

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



POSTED 5-10-2021

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Special Board Meeting, May 12, 2021, 6:00 p.m.

The Meeting will be held electronically via RingCentral Meetings. The public will be able to hear and participate.

1. Join from PC, Mac, or Android: <https://meetings.ringcentral.com/j/1466017606>
2. Via telephone: +1(623)404-9000 **Meeting ID: 146 601 7606**
3. If you choose to access through your browser, visit <https://meetings.ringcentral.com/join> enter Meeting ID: 146 601 7606, Join Meeting

SPECIAL 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 4-14-2021 Regular Meeting

B. INVOICE PAYMENT

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

- ~~1. 4-7-2021 UPC Invoice 9888.1 (Through 3-31-2021) \$2,136.25~~ Defer to next Month
- ~~2. 4-22-2021 MNS Invoice 77655 (March Services) \$ 9,567.50 (\$7,187.50 Dist. Mgt. & \$2,380.00 Engr. Mgt.)~~
3. 5-7-2021 Aleshire & Wynder Invoice 61894 (April Services) \$2,620 \$7,905 (\$6,225 Dist Mgt and \$1,680 Engr. Mgt.)

7. INTERIM GENERAL MANAGER REPORT

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

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

- A. 5-6-2021 LAFCO Meeting Prop 218 Proceeding Extension Request - Report and Discussion**

District Pre-Budget Approval Planning

1. Review attached proposed Budget review and approval process for FY 2021-22 Budget with initial input from Finance Committee
2. Review, discuss and provide direction to the Finance Committee and IGM for final review and adoption at the July Regular Meeting

B. Adopt Five Policies, by Resolution, Required to achieve the Transparency Certification offered by SDRMA

1. Policy Related to Brown Act Compliance (Resolution 2021-02)
2. Policy Related to Handling Public Record Act Requests (Resolution 2021-03)
3. Reimbursement Policy for Reimbursement of Actual and Necessary Expenses (Resolution 2021-04)
4. Financial Reserves Policy (Resolution 2021-05)
5. Code of Ethics/Values/Norms or Board Conduct (Resolution 2021-06)

C. Project Development

1. Project Description. Discuss and consider possible language update (Director Palmer and IGM Pike)
2. Discussion relative to IGM's Report on Progress. Assignments and actions Board may choose to discuss and give direction on any technical, procedural or administrative issue regarding project progress.

D. General Manager Services – Discussion and Potential Selection

1. **CLOSED SESSION General Manager Contract Review pursuant to Government Code section 54957(b)(1)**
2. IGM Pike will explain Ring Central Closed Session Virtual Meeting Room Logistics
3. Reconvene to open session and Counsel will report out
4. Potential Action on authorization of Contract for permanent part-time General Manager

E. Informational Items

F. Call for Agenda Items

9. Next Regular Meeting:

Wednesday, June 16, 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)

10. ADJOURNMENT

The Los Olivos Community Services District is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please call 805.946.0431 or email to 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



Date this Notice was
POSTED: 4-9-2021

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Regular Board Meeting, April 14, 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/1440730976> , or Via telephone: +1(623)404-9000 Meeting ID: 144 073 0976

REGULAR MEETING MINUTES

1. CALL TO ORDER : 6:06 PM.
2. ROLL CALL: *Present- Directors Palmer, Arme, O'Neill, and Ross. Absent, Director Fayram*
3. PLEDGE OF ALLEGIANCE
4. DIRECTOR COMMENTS: *Director O'Neill Reported on progress meeting with GSI Consultants re: the GW Monitoring Plan.*
5. PUBLIC COMMENTS: *None*

6. ADMINISTRATIVE AGENDA

- A. MEETING MINUTES - Approve Minutes of 3-10-2021 Regular Meeting
- B. INVOICE PAYMENT

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

1. 3-17-2021 MNS Invoice 77440 (February Services) \$7,865.00 (Reserved for Full Board Action by Fin. Cmte.)
2. SDRMA Insurance Invoice 2021-22 FY \$2,483.46
3. 3-31-2021 Streamline Website Invoice \$600
4. 3-5-2121 GSI Invoice 0876.001 - 2 (January Services) \$7,142.50
5. 4-1-2021 Stantec Invoice 1772297 (Services through 2-28-21) \$4,944.00
6. 4-5-2021 Aleshire & Wynder Invoice 61425 (March Services) \$1,120
7. 4-5-2021 GSI Invoice 0876.001 - 3 (Feb-Mar Services) \$3,867.50

Administrative agenda items approved. Motion to Approve: Director O'Neill, Second: Director Arme. Approved 4-0, one absent.

7. INTERIM GENERAL MANAGER REPORT – See IGM Report .

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

- A. District Organizational Meeting: It was accepted by the Board every April Meeting be the annual organizational meeting. . *Motion to Approve: Director Ross, Second: Director O'Neill. Approved 4-0, one absent.*
 - a. The following Board Officer Positions were appointed by the President of the Board: President: Director Palmer, Vice President, Director Fayram. . *Motion to Approve: Director O'Neill, Second: Director Arme. Approved 4-0, one absent.*
 - b. Committee Positions. Finance Committee was installed consisting of Directors Palmer, Fayram and IGM Pike. . *Motion to Approve: Director O'Neill, Second: Director Arme. Approved 4-0, one absent.*
 - c. Appoint Ad Hoc Technical Committee: Directors O'Neill, Arme and IGM Pike. *Motion to Approve: Director O'Neill, Second: Director Arme . Approved 4-0, one absent.*
 - d. Formed and appointed Project Management Ad Hoc Committee consisting of Directors Palmer and Ross. *Motion to Approve: Director O'Neill, Second: Director Arme. Approved 4-0, one absent.*

