review, discuss and take action on an assessment engineering services contract with NV5, Inc. in an amount not to exceed \$20,000.  
District Engineer Pike speaks to the Assessment Engineering proposal from NV5, Inc. He further speaks to how the services are an important lead up to the Proposition 218 vote.  
Director Ross questions whether the commercial core would be separate from those shown as small lots. Requests that we look at zones 1 and 2 together.  
Director Fayram speaks to the flexibility of such a spreadsheet and it allowing citizens to see costs and understand related impacts. Reemphasizes that this is just the financial model and not the full report.  
Director Palmer speaks to how this fits into the larger picture.

Director Palmer opens the floor to public comment.

Kathryn Rohrer speaks.

**Motion to move forward with signing a contract with NV5, Inc. to provide Assessment Engineering services.**

**Motion By:** Director Fayram **Second:** Director Ross

**AYES:** Directors Fayram, Ross, Palmer

**NOES:** None

**ABSTAIN:** None

- d. **Environmental Impact Report.** Discussion regarding the process for the selection a contractors to complete an Environmental Impact Report (EIR).  
District Engineer Pike speaks to the EIR selection process. Scope is a preliminary environmental impact report that meets appropriate environmental document requirements to prepare for CEQA and NEPA.  
Director Fayram speaks to concerns about doing this at this point and belief that is may be too early for this action.  
Director Ross asks about timing, whether a contractor has been selected, and what it takes to select an environmental consultant.  
District Engineer speaks to potential risks of waiting until 30% design in complete (middle of June) and the potential use of a 1-step or 2-step selection process.  
Director Palmer speaks to a need to go back out for a qualified contractor based on a list of qualified contractors from the County of Santa Barbara and timing as it relates to the overall approach.

Director Palmer opens the floor to public comment.

Mark Herthel and Anna Marie Gott speak.

**Motion: GM, in consultation with Technical Committee, to refresh list of protential recommended contractors, and identify a contractor to provide environmental review services.**

**Motion By:** Director Ross **Second:** Director Fayram

**AYES:** Directors Ross, Fayram, Palmer

**NOES:** None

**ABSTAIN:** None

**Meeting Format.** Discussion on the modality of District meetings, provide input and direction to the General Manager for the development of a written policy to be reviewed and approved at a future meeting.

Director Ross speaks to lack of equipment.

Director Fayram speaks to stumbles we have providing remote capabilities. Reminds all that the District only started providing virtual meetings during a health crisis.

Director Palmer speaks to how she has gone back and forth on virtual versus in-person and the potential for cost savings.

Director Palmer opens the floor to public comment.

Kathryn Rohrer, Anna Marie Gott, Mark Herthel speak.

Counsel Trindle describes Brown Act requirements for Board members attending remotely (eg. via Zoom). Public has to be able to observe and participate in a manner such as their participation is not hindered. Plus the constitutional right to petition their government.

**Motion: Start officially holding hybrid (in-person and remote attendees) meetings, and direct the GM to move forward with creating a plan for such meetings, including purchasing equipment and identifying human resources (possible use of audience to help) required to make the hybrid meetings successful.**

**Motion By:** Director Ross **Second:** Director Fayram

**AYES:** Directors Ross, Fayram, Palmer

**NOES:** None

**ABSTAIN:** None

- e. **Budget Process.** Receive an update on the Fiscal Year 2022-23 budget planning process, and provide direction to the General Manager on budget related items such as priorities and timing.  
GM Savage provides an overview of the proposed budget planning process.  
Director Ross asks about timing of when budget must be adopted and its relationship to the overall proposed timeline.  
Directors agree to timeline with emphasis by Directors Ross and Palmer that GM Savage move the proposed dates forward (early) where possible.

## 8. GENERAL MANAGER'S REPORT

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

DE Pike and GM Savage speak to various items, including the permitting process being underway for Ground Monitoring Well (\$600 for well, \$440 annually for well)

### a. Review of Project Management and Financial Reports

1. 30% Design Effort (Stantec)
2. LAMP Update Progress review (County effort)
3. Cash Flow Chart

District Engineer Pike provides a brief update on the 30% Design Effort.

GM Savage provides an overview of his first 13 days on the job, describes his desire to put together an annual planning calendar and communications plan. GM Savage requests that all Directors provide him with a list of summer vacation plans to ensure that annual planning calendar can be modified should a particular Director be unavailable. GM Savage speaks to getting all standing meetings scheduled on a regular, month schedule, including committees, then cancel the meeting if not needed. He states he believes this is a different approach to the current one which schedules meetings as needed.

## 9. COMMENT ON INFORMATIONAL ITEMS

None

## 10. CALL FOR AGENDA ITEMS

**NEXT REGULAR MEETING: May 11, 2022, St Mark's Episcopal Church, Stacy Hall, 6:00 PM**

Director Fayram speaks to a desire to hear options for advanced on-site systems ala Mr. Herthel's commentary, including associated effort involved and costs.

Director Ross requests a change in agenda order, moving the GM Report up on the agenda; and that the status report should report on what is going on and what we are trying to accomplish (Fayram and Palmer agree). He notes that if the Board is going to discuss advanced on-site systems, explain that such solutions are still in the option

consideration stage, decisions about approach have not been made.  
Director Palmer speaks to a desire to understand how on-site systems and concentrated system (over all system design) work together.

Director Palmer opens the floor to public comment.

Letty Abletto speaks.

**11. ADJOURNMENT**

**Motion to Adjourn.**

**Motion By:** Director Fayram **Second:** Director Rosss

**AYES:** Directors Ross, Fayram, Palmer

**NOES:** None

**ABSTAIN:** None

**TIME:** 8:18 PM

Respectfully submitted:



Guy W. Savage  
General Manager – Los Olivos Community Services District

Minutes Approved:

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Director Palmer

LOCSD Item #7 E: Reinstatement Virtual Meetings



Anna Marie Gott <anna.marie.gott@gmail.com>

To: Los Olivos CSD; gm.locsd

Cc: Brad Ross (rossbrada@gmail.com); Brian O'Neill (brian@onefineserv.com); Lisa Palmer (lisa@lpalmerconsulting.com); Mike Arme (mearme@usipohole.com); Mike Prater (lafco@sblafco.org); Tom Fayram (tom.fayram.locsd@gmail.com)

Reply, Reply All, Forward, ...

Wed 4/13/2022 4:30 PM

Board Members,

Eliminating virtual meetings, which are not only broadly popular with the public but allows the public to weigh in on policies and decisions that impact their lives, is a tremendous loss for residents. It is also a blow to democracy itself because fewer people will participate when they are required to meet in-person either due to the fear of the coronavirus or the inability to attend an in-person meeting due to work, caregiver obligations, or a disability.

For almost two years members of the public with computers or smartphones have been able to easily login from home, work, or on the go, to participate in, and attend these meetings. While others have been able to do so by phone. However, once the Board eliminated virtual meetings all of the gains which include everything from increased public participation, accessibility and transparency, to recordings of public meetings were lost.

