

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



POSTED 7-9-21

**LOS OLIVOS COMMUNITY SERVICES DISTRICT**  
**Board of Directors Regular Meeting July 14, 2021, 6:00 p.m.**

**Per Governor Newsom's Executive Orders N-25-20 and N-29-20 and N-8-21 this meeting will be held Electronically and will be teleconferenced due to the COVID – 19 Pandemic. Members of the public Can observe and participate as set forth below:**

**Topic: Los Olivos CSD Board Meeting**

**Time: Jul 14, 2021 06:00 PM Pacific Time (US and Canada)**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/87607295278?pwd=ZkFNQIVsMVA3emlIN0NTU1hmZlBhUT09>**

**Meeting ID: 876 0729 5278**

**Passcode: 782198**

**One tap mobile**

**+14086380968,,87607295278#,,,,\*782198# US (San Jose)**

**+16699006833,,87607295278#,,,,\*782198# US (San Jose)**

**Dial by your location**

**+1 408 638 0968 US (San Jose)**

**+1 669 900 6833 US (San Jose)**

**+1 253 215 8782 US (Tacoma)**

**REGULAR MEETING AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**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.

**5. 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.*

## 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 removed from the Administrative Agenda and considered as a separate item.

### A. MEETING MINUTES

1. Approve Minutes of June 9-21 Regular Meeting

### B. INVOICE PAYMENT

Approve Payment of the following Invoices as reviewed and recommended for approval by the Finance Committee:

1. -June 3-2021 Aleshire and Wynder 1245 Legal Services (May) \$1,840.00.
2. -June 15,2021 Robert Perrault General Management Services (May 15-6-15) \$3,130.00.
3. -April 7,2021 Urban Planning Concepts Invoice 988.1 Siting Study \$2,136.25.
- 4.- June 15,2021 MNS Engineering Invoice #78031 Management and Engineering Support (May) \$3188.75.
5. June 7,2021 GSI Water Solutions Invoice #876-001-05 Groundwater Management Services (May) \$8,696.25
- 6.- June 3, 2021 SDRMA Public Liability Remainder Payment Invoice #70650 \$161.79.

## 7. PUBLIC HEARING: CONSIDERATION OF PROPOSED FY 21-22 BUDGET

In keeping with Board Direction the General Manager has developed a proposed budget for Board consideration. The Board will:

- Receive the report of the General Manager
- Open Public Hearing to receive Public Hearing
- Close the Public Hearing
- Deliberate on the Budget

**Recommendation: Adopt the Budget for FY 2021-22**

## 8. BUSINESS ITEMS: Discussion and Action on the following:

### A. County Assessment Authorization

1. Through the Budget Review Process, the Board previously directed that the CPI Increase be applied to assessments for FY 2021-22 Exempt parcels remain exempt.
2. Consider and Pass, or modify and pass, RESOLUTION NO. 21-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT AUTHORIZING TAX LEVY WITH CPI INCREASE, AND PROVIDING FOR COLLECTION VIA DIRECT CHARGE BY THE SANTA BARBARA COUNTY AUDITOR-CONTROLLER VIA PLACEMENT ON THE SECURED TAX BILL OF ALL PARCELS IN THE DISTRICT, EXCLUDING EXEMPT OR PARCIALLY EXEMPT PARCELS PERSUANT TO PAST ACTION BY THE BOARD OF DIRECTORS.

### B. Consideration of a Proposal from Stantec for Design Services

1. At the request of the District, Stantec Design Services Inc. has submitted a proposal to the District entitled: Project Design Servces Task Order No.2 .Once completed the work outlined in Task Order No.2 will provide the District with a design sufficient to estimate costs and timing of the project. Final Design with plans and specifications would follow. The Board will cosider the Staff Report, review the Proposal and provide direction to Staff. Representatives from Stantec will be available to respond to Board questions and comments

**Recommendation- Authorize the District to enter into an agreement with Stantec provided direction to Staff is satisfactorily completed.**

### C. Urban Planning Concepts Siting Study Review

1. During the Board meeting of June 9th the Board completed an intial review of Urban Planning Concepts (UPC) Siting Study which identified several sites that could be appropriate for the location of the Wastewater Treatment Plant. Staff is requesting the Board further review the study and provide direction to reduce the potential sites from 18 identified in the report to 4 or fewer sites.

**D. Authorize the District to Enter into an Agreement with Urban Planning Concepts**

At the District's request Urban Planning Concepts has submitted a proposal to assist the District with the proposed project's permitting and environmental review process. The cost for the work is \$68,880.00

**Recommendation: Authorize staff to negotiate an agreement with UPC.**

**E. Project Development**

1. Report of Project Management Committee. Committee members and General Manager will report on the following:
  - Update on GSI Proposal
  - Update on Local Groundwater Monitoring Program.
  
2. Review and approval of an Update to Project Description and approval of modified Project Description.

**9. General Managers Report**

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

**10. Informational Items**

1. Discussion by District Counsel on Return to In-Person Meetings

**11. Call for Agenda Items**

**12. Next Regular Meeting:**

Wednesday, August 11, 2021, 6:00 p.m.

Via RingCentral Meeting Link to be posted in the agenda (at the Post Office Bulletin Board & CSD Website [www.losolivoscsd.com](http://www.losolivoscsd.com))

**13. 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 [losolivoscsd@gmail.com](mailto:losolivoscsd@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.

**MINUTES TO APPROVE**

**MINUTES TO APPROVE**



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



POSTED 6-5-2021

**LOS OLIVOS COMMUNITY SERVICES DISTRICT**  
**Board of Directors Regular Board Meeting June 9, 2021, 6:00 p.m.**

The Meeting was held electronically via RingCentral Meetings. The public was able to hear and participate on :  
<https://meetings.ringcentral.com/j/1447108480> or via telephone at 1(623) 404-9000 **Meeting ID: 144 710 8480**

**REGULAR MEETING MINUTES**

- 1. CALL TO ORDER:** 6:00 PM.
- 2. ROLL CALL:** Present- Directors Ross, O'Neill, Arme, Vice President Fayram and President Palmer.
- 3. PLEDGE OF ALLEGIANCE:** was led by President Palmer.
- 4. DIRECTOR COMMENTS:** No Director Reports were given
- 5. PUBLIC COMMENTS:** Public member Kelly Gray was recognized by President Palmer. Ms. Gray indicated she was present but had no comments.

**6. Administrative Agenda**

**A. MEETING MINUTES**

1. Approve Minutes of 5-12-21 Special Meeting.

**B. INVOICE PAYMENT**

Approve Payment of the following Invoices as reviewed and recommended for approval by the Finance Committee:

1. 5-22-2021 MNS invoice #77939 (April services) \$7, 238.75 District Management
2. 5-10-2021 GSI Water Solutions Inc. invoice #0876.001-4 (April services) \$3,970 Groundwater Quality Management Services.

*Motion made to approve Administrative agenda items : Director Fayram , Second : Director Arme, Approved 5-0*

**7. GENERAL MANAGER REPORT**

General Manager Perrault reported on a number of topics. He noted he was pleased to announce the updated Onsite Wastewater Treatment System Maintenance and Repair Factsheet was completed with the review of the County Environmental Health Department. The Factsheet has been posted on the Website and will be made available through the Community Update later in the month. Perrault reported that Urban Planning Concepts had submitted a proposal for "Environmental Services". This proposal will be on the Board's July Agenda. Vice President Fayram he was pleased to have the Factsheet available to the Community.

**8. BUSINESS ITEMS: Discussion and Action on the following:**

**A. 6-3-2021 LAFCO Meeting Prop 218 Proceeding Extension Request - Report and Discussion**

1. President Palmer and General Manager Perrault will reviewed the action taken at the Local Agency Formation Commission meeting. The Commission approved the two year extension requested by

LOCSO. President Palmer thanked Director Fayram for his assistance and noted a future meeting would be held with Supervisor Hartmann to facilitate grant funding opportunities.

**B. District Pre-Budget Approval Planning**

1. Review Finance Committee's recommended proposed Budget review and approval process for FY 2021-22 and direct the General Manager to set the Public Hearing for the July meeting to receive public input and consider Budget Approval. General Manager gave a brief staff report. Following a brief discussion by the Board : *Motion was made by Director Fayram , Second by Director Ross to set the public hearing for July 14 to consider public comment prior to Budget adoption, Approved 5-0*

**C. Adopt a Policy, by Resolution, Required to achieve the Transparency Certification offered by SDRMA**

1. Consider Financial Reserve Policy as recommended by Finance Committee ( Resolution 2021-05). General Manager gave a brief staff report recommending an initial Reserve Fund be set at 10% of the current operating budget. The Board held a brief discussion with Director O'Neill indicating he thought the reserve level should be higher but was satisfied with an annual review of the same.  
*Motion made by Director Fayram, Second by Director O' Neill to adopt Resolution 2021- 05 as recommended by staff, Approved 5-0.*

**D. Urban Planning Concepts Siting Study Update**

1. Review revised study and accept or provide comments on report. General Manager Perrault reviewed Siting Study submitted by Urban Planning Concepts (UPC). Brief Board discussion regarding the need to continue to consider alternative sites. *Motion made by Director Fayram, Second by Director Ross to Receive and File Report, Approved 5-0.*

**E. Project Development**

1. Report of Project Management Committee. Committee members and General Manager will report on the following:
  - Update on Stantec Proposal for 60% Design Task.
  - Update on UPC task Proposal.
  - Update on Local Groundwater Monitoring Program. General Manager Perrault noted the proposal from Stantec had not been received . The UPC task proposal will be placed on the Board's next agenda and he provided an update on the Groundwater Monitoring Program. Board members expressed concerns regarding delay in the receipt of the Stantec Proposal and requested the proposal be circulated amongst Board members, once received. The Board also requested a presentation by Stantec at the next meeting.
2. Recommended language changes to County EHS LAMP relative to District OWTS Policy goals. Board will be asked to modify/approve changes and provide direction in preparation for EHS public meeting scheduled for June 21st. General Manager Perrault gave a brief report. President Palmer noted the draft contained in the packet was the result of work undertaken by Director Ross and represented first attempt to modify OWTS Policy goals contained in the LAMP after consultation with the County. President Palmer suggested additional comments should be sent to the General Manager.
3. Review of Update to Project Description and approval of modified Project Description. President Palmer advised the Project Description should be updated to represent progress made by District. President Palmer noted she would take the initial step of updating Description and then circulate for additional Board comment.

**F. Informational Items-** District Counsel Trindle updated Board on anticipated changes to public meeting requirements as a result of the State's relaxing of COVID-19 restrictions. Counsel Trindle indicated the Board should make plans for returning to public meeting format in August. Directors indicated a desire to move back to public meetings as soon as possible. Director O'Neill indicated he would be out of town for the next meeting.

**G. Call for Agenda Items-** No additional items were requested.

**H. Next Regular Meeting:**

Wednesday, July 14, 2021, 6:00 p.m.

Via RingCentral Meeting Link to be posted in the agenda (at the Post Office Bulletin Board & CSD Website [www.losolivoscscsd.com](http://www.losolivoscscsd.com))

**I. ADJOURNMENT** - *Motion to adjourn by Director Arme, Second Director Fayram , Approve : 5-0 at 7:24 pm*

**INVOICE PAYMENT**

**INVOICE PAYMENT**



**ALESHIRE &  
WYNDER** LLP  
ATTORNEYS AT LAW

ORANGE COUNTY | LOS ANGELES | RIVERSIDE | CENTRAL VALLEY

Eileen Lee  
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AWATTORNEYS.COM

June 3 2021

VIA EMAIL ONLY: [robertjerrault51@gmail.com](mailto:robertjerrault51@gmail.com)

Mr. Bob Perrault, General Manager  
Los Olivos Community Services District  
P.O. Box 345  
Los Olivos, CA 93441

Re: **June 2021 Billing Statement (for services through 5/31/21);  
Aleshire & Wynder, LLP**

Dear Bob:

Enclosed please find a billing statement for the month of June, which includes services rendered and costs incurred by Aleshire & Wynder, LLP, through May 31, 2021.

Should you have any questions or require additional information concerning the foregoing, please let me know.

Sincerely,

ALESHIRE & WYNDER, LLP

Eileen Lee for  
G. Ross Trindle, III

Enclosure

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

Billing Period: May 1 thru May 31, 2021

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
<b>0001 General</b> (\$200 Blended: Atty / Paralegal / Law Clerk)	9.20	200	1,840.00	0.00	1,840.00	0.00	(Advisory/Transactional Svcs)
<b>TOTALS:</b>	9.20		1,840.00	0.00	1,840.00	0.00	



# ROBERT PERRAULT

1311 Crystal Cove Circle □ Grover Beach, CA 93433  
(805) 668-7131 □ [robertjperrault51@gmail.com](mailto:robertjperrault51@gmail.com)

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Date: 6-15-2021

To: Lisa Palmer  
President, Los Olivos Community Service District  
PO Box 345, Los Olivos Ca, 93441

Invoice No. 00615

Date	Description	Unit Hours	Total
5-18/21	Attend PMC meeting/ orientation	4 hours	\$540.00
5-20/21	Attendance at March CSDA Webinar	2 hours	\$270.00
5-24/21	Review LAFCO Staff Report	1 hours	\$135.00
5-26/21	FCM Meeting Prep/ Invoice Review	2 hours	\$170.00
5-27/21	Attend GSA Meeting	1 hours	\$135.00
5-31/2021	Prepare FCM Meeting/ Finalize Agenda	2 hours	\$270.00
6-3/2021	Attend LAFCO Meeting Agenda Prep	1.5 hours	\$202.00
6-2/2021	FCM Attendance and Board meeting Prep	3 hours	\$405.00
6-7/2021	Board Meeting Prep	2 hours	270.00
6-8/2021	Meeting EHS and Follow up	1.5 hours	\$202.00
6-9/2020	Board meeting	2 hours	\$270.00
6-14/2021	Admin matters and Min. Preparation	2 hours	\$270.00
	Total		\$3,130.00

Thank you for your business!