- B. WWTP Siting Feasibility Study: Reviewed Analysis Spreadsheet and Map Prepared by UPC (One Mile criteria). The Board directed the addition of well 5 and the Herthel Property to Top possibilities. The Board directed scoring criteria be highlighted and validate the criteria includes: difficulty of acquisition, economics i.e. free vs expensive, and topography.
- C. WRF 50% Planning (Preliminary Design) Grant Update: IGM Pike provided report on Grant timing and proposed schedule & Commitment Dates, Board may choose to direct final consumation of application process and authorize Board President to execute State agreement to receive the grant. Authorization to IGM & Director Palmer to advance agreement
- D. General Manager Services RFP: Updated tejh Board on the current process: Advertisement for Applicants placed, and awaiting applicant responses. Special Meeting set for April 30 to further detail process.
- E. INFORMATION ITEMS: None
- F. CLOSED SESSION District Counsel Performance and Contract Review pursuant to Government Code section 54957(b)(1): IGM Pike explained Ring Central Closed Session Virtual Meeting Room Logistics. Reconvened to open session and action report out: No Action
- G. Call for Agenda Items -None
- B. Next Regular Meeting: Wednesday, May 12, 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)
- C. ADJOURNMENT : 8:03 PM. Motion to Approve: Director Arme, Second: Director O'Neill. Approved 4-0, one absent.

INVOICE PAYMENT

INVOICE PAYMENT



**ALESHIRE &
WYNDER** LLP
ATTORNEYS AT LAW

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ORANGE COUNTY | LOS ANGELES | RIVERSIDE | CENTRAL VALLEY

AWATTORNEYS.COM

May 7, 2021

VIA EMAIL ONLY: dpike@mnsengineers.com

Mr. Doug Pike, Interim General Manager
Los Olivos Community Services District
P.O. Box 345
Los Olivos, CA 93441

Re: **May 2021 Billing Statement (for services through 4/30/21);
Aleshire & Wynder, LLP**

Dear Doug:

Enclosed please find a billing statement for the month of May, which includes services rendered and costs incurred by Aleshire & Wynder, LLP, through April 30, 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: April 1 thru April 30, 2021

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
0001 General (\$200 Blended: Atty / Paralegal / Law Clerk)	13.10	200	2,620.00	0.00	2,620.00	0.00	(Advisory/Transactional Svcs)
TOTALS:	13.10		2,620.00	0.00	2,620.00	0.00	



Los Olivos Community Services District
Attn: Mr. Doug Pike, Interim General Manager
2540 Alamo Pintado Avenue
Los Olivos, CA 93441

May 3, 2021
Bill No. 61894

For Legal Services Rendered Through 04/30/21

CLIENT: 01245 - Los Olivos Community Services District
MATTER: 0001 - General

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
04/02/21	GRT	(CONFLICT OF INTEREST) REVIEW OF EMAIL CORRESPONDENCE FROM IGM TO NEW WATER BOARDS MEMBER RE PERCEIVED CONFLICT OF INTERESTS RE IGM CONTRACT AND PROVISION OF DISTRICT ENGINEER SERVICES; BRIEF EMAIL EXCHANGE WITH IGM RE SAME	0.30	60.00
04/12/21	GRT	(GENERAL MANAGER) REVIEW AND REVISE PERMANENT GENERAL MANAGER RECRUITMENT FLYER; DRAFT COVER AND ANALYSIS EMAIL TO BOARD PRESIDENT AND IGM RE SAME	0.60	120.00
04/14/21	GRT	(REGULAR MEETING) COMPLETE PREPARATION FOR AND ATTEND REGULAR MEETING, INCLUDING CLOSED SESSION	2.60	520.00
04/19/21	GRT	(HEAL THE OCEAN) REVIEW OF OPPOSITION LETTER FROM COUNSEL FOR HEAL THE OCEAN RE DISTRICT'S REQUEST FOR EXTENSION OF TIME FOR CONSTRUCTION OF WASTEWATER TREATMENT SOLUTION; PROVIDE ANALYSIS RE CLAIMED CONFLICTS OF INTERESTS AND ANALYSIS RE FAULTY REASONING AND ABSENCE OF LEGAL OR REGULATORY AUTHORITY FOR THE STATED CONCLUSIONS	0.90	180.00

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
04/19/21	GRT	(LAFCO) COMPLETE REVIEW AND ANALYSIS OF LETTER FROM COUNSEL FOR HEAL THE OCEAN RE OBJECTION TO DISTRICT REQUEST FOR EXTENSION RE PROPOSITION 218 ASSESSMENT; FOLLOW UP PHONE CONFERENCE WITH BOARD PRESIDENT RE SAME; FOLLOW UP EMAIL EXCHANGES COORDINATING DRAFT RESPONSE	1.70	340.00
04/23/21	GRT	(LAFCO) REVIEW AND ANALYSIS OF FOLLOW UP LETTER FROM HEAL THE OCEAN OPPOSING DISTRICT'S REQUESTED EXTENSION OF TIME; COMPLETE INITIAL DRAFT OF RESPONSE LETTER; DRAFT TRANSMITTAL TO PRESIDENT PALMER AND IGM RE SAME	2.70	540.00
04/26/21	GRT	(LAFCO) DRAFT FURTHER UPDATES AND REVISIONS TO RESPONSE LETTER TO LAFCO IN RE HEAL THE OCEAN OBJECTIONS TO DISTRICT'S REQUEST FOR EXTENSION RE PROPOSITION 218 ASSESSMENT; EMAIL EXCHANGES AND COORDINATION WITH BOARD PRESIDENT AND IGM RE SAME	2.40	480.00
04/27/21	GRT	(LAFCO) PHONE CONFERENCE WITH IGM RE FINAL REVISIONS TO RESPONSE LETTER TO LAFCO IN RE HEAL THE OCEAN OBJECTIONS TO DISTRICT'S REQUEST FOR EXTENSION RE PROPOSITION 218 ASSESSMENT AND DISTRIBUTION LIST/CC'S; DRAFT FINAL REVISIONS TO RESPONSE LETTER; DRAFT TRANSMITTAL TO LAFCO EXECUTIVE OFFICER RE SAME	0.70	140.00
	GRT	(GENERAL MANAGER) EMAIL EXCHANGES WITH IGM RE PERMANENT GENERAL MANAGER SELECTION PROCESS AND BOARD APPROVAL OF SAME	0.40	80.00
04/29/21	GRT	(LAFCO) REVIEW OF AGENDA AND PACKET MATERIALS, INCLUDING STAFF REPORT WITH STAFF RECOMMENDATION OF GRANTING DISTRICT EXTENSION REQUEST; DRAFT TRANSMITTAL TO PRESIDENT PALMER RE SAME	0.40	80.00