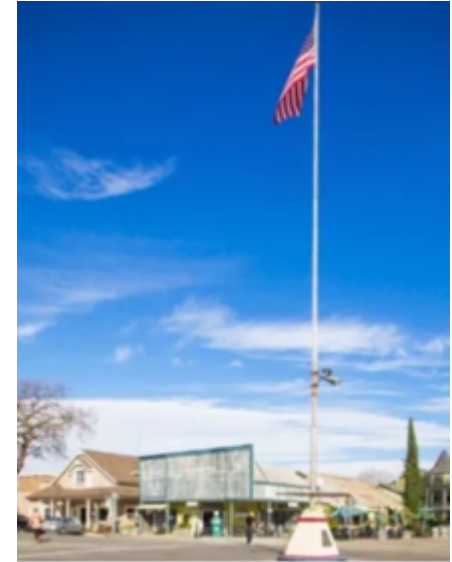
What are the far-reaching consequences of this action? It means that a select few who have the ability to attend a meeting can continue to participate in these meetings while those of us who will not be able to participate in in-person meetings will no longer be able to participate or have the option to participate. I believe that the end result is that the Board will move forward with a plan that may not be broadly supported by residents and will fail when residents vote.

Hosting a hybrid meeting where this Board meets in-person while some members of the public participate virtually through Zoom or by phone does not require a large amount of effort to run the meeting or expensive equipment. It is easy to do and giving people more options to access these meetings while critical decisions are made on how the District will move forward with a plan to treat its wastewater is the right thing to do.

There is simply no good reason to eliminate virtual meetings and every reason to continue them. So, I urge you to vote to reinstate virtual meetings tonight for everyone.

Thank you,  
Anna Marie Gott

# Los Olivos CSD Meeting 4/13/2022




# Innovative Advanced Onsite Treatment. Part of the solution for Los Olivos?




1. Understand the Advanced treatment technologies available
2. Understand the Costs Associated with the systems from purchase, engineering, to install and maintenance
3. Understand the regulatory requirements around these systems in Los Olivos
4. Understand the various financing and grant opportunities available to offset cost of these systems
5. Get Creative with how a new district such as the LOCSD can make this work for our community



Reclaim Our Water [Sign up now for the Septic Improvement Program](#)



Homeowners Industry Regulatory Technical Infrastructure Contact



<https://reclaimourwater.info/portals/23/docs/>

Long Island News

## Suffolk County's largest sewer expansion is not a one-size-fits-all solution

WSHU | By J.D. Allen  
Published October 18, 2021 at 11:24 PM EDT



▶ LISTEN • 4:29



Photo of Suffolk County Sewer Lake Center

Suffolk County will break ground later this month in its largest sewer expansion in decades. The two long-awaited projects in Babylon and Mastic will cost about \$400 million to connect more than 4,200 homes to public sewers.

<https://www.wshu.org/long-island-news/2021-10-18/suffolk-countys-largest-sewer-expansion-is-not-a-one-size-fits-all-solution?fbclid=IwAR12Ochak5W9wrRwL7-xu43z8OLh0CuZ65X2nCDt8tqiFdWgTrgwRJO-y54>



# Virtual Tradeshow on Advanced Onsite Technologies

<https://www.youtube.com/watch?v=WJG0ng1CTrQ>

**SAVE THE DATE**  
**I/A OWTS VIRTUAL TRADESHOW**  
**June 10, 2021 • 10:30am – 12:30pm**

Members of LIBI,  
Join us on Zoom to learn about I/A OWTS  
from Local Distributors & Installers



Hydro-Action



Fuji Clean



SEURROUK COUNTY SEAL  
NEW YORK



SeptiTech STAAR



Norweco



Orengo Advantex

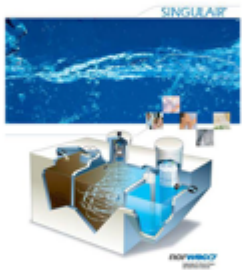
1.1 ORENCO AdvanTex AX-20RT



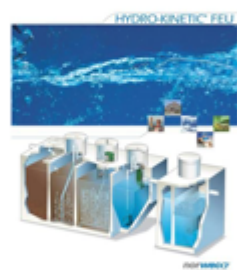
1.2 ORENCO AdvanTex AX20



2.1 NORWECO Singlair TNT



2.2 NORWECO Hydro-Kinetic



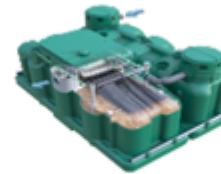
3. BUSSE MF



4. HYDRO-ACTION AN SERIES



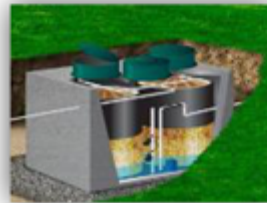
# SUFFOLK COUNTY I/A SEPTIC DEMO – PHASE 2



1. EcoFlo Coco Filter



2. Amphidrome



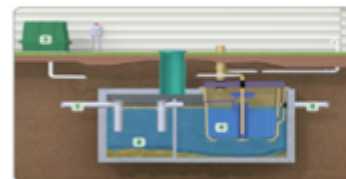
3. Waterloo BioFilter



4. Pugo Systems



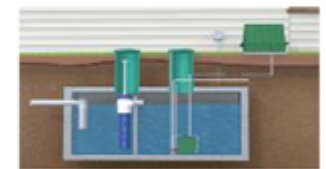
5. Fuji Clean USA



6. BioMicrobics: MicroFAST



7. BioMicrobics: SeptiTech STAAR



8. BioMicrobics: BioBarrier MBR

### INNOVATIVE ADVANCED TECHNOLOGY VENDORS - SUMMARY

#	Name of Technology (# of units committed)	Location of HQ	Type of Technology	Treatment Process	Where It's Installed and #	Cost Installed (self-reported)	Annual Maintenance
1	Orengo Systems: 1) AdvanTex AX-20RT [1]; 2) AdvanTex AX20 [1]	Sutherlin, OR (and regional rep in Lyme, CT)	Attached Growth Packed Bed Reactor	Process where microorganisms responsible for treatment are attached to textile media.	Approved & installed in MA (56), MD, RI. More than 20,000 systems in US and Canada	\$12 - \$15,000  Numbers assume using existing leaching pools	\$200-\$300  \$12 Month Operating Cost
2	Norweco: 1) Singulair TNT [5]; 2) Hydro-Kinetic [5]	Norwalk, OH	Extended Aeration Activated Sludge	Modification of activated sludge process where organisms remain in treatment process for longer period.  Singulair TNT consists of pre-treatment, aeration (Detention Time > 24 hrs) and secondary clarification chambers.  Hydro-Kinetic consists of pre-treatment, aerobic, aeration (DT > 21 hrs), clarification and final filtration chambers.	Approved & installed in MA (140 systems), MD, OH, RI and N. Canada.	Singulair – Installed Cost of \$13,000  Hydro-Kinetic installed cost of \$15,000  Numbers assume using existing leaching pools	\$300  \$12 Month Operating Cost
3	Busse Green Technologies Busse MF [2]	Oak Park, IL; (and local rep in Bridgehampton, NY)	Membrane Bio Reactor	Prepackaged Above Ground System with built-in Septic Tank; reduced system footprint.	Approved & Installed in ME (4). Approved in MD, NJ. Provisional use approval in MA (2).	\$23K	\$500
4	Hydro-Action Industries - AN Series [5]	Plymouth, IN	Extended Aeration Activated Sludge	See #2 (above). (Detent-n Time > 24 hrs)	IL - 7,700 units, OH - 5,600 units, MD - 35 units	\$12,500 Installed  Numbers assume using existing leaching pools	\$250  Operation Cost in first year: \$383.63  Operation Cost every year after: \$205.34