Tel: (805) 668-7131

Email: [robertjperrault51@gmail.com](mailto:robertjperrault51@gmail.com)



2624 Airpark Drive  
 Santa Maria, CA 93455  
 (805) 934-5760

Los Olivos Community Services District  
 dpike@mnsengineers.com

Invoice number 9888.1  
 Date 04/07/2021

Project **U2108 -- LOS OLIVOS WASTEWATER RECLAMATION PROGRAM**

Professional Services Through 3/31/2021

**A Siting Study**

Date	Hours	Rate	Billed Amount
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**General Services**

Senior Planner

03/09/2021	0.50	155.00	77.50
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*Emails w/ Jason T.: discuss status of parcel review. Email to client: forward latest version of parcel list spreadsheet.*

03/10/2021	0.75	155.00	116.25
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*Email from engineer: transmittal of property selection matrix spreadsheet. Emails w/ Jason T.: discuss remainign parcel info. needed & transmittal of final parcel list.*

03/11/2021	2.00	155.00	310.00
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*Parcel Research.*

03/12/2021	4.50	155.00	697.50
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*Parcel Research. Edit parcel spreadsheet and transmit to engineer.*

03/25/2021	0.25	155.00	38.75
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*Email from client: transmittal of top properties map.*

**Coordination**

Associate Planner

03/01/2021	1.00	135.00	135.00
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*APN zoning research*

03/03/2021	1.00	135.00	135.00
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*APN zoning research*

03/05/2021	1.00	135.00	135.00
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*APN zoning research*

03/08/2021	1.00	135.00	135.00
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*APN zoning research*

03/09/2021	1.00	135.00	135.00
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*APN zoning research*

03/10/2021	1.00	135.00	135.00
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Professional Services Through 3/31/2021

**A Siting Study**

**Coordination**

Associate Planner  
 APN zoning info

	Date	Hours	Rate	Billed Amount
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*Parcel history research* 03/17/2021 1.00 135.00 135.00

*updates to property research* 03/22/2021 1.00 135.00 135.00

Principal Planner

*Status review of materials, site assessment* 03/10/2021 1.00 170.00 170.00

*Project progress review* 03/18/2021 0.50 170.00 85.00

*Status review of inventory assessment* 03/23/2021 0.50 170.00 85.00

**Meeting**

Senior Planner

*Call w/ client: discuss interim parcel list.* 03/01/2021 0.25 155.00 38.75

*Call w/ client: discuss project status & next steps.* 03/08/2021 0.25 155.00 38.75

*Call w/ engineer: discuss project status.* 03/10/2021 0.25 155.00 38.75

*Call from engineer: discuss project status & next steps.* 03/11/2021 0.25 155.00 38.75  
 03/12/2021 0.25 155.00 38.75

*Videoconference: discuss property review and selection of top properties.* 03/25/2021 0.75 155.00 116.25

*Call w/ engineer: discuss property review matrix.* 03/26/2021 0.25 155.00 38.75

**Document Preparation**

Senior Planner

*Research parcels. Revise spreadsheet and prepare parcel exhibits. Transmit to client.* 03/30/2021 1.00 155.00 155.00

***Siting Study Subtotal*** 21.25 3,163.75

Invoice subtotal	<u>3,163.75</u>
Over Contract Adjustment	<u>-1,027.50</u>
Invoice Total	<u><b>2,136.25</b></u>



201 N. Calle Cesar Chavez, Suite 300  
Santa Barbara, CA 93103

ENGINEERING  
PLANNING  
SURVEYING  
CONSTRUCTION MANAGEMENT

June 15, 2021

Project No: LOCSD.180392.00

Invoice No: 78031

Los Olivos Community Services District

P.O. Box 553

Los Olivos, CA 93441

Principal Jeffrey Edwards  
Project Manager Douglas Pike  
Project LOCSD.180392.00 General Manager Services

This Invoice includes:

1. General District Management. This includes the final month of IGM Pike's invoicing to this category, unless specifically requested by GM or Board. M. Zepeda will continue to assist as directed/requested: \$2,238.75
2. Engineering Tasks. This is the last month for D. Pike to bill the IGM rate for these tasks. His billing rate will be reduced to \$185 for PM work beginning next month:
  - a. Stantec Design Contract: \$100.00
  - b. WWTP County Site Easement: \$0.00
  - c. GSI Geotechnical, GWMP: \$200.00
  - d. Jenzen LAMP Project: \$50.00
  - e. UPC Siting Study: \$0.00
  - f. UPC Environmental Scope: \$400.00
  - g. WRF Grant Management: \$0.00
  - h. Seeking additional Grants: \$0.00
  - i. Ad Hoc PM Committee general tasks and support: \$200.00

**Professional Services for the Period: May 1, 2021 to May 31, 2021**

Level 2                      TASK01                      District Management

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Project Management			
Assistant Project Manager	.50	175.00	87.50
Project Coordinator	5.25	105.00	551.25

Project	LOCSD.180392.00	General Manager Services	Invoice	78031
District Manager			8.00	200.00
	Totals		13.75	2,238.75
	<b>Total Labor</b>			<b>2,238.75</b>
			<b>Level 2 Subtotal</b>	<b>\$2,238.75</b>

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Level 2            TASK02            Engineering Tasks

**Professional Personnel**

		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Project Management					
District Manager		4.75	200.00	950.00	
	Totals	4.75		950.00	
	<b>Total Labor</b>				<b>950.00</b>
			<b>Level 2 Subtotal</b>		<b>\$950.00</b>
			<b>Current Invoice Amount</b>		<b>\$3,188.75</b>

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
77939	5/21/2021	7,718.75
<b>Total</b>		<b>7,718.75</b>

# Billing Backup

Tuesday, June 15, 2021

MNS Engineers, Inc.

Invoice 78031 Dated 6/15/2021

4:16:19 PM

Project	LOCS.D.180392.00	General Manager Services
Level 2	TASK01	District Management

## Professional Personnel

		Hours	Rate	Amount
Project Management				
Assistant Project Manager				
Nisich, Anthony	5/5/2021	.50	175.00	87.50
post meeting notice at Los Olivos Post Office				
Project Coordinator				
Zepeda, Mary	5/3/2021	.25	105.00	26.25
District correspondence including emails				
Zepeda, Mary	5/6/2021	.50	105.00	52.50
File Streamline Payment Receipts and Invoices; Prepare FIN Approvals for GIS and Stantec Pending Invoices				
Zepeda, Mary	5/7/2021	1.00	105.00	105.00
Create Single Payment Claims for approved GSI, and Stantec Invoices and process payment for DP				
Zepeda, Mary	5/10/2021	.25	105.00	26.25
District correspondence including emails				
Zepeda, Mary	5/17/2021	.25	105.00	26.25
District correspondence including emails				
Zepeda, Mary	5/21/2021	1.50	105.00	157.50
Create Single Payment Claims within FIN for approved A&W and MNS Invoices; Process A&W and MNS Invoices for payment via FIN for DP; Update Budget Tracking Log				
Zepeda, Mary	5/24/2021	1.00	105.00	105.00
District correspondence including emails; District Transparency Certificate Pending Items				
Zepeda, Mary	5/28/2021	.50	105.00	52.50
Verify with BP revised Finance Committee Meeting Date; Update LOCS.D Website with new Finance Committee Meeting Date and upload Agenda				
District Manager				
Pike, Douglas	5/5/2021	1.50	200.00	300.00
Finance Committee meeting agenda and post				
Pike, Douglas	5/7/2021	2.00	200.00	400.00
Regular Meeting agenda prep				
Pike, Douglas	5/10/2021	3.00	200.00	600.00
Special Meeting Agenda Posting & Publication, Finance Committee meeting & Prep				
Pike, Douglas	5/12/2021	1.50	200.00	300.00
Preparation for Board Meeting				
Totals		13.75		2,238.75
<b>Total Labor</b>				<b>2,238.75</b>
<b>Level 2 Subtotal</b>				<b>\$2,238.75</b>

Level 2	TASK02	Engineering Tasks
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**Professional Personnel**

			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Project Management						
District Manager						
Pike, Douglas	5/10/2021		.50	200.00	100.00	
Stantec Follow-up and phone meeting and email on completing the Load Study Tech Memo						
Pike, Douglas	5/17/2021		.50	200.00	100.00	
Ad Hoc Proj Mgt Committee Agenda						
Pike, Douglas	5/18/2021		1.00	200.00	200.00	
Ad Hoc Project Management Meeting & action item list (1)						
GSI 60% Complete Proposal - transmit additionally requested info (.25)						
UPC 60% Complete Proposal (.25)						
Pike, Douglas	5/19/2021		.25	200.00	50.00	
Email to County Raods requesting contacts and process for encroachment permit, also sent them the draft GWMP document						
Pike, Douglas	5/24/2021		.75	200.00	150.00	
Environmental scope response to UPC for proposal due Friday (.75)						
Pike, Douglas	5/26/2021		1.50	200.00	300.00	
County Road Encroachment Permit reserach and communications with Leroy Cadena and Eric Pearson regaring installation of GW sampling wells in County Road ROW. (.5 hr)						
Meeting with Dave Swenk & Brian Tetly to answer Environmental scope proposal due Friday May 28 (1 Hr)						
Pike, Douglas	5/28/2021		.25	200.00	50.00	
Onsite System Guidance draft mark-ups .25						
Totals			4.75		950.00	
<b>Total Labor</b>						<b>950.00</b>
					<b>Level 2 Subtotal</b>	<b>\$950.00</b>
					<b>Project Total</b>	<b>\$3,188.75</b>
					<b>Total this Report</b>	<b>\$3,188.75</b>



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

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

June 7, 2021  
 Invoice No: 0876.001 - 5

Project 0876.001 Groundwater Quality Management Services

**Professional Services from May 1, 2021 to May 31, 2021**

Task .004 Technical Memorandum and Submittals

**Labor**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Principal Consultant				
Thompson, Timothy	12.50	265.00	3,312.50	
Managing Hydrogeologist				
Franz, Brian	13.75	160.00	2,200.00	
Project Geologist				
Lapostol, Andres	21.75	135.00	2,936.25	
Totals	48.00		8,448.75	
<b>Total Labor</b>				<b>8,448.75</b>
				<b>Total this Task</b>
				<b>\$8,448.75</b>

Task .005 Project Management

**Labor**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Project Geologist				
Lapostol, Andres	1.50	135.00	202.50	
Administrative Assistant				
Deck, Anneliese	.50	90.00	45.00	
Totals	2.00		247.50	
<b>Total Labor</b>				<b>247.50</b>
				<b>Total this Task</b>
				<b>\$247.50</b>

**Project Summary**

	<b>Current Period</b>	<b>Prior Periods</b>	<b>Invoiced to Date</b>
Total Billings	8,696.25	28,391.25	37,087.50
Authorized Budget			85,000.00
Budget Remaining			47,912.50
			<b>Total this Invoice</b>
			<b><u><u>\$8,696.25</u></u></b>

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
4	5/10/2021	3,970.00
<b>Total</b>		<b>3,970.00</b>



**Property/Liability Package Program Invoice**

**Program Year 2021-22**

**Los Olivos Community Services District**

Post Office Box 345  
Los Olivos, California 93441

Invoice Date: 06/03/2021  
Invoice Number: 70650  
Member Number: 7948

Property, Boiler/Machinery, Pollution, Cyber <i>Coverage for 0 reported item(s) valued at (including contents): \$0</i>	\$0.00
Mobile/Contractors Equipment <i>Coverage for 0 reported item(s) valued at: \$0</i>	0.00
General Liability*, Errors & Omissions, Employee & Public Officials Dishonesty <i>Certificates: 1 Non-Member Certificate(s)</i>	2,759.00
Auto Liability (includes \$50 charge for non-owned auto coverage) <i>Coverage for 0 reported item(s) valued at: \$0</i>	50.00
Auto Comp / Collision <i>Coverage for 0 reported item(s) valued at: \$0</i>	0.00
Trailers <i>Coverage for 0 reported item(s) valued at: \$0</i>	0.00

<b>Gross Package Contribution</b>	<b>\$2,809.00</b>
Earned CIP Credits (4)	-88.75
Longevity Distribution Credit	0.00
MemberPlus Online RQ Bonus	-75.00
Other Discounts	0.00
<b>Subtotal</b>	<b>\$2,645.25</b>
<b>5% Multi-Program Discount</b>	<b>\$0.00</b>

<b>Total Contribution Amount Due by July 15</b>	<b>\$2,645.25</b>
<i>*Current Limit of Liability is \$2.5M for G/L, A/L and E&amp;O (excluding outside excess liability limits)</i>	<b>(\$2,483.46)</b>
<b>Less Payments received (4/28/2021)</b>	
<b>Balance Due by July 15</b>	<b>\$161.79</b>

Please pay in full by the due date. If not, a late charge of one percent (1%) per month, twelve percent (12%) per annum, will be assessed on all sums past due. Imposition of this charge does not extend the due date for payment.

For invoice questions call the SDRMA Finance Department.





**AGENDA ITEM NO. 7 ATTACHMENT – PUBLIC HEARING**

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



## **Memo**

**To: President Palmer and Board of Directors**

**From: Bob Perrault, General Manager**

**Subject: Public Hearing Proposed FY 2021-22 Budget**

**Date: July 14, 2021**

During the Board meeting held on June 9, 2021, the Board reviewed the Proposed Budget for FY 2021-22 and directed staff to set a Public Hearing to receive public input regarding the proposed Budget. Accordingly, the Public Hearing has been set for this evening's meeting and the Hearing has been appropriately noticed. The proposed Budget as reviewed by the Board is balanced with an estimated \$676,257 in cash reserves and revenue and an estimated \$565,130 in expenditures.

The Board has the opportunity to further adjust the budget prior to its final approval. Since the Board's last review of the budget two factors have come to staff's attention which may require minor modifications to the proposed budget: (1) The implementation of the Consumer Price Index adjustment for property assessments; and (2) the need to modify the recommended Budget to reflect \$10,000 in grant seeking costs.

As the Board is aware the District was empowered to levy an initial property tax assessment during the District's formation. This initial levy is to be used for the development of a wastewater collection and treatment project. According to the original formation documents this initial levy is to be adjusted on an annual basis by the increase in the Consumer Price Index for the Los Angeles- Long Beach- Anaheim Region for the previous 12-month period. In developing the budget staff estimated an adjustment of a modest .5%. In reviewing the latest the Region's CPI adjustment for the 12-month period ending in May, 2021 the increase is listed at 3.9 %. Applying this adjustment to the original estimated \$ 188, 887 in assessment revenue results in an increase of \$7,366 to \$196,253. This adjustment is reflected in the attached proposed budget.

During this Fiscal Year the District will be undertaking the planning, siting and design of the wastewater collection and treatment process. This activity will result in definitive costs for the project. In order to reduce the costs of future property tax assessments it becomes critical to make the best use of available grant and low-cost financing opportunities. This year's budget reflects the use of \$274,000 in grant funded expenditure. According to the District Engineer the District's cost to procure these grants was approximately \$ 5,000. Staff is recommending that this amount be doubled to \$10,000 in this year's budget. This amount is also reflected in the attached revised budget.

As revised the budget reflects proposed \$683, 623 in Cash reserve and revenue resources. As noted, the largest revenue line item is the \$274,000 reflected from grants. Expenditures are budgeted at \$575, 130. The largest expenditure will come from Professional Services including the planning designing and siting of the project in the amount of \$439,000.

### **Order of Review**

1. Receive this report
2. Conduct the Public Hearing to obtain input
3. Deliberate on the Budget and take action by motion to approve.

**Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 946-0431**  
[losolivoscscd@gmail.com](mailto:losolivoscscd@gmail.com), [www.losolivoscscd.com](http://www.losolivoscscd.com)

Los Olivos Community Services District					
2021-22 Budget Planning Spreadsheet					
Line Item Account				PROPOSED 2021-22 FY	NOTES & ASSUMPTIONS
<b>Beginning Balance</b>				<b>\$213,370.00</b>	<b>Actual Balance is dependent on close of fiscal year.</b>
<b>Revenues</b>					
3066 - Special Tax Assessment				\$196,253.00	Assessments will increase by 3.9% according to CPI
Other Revenue				\$274,000.00	\$124k Remaining EHS Funds, 150k State Planning Grant
<b>Total Cash &amp; Revenues</b>				<b>\$ 683,623.00</b>	
<b>Expenses</b>					
<b>Salaries and Benefits</b>					
6100 - Regular Salaries				\$ -	
<b>Services and Supplies</b>					
7090 - Insurance				\$ 2,500.00	SDRMA Membership-Liability Insurance Coverage
7324 - Audit and Accounting Fees				\$ 4,000.00	FIN Expenses,Audit Expenses
7430 - Memberships				\$ 1,200.00	CSDA
7450 - Office Expense				\$ 2,000.00	Office Expense - postage, printing, supplies
<b>*7460 - Professional and Special Service (Consultant Expenses)</b>				<b>\$439,000</b>	Mostly offset by grant revenue and cash reserves will provide for the Planning, Design and Environ. WWTP
7508 - Legal Fees				\$ 27,000.00	
<b>*7510 - Contractual Services (GM Contract)</b>				<b>\$ 49,000.00</b>	<b>Change from MNS to Perm. GM. Based on \$135/hr x 30 hrs/Mo. Round up.</b>
<b>Project Management Support (District Engineer Services)</b>				<b>\$ 18,000.00</b>	<b>Based on \$1500/mo</b>
7530 - Publications and Legal Notices				\$ 5,000.00	Anticipates additional noticing for Prop. 218
7732 - Training				\$ 1,500.00	Based on anticipated activity
7894 - Communication Services				\$ 930.00	Website Hosting, Ring Central
<b>*OTHER - Prop 218 Vote</b>				<b>\$ 15,000.00</b>	<b>Estimated</b>
				\$10,000.00	
Grant seeking Assistance					
New Suggested					
New Suggested					
<b>Total Expenses</b>				<b>\$ 575,130.00</b>	
<b>Ending Balance</b>				<b>\$ 108,493.00</b>	

**AGENDA ITEM 8 A ATTACHEMT**

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



## Memo

**Memo to:** President Palmer and Board of Directors

**From:** Bob Perrault, General Manager

**Subject:** Consideration of a Resolution Authorizing a Tax Levy with CPI Increase

**Date:** July 14, 2021

Annually, the Board completes a process to authorize the placement of a Special Property Tax Assessment with a CPI adjustment on the County's property tax roll. The District was empowered to levy the tax in its formation. The purpose of the tax is to cover the initial costs of the development of a wastewater collection and treatment project for the properties within the District. According to formation documents the Board is authorized to adjust the assessment by the annual change in the Consumer Price Index (CPI) for the Los Angeles- Long Beach- Anaheim Region for the previous 12-month period,

The current assessment per parcel is \$525.29. According to the Index for the Region the CPI has increased by 3.9% for the 12-month period ending in May of 2021. This is the same period that has been used for the last two adjustments. When applied to the current assessment of \$525.29. This adjustment would increase the assessment to by \$20.48 to \$545.77.