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
04/30/21	GRT	(SPECIAL MEETING) COMPLETE PREPARATION FOR AND ATTEND SPECIAL MEETING RE APPOINTMENT OF AD HOC SUBCOMMITTEE FOR INTERIM GENERAL MANAGER INTERVIEWS	0.40	80.00
Total Professional Services			13.10	\$2,620.00

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
GRT	George "Ross" Trindle	13.10	200.00	2,620.00
Total Professional Services		13.10		\$2,620.00

Receipts Since Last Bill

Prior Balance On This Matter -1,120.00

Date	Description	Total Applied to this Matter
04/28/21	COUNTY OF SANTA BARBARA	1,120.00
	Less Total Payments	\$1,120.00
	Current Matter Due Amount	\$2,620.00

CURRENT BILL TOTAL AMOUNT DUE	\$2,620.00
Balance Forward:	1,120.00
Payments & Adjustments:	-1,120.00
Total Due:	\$2,620.00

Please return this page with remittance

to
Aleshire & Wynder, LLP

Bill Number: 61894
Bill Date: May 3, 2021
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services	2,620.00
Total Disbursements	0.00
CURRENT BILL TOTAL AMOUNT DUE	<u>\$2,620.00</u>
Balance Forward:	1,120.00
Payments & Adjustments:	-1,120.00
Total Due:	<u>\$2,620.00</u>

Amount enclosed: _____

Thank You



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

ENGINEERING
 PLANNING
 SURVEYING
 CONSTRUCTION MANAGEMENT

April 22, 2021

Project No: LOCD.180392.00

Invoice No: 77655

Los Olivos Community Services District
 P.O. Box 553
 Los Olivos, CA 93441

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

This Invoice includes:

- 1. General District Management: ~~\$7,187.50~~ \$6225
- 2. Engineering Tasks Total Reduce to \$1680 Per detail below
 - a. Stantec Design Contract: \$350.00
 - b. WWTP County Site Easement: \$0.00
 - c. GSI Geotechnical, GWMP: \$225.00
 - d. Jenzen LAMP Project: \$200.00
 - e. UPC Siting Study: \$400.00
 - f. WRF Grant Management: \$825.00
 - g. Seeking additional Grants: \$380.00

Professional Services for the Period: March 1, 2021 to March 31, 2021

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Project Management				
Assistant Project Manager	5.50	175.00	962.50	
Project Coordinator	5.00	105.00	525.00	
District Manager	28.50	200.00	5,700.00	
Totals	39.00		7,187.50	
Total Labor			7,187.50	
		Level 2 Subtotal	7,187.50	\$6225

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount	
Project Management				
Assistant Project Manager	4.00	175.00	700.00	
Senior Project Engineer	.25	180.00	45.00	
Engineering Technician	4.00	95.00	380.00	
District Manager	5.75	200.00	1,150.00	
Fund Development/Grant Applications				
Project Coordinator	1.00	105.00	105.00	
Totals	15.00		2,380.00	
Total Labor				2,380.00
		Level 2 Subtotal		\$2,380.00 \$1680
		Current Invoice Amount		\$9,567.50 \$7905

Outstanding Invoices

Number	Date	Balance
77440	3/17/2021	7,865.00
Total		7,865.00

Billing Backup

Thursday, April 22, 2021

MNS Engineers, Inc.

Invoice 77655 Dated 4/22/2021

2:04:30 PM

Project	LOCSD.180392.00	General Manager Services
Level 2	TASK01	District Management

Professional Personnel

		Hours	Rate	Amount
Project Management				
Assistant Project Manager				
Nisich, Anthony	3/3/2021	1.50	175.00	262.50
meeting with County EHS staff				
Nisich, Anthony	3/5/2021	1.00	175.00	175.00
research grant funding options from US Department of Agriculture				
Nisich, Anthony	3/10/2021	1.00	175.00	175.00
Board Meeting				
Nisich, Anthony	3/17/2021	2.00	175.00	350.00
District Board Meeting				
Project Coordinator				
Zepeda, Mary	3/1/2021	.25	105.00	26.25
Assist Doug with District Correspondence				
Zepeda, Mary	3/8/2021	.25	105.00	26.25
Assist Doug with District Correspondence				
Zepeda, Mary	3/15/2021	4.00	105.00	420.00
Assist Doug with District Correspondence				
Zepeda, Mary	3/22/2021	.25	105.00	26.25
Assist Doug with District Correspondence				
Zepeda, Mary	3/29/2021	.25	105.00	26.25
Assist Doug with District Correspondence				
District Manager				
Pike, Douglas	3/1/2021	.75	200.00	150.00
Transmittal and correspondence to Rennee Bischoff re: Juli Kennedy resignation and Oath of office form for Brad Ross, and Form 700 transmittals. (.5)				
Email to Sheila Hess re: Electronic access for Brad Ross to Form 700 at the County website (.25)				
Pike, Douglas	3/2/2021	1.50	200.00	300.00
Finance Committee Agenda (.5)				
EHS Meeting agenda (.5)				
E-mail to Director Fayram (.5)				
Pike, Douglas	3/3/2021	1.00	200.00	200.00
Meeting with Director Palmer and County EHS (1 hr)				
Pike, Douglas	3/4/2021	.75	200.00	150.00
Finance committee agenda Packet (.75)				
Pike, Douglas	3/5/2021	1.00	200.00	200.00
LOCSD Finance Committee				
Pike, Douglas	3/6/2021	1.50	200.00	300.00
Prepare Regular Meeting agenda and Post (1)				
Draft LAFCO Letter (.5)				