## 2016 DEMO PROGRAM INNOVATIVE & ALTERNATIVE TECHNOLOGY VENDORS

#	Name of Technology (# of units committed)	Location of HQ	Treatment Process	Where It's Installed and #	Cost Installed (self-reported)	Annual Maintenance
1	PremierTech Aqua (2) Ecoflo Coco Filter	Quebec Canada	Process where microorganisms responsible for treatment are attached to coconut husk media.	Approved & installed in 16 states More than 70,000 Ecoflo Peat and Coco filter systems in US and Canada	\$14,400.00  Numbers assume using existing leaching pools	\$150-\$300  \$25 / Year Operating Cost
2	F.r. manhony & associates inc. Amphidrome (2)	Rockland, MA	Biologically Active Filter (BAF) operating as a sequencing batch reactor.	Over 356 systems approved & installed in 9 states	\$19,241.00  Numbers assume using existing leaching pools	\$400  \$90 / Year Operating Cost
3	Waterloo Biofilter Waterloo Biofilter (2)	Rockwood, ON Canada	Absorbent trickle filter made of open-cell plastic foam cubes that retain water and host microbes.	Approved & Installed in 8 jurisdictions	\$16,750.00  Numbers assume using existing leaching pools	\$300  \$75 / Year Operating Cost
4	Adelante Consulting Inc Pugo Systems (3-4)	Los Alamos, NM	Aerobic biological treatment using fixed film media	New to Industry Suffolk County is First	\$14,824.00 Installed  Numbers assume using existing leaching pools	\$250  < \$12 / Month Operating Cost
5	Fuji Clean USA Fuji System (4)	Brunswick, Maine	Contact filtration through aerobic and anaerobic treatment using fixed film media	Approval in 21 US States, Japan, and Australia  Over 2 million systems installed worldwide	\$12,000.00 Installed  Numbers assume using existing leaching pools	\$500  \$60 / Year Operating Cost



Suffolk County NY - Septic Improvement Program Vendor Cost Ranking Sheet  
 4-Bedroom Home - Scenario 1: I/A OWTS with Reuse of Existing Leaching Structure

I/A OWTS Technology	Vendor	Cost
Fuji Clean CEN Series  <b>Total Nitrogen Performance            10.2 mg/L **</b>	Clear River Environmental	\$14,865
	A&A Sewer and Drain Maintenance Inc.	\$17,822.44
	Direct Drainage	\$18,205.26
	Micro Earth Moving Inc.	\$18,550
	Noyack Trucking & Excavation, LLC.	\$18,674.45
	G. Melomo Excavating, Inc.	\$18,900
	Shelter Island Sand, Gravel, & Contracting Inc.	\$18,951
	Quackenbush Cesspools	\$19,000
	South Fork Septic Services, Inc.	\$19,150
	TKF Excavation & Demolition, Ltd.	\$19,385
	CMM Sitework	\$19,550
	Bridgewater Environmental Services	\$19,780
	Eastern Site Development, Inc.	<b>\$20,280</b>
	Ken Rousell, Inc.	<b>\$21,410</b>
	East End Excavating Corp.	<b>\$21,425</b>
	All Island Excavating Corp.	<b>\$21,527</b>
	SYP Industries	<b>\$23,163</b>
	Cardo Site Development, Inc.	<b>\$23,250</b>
Brian V. Klug, Landscaper, Inc.	<b>\$25,265</b>	
Guillo Contracting Corp.	<b>\$36,000</b>	

# Regulatory

## Innovative And Alternative Onsite Wastewater Treatment Systems

In December of 2017, SCDHS revised the Residential Construction Standards, Commercial Standards, Article 19 Standards, and prepared the 2016 Report on the Performance of I/A OWTS in Suffolk County. These updated documents are available for download below:

COUNTY OF SUFFOLK



STEVEN BELLONE  
SUFFOLK COUNTY EXECUTIVE

SUFFOLK COUNTY  
DEPARTMENT OF HEALTH SERVICES  
DIVISION OF ENVIRONMENTAL QUALITY

### **DRAFT 2019 REPORT ON THE PERFORMANCE OF INNOVATIVE AND ALTERNATIVE ONSITE WASTEWATER TREATMENT SYSTEMS**

Prepared: March 2020

Gregson H. Pigott, MD, MPH  
Commissioner

Walter Dawydiak, PE, JD  
Director  
Division of Environmental Quality



[2019 Report on I/A OWTS Performance](#)

# Grant and Financing

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## Septic Improvement Program Grant and Loan Program

Nitrogen pollution from cesspools and septic systems has been identified as the largest single cause of degraded water quality contributing to beach closures, restrictions on shell fishing, toxic algae blooms, and massive fish kills. Thousands of parcels are currently served by polluting cesspools and septic systems, but will never connect to a sewer system. Reversing degradation of water quality will depend on replacement of existing systems with new, individual Innovative and Alternative Onsite Wastewater Treatment Systems (I/A OWTS).

Over the past several years, Suffolk County has assertively set the stage for the transition to the use of these new systems. To make the cost of I/A systems — with an average total cost of \$19,200, contingent on system requirements and site constraints — more affordable for homeowners, Suffolk County has developed the Septic Improvement Program. Under the Reclaim Our Water Septic Improvement Program, homeowners who decide to replace their cesspool or septic system with the new technologies will be eligible for a grant of up to \$30,000 from Suffolk County and New York State to offset the cost of one of the new systems.

In addition to the grant, homeowners can qualify to finance the remaining cost of the systems via a **loan, payable over 15 years at a low 3% fixed interest rate**. The purpose of the loan is to provide “gap” funds to finance the difference between the grant to be provided by Suffolk County and the contract amount needed to install the replacement septic system. Financing up to \$10,000 is available.

### Grant Eligibility:

- The residence cannot be connected to a sewer system or located within a proposed sewer district
- Documents such as copies of the property deed, the most recent homeowner’s insurance policy statement, most recent property tax bill, and Certificate of Occupancy.
- Income verification for applicants wishing to apply for the LMI grant (Federal Adjusted Gross Income based on most recent tax return)

Get Creative with how a new district such as the LOCSD can make this work for our community.