Adoption of the accompanying resolution will in addition to authorizing a tax assessment levy with the CPI increase will also: provide for the collection of the assessment and placement on the property tax rolls by Santa Barbara's Auditor- Controller for all parcels except for those previously exempted by the District and authorizes the District to enter into a property tax assessment agreement.

**Recommendation:** It is recommended the Board adopt the accompanying resolution

**RESOLUTION NO. 21-07**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT AUTHORIZING TAX LEVY WITH CPI INCREASE, AND PROVIDING FOR COLLECTION VIA DIRECT CHARGE BY THE SANTA BARBARA COUNTY AUDITOR-CONTROLLER VIA PLACEMENT ON THE SECURED TAX BILL OF ALL PARCELS IN THE DISTRICT, EXCLUDING EXEMPT OR PARTIALLY EXEMPT PARCELS PERSUANT TO PAST ACTION BY THE BOARD OF DIRECTORS**

**WHEREAS**, the formation of the Los Olivos Community Services District (District) was approved by 75% voter approval via a mail-in ballot election held on or about January 30, 2018, with the results of the election certified by the Santa Barbara County Clerk/Registrar on or about February 8, 2018; and

**WHEREAS**, a special tax in the amount of Two Hundred Thousand Dollars and Zero Cents (\$200,000), with automatic fiscal year increases thereafter by the percentage change in the Consumer Price Index (CPI) for the Los Angeles-Long Beach-Anaheim area for the prior twelve (12) months, was also approved by the voters as part of the District's formation during the mail-in ballot election; and

**WHEREAS**, the District was officially formed and the special tax approved following approval and recordation of the Certificate of Completion, by the Santa Barbara County Local Agency Formation Commission as part of the April 5, 2018 regular meeting (See Attachment 1); and

**WHEREAS**, the District is authorized and empowered to collect, treat, or dispose of sewage, wastewater, recycled water, and storm water, per Government Code section 61110(b) and as stated in the Certificate of Completion; and

**WHEREAS**, the District is authorized to establish charges for services provided in the District, as provided in Government Code section 61115; and

**WHEREAS**, the method of tax collection for the special tax shall be the regular county assessment roll, as authorized by the Community Services District Law (Government Code section 6100 *et seq.*) and the Cortese-Knox-Herzberg Act (Government Code section 65000 *et seq.*), and as stated in the Certificate of Completion; and

**WHEREAS**, the special tax was approved by the voters consistent with Article XIII D, Section 6 of the California Constitution; and

**WHEREAS**, the special tax was approved for use by the District for initial start-up costs and administration for consideration of wastewater treatment options; and

**WHEREAS**, on July 19, 2018, the Board of Directors (Board) previously approved Resolution 2018-02, authorizing the initial tax levy of the previously approved special tax, and provided for collection by the Santa Barbara County Auditor-Controller (See Attachment 2); and

**WHEREAS**, on December 6, 2018, the Santa Barbara County Local Agency Formation Commission (SBLAFCO) approved a one-year extension, from the effective date of formation, for the District to implement a Proposition 218 assessment to fund wastewater treatment facilities for the area, including California Environmental Quality Act (CEQA) and other planning analysis, assessment study and necessary election; and

**WHEREAS**, on May 2, 2019, the Santa Barbara County Local Agency Formation Commission positively received a report on District progress as an information item, taking no adverse action on this extension, with an additional letter of progress sent by the District to LAFCO on progress dated March 11, 2020; and

**WHEREAS**, on June 3, 2021 SBLAFCO approved an extension through April 6, 2023 for the District to implement a Proposition 218 assessment based on letters of progress sent to LAFCO by the District, public testimony received, and adoption of SBLAFCO resolution entitled "Commission Findings and Order re Granting a Two-Year Time Extension to Los Olivos Community Services District to Carry Out Assessment Under Proposition 218;" and

**WHEREAS**, the Board previously exempted certain parcels from assessment and tax collection as provided by law, and the Board recognizes those same exemptions for fiscal year 2021-2022 (See Attachment 3); and

**WHEREAS**, the Board previously, through Resolution 20-03, authorized the tax levy for fiscal year 2020-2021 shall be Two Hundred Thousand Six Dollars and Zero Cents (\$206,000.00) plus a CPI increase of Nine-Tenths of One Percent (.9 %), for a total of Two Hundred Eight Thousand Fifty-Six Dollars and Zero Cents (\$208,056.00); and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Los Olivos Community Service District, as follows:

1. The above recitals are true and correct; and
2. The tax levy for fiscal year 2021-2022 shall be Two Hundred Eight Thousand Fifty-Six Dollars and Zero Cents (\$208,056.00) plus a CPI increase of Three and Nine-Tenths of One Percent (3.9%), for a total of Two Hundred Sixteen Thousand One Hundred Seventy Dollars and Zero Cents (\$216,170.00); and
3. The CPI calculation is based on the United States Bureau of Labor Statistics CPI calculation for the Los Angeles-Long Beach-Anaheim region for May 2020 through May 2021, as provided at: [https://www.bls.gov/regions/west/news-release/consumerpriceindex\\_losangeles.htm](https://www.bls.gov/regions/west/news-release/consumerpriceindex_losangeles.htm); as accessed on July 8, 2021; and
- 4.

5. The special tax was previously approved in compliance with Article XIII D, Section 6 of the California Constitution, also known as Proposition 218; and

6. The Board of Directors exempts those certain parcels from assessment and tax collection listed in Attachment 3 as provided by law and as described therein;

7. The County of Santa Barbara Auditor-Controller is requested and authorized to collect the special tax via direct charge via placement on the secured tax bill on a per-parcel basis, as indicated in the list of affected parcels (Attachment 4); and

8. The County of Santa Barbara Auditor-Controller is requested to place and collect the direct charge on the tax bill for fiscal year 2021-2022; and

9. The Board of Directors hereby authorizes and directs the General Manager to submit to the Santa Barbara County Auditor-Controller, the list of affected parcels for levying of the previously approved special tax, excluding property owned by the federal government, and those parcels otherwise exempted.

**[THIS SECTION INTENTIONALLY LEFT BLANK]**



**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 14<sup>th</sup> day of July 2021, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
**Robert Perrault**, General Manager/  
Board Secretary

**LOS OLIVOS COMMUNITY SERVICES  
DISTRICT**

By: \_\_\_\_\_  
**Lisa Palmer**, Board President

APPROVED AS TO FORM:

By:  \_\_\_\_\_

\_\_\_\_\_  
**G. ROSS TRINDLE, III**, District Counsel

I, \_\_\_\_\_, General Manager/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.

**ATTACHMENT "1"**

**Certificate of Completion for the Formation of the Los Olivos Community  
Services District**

# LAFCO

---

## Santa Barbara Local Agency Formation Commission

105 East Anapamu Street ♦ Santa Barbara CA 93101

805/568-3391 ♦ FAX 805/568-2249

www.sblafco.org ♦ lafco@sblafco.org

April 5, 2018 (Agenda)

Local Agency Formation Commission  
105 East Anapamu Street  
Santa Barbara CA 93101

### Consider Execution of the Certificate of Completion for LAFCO File 17-01: Formation of the Los Olivos Community Services District

Dear Members of the Commission

#### RECOMMENDATION

- 1) It is recommended that the Commission Execute the Certificate of Completion for LAFCO File 17-01: Formation of the Los Olivos Community Services District.

#### DISCUSSION

Following your Commission's approval of the Formation of the Los Olivos Community Services District on April 13, 2017 and a protest hearing with less than a majority vote held on June 21, 2017, the district formation was set for a mailed ballot election to be held on January 30, 2018. On February 8, 2018, Joseph E. Holland, County Clerk-Recorder-Assessor, certified the canvass of the returns of votes cast and determined the value of the votes as follows: 265/73.4% in favor and 96/26.6% against. The election required a two-thirds vote because of the levying of a special tax. The Board of Supervisors declared the results of the election on February 27, 2018.

Although the Cortese-Knox Hertzberg Act allows the Executive Officer to prepare and record the Certificate of Completion for most changes of organization, for changes that are approved at an election, Government Code Section 57176 reads in pertinent part as follows:

***“The commission shall execute, within 30 days of the canvass of the election, a certificate of completion confirming the order of the change of organization or reorganization if a majority of votes cast upon the question are in favor of the change of organization or reorganization in any of the following circumstances: (a) At an election called in the territory ordered to be organized or reorganized”.***

---

Commissioners: Roger Welt, Chair ♦ Roger Aceves ♦ Craig Geyer ♦ Steve Lavagnino ♦ Jim Richardson ♦ Janet Wolf  
♦ Joan Hartmann ♦ Judith Ishkanian ♦ Shane Stark ♦ Etta Waterfield ♦ Executive Officer: Paul Hood

Local Agency Formation Commission  
April 5, 2018 (Agenda)  
Page two

*any of the following circumstances: (a) At an election called in the territory ordered to be organized or reorganized”.*

Staff has included a proposed Certificate of Completion for the Commission’s review and approval (**Exhibit A**). The Certification of the Canvass of the January 30, 2018 Election Results is attached to the Certificate.

Exhibits:

Exhibit A      Certificate of Completion

Please contact the LAFCO office if you have any questions.

Sincerely,



PAUL HOOD  
Executive Officer

Recording Requested By:

**LAFCO**

Santa Barbara Local Agency Formation Commission

Return via interoffice mail to:

**LAFCO**

105 East Anapamu Street Rm. 407

Santa Barbara CA 93101

805-568-3391 FAX 805-568-2249

No Fee Per Government Code § 6103

***CERTIFICATE OF COMPLETION***

In the matter of the formation of the Los Olivos Community Services District, the Santa Barbara Local Agency Formation Commission approved formation on April 13, 2017 through Resolution of Approval No. 17-05. Pursuant to Government Code section 57176, the Commission shall execute, within 30 days of the canvass of the election, a certificate of completion confirming the order of the change of organization or reorganization if a majority of votes cast upon the question are in favor of the change of organization or reorganization in an election called in the territory ordered to be organized or reorganized. With the completion of the confirmation election, the Commission finds that no other conditions imposed by the Commission on the formation of the District are required to be satisfied prior to formation.

The Commission ordered the formation of the District subject to a two-thirds vote cast upon the question of formation were in favor of the change of organization. (See Attachment A.) This condition has been met as of February 8, 2017, when County Clerk/Registrar Joseph E. Holland certified the results of the formation election and determined the measure was approved by over two-thirds of the registered voters residing within the boundaries of the proposed District.

The Commission hereby determines and finds that this certificate of completion is complete and in accordance with Resolutions No. 17-05. Further, the Commission finds and determines:

1. The short-form designation of the proceeding is: "17-05: Formation of the Los Olivos Community Services District."
2. The District is located in the Santa Ynez Valley and is comprised of 302 acres.
3. Commission Resolution of Approval No. 17-05 is made a part of this certificate by reference and said Resolution sets forth the boundaries of the new District. (See Attachment B.) The terms and conditions of approval, as authorized and mandated by the Community Services

District Law, Government Code section 61000 et seq., and the Cortese Knox Hertzberg Act, Government Code section 56000 et seq., are as follows:

- a. The name of the district shall be the “Los Olivos Community Services District.”
- b. The District shall be governed by a five-member Board of Directors elected at large. Terms of office of the District directors shall be as set forth in the Community Services District Law, Government Code section 61000 et seq.
- c. The District shall have those powers and responsibilities set forth in the Community Services District Law, Government Code Section 61100(b), which is to collect, treat, or dispose of sewage, wastewater, recycled water, and storm water, in the same manner as a sanitary district, formed pursuant to the Sanitary District Act of 1923, Division 6 (commencing with Section 6400) of the Health and Safety Code. In the case of any conflict between that division and this division, the provisions of this division shall prevail. All other powers of Community Services District shall be considered latent and shall require LAFCO approval to become active.
- d. The District shall be authorized to levy and collect a special tax, as approved by the voters, as follows:
  - i. The maximum annual special tax authorized for the District shall be Two Hundred Thousand (\$200,000) and shall increase automatically each fiscal year thereafter by the percentage change in the Consumer Price Index for the Los Angeles/Long Beach area for the prior 12 months.
  - ii. The actual tax to be levied for any fiscal year shall be determined by a majority vote of the board of directors of the District on the basis of the actual revenues estimated to be required by the District to pay its reasonable and necessary expenses for such year.
  - iii. The method of tax collection shall be the regular county assessment roll.
  - iv. The tax shall be applied to each legal lot within the District, except that unimproved property may be taxed at a lower rate than improved property.
  - v. The District’s authority to levy the tax shall terminate once the District successfully adopts an assessment pursuant to Article XIII D Section 6 of the California Constitution (Proposition 218) to generate revenue sufficient to fund its administrative costs through charges other than the tax.
- e. Should the Board of Directors levy any of the “Proceeds of Taxes,” described above, it will establish an Appropriations Limit. The “provisional appropriations limit of the district” shall be set at \$250,000. This assumes the maximum special tax levy of \$200,000, plus a 25 percent buffer. Pursuant to subsection (c), the permanent



appropriations limit of the district shall be set at the first district election that is held following the first full fiscal year of operation.

- f. The District shall adopt an assessment pursuant to Article XIII D Section 6 of the California Constitution to generate revenue as necessary to fund the wastewater treatment facilities for the area, including the California Environmental Quality Act and other planning analysis, assessment study and necessary election. The Commission may otherwise extend such deadline, if other Commission approved arrangements are made for funding such construction.
4. The effective date of formation of the District shall be the date of the recordation of this Certificate of Completion.

This Certificate of Completion is hereby approved by the Commission on April 5, 2018 in Santa Barbara, California.

AYES:

NOES:

ABSTAINS:

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chair  
Santa Barbara Local Agency  
Formation Commission

ATTEST

\_\_\_\_\_  
Jacquelyne Alexander, Clerk  
Santa Barbara Local Agency Formation Commission

**CERTIFICATE OF THE COUNTY CLERK-RECORDER-ASSESSOR OF  
RESULTS OF CANVASS OF ALL VOTES CAST AT THE  
LOS OLIVOS COMMUNITY SERVICES DISTRICT FORMATION ELECTION  
JANUARY 30, 2018**

I, **Joseph E. Holland**, County Clerk, Recorder, and Assessor of the County of Santa Barbara, do hereby certify that pursuant to law I did canvass the returns of the votes cast at the above referenced election, and that the following Statement of Votes Cast shows the number of votes cast for and against Measure P2018, and for the candidates for Director, are full, true and correct.

**STATEMENT OF VOTES CAST  
LOS OLIVOS COMMUNITY SERVICES DISTRICT FORMATION ELECTION  
January 30, 2018**

Number of Registered Voters: 486

Number of Ballots Cast: 363

Precinct: 30-3670

**Measure P2018**

**Los Olivos Community Services District Formation and Tax**      **Votes Cast / %**

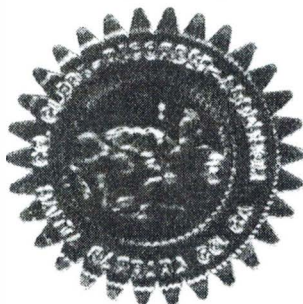
<b>YES</b>	<b>265 / 73.4%</b>
<b>NO</b>	<b>96 / 26.6%</b>


**Director**

**Vote for no more than 5**      **Votes Cast / %**

<b>Thomas Fayram</b>	<b>256 / 20.4%</b>
<b>Michael E. Arme</b>	<b>247 / 19.7%</b>
<b>Lisa Palmer</b>	<b>246 / 19.6%</b>
<b>Brian A. O'Neill</b>	<b>243 / 19.4%</b>
<b>Julie Kennedy</b>	<b>240 / 19.2%</b>
<b>Write-in votes</b>	<b>21 / 1.7%</b>

I hereby set my hand and official seal this 8<sup>th</sup> day of February, 2018.