Project	LOCSD.180392.00	General Manager Services	Invoice	77655
Pike, Douglas		3/8/2021 4.50 200.00	900.00	
		Prepare Regular Meeting packet. Includes completion of tasks and scope for WRF grant, financial analysis. (4.5 hrs)		
Pike, Douglas		3/9/2021 .50 200.00	100.00	
		Closed Session practice and instructions. (.5 hr)		
Pike, Douglas		3/10/2021 2.00 200.00	400.00	
		District Meeting & Evaluation (.5)		
		Prepare for District Meeting (1.5)		
Pike, Douglas		3/12/2021 1.50 200.00	300.00	
		Special Meeting agenda prepa and post (1.5 hrs)		
Pike, Douglas		3/15/2021 3.50 200.00	700.00	
		Special Meeting Packet Preparation (3.5 hrs)		
Pike, Douglas		3/16/2021 1.50 200.00	300.00	
		Special Meeting Prep (1)		
		Road Map explanation to Director Fayram (.5)		
Pike, Douglas		3/17/2021 3.00 200.00	600.00	
		Preparation for Special Meeting (1.5)		
		Special Meeting (1.5)		
Pike, Douglas		3/19/2021 1.00 200.00	200.00	
		Los Olivos CSD Project Update to LAFCO& Request for Extension		
Pike, Douglas		3/24/2021 2.50 200.00	500.00	
		Phone conversation and follow-up email to Cecile Blancarte at the Regional Water Board. (1.5)		
		draft agenda and IGM notes for the April Meeting (1)		
Pike, Douglas		3/26/2021 1.00 200.00	200.00	
		Coordination meeting with Director Palmer		
Pike, Douglas		3/29/2021 1.00 200.00	200.00	
		Draft General Manager RFP		
		Totals 39.00	7,187.50	
		Total Labor		7,187.50
			Level 2 Subtotal	\$7,187.50

Level 2 TASK02 Engineering Tasks

Professional Personnel		Hours	Rate	Amount
Project Management				
Assistant Project Manager				
Nisich, Anthony	3/1/2021	2.00	175.00	350.00
				Assist Doug with Stantec Load Study review and recommendations for peaking factor.
Nisich, Anthony	3/5/2021	1.00	175.00	175.00
				investigate US Department of Agriculture funding opportunities
Nisich, Anthony	3/23/2021	1.00	175.00	175.00
				review GSI 1st draft report
Senior Project Engineer				
Jaquez, Gregory	3/16/2021	.25	180.00	45.00
				Assist Doug with communications to Jody Hack, State Waterboard.

Project	LOCSD.180392.00	General Manager Services			Invoice	77655
Engineering Technician						
Gullikson, Taylor		3/23/2021	4.00	95.00	380.00	
Assist Doug with Grant Schedule matrix						
District Manager						
Pike, Douglas		3/2/2021	.50	200.00	100.00	
Call to Jody Hack re: State Grant (.5)						
Pike, Douglas		3/4/2021	.50	200.00	100.00	
Call to Jody Hack re: State Grant (.5)						
Pike, Douglas		3/5/2021	.50	200.00	100.00	
Paul Jenzen call and coordination regarding new direction for the County LAMP						
Pike, Douglas		3/8/2021	.50	200.00	100.00	
Communications with Lars Seifert re: District Authority to prepare local LAMP (.5)						
Pike, Douglas		3/12/2021	1.00	200.00	200.00	
Siting Study Matrix						
Pike, Douglas		3/17/2021	.50	200.00	100.00	
Information regarding Bureau of Reclamation Construction Funding to Directors (.5)						
Pike, Douglas		3/22/2021	1.00	200.00	200.00	
Email to Jodi Hack at State Water Board regarding Planning Grant. (.5). Detailed proposal request for the remaining \$30,000 in funding from the County (.5)						
Pike, Douglas		3/23/2021	.25	200.00	50.00	
Received and forwarded for comment GSI Draft Report.						
Pike, Douglas		3/26/2021	1.00	200.00	200.00	
Video Conference with Brian Tetley at UPC regarding Siting Study						
Fund Development/Grant Applications						
Project Coordinator						
Palmquist, Linda		3/8/2021	1.00	105.00	105.00	
Review Federal grant opportunities for District						
Totals			15.00		2,380.00	
Total Labor						2,380.00
					Level 2 Subtotal	\$2,380.00
					Project Total	\$9,567.50
					Total this Report	\$9,567.50

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



5-12-2021 IGM Notes

Informational Items

1. Board Training
2. Vacations (Assurance of quorum for June Meeting)?
3. Financial/Budget Overview (See attached Budget Report, Consultant Expense Summary)
4. Committee Assignments Info
5. Project Updates (See attached summary report)
 - a. Financial Outreach & Assistance
 - b. Local Groundwater Monitoring Program
 - c. Phased Collection and Treatment
6. Action Item List Update.

Report : Financial Status (Real-Time)