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



Posted: 5-6-2022

**LOS OLIVOS COMMUNITY SERVICES DISTRICT**  
**Board of Directors Regular Meeting - May 11, 2022, 6:00 PM**

**REGULAR MEETING MINUTES**  
**St. Mark's in the Valley Episcopal Church, Stacy Hall**  
**2901 Nojoqui, Ave., Los Olivos, CA 93441**

This meeting will be held both in-person and electronically via Zoom Meetings.

In-person, the meeting will be held at 2901 Nojoqui Avenue, Los Olivos, CA. The public will also be able to hear and participate electronically via Zoom by using the following links:

Online (Zoom):

<https://us06web.zoom.us/j/83039949547?pwd=bTNpRjJlQ05XQU9U9UyNhJc0txMTZDZz09>

Meeting ID: 830 3994 9547

Passcode: 957615

By Phone:

+1 669 900 6833 US (San Jose)

Meeting ID: 830 3994 9547

Passcode: 957615

Remote participants will be given the same opportunities to speak as in-person attendees. The Los Olivos Community Services District reserves the right to mute remote participants at any time.

**1. CALL TO ORDER**

President Palmer called the meeting to order at: 6:02 PM

**2. ROLL CALL**

**PRESENT:** President Palmer, Vice-President Fayram, and Director Ross

**ABSENT:** Directors: O'Neill and Arme

**3. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance is led by President Palmer.

**4. PUBLIC COMMENTS**

Members of the public may address the Board on any subject within the jurisdiction of the Board and which is not on the agenda for Regular Meetings or that is on the agenda for Special Meetings. The public is encouraged to work through District staff to place items on the agenda for Board consideration. No action can be taken on matters not listed on the agenda. Comments are limited to three (3) minutes per person.

President Palmer opens the floor to public comment.

Gloria Van Hirtum, Anna Marie Gott, and Letty Obledo speak.

**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.

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**Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 500-4098**

[losolivoscscsd@gmail.com](mailto:losolivoscscsd@gmail.com), [www.losolivoscscsd.com](http://www.losolivoscscsd.com)

Vice-President Fayram describes a meeting with EHS and RWQCB he attended with GM Savage and DE Pike. He also describes a need for more information and a need for more involvement from the regulatory agencies. Director Ross notes that we are still in the information gathering stage. Notes that we may need to increase contractor scope to get more information and make good decisions. He notes that he is supportive of considering expanding Stantec’s contract to explore commercial only or smaller lots in conjunction with commercial lots.

President Palmer echoes the need to have information to help all residents make an informed decision, including looking at the whole district as well as the individual zones, and all possible effluent disposal approaches. Notes that she is not presupposing any outcomes.

## 6. GENERAL MANAGER AND DISTRICT ENGINEER’S REPORTS

The General Manager and District Engineer will provide the Board and Public an update on current assignments, action items, and general District business.

GM Savage notes that he queried the Board for upcoming dates they will be out of town and unavailable to attend meetings. He talks about Advanced Onsite options, recommends that a Workshop be held on June 8, after the regular meeting. He comments that a more general workshop may also be needed in the future to provide a history and background of past and current activities and how they fit into the overall picture.

Director Ross asks about the draft 30% design report from Stantec. GM Savage and DE Pike respond that the draft should be available in three to four weeks.

GM Savage walks through the budget summary and cash balance history.

Director Ross inquires about monitoring/sample well and its progress. GM Savage describes the challenges that GSI is having given current difficulties in finding a driller. The originally planned driller has gone out of business, an alternative has been identified out of Orange County – which notably increases the costs. Vice-President Fayram suggests that local drillers should be available.

President Palmer asks about Assessment Manager selection and when products will be available.

## 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 December 8, 2021 minutes

**Motion to approve 7.a.i.**

**Motion By:** Vice- President Fayram **Second:** Director Ross

**AYES:** Vice President Fayram, Director Ross, President Palmer

**NOES:** None

**ABSTAIN:** None

- ii. Approve February 2, 2022 minutes

**Motion to approve 7.a.ii.**

**Motion By:** Vice President Fayram **Second:** Director Ross

**AYES:** Vice-President Fayram, Director Ross, President Palmer

**NOES:** None

**ABSTAIN:** None

- iii. Approve March 15, 2022 minutes

**Motion to approve 7.a.ii.**

**Motion By:** Director Ross **Second:** Vice-President Fayram

**AYES:** Vice President Fayram, Director Ross, President Palmer

**NOES:** None  
**ABSTAIN:** None

- iv. Approve April 13, 2022 minutes (table and bring back)

**b. INVOICE PAYMENTS**

No.	Invoice Date	Invoice #	Provider	Amount
1	April 11, 2022	00876.001-13	GSI Water Solutions, Inc. – Groundwater Quality Management Services	\$3,135.00
2	April 9, 2022	80252	MNS Engineering Services – Support Services	\$8,753.75
3	April 21, 2022	1913866	Stantec – Loading Study	\$16,954.50
4	April 30, 2022	22430	Savage – GM Services	\$4,199.90

President Palmer opens the floor to public comment on items 7a and 7b.  
No commenters.

**Motion to approve 7b.**

**Motion By:** Vice-President Fayram **Second:** Director Ross  
**AYES:** Vice President Fayram, Director Ross, President Palmer  
**NOES:** None  
**ABSTAIN:** None

**8. BUSINESS ITEMS DISCUSSION AND ACTION ON THE FOLLOWING**

- a. **Officer Elections.** The Board will elect a President and Vice-President. Both newly elected officers will be seated immediately.

President Palmer introduces the item noting that the elected officers serve 2-year terms.  
President Palmer nominates Vice President Fayram as President

**Motion for Vice President Fayram as President**

**Motion By:** President Palmer **Second:** Director Ross  
**AYES:** President Palmer, Director Ross, Vice President Fayram  
**NOES:** None  
**ABSTAIN:** None

**Motion for Director Ross as Vice-President**

**Motion By:** President Fayram **Second:** Director Palmer  
**AYES:** President Fayram, Director Palmer, Director Ross  
**NOES:** None  
**ABSTAIN:** None

Director Palmer opens the floor to public comment.  
Kathryn Rohrer speaks.

Newly elected President Fayram begins presiding over the meeting.

- b. **Effluent Disposal Study.** Recommendation to review, discuss and take action on effluent disposal study contracts with GSI Water Solutions in the amount of \$19,500 and Confluence Engineering Solutions in the amount of \$21,000.

GM Savage provides introductory commentary, noting that both potential consultants are available to answer questions.

President Fayram speaks to the information that will be provided. Director Palmer asks questions about details of the contracts, and related costs. GM Savage and DE Pike respond. Vice-President Ross asks about coordination between the Effluent Disposal, Stantec and Assessment Engineer (NV5) efforts. Tim Thompson, GSI, responds that meetings are part of the plan.

President Fayram opens the floor to public comment.

Paul Rohrer speaks.

President Fayram and Vice-President Ross speak to the information that will be provided.

**Motion to approve item 8b.**

**Motion By:** Director Palmer **Second:** Vice-President Ross

**AYES:** Director Palmer, Vice-President Ross, President Fayram

**NOES:** None

**ABSTAIN:** None

- c. **Assessment Engineering:** Recommendation to review, discuss and take action on an assessment engineering services contract with NV5, Inc. in an amount not to exceed \$20,000.