  
 \_\_\_\_\_  
**JOSEPH E. HOLLAND, County Clerk-Recorder-Assessor**



**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION  
OF THE COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA**

DIRECTING THE BOARD OF SUPERVISORS TO DIRECT COUNTY ELECTIONS TO  
CONDUCT THE NECESSARY ELECTIONS ON BEHALF OF THE PROPOSED  
LOS OLIVOS COMMUNITY SERVICES DISTRICT

**RECITALS**

Whereas, on April 13, 2017, the Commission approved the formation of the proposed Los Olivos Community Services District for the purpose of providing a funding mechanism for the building and operation of facilities necessary to collect, treat, and dispose of sewage, wastewater, recycled water, and storm water in the unincorporated territory known as the Los Olivos Community subject to the terms and conditions specified in Commission Resolution 17-04.

Whereas, pursuant to Government Code section 57002 the Executive Officer conducted a protest hearing on June 21, 2017 regarding the formation of the proposed Los Olivos Community Services District.

Whereas, the Executive Director has caused the names on the protest forms to be compared with the voters' register in the office of the registrar of voters and ascertained the value of the protests filed and not withdrawn and found that there were 80 valid protests against the formation of the proposed Los Olivos Community Services District and that there were 488 registered voters residing in the proposed formation area at the close of business on June 21, 2017.

Whereas, on August 3, 2017, the Executive Officer reported to the Commission that a majority protest to the formation of the Los Olivos Community Services District did not exist.

**NOW, THEREFORE, THE COMMISSION HEREBY RESOLVES AS FOLLOWS:**

1. Pursuant to Government Code section 61014(e)(2)(B), the Commission hereby orders the formation of the Los Olivos Community Services District and the special tax be subject to the approval of the voters.

2. The affected territory is the unincorporated area of Santa Barbara County known as Los Olivos as approved by the Commission on April 13, 2017 and as shown on Attachment A.

3. The purpose of the special tax shall be to fund the reasonable and necessary expenses of the proposed District and such proceeds shall be applied only to such purpose.

4. The ballot question for the formation of the district and the special tax shall be approved by a two-thirds vote of the voters voting in the election on the issue. Pursuant to Government Code section 61014(c), if the voters do not approve the special tax, the proposed district shall not be formed

5. The method of tax collection shall be the regular county assessment roll.

6. The tax proceeds shall be deposited into a special account and the District shall prepare an annual report pursuant to Government Code section 50075.3.

7. The Commission hereby approves the proposed ballot question for the formation of the District and approval of the special tax as set forth in Attachment B.

8. The Commission hereby directs the Board of Supervisors to direct County Election Officials to conduct the necessary elections on behalf of the proposed Los Olivos Community Services District including election of a board of directors.

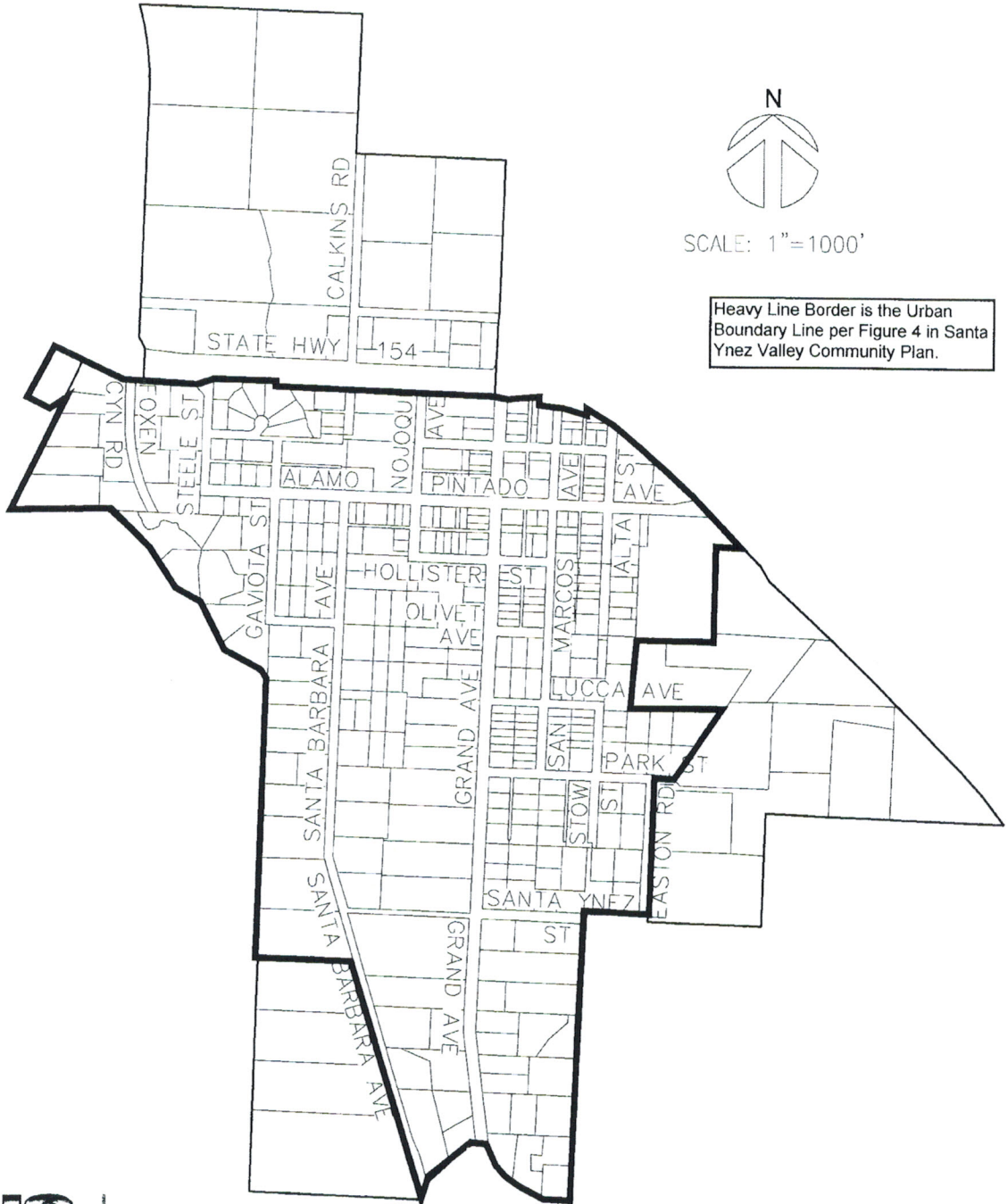
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Santa Barbara LAFCO  
Resolution No. 17-05

# Attachment A

Map of the Affected Territory Approved by the Commission on April 13, 2017

# Proposed Formation of the Los Olivos Community Services District



201 N Calle Cesar Chavez, Ste 300  
Santa Barbara, CA 93103  
805.692.6921 Phone

ENGINEERING  
PLANNING  
SURVEYING  
CONSTRUCTION MANAGEMENT

LOCS.D.160586.00 \* ANX MAP.dwg \* 11/16/2016 \* RCS \* E-FILE

Prepared April 11, 2017  
Number of Assessor's Parcels = 390  
Total Area within Formation Boundary = 302 Acres

# Attachment B

## BALLOT QUESTION

MEASURE X2018

LOS OLIVOS COMMUNITY SERVICES DISTRICT FORMATION

Shall the order adopted on April 13, 2017 by the Santa Barbara County Local Agency Formation Commission ordering the formation a community services district in the unincorporated territory known as Los Olivos be approved subject to such terms and conditions, including authorization of an annual special tax not to exceed \$200,000 which shall increase automatically each fiscal year thereafter by the percentage change in the Consumer Price Index, all as more particularly described and set forth in the order?

YES \_\_\_\_\_ NO \_\_\_\_\_

**PASSED AND ADOPTED** by the Commission in Santa Barbara, California, on September 7, 2017 by the following vote:

AYES: Commissioners Geyer, Hartmann, Moorhouse, Richardson, Stark, Wolf and Aceves

NOES:

ABSTAINS:

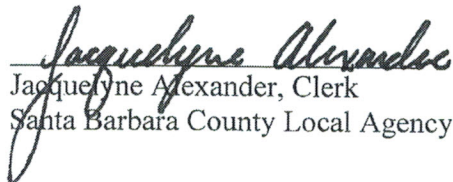
Dated: September 7, 2017.



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Roger Aceves, Chair  
Santa Barbara County Local Agency Formation Commission

ATTEST:



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Jacquelyne Alexander, Clerk  
Santa Barbara County Local Agency Formation Commission

**ATTACHMENT "2"**

**Resolution 2018-02 of the Los Olivos Community Services District**





## RESOLUTION NO. 2018-02

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF A SIXTH AMENDED JOINT POWERS AGREEMENT AND AUTHORIZING PARTICIPATION IN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S PROPERTY/LIABILITY PROGRAM

**WHEREAS**, the Los Olivos Community Services District, a special district duly organized and existing under and by virtue of the laws of the State of California (the "Agency"), has determined that it is in the best interest and to the advantage of the Agency to participate for at least three full years in the Property/Liability Program offered by the Special District Risk Management Authority (the "Authority"); and

**WHEREAS**, California Government Code Section 6500 *et seq.*, provides that two or more public agencies may by agreement jointly exercise any power common to the contracting parties; and

**WHEREAS**, Special District Risk Management Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing its members with risk financing and risk management programs; and

**WHEREAS**, California Government Code Section 990.4 provides that a local public entity may self-insure, purchase insurance through an authorized carrier, or purchase insurance through a surplus lines broker, or any combination of these; and

**WHEREAS**, participation in Special District Risk Management Authority programs requires the Agency to execute and enter into a Sixth Amended Joint Powers Agreement (the "Amended JPA Agreement"); which states the purpose and powers of the Authority; and

**WHEREAS**, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the Agency is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE AGENCY AS FOLLOWS:**

Section 1. Findings. The Agency Board of Directors hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the Agency.



Section 2. Sixth Amended JPA Agreement. The Amended JPA Agreement proposed to be executed and entered into by and between the Agency and members of the Special District Risk Management Authority, in the form presented at this meeting and on file with the Agency Secretary, is hereby approved. The Agency Board and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the Agency, to execute and deliver to the Authority the Amended JPA Agreement in substantially said form, with such changes therein as such officers may require or approve, such approval to be conclusively evidenced by the execution and delivery thereof.

Section 3. Program Participation. The Agency Board of Directors approves participating for three full program years in Special District Risk Management Authority Property and Liability Program.

Section 4. Other Actions. The Authorized Officers of the Agency are each hereby authorized and directed to execute and deliver any and all documents which is necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 5. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 15 day of August, 20\_\_\_\_ by the following vote:

AYES: Fayram, Palmer, O'Neill, Arme, Kennedy

NOES: 0

ABSENT: n/a

  
\_\_\_\_\_

Name

President  
\_\_\_\_\_

Title

  
\_\_\_\_\_

Board Secretary

## ATTACHMENT “3”

### Parcels Exempted from Assessment and Tax Collection

**Local Government Property:** 135-122-031 (County of Santa Barbara); 135-086-001 and 135-086-002 (Santa Ynez River & Water Conservation District); 135-220-072 (Los Olivos Elementary School)

**Religious Worship:** 135-082-020, 135-082-021, and 135-082-022 (Berean Baptist Church); and 135-102-007 (St. Marks in-the-Valley Episcopal Church)

**Veteran’s Property Exemption:** 135-350-006 Marilyn Bowman Trust (“Veteran’s Property” is defined as any parcel in the District that has received tax exempt status from either the government of the United States or the government of the State of California and as approved by the Board of Directors of the District.)

**Non-Profit Park Property:** 135-093-007 The Polo Park Foundation (“Non-Profit Public Park Property” is defined as any parcel in the District operated as a park open to the general public by a qualified non-profit corporation under the laws of the United States or the State of California and as approved by the Board of Directors of the District.)

**Non-Buildable Parcel:** 135-161-016 (“Non-Buildable Parcel” is defined as any parcel in the District that is restricted by size, zoning, location, or any other local jurisdiction ordinance or policy, from being developed with either a residential or commercial structure and as approved by the Board of Directors of the District.):

**Partial Exemption:** 135-340-014 (Partial Exemption Parcel is defined as a parcel that has completed the installation of an advanced treatment septic system within the District and as approved by the Board of Directors of the District.)

**ATTACHMENT "4"**

**Parcel List for Assessment and Tax Collection**

**District Name:** Los Olivos Community Services District  
**Description of Direct Charge:** Los Olivos Community Services District Special Tax  
**Tax Year:** 2021-2022  
**Contact:** Robert Perrault, General Manager, PO Box 345, Los Olivos, CA 93441 Phone 805-500-4098  
**Total Assessments:** 373  
**Total Amount:** \$ 201,472.30

FundNumber	ParcelNumber	Amount
3491	135-064-009	540.43
3491	135-064-013	540.43
3491	135-064-014	540.43
3491	135-064-015	540.43
3491	135-064-016	540.43
3491	135-064-017	540.43
3491	135-064-018	540.43
3491	135-064-019	540.43
3491	135-074-011	540.43
3491	135-074-012	540.43
3491	135-074-013	540.43
3491	135-074-017	540.43
3491	135-074-019	540.43
3491	135-074-021	540.43
3491	135-075-002	540.43
3491	135-075-005	540.43
3491	135-075-006	540.43
3491	135-075-007	540.43
3491	135-075-008	540.43
3491	135-075-009	540.43
3491	135-075-010	540.43
3491	135-081-005	540.43
3491	135-081-006	540.43
3491	135-081-007	540.43
3491	135-081-008	540.43
3491	135-081-010	540.43
3491	135-081-011	540.43
3491	135-081-012	540.43
3491	135-082-015	540.43
3491	135-082-017	540.43
3491	135-082-018	540.43
3491	135-082-019	540.43
3491	135-082-024	540.43
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3491	135-086-015	540.43
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3491	135-086-017	540.43
3491	135-091-002	540.43

3491	135-091-003	540.43
3491	135-091-004	540.43
3491	135-091-005	540.43
3491	135-091-006	540.43
3491	135-091-007	540.43
3491	135-091-008	540.43
3491	135-091-009	540.43
3491	135-091-016	540.43
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3491	135-091-024	540.43
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3491	135-350-012	540.43
3491	135-350-013	540.43
3491	135-350-014	540.43
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3491	135-350-016	540.43
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3491	135-350-018	540.43
3491	135-350-019	540.43
3491	135-350-020	540.43
3491	135-360-002	540.43

**AGENDA ITEM 8B ATTACHMENT**

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



## **Memo**

**Memo to:** President Palmer and Board of Directors

**From:** Bob Perrault, General Manager

**Subject:** Consideration of a Proposal from Stantec for Design Services

**Date:** July 14, 2021

Following a competitive process the District entered into an agreement with Stantec Consulting Services to provide engineering services for the design of a wastewater collection and reclamation treatment system for the Community of Los Olivos. The Agreement was signed in August of 2020. Work covered by the agreement included three separate tasks: (1) a Loading Study; (2); Preliminary Design; and (3) Final Design. The Load Study has been completed.

In response to a request from the District Stantec submitted a proposal to complete Task No.2 or the Preliminary Design of the Project. According to the request, the work to be done by the consultant would constitute roughly 60% completion of the entire design, including conceptual design for the entire project and cost estimates sufficient and accurate enough to undertake the Prop 218 assessment process with property owners. In the proposal Stantec indicated the cost would be approximately \$158, 216. The proposal has been reviewed by members of the District including individual Board members, the District Engineer and me. As a result, the attached letter was forwarded to Stantec outlining a requesting additional information from Stantec. Primarily the questions outlined in the letter focused on the need to provide more information / clarification on the timing/ scheduling/ phasing of the Project and cost.