Selection Criteria: Fund = 3490

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

Last Updated: 5/6/2021 3:55 PM

Accounting Period: OPEN

Fund 3490 -- Los Olivos CSD

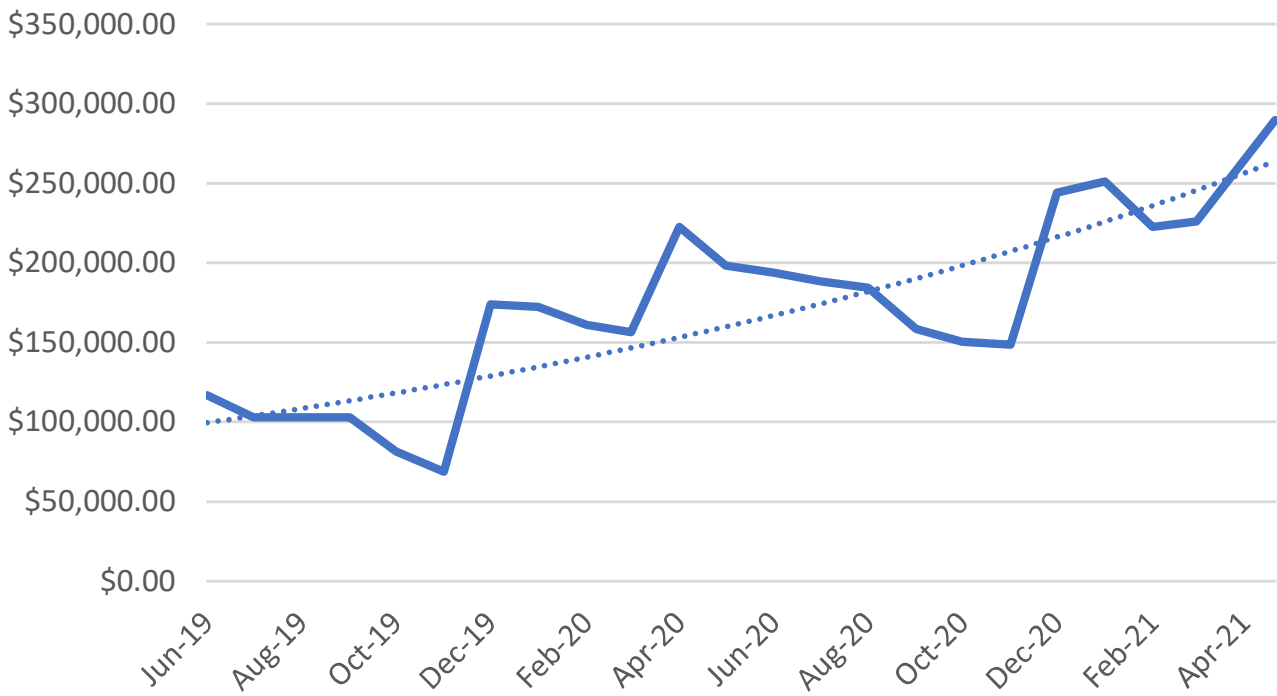
Line Item Account	6/30/2021 Fiscal Year Adjusted Budget	5/6/2021 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
Revenues				
Taxes				
3066 -- Special Tax Assessment	188,887.00	192,479.77	3,592.77	101.90%
Taxes	0.00	192,479.77	3,592.77	0.00%
Use of Money and Property				
3380 -- Interest Income	0.00	769.49	769.49	--
3381 -- Unrealized Gain/Loss Invstmnts	-1,158.00	-1,157.43	0.57	99.95%
Use of Money and Property	-1,158.00	-387.94	770.06	33.50%
Intergovernmental Revenue-Other				
4840 -- Other Governmental Agencies	180,000.00	41,015.75	-138,984.25	-77.21%
Intergovernmental Revenue-Other	0.00	41,015.75	41,015.75	--
Revenues	180,000.00	141,568.85	142,044.85	0.79
Expenditures				
Services and Supplies				
7090 -- Insurance	2,320.00	0.00	-2,320.00	0.00%
7324 -- Audit and Accounting Fees	4,000.00	2,000.00	-2,000.00	50.00%
7430 -- Memberships	1,200.00	3,533.46	2,333.46	294.46%
7450 -- Office Expense	2,000.00	0.00	-2,000.00	0.00%
7460 -- Professional & Special Service (Project, Planning & Studies)	193,500.00	21,575.00	-171,925.00	11.15%
7508 -- Legal Fees	27,000.00	15,301.22	-11,698.78	56.67%
7510 -- Contractual Services (IGM Contract)	80,400.00	79,398.75	-1,001.25	98.75%
7530 -- Publications & Legal Notices	1,000.00	0.00	-1,000.00	0.00%
7732 -- Training	1,500.00	0.00	-1,500.00	0.00%
Services and Supplies	309,920.00	121,808.43	-191,111.57	39.30%
Other Charges				
7894 -- Communication Services	930.00	600.00	330.00	64.52%
Other Charges (County Election Fees)	8,000.00	0.00	0.00	0.00%
Expenditures	318,850.00	122,408.43	-190,781.57	38.39%

SBCEHS Reimb. For
Special Studies

Cash Balance

Fund	Beginning Balance	Month-to-date cash receipts	Month-To-Date Treasury Credits (+)	Month-To-Date Treasury Debits (-)	Ending Balance
3490 -- Los Olivos CSD					
6/1/2019 - 6/30/2019 (FY 2018-19)	112,073.98	0.00	189,600.16	184,868.00	\$116,806.14
7/1/2019 - 7/31/2019 (FY 2019-20)	116,806.14	0.00	568.10	14,530.44	\$102,843.80
8/1/2019 - 8/31/2019 (FY 2019-20)	102,843.80	0.00	0.00	0.00	\$102,843.80
9/1/2019 - 9/30/2019 (FY 2019-20)	102,843.80	0.00	0.00	0.00	\$102,843.80
10/1/2019 - 10/31/2019 (FY 2019-20)	102,843.80	0.00	502.03	21,826.18	\$81,519.65
11/1/2019 - 11/30/2019 (FY 2019-20)	81,519.65	0.00	0.00	12,726.68	\$68,792.97
12/1/2019 - 12/31/2019 (FY 2019-20)	68,792.97	0.00	118,021.75	12,772.97	\$174,041.75
1/31/2019 - 1/30/2020 (FY 2019-20)	174,041.75	0.00	0.00	1,799.03	\$172,242.72
2/1/2020 - 2/29/2020 (FY 2019-2020)	172,671.12	0.00	257.75	11,695.00	\$161,233.87
3/1/2020 - 3/31/2020 (FY 2019-2020)	161,233.87	525.00	117,224.70	122,555.77	\$156,472.80
4/1/2020 - 4/30/2020 (FY 2019-2020)	156,427.80	0.00	72,396.85	6,402.60	\$222,422.05
5/1/2020 - 5/31/2020 (FY 2019-2020)	222,422.05	0.00	72,309.08	96,379.70	\$198,351.43
6/1/2020 - 6/30/2020 (FY 2019-2020)	198,351.43	0.00	7,231.00	11,696.49	\$193,885.94
7/1/2020 - 7/31/2020 (FY 2020-21)	193,885.94	0.00	608.94	6,190.00	\$188,304.88
8/1/2020 - 8/31/2020 (FY 2020-21)	188,304.88	0.00	0.00	3,883.02	\$184,421.86
9/1/2020 - 9/02/2020 (FY 2020-21)	184,421.86	0.00	0.00	25,696.25	\$158,453.86
10/1/2020 - 10/31/2020 (FY 2020-21)	158,453.86	0.00	339.47	8,476.50	\$150,316.83
11/1/2020 - 11/30/2020 (FY 2020-21)	150,316.83	0.00	0.00	0.00	\$148,574.58
12/1/2020 - 12/7/2020 (FY 2020-21)	148,574.58	0.00	115,577.07	19,862.00	\$244,289.65
1/1/2021 - 1/31/2021 (FY 2020-21)	244,289.65	0.00	6,838.04	0.00	\$251,127.69
2/1/2021 - 2-28-2021 (FY 2020-21)	251,127.69	0.00	116,459.34	145,180.52	\$222,406.00
3/1/2021 - 3/31/2021 (FY 2020-21)	\$222,406.00	0.00	16,661.75	0.00	\$226,199.51
4/1/2021 - 4/30/2021 (FY 2020-21)	226,199.51	0.00	92,220.41	28,730.21	\$289,689.71