Palmer asks a question about assumptions of the contract. GM Savage and DE Pike respond that the costs to be used in the model will be provided by District staff (estimates originally provided by Stantec as part of the design effort). NV5's Jeff Cooper notes that they can assist, but did not want to do any duplicative work.

President Fayram opens the floor to public comment.

No comments on this item.

**Motion to approve item 8c.**

**Motion By:** Vice-President **Second:** Director Palmer

**AYES:** Vice-President Ross, Director Palmer, President Fayram.

**NOES:** None

**ABSTAIN:** None

- d. **Grant Update.** Receive an update on grant activities from MNS Engineering Services, and provide direction as needed.

Greg Jaquez, MNS Engineering provides an update.

Vice-President Ross requests that "costs to apply" for grants and "probability of success" be included in future updates.

Director Palmer notes that there was an estimated cost to the district to pursue the funds in a prior iteration. She adds a question about Clean Water State Revolving Fund and intended use plans and what the District needs to be included. Mr. Jaquez responds that the milestone for application is the 30% design.

She asks if Small Community Drought Relief is only for disadvantaged communities. Mr. Jaquez clarifies eligibility.

President Fayram asks if Mr. Jaquez has ever heard of grants to individuals for system such as Advanced On-Site systems being discussed in the community. Mr. Jaquez says he has not heard of anything, particularly for systems on private property. He doesn't fully discount it as a possibility, but restates that he has never heard of such a thing.

President Fayram opens the floor to public comment.

No comment.

**No motion required, receive and file.**

**9. CALL FOR AGENDA ITEMS**

NEXT REGULAR MEETING: June 8, 2022 OR June 15, 2022, St Mark’s Episcopal Church, Stacy Hall, 6:00 PM  
GM Savage describes his desire for the June 8 meeting – both a regular meeting and workshop on Advanced On-Site system.

President Fayram opens the floor to public comment.

Kathryn Rohrer speaks.

**10. ADJOURNMENT**

It is the Board intention to adjourn the Regular Meeting and immediately begin a Budget Workshop (see separately posted Agenda).

**Motion to adjourn.**

**Motion By:** Director Palmer **Second:** Vice-President Ross

**AYES:** President Fayram, Vice-President Ross, Director Palmer

**NOES:** None

**ABSTAIN:** None

Meeting adjourned at: 7:23 PM

Respectfully submitted:



Guy W. Savage  
General Manager – Los Olivos Community Services District

Minutes Approved:

\_\_\_\_\_  
President Fayram

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



Agenda Posted:  
May 6, 2022

**LOS OLIVOS COMMUNITY SERVICES DISTRICT**  
**Board of Directors Workshop Meeting Minutes**  
**May 11, 2022**

**This workshop will commence at the later of 6:30 PM or  
the conclusion of the Los Olivos Community Services District Regular Meeting  
which begins at 6:00 PM**

**St. Mark's In the Valley Episcopal Church, Stacy Hall**  
**2901 Nojoqui Avenue, Los Olivos CA**

This meeting will be held both in-person and electronically via Zoom Meetings. In-person the meeting will be held at the following Location: St Mark's in the Valley Episcopal Church, Stacy Hall.

The public will also be able to hear and participate electronically via Zoom by using the following links:

On Zoom:

<https://us06web.zoom.us/j/83039949547?pwd=bTNpRjJJQ05XQU9UJYnhJc0tMTZDZz09>

Meeting ID: 830 3994 9547

Passcode: 957615

By Phone:

+1 669 900 6833 US (San Jose)

Meeting ID: 830 3994 9547

Passcode: 957615

**WORKSHOP MEETING AGENDA**

**1. CALL TO ORDER**

President Fayram calls the meeting to order at 7:28 PM

President Fayram requests a Roll Call be taken.

**PRESENT:** Director Palmer, President Fayram, and Vice-President Ross

**ABSENT:** Directors: Arme and O'Neill

**2. PUBLIC COMMENT**

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.

President Fayram opens the floor to public comment.  
No comments are provided.

**3. BOARD WORKSHOP DISCUSSION REGARDING FY 2022-23 BUDGET**

The Board will review and discuss the budget for the upcoming fiscal year (FY 2022-23). Direction may be provided; but, no action will be taken.

GM Savage leads a discussion on the upcoming FY 2022-23 budget. Directors discuss various issues about the upcoming budget year including a better understanding of the activities that are going to be required during the year. Commentary about how having a better set of actuals to date would be useful in the budgeting process. Discussion is held about developing a master schedule of activities that can then be budgeted against. Directors comment on the importance of paying close attention to the budget.

President Fayram opens the floor to public comment.  
No comments are provided.

Conclusionary statements are provided by the Directors. GM Savage agrees to continue working the budget along the timelines originally presented at the April Regular Meeting, perhaps holding an extra meeting with the Finance Subcommittee.

**4. ADJOURNMENT**

**Motion to Adjourn.**

**Motion By:** Director Palmer **Seconded:** Vice-President Ross

**AYES:** Director Palmer, Vice-President Ross, President Fayram

**NOES:** None

**ABSTAIN:** None

Workshop adjourned at 8:14 PM

Respectfully submitted:



Guy W. Savage  
General Manager – Los Olivos Community Services District

Minutes Approved:

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President Fayram



Guy Savage &lt;gm.locsd@gmail.com&gt;

---

**Budget Meeting**

1 message

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**MARK HERTHEL** <mherthel@mac.com>  
To: Guy Savage <gm.locsd@gmail.com>

Tue, May 10, 2022 at 3:59 PM

(Please read aloud as I won't be at meeting tomorrow)

Dear LO CSD Board and General Manager,

Thank you for agreeing to hold a June workshop to learn more about advanced onsite treatment technologies. As previous conversations at board meetings have covered we believe that now is a prudent time to learn more about and study potential advanced onsite treatment and STEP effluent treatment options. These technologies may or may not be part of a district wide solution but now is the time to find out.

In your budgeting meeting please allocate appropriate funding for the studies necessary to provide your board and the community with answers to these questions.

As we know it's critical that the LOCSD is successful and this exercise will help to ensure we we are providing our community with the most cost effective solution, we don't induce out of character growth, and will ensure the Los Olivos community and CSD board members can play an active role in determining the best course of action for Los Olivos.