As a follow-up to the letter staff has spoken with Autumn Glaeser Project Manager for Stantec. Ms. Glaeser indicated she would submit a written response to the letter by Wednesday. Additionally, Ms. Stantec will attend the meeting Wednesday via Zoom. Staff will distribute the response once it is received

The Board has the following alternatives to consider:

- (1) The Board could authorize the District to amend the Agreement with Stantec provided direction to staff is incorporated in the amendment;
- (2) Continue the Matter until the August meeting in order for Stantec to provide additional information; or
- (3) Provide Staff with direction.

**Recommendation: The Board authorize the District to amend the Agreement with Stantec provided direction to staff is incorporated in the amendment.**

**Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 946-0431**  
[losolivoscscd@gmail.com](mailto:losolivoscscd@gmail.com), [www.losolivoscscd.com](http://www.losolivoscscd.com)



**Stantec Consulting Services Inc.**  
111 E. Victoria Street  
Santa Barbara, CA 93101

June 16, 2021

File: 184031368.202

**Attention: Mr. Douglas Pike**

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

**Reference: Request for Budget Proposal, Los Olivos Community Service District Project Design Services – Task Order No. 2 - v 01**

Dear Mr. Pike,

## Project Understanding

Los Olivos Community Service District (District) has requested for a final scope and budget for the Task Order No. 2: Feasibility Study/Preliminary Design as described below. Task No. 2 will be based on the terms and conditions of the Professional Services Agreement executed August 20, 2020.

## Feasibility Study/Preliminary Design

This study will evaluate the feasibility and preliminary design of the septic to sewer conversion project.

## Task Order No. 2 Subtasks:

### 2.1 Project Management, Meetings, and Communication

Project management subtask includes the following responsibilities, not limited to:

#### A. *Project Meetings*

Attend design meetings with the City staff. Meetings will be held virtually unless in-person is feasible.

- Kick off meeting
- Preliminary Design meeting
- Two additional meeting as needed.

#### B. *Project Management*

- Prepare progress billings and manage project schedule.

#### C. *Agency Coordination*

June 16, 2021

Mr. Pike

Page 2 of 7

**Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2**

Stantec assumes the District or Districts other consultants will take the lead for agency coordination. Stantec will work with the District for coordination purposes and provide conceptual documents as part of the other tasks.

## 2.2 Topographical Mapping

### A. Aerial Topographic Mapping:

Aerial mapping will be performed including mapping of the limits depicted in cyan in “Figure A” hereon, being the entire District Boundary as well as extending at least 10-feet beyond. Aerial mapping will include, at a minimum, the horizontal locations of building footprints, guy wires, vaults, utility boxes, sidewalks, curbs, edge of asphalt, fences, walls, driveways, access roads, and vegetation.

Stantec will provide a sub-contracted aerial firm (Vertical Mapping Resources, [www.verticalmapping.com](http://www.verticalmapping.com)) the coordinates of said aerial targets and the site will be flown by the sub-contractor by airplane taking photos to be the basis for the site mapping. Said firm will provide Stantec the deliverables described below and Stantec will perform an in-house QA/QC of the deliverables via comparing a minimum of 15 site-wide ground-based measurements of fixed features to the deliverables provided by said sub-contractor. The deliverables described below will have relative site accuracy of approximately +/-0.2' horizontally and vertically (better in open-sky improved locations) prepared to National Map Accuracy Standards:

1. Planimetric base map with a digital terrain model (DTM) with 1' contours
2. Colorized ortho-rectified aerial imagery with +/-0.2' pixel resolution (1 pixel of the photo represents a 0.2' x 0.2' square on the ground)

### B. Ground Based Topographic Mapping:

Stantec has included up to 5 days of supplemental ground based topographic mapping of the proposed sewer pipeline alignments and/or package treatment plant location. Topographic surveying and mapping will locate pavement, curbs, driveways, walks, median and parkway planters, and visible surface utilities (accessible storm drain manholes will be opened and the invert elevation, pipe size and pipe material will be noted), together with topographic features such as crowns, flow lines, grade breaks, etc. from back of walk to back of walk. Pavement and surface materials will also be identified, including speed bumps. Trees larger than 6" in diameter (measured at chest height) will be located and shown on the map along with detail information such as walls, signs, surface material limits, mailboxes and USA markings, if available.

**Note:** In areas where the topography poses a safety risk, we will interpret elevations based on available ground measurements.

- Create an AutoCAD drawing for the project base map, including surveyor's notes and legend. The scale of the base map will be 1" = 20' with a 1-foot contour interval.
- Mapping will be based horizontally on the California Coordinate System of 1983 (CCS83), NAD83(2011), epoch 2017.50, and vertically on the North American Vertical Datum of 1988 (NAVD88) via geodetic ties to continually operating GNSS stations constraining to coordinates at said stations as

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**Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2**

published by the California Spatial Reference Center (CSRC). National Geodetic Survey's (NGS) "Geoid12B" or "Geoid18" geoid model will be interpolated and applied to computed ellipsoid heights for all project data to derive orthometric project heights.

- Locate upstream and downstream gravity utility lines beyond the topographical mapping boundary (storm drain) inlets/outlets and invert elevations of all crossing gravity utilities. Approximate size of pipe entering/exiting manhole will be noted.
- Establish semi-permanent survey control points (magnetic nails in pavement or scribed "+" in concrete) along alignment for use by contractor during construction.
- Create an AutoCAD drawing for the project base map, including a title sheet with surveyor's notes, vicinity map, and legend. The scale of the base map is proposed to be 1" = 20' with a 1-foot contour interval.
- For this survey, the right-of-way mapping to be included with the topographic mapping will be based on the County Assessor's GIS parcel lines. During the design phase, it may be determined that the accuracy of the GIS parcel lines will not be suitable for all areas. For those areas where a greater accuracy is needed, additional research of public records would need to be conducted to determine the complexity of establishing the right of way. *Based on the complexity and length of area needed, a corresponding fee adjustment would be required.*

## 2.3 Data Review, Utility Research, and Base Mapping

### A. Data Review, Utility Research, and Base Mapping

a. Stantec will work with the District to obtain available existing records including but not limited to utility record maps. Stantec will provide the following scope for this task:

- Review the as-built drawings as well as any relevant previous reports for the project
- Review County Roads basemaps and incorporate into basemap where necessary
- The District will provide ID-1's water utility records for review and Stantec will incorporate into the basemap where necessary
- Conduct one site reconnaissance to capture any project constraints, above grade surface features, and creek alignment that may affect the design
- Perform a record search utilizing USA Dig Alert and available record drawings. Using the USA Dig Alert database and our contacts with the various agencies, we will request available as-built data, and request information on existing facilities and available future planned projects in the area that may potentially impact the proposed construction schedule
- We will plot the information received from the District and utility providers to prepare the utility base map. All information received from utility providers will be submitted to the City for record keeping

## 2.4 Engineering Design Conceptual Design

Stantec will work with the District to prepare a concept design for proposed commercial area (Phase I) package treatment plant and collection system. The tasks included in this scope are as follows:

### A. Wastewater Treatment Plant



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**Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2**

- a. Wastewater Treatment Plant Site Layout: Stantec will work with the District and package treatment plant manufacturer to prepare a site layout for the “expandable” Phase 1 package plant layout at the proposed location to be provided by the District. Stantec assumes site layout for future phases are not included in this scope of work. Stantec assumes there are two site locations that will be evaluated for preliminary site layout.
  - i. Stantec assumes no additional buildings will be provided onsite.
  - ii. Stantec anticipates final site location will require architectural design for County approval process and will be part of the final design scope of work but is excluded from this scope of work.
- b. Wastewater Treatment Plant Concept Design Phase I: Stantec will work with the District and package treatment plant manufacturer for the concept design. Stantec assumes the package treatment plant manufacturer will provide the concept design criteria. This task includes:
  - i. Stantec will coordinate with the District, package treatment plant manufacturer, and GSI for preliminary sizing of influent and/or effluent metering tanks, as necessary.
  - ii. Stantec will work with District to evaluate sludge/slurry hauling receivers, costs, and feasibility. Stantec understands the District does not plan on having solids handling onsite and plans to haul offsite.
  - iii. Stantec will prepare a civil site plan and will evaluate other utility coordination such as electrical, potable water, and connection to the collection system. Stantec will review access requirements for operations including sludge hauling and chemical delivery. Final design will be part of a future scope of work. A site civil plan will be included in the 60 percent preliminary design plan set.
- c. Stantec will coordinate with UPC for their efforts on discharge permit. Stantec assumes UPC will take the lead on obtaining the discharge permit and will provide support documents for the permit process. Stantec assumes specification information will be provided by the package treatment plant manufacturer for all treatment components.

**B. Phase I Collection System**

- a. Stantec will work with the District to evaluate and prepare a collection system phase concept layout for feasibility purposes. Stantec anticipates the following activities as part of this task:
  - i. Prepare a collection system sewer model in Bentley Sewer Gems for Phase I. Stantec will review the overall collection system hydraulics for sizing considerations.
  - ii. Prepare a lateral compatibility study
  - iii. Set preliminary depth of sewer mains
  - iv. Evaluate where lift stations are to be located and available options for District. Locations will be shown on exhibits and plans. Lift station design will be part of the final design scope of work and is not part of this scope of work.

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**Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2**

- v. Prepare 60 percent preliminary sewer main plans in AutoCAD format (Plan sheets will include title sheet, notes, and approximately six (6) sheets of plan view only, no details or profile sheets are anticipated)
- vi. Stantec will provide recommendations for collection system sizing, layout, and materials.

**C. Preliminary Opinion of Probable Costs**

- a. A Class IV Opinion of Probable Construction Cost (OPCC) will be developed and submitted with the draft report for review. The District will provide a consolidated set of review comments. A final report will be prepared after incorporating District's review comments. The report will include 30% level drawings. The OPCC at a minimum will include costs for:
  - i. Final design, construction, and project construction management
  - ii. Lateral and connection requirements and estimates

**D. Preliminary Design Technical Memorandum**

- a. Stantec will prepare a Preliminary Design Technical Memorandum to document findings in this phase of work. The TM will include the following sections:
  - i. Plant influent characteristics and effluent limits
  - ii. Plant site layout considerations (two proposed site locations)
  - iii. Sludge hauling considerations
  - iv. Collection system layout recommendations
  - v. List of proposed technical specifications

## **Deliverables:**

- A. Project reports and invoices (PDF to City PM)
- B. Colorized ortho-rectified aerial imagery (electronic submittal)
- C. Cad topography and basemap file (electronic submittal)
- D. Preliminary Design Technical Memorandum (Draft and Final)
- E. Preliminary collection system plans (assumes 60 percent design/layout for the Phase I Commercial Zone only) – Full sized plans 24"x36" (PDF submittal – Draft and Final)
- F. Preliminary opinion of probable costs

## **Assumptions:**

- A. Final design will be provided under a separate scope of work
- B. Stantec assumes no additional buildings will be provided onsite at the package treatment plant location
- C. Sizing of bulk storage of chemical will be provided by the package treatment plant manufacturer
- D. Stantec understands the package treatment plant manufacturer will contract with the District as plant operator in the future

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## District will provide:

- A. ID1 water utility maps
- B. Review of deliverables. Stantec assumes deliverables are reviewed within 4 weeks of submittal.

## SERVICES NOT INCLUDED

The following services and all other services not specifically listed herein are excluded:

1. Governmental and public agency Map checking fees.
2. Preparing and filing Corner Records or maps of any kind.
3. Setting boundary or right-of-way monuments.
4. Sub-surface utility detection or potholing services.
5. Title Company reports, services and fees.
6. Future phases beyond Phase I.
7. Odor control design.
8. Final Engineering services will be provided under a separate scope of work.
9. Geotechnical services.
10. Environmental services including but not limited to biological studies, noise, archeological, etc.
11. Permit preparation and/or processing.
12. Traffic control plans.
13. Permit fees.
14. Services not listed herein.

## Proposed Fee

Based on our understanding of your requirements and our experience with similar projects, we estimate that the fee required for our services will be approximately as follows:

**Task Order No. 2 .....\$158,216**

Our charges will not exceed the above fee estimate without your prior authorization. Stantec reserves the right to reallocate budget between the tasks if necessary, provided the overall total is not exceeded.

We have estimated the cost of our services based on our understanding at this time of the scope and complexity of the work. During the performance of our services, the need for additional or expanded services may be determined. We will make every reasonable effort to keep you informed of our progress and costs incurred.

As we are all aware, we are all working in unprecedented times as a result of the COVID-19 pandemic. The situation is a very fluid one. Our proposal is based on what we understand as of today, but may change as conditions change. We would be pleased to have a further discussion with you to share our

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**Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2**

respective plans and efforts to help manage and mitigate the impact of this evolving situation on your proposed project.

## Authorization to Proceed

Should you require additional information or wish to discuss this work authorization further, please give me a call at (805) 285-9093. If this work authorization is satisfactory, please provide us written authorization to proceed by issuing an executed task order. This work shall conform to the terms and conditions of the Professional Services Agreement executed on August 20, 2020. The following is a summary of the current task orders assigned from the Agreement.

LOCS D Septic to Sewer Project Task Order Summary			
Task Order	Description	Authorization Date	Estimated Fee
No. 1	Loading Study	9/9/2020	\$ 20,000
No. 2	Conceptual Design		\$ 158,216
		<b>Total</b>	<b>\$ 178,216</b>

Regards,

**Stantec Consulting Services Inc.**



**Autumn Glaeser**, PE  
Project Manager  
805-285-9093  
Autumn.Glaeser@Stantec.com



**Venu Kolli**, PE  
Principal-In-Charge  
626-568-6073  
Venu.Kolli@Stantec.com

Attachment: n/a

c. Proposed Fee



# FEE ESTIMATE - Los Olivos CSD Septic to Sewer Task 02 Preliminary Design

Name	Kolli, Venu	Dunn, Jeff	Glaeser, Autumn	Yu, Ruoren	Devries, Andrew	Zukowski, Jonny	Soldo, Stephanie	Eisengart, Daniel	Gower, Hayden	Loucks, James	Gower, Hayden	Kariger, Nick	Project Summary					
	Project Billing Rate	Total Units (T&M)	Fee (T&M)	Fixed Fee	Time & Material	Total	Labour	Expense	Subs	Total								
	\$251	\$243	\$217	\$201	\$192	\$192	\$170	\$228	\$192	\$243	\$143	\$143	\$1.10	\$1.10	\$0.00	\$0.00	\$0.00	\$0.00
	8	20	100	34	76	84	152	24	72	16	72	72	500	20000	\$135,666.00	\$550.00	\$22,000.00	\$158,216.00
	\$2,008	\$4,860	\$21,700	\$6,834	\$14,592	\$16,128	\$25,840	\$5,472	\$13,824	\$3,888	\$10,260	\$10,260	\$550	\$22,000	\$135,666.00	\$550.00	\$22,000.00	\$158,216.00

Task Name	Units	Hours	Labour	Expense	Subs	Total						
<b>1 Project Management, Meetings, and Communication</b>		<b>78</b>	<b>\$15,878.00</b>	<b>\$550.00</b>	<b>\$0.00</b>	<b>\$16,428.00</b>						
1.1 Project Management, Meetings, and Communication	4	40	2	8	8	16	500	78	\$15,878.00	\$550.00	\$0.00	\$16,428.00
<b>2 Topographical Survey</b>		<b>248</b>	<b>\$41,552.00</b>	<b>\$0.00</b>	<b>\$22,000.00</b>	<b>\$63,552.00</b>						
2.1 Aerial Topographical Mapping	4	4	8	24	24	24	20000	84	\$14,140.00	\$0.00	\$22,000.00	\$36,140.00
2.2 Ground Based Topographical Mapping	4	16	48	48	48			164	\$27,412.00	\$0.00	\$0.00	\$27,412.00
<b>3 Data Review, Utility Research, and Base Mapping</b>		<b>76</b>	<b>\$14,116.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,116.00</b>						
3.1 Data Review, Utility Research, and Base Mapping	4	8	4	20	40			76	\$14,116.00	\$0.00	\$0.00	\$14,116.00
<b>4 Engineering Design Conceptual Design</b>		<b>328</b>	<b>\$64,120.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$64,120.00</b>						
4.1 Wastewater Treatment Plant	4	8	24	48				84	\$16,780.00	\$0.00	\$0.00	\$16,780.00
4.2 Preliminary Design Technical Memorandum		8	8	16	8	16		56	\$10,672.00	\$0.00	\$0.00	\$10,672.00
4.3 Collection System	16	24	40	80				160	\$30,376.00	\$0.00	\$0.00	\$30,376.00
4.4 Preliminary OPCC		4	8			16		28	\$6,292.00	\$0.00	\$0.00	\$6,292.00

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



June 30, 2021

Ms. Autumn Glaeser PE  
Project Manager  
Stantec Consulting Services Inc.  
111 E Victoria Street  
Santa Barbara CA 93101.

via email: Autumn.Glaeser@Stantec.com

Re District Comments in Response to Submitted Proposal, Task Order No. 2- vo1, Los Olivos Community Service District

Dear Ms. Glaeser:

On behalf of the Los Olivos Community Service District, I would like to thank you for your firm's submittal of the proposal for Task Order No.2 for Design Services. As the newest member of the CSD team I look forward to working with you on this very critical project.