Los Olivos CSD Cash Balance History



Consultant Contract Cost Summary

STATUS DATE

4/12/2021

	Project	Consultant	SCHEDULE		Contract Value	FY 2019-20	FY 2020-21					FY 2020-21	TOTAL CONTRACT TO-DATE		
			START	FINISH		TOTAL FY 2019-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	TOTAL FY 2020-21			
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										90%
	MNS Project Management						\$905.00	\$500.00	\$400.00	\$300.00		\$200.00	\$1,900.00	\$2,805.00	
	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									90%	
	MNS Project Management						\$1,105.00	\$200.00	\$100.00	\$100.00		\$350.00	\$2,450.00	\$3,555.00	
	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	\$11,010.00	\$11,010.00		
					% Expended									13%	
					% Est Wk Comp									15%	
	MNS Project Management						\$1,000.00	\$200.00	\$100.00	\$762.50		\$225.00	\$3,287.50	\$4,287.50	
	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			\$3,463.75	\$9,188.75	
	MNS Survey						\$2,240.00	\$0.00	\$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									95%	
	MNS Project Management						\$0.00		\$600.00	\$500.00		\$400.00	\$1,500.00	\$1,500.00	
	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				\$380.00		\$380.00	\$380.00		
	WRF Grant	MNS					T&M	\$0.00		\$612.50		\$825.00	\$1,437.50	\$1,437.50	
								\$0.00					\$0.00	\$0.00	
TOTAL Contract Costs					\$186,440.00	\$14,535.00						\$63,566.01	\$88,823.57		

2021-5-12 IGM Notes Project Updates

- Residential OWTS Requirements & LAMP Update
 - EHS Director Director Lars Seifert recommended the District consider partnering with EHS to provide modified section within the existing County LAMP to accomplished District Residential OWTS policy goals. He provided the IGM with sample language that may be used that is consistent with State requirements (See here <https://mnsengineers.box.com/s/5jh5vsadgbalnf3uobbk1j9aw1f8jgvg>). The Board expressed a desire to do this and directed the IGM to cooperate with the County as they update their LAMP. IGM to report on County process and schedule.
- Onsite System Guidelines: Currently in Agency Review.
- Financial Outreach & Assistance
 - WRF 50% matching Grant: Feasibility (60%) design scope drafted with proposal being prepared by Stantec, effluent disposal estimate being prepared by GSI. Solicitation for new Assessment Engineer in work. Schedule to be presented when supplied by the State.
- Local Groundwater Monitoring Program
 - Draft from GSI Reviewed and Board and IGM comments forwarded to GSI. Recommendations on single sampling well (in scope of contract) being prepared by ad hoc technical committee before May 24.
- Phased Collection and Treatment/ Load Study
 - Load Study is 95% Complete. Peaking factor selection is the only remaining task. TBD recommended by the Ad Hoc Technical Committee; needed by DATE to keep on schedule
- Status of ID1 request to consider sharing Well 5 Site
 - See attached memo.

From: [Doug Pike](#)
To: [Lisa Palmer](#)
Subject: FW: Los Olivos CSD
Date: Friday, April 23, 2021 2:08:20 PM

Lisa,

Please see the below memo from Paeter after our productive & detailed discussion a few days ago. Just to add more from my notes:

1. ID1 wants to be helpful and cooperative, but there are the following key concerns and reservations:
2. He made clear they regard Well 5 as an "active well", although under a transition to add treatment or blending to improve water quality. The main concern is Hexavalent Chromium. This would place an active potable well-head too close for injection, and would require separation from all wastewater activities, as well as would bring permitting scrutiny. However Neither of us know the full ramifications.
3. ID1 would need our District to sort out restrictions/parameters and propose a specific use before they could weigh in on any request or proposal from us for shared use.

Knowing what I know, it would be an uphill battle to permit a WWTP on the same small site as a producing, potable municipal well. We can study it more, or look at this as an opportunity to request some type of "support use" such as construction staging for our chosen site, equipment storage, a trailer office, etc.

I will present this at the next Board meeting.

Thanks,

Doug Pike, PE

Interim General Manager

Los Olivos CSD

PO BOX 345, LOS OLIVOS CA 93441

(805) 500-4098

MNS Engineers, Inc.