Sincerely,

Mark Herthel



# ITEM 7B- INVOICE PAYMENT

INVOICE PAYMENT



55 SW Yamhill Street, Suite 300  
 Portland, OR 97204  
 P: 503.239.8799  
 accounting@gsiws.com  
 www.gsiws.com

Los Olivos Community Services District  
 PO Box 345  
 Los Olivos, CA 93441

May 13, 2022  
 Invoice No: 00876.001 - 14

Project 00876.001 Groundwater Quality Management Services

**Activities during this billing period include:**

- Conduct phone calls and emails with LOCSO staff re groundwater monitoring program elements and timing; development of effluent disposal options approach (including discussions with District staff and Confluence ES)
- Conduct evaluation of monitoring well site and gather updated drilling quotes from contractors
- Project Management

**Professional Services from April 1, 2022 to April 30, 2022**

Task	.003	Install Monitoring Well	-----		
<b>Labor</b>					
			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Managing Hydrogeologist					
Franz, Brian			1.00	160.00	160.00
Consulting Geologist					
Lapostol, Andres			1.00	135.00	135.00
Totals			2.00		295.00
<b>Total Labor</b>					<b>295.00</b>
				<b>Total this Task</b>	<b>\$295.00</b>

Task	.005	Project Management	-----		
<b>Labor</b>					
			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Principal Consultant					
Thompson, Timothy			4.00	265.00	1,060.00
Consulting Geologist					
Lapostol, Andres			3.25	135.00	438.75
Administration					
Steensma, Nancy			.50	90.00	45.00
Totals			7.75		1,543.75
<b>Total Labor</b>					<b>1,543.75</b>
				<b>Total this Task</b>	<b>\$1,543.75</b>

<b>Project Summary</b>	<b>Current Period</b>	<b>Prior Periods</b>	<b>Invoiced to Date</b>
Total Billings	1,838.75	59,950.00	61,788.75
Authorized Budget			85,000.00
Budget Remaining			23,211.25

---

Project	00876.001	Los Olivos: GW Quality Mgmt Services	Invoice	14
			<b>Total this Invoice</b>	<b><u>\$1,838.75</u></b>

---

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
13	4/11/2022	3,135.00
<b>Total</b>		<b>3,135.00</b>



May 14, 2022

VIA EMAIL ONLY: [Lisa@lpalmerconsulting.com](mailto:Lisa@lpalmerconsulting.com)

Ms. Lisa Palmer, Board President  
Los Olivos Community Services District  
P.O. Box 345  
Los Olivos, CA 93441

Re: **May 2022 Billing Statement (for services through 4/30/22);  
Aleshire & Wynder, LLP**

Dear Bob:

Enclosed please find a billing statement for the month of May, which includes services rendered and costs incurred by Aleshire & Wynder, LLP, through April 30, 2022.

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](mailto:mzepeda@mnsengineers.com)  
Guy Savage – [GM.LOCSD@gmail.com](mailto:GM.LOCSD@gmail.com)

## LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: April 1 thru April 30, 2022

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
<b>0001 General</b> (\$200 Blended: Atty / Paralegal / Law Clerk)	19.80	200	3,960.00	0.00	3,960.00	0.00	(Advisory/Transactional Svcs)
<b>TOTALS:</b>	<b>19.80</b>		<b>\$3,960.00</b>	<b>\$0.00</b>	<b>\$3,960.00</b>	<b>\$0.00</b>	



INVOICE

<b>Invoice Number</b>	1922529
<b>Invoice Date</b>	May 17, 2022
<b>Customer Number</b>	163739
<b>Project Number</b>	184031368

**Bill To**

Los Olivos Community Service District  
 Guy Savage  
 PO Box 345  
 Los Olivos CA 93441  
 United States

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
 13980 Collections Center Drive  
 Chicago IL 60693  
 United States  
 Federal Tax ID  
 11-2167170

**Project Description:** Los Olivos Community Service District Project Design Services – Task Order No. 1 rev 01 (Loading Study)

<b>Stantec Project Manager:</b>	Glaeser, Autumn Lee
<b>Authorization Amount:</b>	\$296,750.00
<b>Authorization Previously Billed:</b>	\$99,141.15
<b>Authorization Billed to Date:</b>	\$120,539.90
<b>Current Invoice Due:</b>	\$21,398.75
<b>For Period Ending:</b>	April 22, 2022

**email invoice to:** Guy Savage (GM.LOCSD@gmail.com)

Invoice Number

1922529

Project Number

184031368

**Top Task 202**

**Basis of Design**

Low Task 202.002

30 Percent Design

**Professional Services**

Category/Employee	Date	Hours	Rate	Current Amount
Eisengart, Daniel	2022-03-30	1.50	237.00	355.50
Eisengart, Daniel	2022-04-05	0.75	237.00	177.75
		<b>2.25</b>		<b>533.25</b>
Gower, Mario Robert Hayden (Hayden)	2022-04-01	1.00	209.00	209.00
Gower, Mario Robert Hayden (Hayden)	2022-04-06	4.00	209.00	836.00
		<b>5.00</b>		<b>1,045.00</b>
Poytress, Carrie Elizabeth	2022-03-21	2.75	237.00	651.75
Poytress, Carrie Elizabeth	2022-03-22	0.75	237.00	177.75
Poytress, Carrie Elizabeth	2022-04-05	3.00	237.00	711.00
Poytress, Carrie Elizabeth	2022-04-06	4.50	237.00	1,066.50
Poytress, Carrie Elizabeth	2022-04-07	4.75	237.00	1,125.75
Poytress, Carrie Elizabeth	2022-04-08	3.25	237.00	770.25
Poytress, Carrie Elizabeth	2022-04-11	5.25	237.00	1,244.25
Poytress, Carrie Elizabeth	2022-04-12	3.00	237.00	711.00
Poytress, Carrie Elizabeth	2022-04-13	3.50	237.00	829.50
Poytress, Carrie Elizabeth	2022-04-14	1.50	237.00	355.50
Poytress, Carrie Elizabeth	2022-04-15	4.25	237.00	1,007.25
Poytress, Carrie Elizabeth	2022-04-21	1.75	237.00	414.75
Poytress, Carrie Elizabeth	2022-04-22	0.25	237.00	59.25
		<b>38.50</b>		<b>9,124.50</b>
Sanchez Gomez, Reyna	2022-03-21	3.50	160.00	560.00
		<b>3.50</b>		<b>560.00</b>
Schock, Joel Michael	2022-04-05	2.00	171.00	342.00
Schock, Joel Michael (OT)	2022-04-05	1.00	171.00	171.00
		<b>3.00</b>		<b>513.00</b>
Whelan, Chisa N	2022-04-14	4.00	171.00	684.00
Whelan, Chisa N	2022-04-15	4.00	171.00	684.00
Whelan, Chisa N	2022-04-22	2.00	171.00	342.00
		<b>10.00</b>		<b>1,710.00</b>
Zukowski, Jonathan Thomas (Jonny)	2022-04-08	1.00	200.00	200.00
Zukowski, Jonathan Thomas (Jonny)	2022-04-21	1.00	209.00	209.00
		<b>2.00</b>		<b>409.00</b>
<b>Professional Services Subtotal</b>		<b>64.25</b>		<b>13,894.75</b>

INVOICE

Invoice Number

1922529

Project Number

184031368

Usages

	<b>Current Amount</b>
Usage - 1-Person Survey Crew 2022-04-05	496.00
Usage - 2-Person Survey Crew 2022-04-04	3,192.00
2022-04-05	2,394.00
<b>Usages Subtotal</b>	<b>6,082.00</b>

**Low Task 202.002 Subtotal** **19,976.75**

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**Low Task 202.004**                      **Project Management, Meetings, and Communication**