I have shared your proposal with members of the Technical Committee, members of the Board and Mr. Doug Pike, District Engineer. The purpose of this letter is to provide you with the comments in the hopes that we will receive a timely response before the Board meeting of July 14<sup>th</sup>. As you will note a number of comments are outlined in this letter but the priority comments specifically relate to timing, phasing and costs.

**Timing / Scheduling-** In order to provide project financing the District is committed to completing a Property Owner Assessment process in June of 2022 . This is a very important goal, and the District Board will need to call for the Assessment Engineers report in February 2022. Consequently, your firm will need to provide sufficient design and cost estimates for the entire project sufficient to enable the Assessment Engineer to complete the Engineers report for submittal to the Board in March of 2022. Please submit a schedule that conforms to these dates.

**Phasing-** It is my understanding based on discussions with the Technical Committee and the District Engineer we want to sufficient preliminary design to assure reasonably accurate estimates for all 4 phases:

1. Commercial Zone
2. Small lots generally to the south of the Commercial Zone
3. Other subdivision concentrations including the School
4. Everyone else

It is also my understanding the 60% design completion will mean that much of the design work for Phase I will be completed. I am also understanding that design work for the 3 remaining phases should be sufficient to enable the entire project to move forward in the event adequate funding is available. In approaching this approach, please complete the following:

Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 946-0431  
[losolivoscscd@gmail.com](mailto:losolivoscscd@gmail.com), [www.losolivoscscd.com](http://www.losolivoscscd.com)

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



- Model the entire system district wide (trunk Mains).
- Horizontal layouts: Estimate sizing and show general prelim. alignment of trunk mains;
- Vertical Layouts: Provide preliminary profiles for Phase 1, and node-point (model) estimated elevations of trunk main ends of segments in the remaining phases. ID potential crossings/conflicts.
- Perform layouts to two alternative WWTP sites; One we refer to as Site 17 (See attached map), and the other will be identified by Authorization to proceed date.
- Include preliminary WWTP layout configuration (package plant), to support all phases, for two alternate WWTP locations. Use estimated component/train sizing as provided by a qualified vendor; Allow space for barn structure to hide majority of components.
- Identify probable lift station locations for all lift stations;
- Provide Topographical Mapping for trunk-main design and ground surface elevation adjacent (from aerial) to structures for future lateral planning/layout for the entire project areas;

**Estimate of Costs-** As noted the Preliminary Cost estimate will need to be sufficient for each phase so as to provide reliability for the assessment process. To the degree that you can under this scope of work the estimate you provide should include all project costs including construction management and right of way costs.

In addition to the priority comments outlined above you will need to provide all utility information and base mapping, and the location of lift stations given the two-site approach. The District will provide you with all information we have been able to obtain in this regard from County Roads and ID1 District of the SYRWCD, with Stantec completing any remaining research. Please modify the reference "City" to "District" in several locations within the report. Please Provide an organizational chart depicting those who will be assigned to the work. Also, there is a need to modify the existing Service Agreement between Stantec and the District. Currently the Services is set to expire at the end of June 2021 I would suggest extending for an eighteen-month period of time. Finally in terms of the "Not to Exceed" cost noted in the report the district has a total Budget of \$175,000. This amount includes the \$20,000 spent on the Loading Study. We would appreciate your remaining within this total budget amount.

Should you have any questions of me and or the District Engineer we would be happy to schedule a conference call or Zoom meeting.

Sincerely,

*Robert Perrault*

Bob Perrault  
District General Manager

Copies: Board of Directors  
District Engineer

Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 946-0431  
[losolivoscscd@gmail.com](mailto:losolivoscscd@gmail.com), [www.losolivoscscd.com](http://www.losolivoscscd.com)

**AGENDA ITEM 8 C ATTACHMENTS**



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



## **Memo**

**Memo to:** President Palmer and Board Members

**From:** Bob Perrault, General Manager

**Subject:** Urban Planning Concepts Siting Study Review

**Date:** July, 14, 2021

During the last Board meeting the Siting Study for the location of the wastewater plant completed by Urban Planning Concepts was transmitted to the Board (please see the accompanying report). The Study identified a total of 18 sites located both inside and immediately adjacent to the District. With the prospect of assigning the work for the design of the project it is prudent for the Board to reduce the number of sites remaining under consideration to four or less. This will assist the District's consultants in efficiently pursuing their work tasks and also provide direction to initiate the site acquisition process

In approaching this task staff would suggest the Board utilize the criteria out lined in the report. The report contains a list of 15 criteria. Some of the most notable criteria is identified as follows:

1. Lot only, (No Structure)
2. Is the location excess Right of Way
3. Size.75- 1.5 acre
4. Elevation
5. Proximity to Alamo Pintado Creek
6. Expensive Environmental or construction challenges
7. Easy or public access
8. Proximity to Residential.

The report exhibit actually separates the 18 potential sites into "Preferred" and Secondary' sites based on the criteria. The Board could eliminate the secondary sites from further consideration at this time. This would reduce the number of the remaining Preferred sites to 8. Staff and Board members have had contact with some of the owners of the remaining properties to discuss their interest in participating in the siting process. The following is a brief summary of those discussions:

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



Santa Barbara County is the owner of Property #1. The District has had active and positive discussions with the County for some time. The owners of Parcel # 9 indicate they are unable to participate further. This is Church property and the use of the land is restricted by covenant. The District has had discussions with owners of Parcel's #14 and #15 who indicate they are interested in pursuing discussions with the District as well the owners of Parcel #17 also known as the Little Creek property.

The Board has the following alternatives available to it:

- (1) The Board could proceed with reducing the number of potential sites using the information presented; or
- (2) The Board could direct the task to the Project Committee with a report to be returned at the next Board meeting in August.

June 6, 2021

Los Olivos Community Services District  
PO BOX 345  
LOS OLIVOS CA 93441

**SUBJECT: Desktop Study – Proposed Wastewater Treatment Plant (WWTP) Siting Study**

UPC, in accordance with our authorized task scope of work, has prepared a Desktop Study – Proposed WWTP Siting Study to consider and rank potential parcels for siting the proposed WWTP.

Background:

Although the District has already spent considerable time considering siting options in an on-going effort to not overlook best opportunities, with a number of optional sites having been identified, this additional effort was commissioned to assure suitable optional sites were not overlooked.

Scope of Work:

Prepare two exhibits:

1. Possible sites within the district Boundary.
2. Possible sites within a one-mile distance of the District.
3. Size criteria: approximately ½ acre with minimum dimensions 150' x 100' wide.

For ranking purposes, most feasible sites could be identified as:

1. Possible road right-of-way that appears to be unused.
2. Vacant lots.
3. Open/Farmland where a portion could be subdivided and purchased.

Keeping Phase 1 of The Project Description in mind, consider:

1. Number of lift stations that may be needed/site.
2. Special challenges for each site.
3. Opportunities for effluent percolation facilities nearby (Injection well, access to creek, potential for underground chambers or surface ponds).
4. Site Advantages: Cost, convenience, physical advantages, etc.

Methodology:

The desktop study was accomplished with the following fundamental steps:

1. Identify all parcels within a 1-mile radius.
2. Prepare a weighted numerical criterion to rank the feasibility and desirability of the lots.
3. Identify the top dozen or so site.
4. Prepare a map exhibit identifying these lots.

Criteria and Weighted Numerical Ranking:

The following Criteria were listed for ranking of Each lot considered:

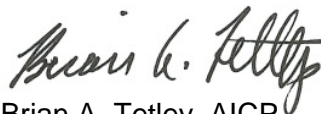
1. Lot Only? (No developed structures on area of site proposed for a WWTP. Cost Consideration)

2. Is this Location "Excess ROW" (Cost and ease of procurement consideration)
3. Size? (.75-1.5 Acre is optimum)
4. Open/farmland where a portion could be subdivided and purchased adj. to ?
5. Elevation Less than Commercial Zone (Phase 1)? (Lift Station and associated cost implication)
6. Elevation Less than Small Lots (Phase 2)? (Lift Station and associated cost implication)
7. Distance from Commercial Zone? (Cost of Collection system phase 1)
8. Proximity to Alamo Pintado Creek? (Goal to have Creek outfall as secondary effluent disposal strategy)
9. Potential for percolation High? (from Geotech) Turns out this cannot be fully evaluated now, yet we also know that the range of location for our considered parcel would have similar chance of success.
10. Unique & Expensive Environ. Challenges? (Cost implications.)
11. Require Bridge Crossing for Pipeline? (Cost Implications.)
12. Easy Access/ Public Access?
13. Proximity to Residential?
14. Challenging Site Physical Constraints? (Cost implications)
15. Is this being offered for District use?

The results have undergone considerable review and revision by The District IGM, the ad hoc committee and individual Board Directors. The attached Scoring Matrix and Map summarizes the results of this "desktop study" effort.

Please let us know if we can make adjustments or corrections in order for the final product to be most useful.

Regards,

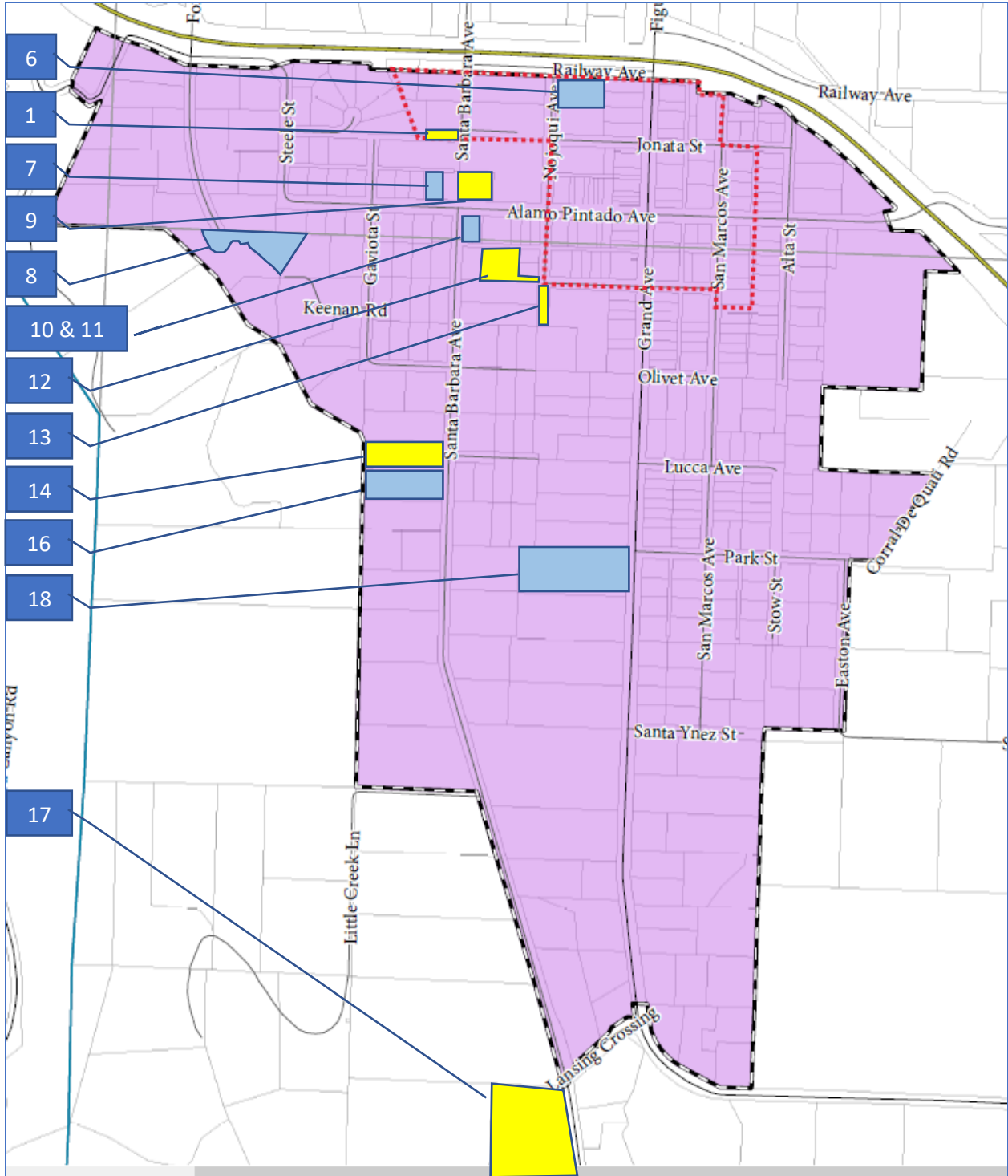


Brian A. Tetley, AICP  
Senior Planner  
2624 Airpark Drive  
Santa Maria, CA 93455  
(805) 934-5760

# WWTP SITING STUDY

## PREFERRED SITES

- Preferred Sites
- Secondary Sites



Note: Sites North of HWY 154 Eliminated from list of secondary sites and not shown