201 Industrial Way, Ste A / Buellton, CA 93427

Direct (805) 697-1416 / Cell (805) 331-3553 (preferred)

dpik@mnsengineers.com

From: Paeter Garcia <pgarcia@syrwd.org>

Sent: Friday, April 23, 2021 12:16 PM

To: Doug Pike <dpik@mnsengineers.com>

Subject: RE: Los Olivos CSD

Afternoon Doug,

Sincere thanks again for our phone discussion earlier this week and glad to hear things are going well for you and the CSD. Like your agency, our District looks forward to an ongoing conversation about cooperate efforts in serving our community. We enjoyed your presentation in December 2020 and please know that your follow-up letter was communicated directly to our full Board. In our call this week we again reviewed potential shared use of the District's Well 5 site. In this regard, the District

has been consistent in noting that our Well 5 remains an important and currently accessible component of our potable water supply infrastructure, such that any shared use would need to account for that and any applicable regulatory standards, etc. We appreciate the CSD's understanding of our concerns and look forward to any specific information you can provide regarding potential shared uses of the Well 5 site. For example, we are not yet aware of whether you are proposing to install a wastewater treatment plant on our site, a recycled water injection well, a combination thereof, or possibly just using the site as a vehicle/equipment yard. As possible bookends, those types of alternatives will entail a far different level of research, review, and consideration by both of our Districts and other agencies.

I would be happy to begin reviewing any details you are able to send, and please don't hesitate to call anytime. Perhaps we should schedule a next call just to have it on calendar.

Yours,

Paeter

Paeter E. Garcia

General Manager

Santa Ynez River Water Conservation District, ID No.1

P.O. Box 157

Santa Ynez, CA 93460

805.688.6015

pgarcia@syrwd.org

From: Doug Pike <dpike@mnsengineers.com>

Sent: Tuesday, February 9, 2021 4:14 PM

To: Paeter Garcia <pgarcia@syrwd.org>

Subject: Los Olivos CSD

Hi Paeter,

Hope you are well and all of your staff has remained healthy. I am just following up in regards to our last letter to the Board of Directors. At our attendance at your Board meeting in December, we lightly touched on our hope for determining if a mutually beneficial sharing of your Well 5 site was possible. We didn't actually ask at the meeting, hence our most recent letter.

We know you have plans for the future on that site, and hope we might perhaps assist with those plans. What we have to offer is:

1. Potential beneficial research and analysis on the Groundwater Basin. We have hired GSI, who is also working with the GSA to develop a localized groundwater quality model and Groundwater Monitoring Plan to track and project water quality within the community around well 5. Our current consultant efforts are all focused on cleaning up the groundwater basin underneath Los Olivos, and thus providing a model for Ballard and Janin Acres, who also are in a "Special Problems Area".
2. Potential beneficial improvements to well 5. We just received a Water Reclamation/Clean Water Planning Grant from the State Water Board, and are currently performing much preliminary engineering with County EHS funding. The Regional and State Water Boards, as well as Joan Hartman's Office are all stake-holders and are committed to assist in this effort, which we believe will ultimately resolve and abate long-term water quality degradation to other ID1 wells.

3. We are anticipating having facilities at several locations within our District, and if we had access to some shared use, would choose those activities and footprint that is least impactful to your proposed future use. Our improvements could add security features, complimentary emergency equipment, landscaping, and a number of other potential amenities.
4. Compensation. The District does not expect something for nothing, and would hope that improvements on the site that are mutually beneficial, and a reasonable easement fee or shared use agreement fee could also make sense and be of benefit to the District.

The general Idea is to have a continued conversation and not close the door to a cooperative use by two local agencies with similar missions and are in services to the same constituency. Thanks Paeter, for advancing our letter to you Board for discussion and a response. I remain available to answer any questions and to support you in your mission in any way I can.

Best Regards,

Doug

Doug Pike, PE

Interim General Manager

Los Olivos CSD

PO BOX 345, LOS OLIVOS CA 93441

(805) 500-4098

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dpik@mnsengineers.com

**FY 2021/22 Budget Process Review
(Consistent with 2020 Process Timeline):**

	STEP	DUE	COMPLETE
1	GM prepares recommended Draft Budget for Finance Committee first review	5/8/2021 For 5/10/2021 First Look	
1	Finance Committee prepares and approves recommended Draft Budget to present to Board	6/4/2021	
2	Board Approves a preliminary budget at a Regular Meeting and determines a Hearing Date	6/16/2021	
3	The District will publish a notice stating that the GM has prepared a proposed final budget which is available for inspection on the website; and include the date, time, and place when the Board will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items. Publication must be at least 2 weeks before 7/14/2021 meeting in at least one newspaper of general circulation in the district. NOTE: The notice must be PUBLISHED at least two weeks before the hearing, (SY Valley News). It only needs to be published one time. Post Draft Budget on Website.	Publication must be at least 2 weeks before 7/14/2021 meeting	Submitted to SYV News Published
4	Final budget will be adopted at the Regular Meeting on July 14, 2021.	7/14/2021	
5	Post Final Budget on Website	7/15/2021	

RESOLUTION NO. 2021-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT ADOPTING A CODE OF ETHICS, VALUES, NORMS AND BOARD CONDUCT POLICY

WHEREAS, the Los Olivos Community Services District ("District") is committed to providing mutual respect and trust both within the Board of Directors and with the public; and

WHEREAS, the Board of Directors of the District ("District") seek to establish its code of ethics & values policy setting forth the highest standards of personal and professional conduct among all involved in District government, in accordance with California law; and

WHEREAS, it is in the best interests of the District and its residents to set and maintain standards of conduct in the form of a code of ethics & values policy.

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

1. The above recitals are true and correct; and
2. The Board of Directors hereby establishes and adopts as its code of ethics & values policy the policy set forth in Exhibit A.
3. The authority, limits, restrictions, and procedures set forth in the code of ethics & values policy shall be subject to any and all applicable annual budgetary amounts and other authorizations as may be imposed by the Board from time to time.
4. As of the effective date of this Resolution, the code of ethics & values policy shall be deemed controlling over, and shall otherwise supersede any and all other code of ethics & values authority policies that may conflict with, or be contrary to, the hereby adopted code of ethics & values policy.
5. If any provision of this Resolution or the attached and incorporated code of ethics & values policy is for any reason held invalid, the validity of the remainder of this Resolution and incorporated code of ethics & values policy shall remain unaffected.
6. This Resolution shall become effective upon the date of adoption as set forth herein.