Professional Services

Category/Employee	Date	Hours	Rate	Current Amount
Glaeser, Autumn Lee	2022-04-13	1.00	237.00	237.00
Glaeser, Autumn Lee	2022-04-14	1.00	237.00	237.00
Glaeser, Autumn Lee	2022-04-20	2.00	237.00	474.00
Glaeser, Autumn Lee	2022-04-21	2.00	237.00	474.00
		<b>6.00</b>		<b>1,422.00</b>
<b>Professional Services Subtotal</b>		<b>6.00</b>		<b>1,422.00</b>

**Low Task 202.004 Subtotal** **1,422.00**

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**Top Task 202 Total** **21,398.75**

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Total Fees & Disbursements \$21,398.75

**INVOICE TOTAL (USD)** **\$21,398.75**

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**Los Olivos Community Service District**

**MONTHLY INVOICE**

Project Name: Septic to Sewer Preliminary Design Project  
 Contract Order No.:  
 Progress Report No.: **10**  
 Ending Date: **22-Apr-22**

**TASK SUMMARY**

Task	Title	Authorized Budget	Billed to Date	Billed this Invoice	Total Billed	Status
201	Loading Study	\$ 19,862.00	\$ 16,594.50	\$ -	\$ 16,594.50	Complete
202	Basis of Design	\$ 266,750.00	\$ 72,624.40	\$ 21,398.75	\$ 94,023.15	In Progress
203	WWTP Siting Study	\$ 10,000.00	\$ 9,922.25	\$ -	\$ 9,922.25	Complete
<b>Total Due this invoice</b>				<b>\$ 21,398.75</b>		

**TASK EXPENDITURE SUMMARY**

WORK TASK	DESCRIPTION	ASSIGNED	EXPENDED PREVIOUSLY	EXPENDED THIS PERIOD	TOTAL EXPENDED	% OF FUNDS EXPENDED	% ACTUAL COMPLETED
<b>201</b>	<b>Loading Study</b>	<b>\$ 19,862.00</b>	<b>\$ 16,594.50</b>		<b>\$ 16,594.50</b>	<b>84%</b>	<b>100%</b>
<b>202</b>	<b>Basis of Design</b>	<b>\$ 266,750.00</b>	<b>\$ 72,624.40</b>	<b>\$ 21,398.75</b>	<b>\$ 94,023.15</b>	<b>35%</b>	<b>20%</b>
202.001	Basis of Design	\$ 13,876.00	\$ 13,320.00		\$ 13,320.00	96%	100%
202.002	30 Percent Design	\$ 173,048.00	\$ 54,167.40	\$ 19,976.75	\$ 74,144.15	43%	30%
202.003	60 Percent Design	\$ 51,040.00			\$ -	0%	0%
202.004	PM	\$ 28,786.00	\$ 5,137.00	\$ 1,422.00	\$ 6,559.00	23%	20%
<b>203</b>	<b>Siting Study</b>	<b>\$ 10,000.00</b>	<b>\$ 9,922.25</b>	<b>\$ -</b>	<b>\$ 9,922.25</b>	<b>99%</b>	<b>100%</b>
203.001	3rd Party Review	\$ 10,000.00	\$ 9,922.25		\$ 9,922.25	99%	100%
<b>CONTRACT TOTALS:</b>		<b>\$ 296,612.00</b>	<b>\$ 99,141.15</b>	<b>\$ 21,398.75</b>	<b>\$ 120,539.90</b>	<b>40.6%</b>	<b>41%</b>

# INVOICE

**FROM:**

Guy W. Savage  
PO Box 894  
Los Olivos, Ca 93441

**BILL TO:**

Via electronic delivery  
President Tom Fayram  
Los Olivos Community Services District  
PO Box 345  
Los Olivos, Ca 93441

**Invoice # 220531**  
**Invoice Date: 5/31/2022**

Dear President Fayram,

Please see the below for professional services provided.

Date	Description	Units	Rate	Amount
5/31/2022	General Manager Services - LOCSD (5/1/22-4/31/22) See Attached for Details	40	\$ 135.00	\$ 5,400.00
<b>Total</b>				<b>\$ 5,400.00</b>

Thank you for your continued support.



Email: [GM.LOCSD@gmail.com](mailto:GM.LOCSD@gmail.com)

Page 1 of 1

Date	Description	Hours	Rate	Amount
5/2/2022	Weekly Check-in	0.5	\$ 135.00	\$ 67.50
	Finance Committee agenda preparation, April minutes	1.5	\$ 135.00	\$ 202.50
	Invoice Processing	1	\$ 135.00	\$ 135.00
	Counsel meeting	0.25	\$ 135.00	\$ 33.75
5/3/2022	May 6 meeting planning, NV5 contract review	1	\$ 135.00	\$ 135.00
5/4/2022	NV5, GSI, Confluence contract completion	1.5	\$ 135.00	\$ 202.50
	May 11 meeting planning	0.5	\$ 135.00	\$ 67.50
5/5/2022	May 11 meeting planning and agenda	0.75	\$ 135.00	\$ 101.25
5/6/2022	Finance Committee meeting and minutes	1	\$ 135.00	\$ 135.00
	May 11 Regular and Workshop Agendas, including posting at PO and Web	2.5	\$ 135.00	\$ 337.50
	Pike meeting	0.5	\$ 135.00	\$ 67.50
	Budget	1	\$ 135.00	\$ 135.00
	Meeting coordination	0.25	\$ 135.00	\$ 33.75
5/7/2022	May 11 packet	1	\$ 135.00	\$ 135.00
5/8/2022			\$ 135.00	\$ -
5/9/2022	Weekly Check-in w/Palmer	0.25	\$ 135.00	\$ 33.75
	Vandenberg Village CSD	3.5	\$ 135.00	\$ 472.50
	Budget		\$ 135.00	\$ -
5/10/2022	Pike meetings	1	\$ 135.00	\$ 135.00
5/11/2022	Regular Meeting preparation, respond to emails, etc.	1.5	\$ 135.00	\$ 202.50
	AV equipment and testing	1	\$ 135.00	\$ 135.00
	EHS / RWQCB meeting	1.25	\$ 135.00	\$ 168.75
	Regular Meeting	4	\$ 135.00	\$ 540.00
5/12/2022	4-13 Regular, 5-11 Regular and Workshop minutes	1.5	\$ 135.00	\$ 202.50
	County Water meeting	1	\$ 135.00	\$ 135.00
	Mary Zapeda meeting - budget, minutes, resolutions			
5/13/2022	reconciliation and processing	1.25	\$ 135.00	\$ 168.75
5/15/2022	5-11 minutes	1.5	\$ 135.00	\$ 202.50
5/17/2022	AV testing, 5-11 minutes, audio uploads, meeting coordination	1.5	\$ 135.00	\$ 202.50
	California Financing Coordinating Committee (CFCC) 2022 Spring Virtual Funding Fair	4	\$ 135.00	\$ 540.00
5/19/2022	AV testing, budget	2	\$ 135.00	\$ 270.00
5/20/2022	Emails, vendor contact	1	\$ 135.00	\$ 135.00
5/23/2022	Project Management committee, emails, 6/8 meeting planning	2	\$ 135.00	\$ 270.00
5/24/2022	Sewer solutions, Advanced On-site planning	2	\$ 135.00	\$ 270.00
5/25/2022	Project Management discussion, Pike and Ross	0.75	\$ 135.00	\$ 101.25
	Budget	2	\$ 135.00	\$ 270.00
5/26/2022	Advanced On-site discussions	0.5	\$ 135.00	\$ 67.50
	Environmental consultant discussion	0.5	\$ 135.00	\$ 67.50
5/27/2022	Environmental consultant discussion	0.5	\$ 135.00	\$ 67.50
5/30/2022	Weekly Check-in	0.5	\$ 135.00	\$ 67.50
	June FIN Committee Agenda	1	\$ 135.00	\$ 135.00
	Budget	2	\$ 135.00	\$ 270.00
5/31/2022	Advanced On-site discussions	1	\$ 135.00	\$ 135.00
	AV coordination	0.75	\$ 135.00	\$ 101.25
	Environmental consultant discussion	0.5	\$ 135.00	\$ 67.50
	June FIN Committee Agenda	0.25	\$ 135.00	\$ 33.75