Los Olivos CSD Siting Study Matrix

6/4/2021

						Lot Only?	Excess ROW?	Size?	Open/farm Land where a portion could be subdivided and purchased adj. to ?	Elevation Less than Commercial Zone (Phase 1)?	Elevation Less than Small Lots (Phase 2)?	Distance from Commercial Zone?	Proximity to Alamo Pintado Creek?	Unique & Expensive Environ. Challenges	Require Bridge Crossing for Pipeline?	Easy Access/Public Access?	Proximity to Residential?	Challenging Site Physical Constraints	Offered for District Purchase by Owner?		Notes
APN	Address	Parcel Size	Zoning	Owner Info	Description	Y (5)-N (1)	Y (10)-N (0)	<.4Acre (0), .475Acre (5), .75-1.5 Acre (2), >1.5 Acre (1)	Y (5)-N (0)	Y(10)-N(1)	Y(10)-N(1)	Within CZ(10), <.5 Mi(5), >.5Mi (1)	Adj.(10), <1000ft.(5), >1000ft(1)	Y (0)-N (5)	Y (0)-N (5)	Y (5)-N (0)	<100ft (1), 100-1000ft(3),>1000ft(5)	Yes (0), No (5)	Y (10)-N (0)	POINT TOTALS	
1	County Road ROW	0.37	20-R-1	County of Santa Barbara	Excess County Jonata Road ROW access from Jonata St @ Nojoqui Ave. .37 Acres. .13 useable Possible purchase of adjacent land?	5	10	0	0	10	10	10	10	5	5	5	1	5	0	76	
2	135030054	4.4	AG-I-10	MONIOT FAMILY TRU (5/28/04)	North of Hwy 154 (Calkins Rd.at North St.) 4.4 Acres	5	0	1	5	1	1	5	5	5	5	5	1	5	0	44	
3	135071006	0.46	RR-5	CHAMBERLIN LOS OLIVOS LLC	North of Hwy 154 (Calkins Rd.at North St.) 0.46 Acres	5	0	5	5	1	1	5	5	5	5	5	1	5	0	48	
4	135030042	8.19	AG-I-5	CHAMBERLIN LOS OLIVOS LLC	North of Hwy 154 (Figueroa Mountain Rd.at North St.) 8.19 Acres	5	0	1	5	1	1	5	1	0	5	5	1	5	0	35	
5	CALTRANS ROW	0.50	ROW	CALTRANS	North of Hwy 154 (Figueroa Mountain Rd.at HWY 154.) 0.5 Acres	5	0	5	5	1	1	5	1	5	0	5	1	5	0	39	
6	135074019	0.85	C-2	STAGE STOP PLAZA	In Commercial Zone (Nojoqui Ave at Railway Ave.) .85 Acres	5	0	2	0	10	10	5	5	0	0	5	1	5	0	48	
7	135082020	0.32	15-R-1	BEREAN BAPTI CHURCH OF LOS OLIVOS	In Commercial Zone (Alimo Pintdo St) .32 Acres	5	0	0	0	10	10	5	5	0	0	5	1	5	0	46	
8	135340012	2213 Keenan	1-E-1	RAISCH ROBERT; GRANGER JENIENE	Vacant Lot Accessible from Keenan Drive	5	0	2	0	10	10	5	1	0	0	5	1	5	0	44	
9	135082022	0.62	15-R-1	BEREAN BAPTI CHURCH OF LOS OLIVOS	In Commercial Zone (Alimo Pintdo St) .62 Acres	5	0	5	0	10	10	5	10	0	5	5	1	5	0	61	
10	135086001	2320 Alamo Pintado	15-R-1	SANTA YNEZ RIVER & WATER CONS DI	ID 1 Parcel (Alamo Pintado Ave. at Santa Barbara Ave.) .16 Acres	1	0	0	0	10	10	5	10	5	0	5	1	5	0	52	
11	135086002	0.16	15-R-1	SANTA YNEZ RIVER & WATER CONS DI	ID 1 Parcel (Alamo Pintado Ave. at Santa Barbara Ave.) .16 Acres	1	0	0	0	10	10	5	10	5	0	5	1	5	0	52	
12	135086009	0.87	7-R-1	CRUTCHER, DANIEL L; CRUTCHER, JULIE B	Vacant Lot W/ access from Hollister St or alley @ Nojoqui .87 A (.4 Usable)	5	0	5	0	10	10	5	10	5	0	5	1	5	0	56	
13	135122031	County Road ROW	20-R-1	County of Santa Barbara	Excess County Road ROW access from Hollister St @ Nojoqui Ave. .28 Acres. .12 useable Possible purchse of adjacent land?	5	10	0	0	10	10	5	10	0	5	5	1	0	10	71	Acquisition in process
14	135110023	1.47	1-E-1	GOTT CHARLES R & PATRICIA A (TRUSTEES); GOTT CHARLES & PATRICIA TRUST	Subdividable Vacant Lot On Santa Barbara Ave. 1.47 Acres	5	0	2	5	10	10	5	5	5	0	5	1	5	0	58	
15	135110024	1.48	1-E-1	GOTT CHARLES R & PATRICIA A (TRUSTEES); GOTT CHARLES & PATRICIA TRUST	Subdividable Lot On Santa Barbara Ave. 1.48 Acres.	1	0	2	5	10	10	5	5	5	5	5	1	5	0	59	
16	135110025	1.47	1-E-1	GOTT CHARLES R & PATRICIA A (TRUSTEES); GOTT CHARLES & PATRICIA TRUST	Subdividable Vacant Lot On Santa Barbara Ave. 1.47 Acres	5	0	2	5	10	10	5	5	0	5	0	1	0	0	48	
17	135230028	10.01		HERTHEL	Vacant Land Offered by the Herthels	5	0	2	5	10	10	1	5	0	0	1	3	5	10	57	Offered by owner, least impact to residential. Located outside District
18	135-180-040	Grand Ave at Park			Open Field On Grand at Park	5	0	1	5	10	10	1	10	5	5	5	3	5	0	65	Has an Attached Subdivision Map

**BUSINESS ITEM 8D ATTACHMENT**

Proposal to the **Los Olivos Community Services District**  
for

## **Permit Processing**

necessary for the

**Los Olivos Wastewater Treatment System**  
**County of Santa Barbara, California**

June 4, 2021





## **1.0 INTRODUCTION**

This proposal outlines the professional services to be provided by Urban Planning Concepts for the permitting of the Los Olivos Community Services District wastewater treatment system.

The project involves obtaining the proper permits to construct up to two wastewater treatment plant sites and the associated wastewater collection system within the township of Los Olivos. One identified system site off Alamo Pintado Road is just outside the Los Olivos CSD sphere of influence.

Due to the nature of the project, there are several issues that are anticipated that may require the involvement of various state and federal agencies in addition to the county permitting process. Natural resource issue areas are anticipated to be centered on biological and riparian and groundwater resources. Other anticipated issues include neighborhood compatibility, noise, odor, etc.

This proposal will offer our best estimate of the probable timing and costs associated with overseeing the permitting of the project as permitting manager, including coordinating the necessary materials for application submittal, representation of the project to the various agencies responsible for review, coordination, review, and assessment of required environmental documents necessary for the anticipated impacts of this project, negotiations for consultations and mitigation measure imposition, and eventual presentation of the project to the decision maker(s).

UPC has the experience to address the planning and environmental issues associated with the complex process of multi-agency permitting. UPC is also well versed in environmental assessment and regulations pursuant to CEQA and NEPA and has the capability to successfully process the necessary approvals as the permitting manager.

## **2.0 SCOPE OF WORK**

### **2.1 GENERAL PROJECT TASKS**

Project tasks anticipated but not limited to:

- Assess the site(s) to identify any potential issues that may complicate the permit process and work to mitigate issues, if possible, through design of the elements of the development.
- Work with client to develop goals, preliminary design, milestones, and timelines.
- Oversee all reports, plans, etc. that are to be prepared for submittal to gov't agencies.
- Work with consultant team to ensure all exhibit materials and studies meet all requirements.
- Develop the official project description for County P&D to do its assessment.
- Coordinate, prepare, and submit all application materials.
- Represent the project in meetings with all applicable governmental agencies to develop their conditions of approval and mitigation measures.
- Provide lead contact services and work directly with all County departments; Planning and Development, Building and Safety, Flood Control, Project Clean Water, Roads Division, Environmental Health Services, Air Pollution Control District, etc.
- Consult with applicable State and Federal agencies that have jurisdiction. Agencies that may need to be consulted include USFWS, CalTrans, and the Regional Water Quality Control Board.

- Preparing official responses to departmental agencies, rendering rebuttals if necessary, and negotiating any application completeness items through coordinating team resubmittal items.
- Develop application for, and represent the project to, all Central County Board of Architectural Review Hearings.
- Facilitate permitting of water/wastewater system permits through Environmental Health Services.
- Coordinate and arrange for required utility review and clearances.
- Assist County staff in preparation of environmental documents: verify assessment protocols and findings.
- Oversee environment review public comment period. Represent project at public environmental hearing.
- Review final environmental document and develop official comments and recommend edits.
- Respond to, and minimize, any opposition to the project, whether public or private.
- Meet with applicable political leaders and commissioners to garner support for the project.
- Prepare the necessary presentations and represent the project to the decision makers in a formal public hearing setting.
- Develop cost estimates for plan check, permit issuance, bonding, and impact fees.
- Coordinate and submit plans for pre-approval plan checking of the PIPs and Grading Plans.

## 2.2 *PERMIT PROCESSES*

At this time, the development proposed for the wastewater treatment system would be under the jurisdiction of the County of Santa Barbara serving as lead agency for review and approval of the discretionary permits and associated environmental review of the project. Various state and federal agencies may also have authority over the project.

Conditional Use Permit - Pursuant to §35.21.030 of the Santa Barbara County Land Use Development Code (LUDC), an approved Conditional Use Permit is required for a wastewater treatment facility. However, UPC would approach County P&D and a request for Santa Barbara County waive their 'lead agency' status under the California Environmental Quality Act and allow the wastewater system permitting to be managed under the auspices of the Los Olivos Community Services District, as a quasi-governmental agency. If that occurs, the permitting timeline and associated costs would be reduced. However, this proposal is based on Santa Barbara County electing to retain discretionary permitting authority. UPC recommends annexing the Alamo Pintado treatment site to the CSD service area through the LAFCO process on a separate track. Having all components of the wastewater treatment system within district boundaries would streamline future permitting processes.

An Application for a Conditional Use Permit with follow-up Zoning Clearance and Grading Permit will be submitted. The County is required to respond to the permit application within 30 days. During this 30-day period, UPC will meet with departmental representatives to answer any questions and assist in generating departmental condition letters. The County will then provide a formal written response to the application. It is common for County planners to request additional information at this time. UPC plans and coordinates a response to the County to quickly allow for application completeness so that environmental review can begin.

Comprehensive Plan Consistency Determination – State Government Code §65402 requires that development projects proposed by quasi-governmental agencies be consistent with the General Plan of the local jurisdiction. In Santa Barbara County, these consistency determinations are made during a public hearing before the County Planning Commission. If related discretionary permits are

required for the project(s), this consistency determination is handled at the same time. If discretionary permit authority is waived by the County, the general plan consistency determination is handled independently with its own public hearing.

### 2.3 *Environmental Review*

The California Environmental Quality Act (CEQA) requires environmental review of all development projects. There is a strong potential that the County will recommend preparation of an Environmental Impact Report (EIR). The preparation of an EIR does provide a level of “insurance” for your project. Anyone who might challenge the findings of an EIR, must present substantial evidence that the assessment is faulty in a court of law in order to overturn a project’s environmental findings. The bar for challenging a lower tier Mitigated Negative Declaration (MND) is quite low as a plaintiff need only present a “Fair Argument” to overturn an MND and require an EIR to be developed.

The EIR assesses impacts and if those impacts are considered significant. The County will prepare a “scoping document” with a possible hearing to identify potential impact areas that may need to be assessed. Environmental effects that may be addressed in the document include:

- Air Quality – Analysis to determine if there would be air quality impacts during project implementation.
- Biological Resources – Review and assessment of the existing biological studies performed for the site and analysis of potential downstream impacts to aquatic habitat. Review of potential impacts pursuant to federal and state endangered species legislation.
- Cultural Resources - Review of the Phase I Archaeological Survey to disclose if any cultural resources are present.
- Geology and Soils – Description of soil types and disclosure if unstable areas are impacted.
- Hazardous Materials – Disclosure and analysis of any existing site history utilization of and/or contamination with hazardous materials and proposed use of hazardous materials.
- Hydrology and Water Quality – Review of hydrologic modeling, design, and adequacy of NPDES measures during grading activities. Potential Impacts to the Cuyama River, downstream sedimentation and geomorphic changes to downstream conveyance for flow volumes.
- Public Facilities – Review of impact(s) from or to the provision of public facilities.
- Water Use – Review of any impacts due to the direct or indirect use of groundwater from the local basin.

If the County decides to require an EIR, the County will solicit bids from local environmental firms to prepare the document along with any subconsultants. The applicant will be required to fund the environmental document preparation in full prior to authorization to commence the analysis. Depending on the areas of analysis, it is not unusual for an EIR to cost approximately over \$200,000 to prepare. UPC will work with the county to focus the scope of the EIR to provide substantial cost savings to the client. UPC will also closely coordinate with the County to ensure the document meets the requirements for an environmental document meeting the requirements of CEQA and NEPA.

Upon completion of the Administrative Draft EIR Study, the following steps will be necessary:

- *Document Notification* – Required to distribute to property owners within 1,000 feet of the property. Documents will also be distributed to various state agencies through the State Clearinghouse and to federal responsible agencies.
- 45 day public comment period.
- *Environmental Hearing* – Provided for citizens to comment on the Initial Study (held during public comment period).
- Response to Comments that are provided.
- Final EIR preparation.

UPC thoroughly reviews the EIR during both the administrative draft and final document phases negotiating with staff to minimize costly mitigations and unnecessary analysis. UPC has a solid track record of amending and/or removing substantial mitigation which results in prohibitive costs and time delays. UPC would be the CSD’s advocate aggressively negotiating those issues that are costly to the District.

#### 2.4 Public Hearing(s)

When the environmental review document is complete, County P&D then prepares a staff report and a hearing is docketed before the Planning Commission. UPC meets with each Planning Commission member and works to resolve any issues prior to hearing. Lastly, UPC then represents the project at the public hearing.

### 3.0 COST ESTIMATE FOR SERVICES

This following estimate is based on processing the project without substantial controversy. Should additional issues be raised or more analysis is found to be necessary through the public comment process, additional costs could incur. Our services are provided on a time and materials basis as outlined in our Authorization to Proceed Agreement.

This estimate provides for services through the approval process. A separate proposal will be provided, once conditions of approval are known, for services to process the necessary follow up zoning clearance and construction permits after the project is approved.

#### Permitting & Environmental Review: Urban Planning Concepts

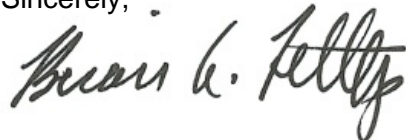
Staff	Item	Hours	Rate	Cost
UPC	Agency Coordination	32	\$155	\$ 4,960.00
UPC	Agency Coordination	48	\$170	\$ 8,160.00
UPC	Discretionary Permit Application	96	\$155	\$ 14,880.00
UPC	Discretionary Permit Application	54	\$170	\$ 9,180.00
UPC	Environmental Review	96	\$155	\$ 14,880.00
UPC	Environmental Review	48	\$170	\$ 8,160.00
UPC	Public Hearing(s)	36	\$155	\$ 5,580.00
UPC	Public Hearing(s)	24	\$170	\$ 4,080.00
			<b>Total</b>	<b>\$ 69,880.00</b>

The base estimate for Rural Planning Services' services for this project is **\$69,880.00**. This estimate does not include County Planning & Development permit application and processing fees.

In the event of an appeal of the County permit approvals by a third party, the matter would be referred by the County to a public Board of Supervisors hearing. This would result in substantial additional time, cost, and a revised contract for our services.

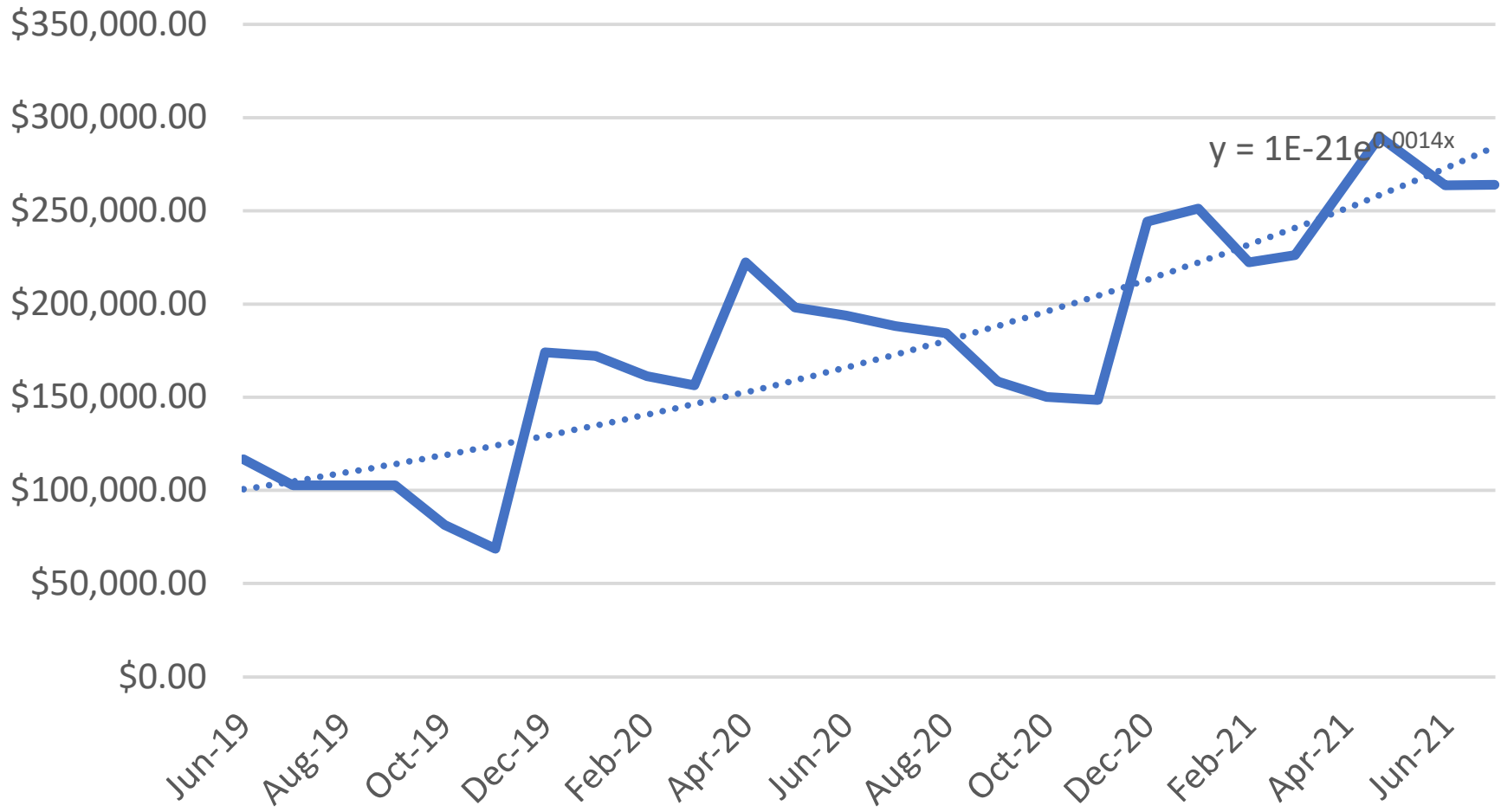
Should you have any questions or need further assistance please do not hesitate to call.