Los Olivos Community Services District					
FY 2022-23 Budget Planning					
Line Item Account	FY 2020-21 Budget	FY 2021-22 Budget (Adjusted)	FY 2021-22 YTD Actuals+ Commitments	PROPOSED FY 2022-23	NOTES & ASSUMPTIONS
<b>Beginning Balance</b>	\$ 193,885	\$ 213,370	\$ 213,370	\$ 166,371	
<b>Revenues</b>					
<b>Taxes</b>					
3066 -- Special Tax Assessment	\$ 188,887	\$ 196,253	\$ 194,635	\$ 203,122	Assume 3.5% CPI Increase. 546.38 per parcel, up from \$527.91 7.9% April
<b>Taxes</b>	\$ 188,887	\$ 196,253	\$ 194,635	\$ 203,122	
<b>Use of Money and Property</b>					
3380 -- Interest Income		\$ -	\$ 724	\$ 724	Same as YTD
3381 -- Unrealized Gain/Loss Invstmnts			\$ (6,602)		
<b>Use of Money and Property</b>			\$ (5,878)		
<b>Intergovernmental Revenue-Other</b>	\$ -				
4840 -- Other Governmental Agencies	\$ 180,000	\$ 274,000	\$ 274,000		Assumes all revenues from EHS and State Planning Grants will be received
<b>Intergovernmental Revenue-Other</b>	\$ 180,000	\$ 274,000	\$ 274,000		\$124k EHS Funds, 150k State Planning Grant
<b>Total Cash &amp; Revenues</b>	\$ 562,772	\$ 683,623	\$ 676,127	\$ 369,493	
<b>Expenditures</b>					
<b>Services and Supplies</b>					
7090 -- Insurance	\$ 2,320	\$ 2,500	\$ 162	\$ 2,500	SDRMA Membership-Liability Insurance Coverage
7324 -- Audit and Accounting Fees	\$ 4,000	\$ 4,000	\$ 178	\$ 4,000	FIN and audit expenses
7325 -- Other Professional Services (Grant Assistance)		\$ 10,000	\$ -		
7430 -- Memberships	\$ 1,200	\$ 1,200	\$ 1,102	\$ 1,200	CSDA
7450 -- Office Expense	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	Office Expense - postage, printing, supplies
7460 -- Professional & Special Service (Project, Planning & Studies)	\$ 193,500	\$ 439,000	\$ 391,671		Revenue Sources: \$15k District (Assessment Engineer), \$124k EHS, \$150k State Match & \$150k District), includes additional commitments of \$23,211.25 to GSI and \$176,210.10 to Stantec (design), \$20,000 NV5 (Assessment Engineer), and \$40,500 GSI/Confluence (Effluent Study)
7508 -- Legal Fees	\$ 27,000	\$ 27,000	\$ 23,205	\$ 30,000	Assume 135 hours, new rate, round up
7510 -- Contractual Services (IGM Contract, Engineer)	\$ 80,400	\$ 67,000	\$ 93,438	\$ 49,000	Change from MNS to Perm. GM. Based on \$135/hr x 30 hrs/mo. Round up.
7530 -- Publications & Legal Notices	\$ 1,000	\$ 5,000	\$ -	\$ 5,000	Anticipates additional noticing for Prop. 218
7671 -- Special Projects	\$ 8,000	\$ 15,000	\$ -	\$ 125,000	Special Assessment Vote, includes polling, conducting election, and support
7732 -- Training	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	Based on anticipated activity
<b>Services and Supplies</b>	\$ 320,920	\$ 574,200	\$ 509,755	\$ 220,200	
<b>Other Charges</b>					
7894 - Communication Services	\$ 930	\$ 930	\$ -	\$ 930	Website Hosting, Ring Central
<b>Other Charges</b>					
<b>Total Expenditures</b>	\$ 321,850	\$ 575,130	\$ 509,755	\$ 221,130	
<b>Ending Balance</b>	\$ 240,922	\$ 108,493	\$ 166,371	\$ 148,363	
<b>Approximated 10% reserve policy amount, not technically directly related to budget</b>				\$ 36,949	

**Los Olivos Community Services District - Septic to Sewer / Water Reclamation Roadmap - WORKING DRAFT**

Task	2022							2023					
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Board and Public Education</b>													
Strategy and Technology Workshops	■	■	■	■									

<b>Engineering / Design / Financing</b>													
Stantec 30% Design	■												
Stantec 60% Design		■	■	■									
Advanced Onsite System input to Assess. Eng.			■	■									
Evaluate Effluent Disposal Options	■	■	■	■	■								
Assessment Engineer Model	■	■	■	■	■								
MNS WRFPP Draft Report		■	■										
WRFPP Final Report					■								
Finalize Plant Siting Options		■	■	■	■	■							
Develop site acquisition plan		■	■	■	■	■							
Initial Environmental Study (fill out form, plan)				■	■	■	■	■					
Environmental Assessment (public review)						■	■	■	■	■	■		
Select package plant manufacturer, if approp						■	■	■	■	■	■		
Determine what prop owners will have to pay					■	■	■	■	■	■			
Develop financing plan							■	■	■	■	■	■	

<b>Monitoring Well(s)</b>													
Drill Monitoring Well	■	■	■										
Obtain water sample and analyze		■	■	■									
Find funding for well monitoring program			■	■	■	■	■						
Get permits for additional monitoring wells				■	■	■	■	■	■				
Drill remainder of identified monitoring wells						■	■	■	■	■	■	■	■

<b>Prop 218</b>													
Polling for election feasibility									■	■	■	■	■
Public workshops and education									■	■	■	■	■
Adopt resolution of intent										■	■	■	■
Mail and post public hearing notice											■	■	■
Conduct public hearing & complete assessment vote process												■	■