Sincerely,

A handwritten signature in black ink that reads "Brian A. Kelly". The signature is written in a cursive style with a large initial 'B' and 'K'.

**BUSINESS ITEM 8E ATTACHMENTS**

# Los Olivos CSD Cash Balance History



**Consultant Contract Cost Summary**

STATUS DATE

6/30/2021

	Project	Consultant	SCHEDULE		Contract Value	FY 2019-20	FY 2020-21						FY 2020-21	TOTAL	
			START	FINISH		TOTAL FY 2019-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	TOTAL FY 2020-21	CONTRACT TO-DATE	
1	Residential OWTS Requirements & Guidelines	Paul Jenzen	1/31/2020	4/30/2021	\$19,200.00	\$1,960.00	\$1,600.00	\$1,440.00					\$3,040.00	\$5,000.00	
					% Expended										26%
					% Est Wk Comp										99%
	MNS Project Management						\$905.00	\$500.00	\$400.00	\$300.00	\$200.00		\$50.00	\$1,950.00	\$2,855.00
	A&W Contract Review/Support				\$0.00							\$0.00	\$0.00		
3	Preliminary Design Services	Stantec	8/20/2020	2/28/2021	\$20,000.00	\$0.00		\$3,250.50	\$4,944.00				\$16,594.50	\$16,594.50	
					% Expended										83%
					% Est Wk Comp										99%
	MNS Project Management						\$1,105.00	\$200.00	\$100.00	\$100.00			\$100.00	\$2,200.00	\$3,305.00
	A&W Contract Review/Support				\$0.00							\$0.00	\$0.00		
4	Preliminary Hydrogeologic/ Geotechnical Services	GSI	12/8/2020	5/21/2021	\$85,000.00	\$0.00			\$7,142.50	\$3,867.50	\$3,970.00	\$8,696.25	\$23,676.25	\$23,676.25	
					% Expended										28%
					% Est Wk Comp										30%
	MNS Project Management						\$1,000.00	\$200.00	\$100.00	\$762.50	\$50.00	\$200.00	\$200.00	\$3,512.50	\$4,512.50
	A&W Contract Review/Support				\$0.00							\$38.00	\$38.00		
5	Preliminary Environmental Services	TBD	1/13/2020	5/15/2021	\$45,000.00	\$0.00							\$0.00	\$0.00	
	MNS Project Management						\$0.00	\$300.00	\$300.00					\$800.00	\$800.00
	A&W Contract Review/Support						\$0.00							\$0.00	\$0.00
6	County Excess ROW Site	County of SB	7/30/2020	2/28/2021	\$5,000.00	\$0.00			\$4,236.00				\$4,236.00	\$4,236.00	
					% Expended										85%
					% Est Wk Comp										50%
	MNS Project Management/Engrg.						\$5,725.00	\$300.00	\$300.00	\$200.00		\$100.00		\$3,563.75	\$9,288.75
	MNS Survey						\$2,240.00		\$495.00					\$2,730.00	\$2,730.00
	A&W Contract Review/Support				\$0.00							\$0.00	\$0.00		
7	Site ID Study	UPC	2/5/2021	3/15/2021	\$4,800.00	\$0.00				\$2,663.75	\$2,136.25		\$4,800.00	\$4,800.00	
					% Expended										100%
					% Est Wk Comp										100%
	MNS Project Management						\$0.00		\$600.00	\$500.00	\$400.00		\$400.00	\$1,900.00	\$1,900.00
	A&W Contract Review/Support				\$0.00							\$0.00	\$0.00		
8	Assessment Engineer's Report	Water Consulta	12/30/2019	TBD	\$15,280.00	\$9,860.00							\$0.00	\$9,860.00	
					% Expended										65%
					% Est Wk Comp										45%
	MNS Project Management						\$855.00							\$0.00	\$855.00
	A&W Contract Review/Support				\$0.00							\$0.00	\$0.00		
9	Ongoing Grant Support	MNS	2/28/2021	TBD	T&M	\$0.00				\$205.00	\$180.00		\$385.00	\$385.00	
	WRF Grant	MNS					T&M	\$0.00		\$612.50	\$825.00			\$1,437.50	\$1,437.50
								\$0.00						\$0.00	\$0.00
10	MNS General Technical Support	MNS	5/1/2021	TBD	T&M	\$0.00					\$200.00	\$200.00	\$200.00		
						\$0.00									
<b>TOTAL Contract Costs</b>					<b>\$186,440.00</b>	<b>\$14,535.00</b>							<b>\$76,962.26</b>	<b>\$102,220.35</b>	





Draft

# Los Olivos Community Wastewater Program Project Description

## OUR PURPOSE

The Los Olivos Community Services District (District) was formed by voters in 2018 to provide a funding mechanism for the development, building and operation of facilities necessary to collect and treat wastewater in the unincorporated community of Los Olivos.

## PROJECT GOAL

The purpose of the Los Olivos Wastewater Treatment and Reclamation Program (Project Description) is to enact the District's strategy for providing economically viable and effective wastewater treatment and reclamation solutions to the residents and property owners within the District. Any final solution selected will meet public health needs and the regulatory requirements of the Regional Water Quality Board (RWQCB).

The Los Olivos Wastewater Treatment and Reclamation Program is comprised of four components, each being interdependent and implemented concurrently:

1. Incorporate interim updated Onsite Wastewater Treatment System (OWTS) Requirements into the County Local Area Management Plan (LAMP)
2. Obtain Financial Assistance for Program Development, Construction and Operation to reduce project costs to the maximum extent possible.
3. Implement an ongoing Local Groundwater Monitoring Program; and
4. Design, Permit and Build a District-wide Collection and Treatment System

### 1. INCORPORATE INTERIM OWTS REQUIREMENTS INTO THE COUNTY LOCAL AREA MANAGEMENT PLAN

Onsite Wastewater Treatment Systems (OWTS) in Los Olivos are governed by the Santa Barbara County Public Health Department's (County EHS) Local Area Management Plan (LAMP).

Los Olivos property owners are seeking clear, consistent County EHS direction regarding OTWS issues including dwelling expansion, system failure, the need for installation of an advanced treatment system, existing system maintenance and other issues and costs associated with requirements for connecting to a community collection and treatment system.

The District will work collaboratively with County EHS to develop new, tailored

requirements within the County LAMP that address conditions specific to Los Olivos Community Services District Area property owners during the period of transition from septic to sewer. This LAMP amendment will include standards and policies that provide clear guidance on operation of conventional systems, routine maintenance, management of existing low and high-risk systems within the community, dwelling expansion, system failure, requirements and need for installation of an advanced treatment system and requirements for connection to a community collection and treatment system.

County EHS will continue to be charged with administering the RWQCB-approved Los Olivos-specific LAMP requirements; permitting and enforcement of the LAMP will also remain with County EHS.

The creation Los Olivos-specific requirements within the County LAMP benefits property owners by enabling the District to seek out project grants and low interest loans, competitive procurement of select vendors, and consortium-based pricing from service providers.

## 2. OBTAIN FINANCIAL ASSISTANCE

, The District - having held Public Community Workshops reviewed potential project alternatives, and developed a project approach and Project Description - is now able to seek Local, State and Federal funding mechanisms to minimize property owners and business economic impacts associated with implementing the defined Program.

With this well-defined Project Description, the District will pursue available grants and funding for all elements and components of the Program.

Every potential source of funds will be explored to minimize any assessment. Assessments must be established in accordance with State Law (Proposition 218), and as required by the Local Agency Formation Commission (LAFCO).

The District will also seek additional sources to limit these economic impacts that may include: to public-private partnerships (P3), identifying matching fund opportunities, Program Privatization, and commercial/private financing alternatives.

A public-private partnership (P3) is a cooperative arrangement between two or more public and private sector entities, typically long-term in nature. They are primarily used for infrastructure provision, such as the building and equipping of schools, hospitals, transport systems, water and sewer systems.

## 3. IMPLEMENT A LOCAL GROUNDWATER MONITORING PROGRAM

The District is committed to proactively working with Los Olivos property owners, the regulatory community and other stakeholders to develop an economically acceptable, technically feasible and timely solution to the potential impacts of OWTS density in our community.

A basic component of this approach is to develop and implement a comprehensive groundwater monitoring program. Historical assessments, plans and feasibility studies developed specifically for Los Olivos validate the need for further groundwater characterization in order to:

- Determine the nature and extent of impacts associated with OWTS on groundwater and around Los Olivos,

- Investigate known upgradient sources impacting groundwater quality in Los Olivos,
- Provide information to address data gaps associated with site specific conditions and critical modeling considerations including infiltration rates, permeability and other geological, hydrological and geotechnical parameters not currently available, and
- Establish baseline conditions that can be utilized to monitor the effectiveness of treatment and mitigation measures implemented in Los Olivos.

The District is working closely with County EHS and the RWQCB to develop and finance a groundwater monitoring work plan that establishes the number, type and locations for monitoring locations, a suite of analytical and geotechnical sampling parameters, along with frequency and reporting requirements.

Once the work plan is approved, installation of monitoring points and ongoing monitoring will occur. The results of the initial and ongoing monitoring will be used to inform treatment phases, if necessary, within the District.

The analytical and geotechnical data obtained during groundwater monitoring point installation, will also be used to identify and site locations favorable for aquifer recharge and existing contaminant mitigation.

#### 4. DESIGN, PERMIT AND BUILD ALL-DISTRICT COLLECTION AND TREATMENT FACILITY

The District will design, site, permit, gain property owner approval through a benefit assessment vote, construct and manage a Los Olivos Wastewater Reclamation Facility. The Facility will include the associated collection and transport infrastructure required to provide economically viable wastewater treatment and reclamation solution to District property owners. This facility and associated infrastructure may be built on a phased basis depending on project costs, timing and financing factors. This system will address public health needs while also meeting RWQCB regulatory requirements.

#### Potential Phasing:

Historic documentation establishes the fact that there are a large number of small to very small lots in the Los Olivos Commercial Core, areas of high OWTS density and historic records of system failures. These factors may contribute to groundwater impacts from nitrate migration from OWTS.

The Commercial Core is the area of highest density, use (volume) and nitrate loading and has been recommended for action in multiple reports specific to OWTS impacts in Los Olivos. Subsequent phases into adjacent high-density areas will be determined by the results of groundwater monitoring.

The Commercial Core area is easily defined by Zoning (C-2), easily expanded, centrally located and its topological nature allows for the least complex Program implementation.

Adjacent properties outside the C-2 zone and within the District boundaries will be included in the initial project phase to the greatest extent possible, subject to final project design, cost and financing constraints, including property owner hook-up financing and ability to pay.

The proposed Treatment Facility will be consistent with the policies and development standards of the Santa Barbara County Comprehensive Plan, including the Santa Ynez Valley Community Plan and the Santa Barbara County Land Use and Development Code.

The system will be designed for potential future expansion and to provide treatment that improves wastewater quality before it is reused, recycled or discharged to the environment. Reclaimed wastewater would be treated to levels compliant with California Code of Regulations (CCR), Title 22 discharge requirements to allow for:

- Beneficial reuse through underground infiltration
- Groundwater recharge
- Strategic flushing of existing nitrate/contaminates
- Local irrigation as site conditions allow

Because the project will generate in excess of 10,000 gallons per day, exceeding the 10,000 gallons per day County EHS limit, it will be under the jurisdiction of the Central Coast Regional Wastewater Quality Control Board, who would be the lead regulator agency, review the system and issue all appropriate permits.

The treatment facility will be comprised of a high-efficiency, low odor, expandable Membrane Bioreactor (MBR) package plant sized to serve Phase I needs and sited to accommodate modular expansion should further study warrant a facility expansion. The facility will be operated by a California licensed and properly trained wastewater treatment plant operator, who will be responsible for ensuring proper operation and maintenance of plant equipment as well as required reporting.

The architectural style will be consistent with the historical architectural details of Los Olivos. Roof materials will consist of earth tone colors and landscaped to blend in locally to reduce visual impacts.

#### Collection System

Subject to final, approved design, the collection system will include a subsurface wastewater collection structure consisting of gravity pipelines, lift stations as required, and effluent handling facilities returning drinking water quality reclaimed water to customers or the groundwater basin for beneficial reuse.

The collection system "backbone" will consist of underground gravity sewer pipe that will be strategically placed under community streets and alleys to allow for the closest possible connection to parcels in the high-density water use areas of the downtown C-2 Commercial Core and small-lot residential parcels near the downtown core. Maintenance holes and an "end of the line" lift station will be provided, with an associated force-main (pressure main) to move the wastewater to the MBR package plant for treatment, as necessary.

Structures will be connected to the District-owned collection system via privately owned laterals. Existing septic systems and leach fields will be abandoned as required by local codes. Certain laterals may be successfully connected with gravity flow while many may require small private grinder pumps to move the sewage into the collection system.

District participation in lateral, grinder pump and septic abandonment costs would depend on grant and funding sources.

**Commented [LP1]:** is this required? Do we need to call out? If we're designing for the entire district do we want to talk about future expansion (which = growth/growth inducing) What about "to the maximum potential capacity needed to serve the district" or other language?

**Commented [LP2]:** Does this adequately address the NPDES discharge option?

Potential expansion of the collection system, as with the treatment system, will be determined based on results of the groundwater monitoring and in coordination with the RWQCB.

#### Operations and Maintenance

The collection and treatment systems will be operated and maintained initially by contract system operators. System costs will be shared in an equitable manner by those connected to and benefitting from the facility. The District will review and consider established formulas for this participation that may include zoning, water-use, fixture unit counts, etc.

Parcels not connected initially will be subject to the District's LAMP and will contribute to the cost of management, inspection and enforcement of this plan and operating costs of the District.

Ongoing monitoring and reporting will occur in accordance with operating and discharge permits required by the Board.

#### Treatment Facility Siting

The District will procure a site for the package plant. Siting factors will include:

- Availability of land,
- Surface and subsurface suitability
- Economics of procurement,
- Proximity to the collection system and effluent discharge locations, and
- Local, state and federal requirements.

Location and siting of the facility remains under examination. Given the above siting factors, the District prefers that the location be within District boundaries and south of State Route 154. Currently, potential locations include:

- County parcels
- County Right of Ways
- Institutional parcels including churches and schools
- Commercial parcels, and
- Private land

#### Construction Implementation and Timing

Construction will generally consist of the following phases:

- a. Project planning, preliminary design, environmental documentation preparation and review, and permitting.
- b. Preliminary design, budgeting, and initiation of the benefit assessment election process.
- c. Final Design, including preparation of plans, specifications and estimates. The package plant will be a "design build" component.
- d. Advertising and bidding of the various components. The District will procure professional and construction services in accordance with the

State Contracting Code. The package plant will be built offsite, most other components will be built by contractors on-site.

- e. Service lateral connections will be coordinated with and completed in conjunction with sewer trunk-main installation.
- f. Package plant start-up.
- g. System Operation and Maintenance.

Construction timing will be affected by many factors, including funding process, environmental process, and construction duration. Lateral connection is anticipated to require significant property owner participation and cooperation.