[SPACE 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 regular meeting held on the 12th day of May 2021, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

ATTEST:

DOUG PIKE, Interim General Manager
**LOS OLIVOS COMMUNITY SERVICES
DISTRICT**

By: _____
LISA PALMER, Board President

APPROVED AS TO FORM:

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

I, _____, Secretary of the Los Olivos Community Services District, 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.

EXHIBIT A

LOS OLIVOS COMMUNITY SERVICES DISTRICT

CODE OF ETHICS, VALUES, NORMS AND BOARD CONDUCT POLICY

PURPOSE

The purpose of this policy is to make Los Olivos CSD a better district, built on mutual respect and trust. The District designed its Code of Ethics & Values to provide clear, positive statements of ethical behavior reflecting the core values of the District and the communities it serves. The Code includes practical strategies for addressing ethical questions and a useful framework for decision-making and handling the day-to-day operations of the District. The Code is developed to reflect the issues and concerns of today's complex and diverse society.

I. POLICY

- A. The District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to constituents. To assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.
 - a. The dignity, style, values and opinions of each Director shall be respected.
 - b. Responsiveness and attentive listening in communication is encouraged.
 - c. The needs of the District's constituents should be the priority of the Board of Directors.
 - d. The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
 - e. Directors should commit themselves to emphasizing the positive, avoiding hidden agendas, gossip, infighting, and other negative forms of interaction.
 - f. Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
 - g. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create

barriers to the implementation of said action.

- h. Directors should practice the following procedures:
 - i. In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
 - ii. Complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.
 - iii. Items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 - iv. In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager.
- i. In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager.
- B. The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
 - a. When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
 - b. Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
 - c. Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
 - d. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

RESOLUTION NO. 2021-05

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS
COMMUNITY SERVICES DISTRICT ADOPTING A FINANCIAL
RESERVES POLICY**

WHEREAS, the Los Olivos Community Services District ("District") is committed to openness and transparency regarding the use of public funds for financial reserves; and

WHEREAS, the Board of Directors of the District ("District") seek to establish its financial reserves policy setting forth the authority and restrictions on the establishment and use of reserve funds, in accordance with California law; and

WHEREAS, it is in the best interests of the District and its residents to set and maintain limits, restrictions, and procedures in the form of a financial reserves policy.

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

1. The above recitals are true and correct; and
2. The Board of Directors hereby establishes and adopts as its financial reserves policy the policy set forth in Exhibit A.
3. The authority, limits, restrictions, and procedures set forth in the financial reserves policy shall be subject to any and all applicable annual budgetary amounts and other authorizations as may be imposed by the Board from time to time.
4. As of the effective date of this Resolution, the financial reserves policy shall be deemed controlling over, and shall otherwise supersede any and all other reserve fund authority policies that may conflict with, or be contrary to, the hereby adopted financial reserves policy.
5. If any provision of this Resolution or the attached and incorporated financial reserves policy is for any reason held invalid, the validity of the remainder of this Resolution and incorporated financial reserves policy shall remain unaffected.
6. This Resolution shall become effective upon the date of adoption as set forth herein.

[SPACE 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 regular meeting held on the 12th day of May 2021, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

ATTEST:

DOUG PIKE, Interim General Manager
**LOS OLIVOS COMMUNITY SERVICES
DISTRICT**

By: _____
LISA PALMER, Board President

APPROVED AS TO FORM:

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

I, _____, Secretary of the Los Olivos Community Services District, 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.

EXHIBIT A

LOS OLIVOS COMMUNITY SERVICES DISTRICT

FINANCIAL RESERVES POLICY

PURPOSE

The purpose of this policy is to provide policy and direction concerning the District's comprehensive reserve policy.

I. POLICY

The District reserves policy is a financial policy guided by sound accounting principles of public fund management. The policy establishes several reserve funds to minimize adverse annual budgetary impacts from anticipated and unanticipated District expenses.

The adequacy of the target reserve year-end balance ranges and/or annual contributions will be reviewed annually during the budgeting and rate setting process and may be revised accordingly as necessary. The following District reserve fund categories are established. Policy A shall be implemented upon the adoption date of this policy. Policies B-F will be implemented when the project is operational as determined by the Board of Directors:

A. Project Implementation and Development Reserve

- a. Purpose: Fees are collected via property taxes preliminary to an Assessment Vote held in accordance with Proposition 218 requirements for project implementation and development.
- b. Target Balance: The target balance is \$100,000. The current target reserve balance is the amount that should be funded at the end of each fiscal year, and is reviewed annually.
- c. Methodology/Rational: This amount is a rational amount to hold in reserve at least 4-6 months operating expenses for the District based on current experienced expenses.
- d. Use of Funds: The funds will be used to supplement expenses in the event of unforeseen emergencies, urgent, or critical expenses.
- e. Funding: Annual tax levies are currently based upon the formation analysis of the District. Additionally, interest earnings will be accrued on and added to fund balance, using the District's earnings rate on investment through the County FIN system.

B. Capital Replacement Fee Reserve (WWTP, Sewer and Appurtenant Facilities)

- a. Purpose: Fees are collected for the future replacement of existing facilities and major equipment.
- b. Target Balance: The target balance continually fluctuates with the addition and replacement of new facilities and equipment. As new facilities and equipment are built, acquired or purchased, the target balance will increase in order to provide for the ultimate replacement of these facilities at the end of their life-cycle. As such, the current target reserve balance is the amount that should be funded at the end of each fiscal year according to the replacement reserve study, which is reviewed annually.
- c. Methodology/Rational: The District records depreciation using the straight-line method over the estimated useful lives of facilities and equipment. The fee is collected to replace District facilities and equipment as they reach the end of their useful life and also to handle unanticipated repairs during the life-cycle.
- d. Use of Funds: The funds will be used to replace facilities and equipment as necessary to continue District WWTP, sewer and apurtenant services.
- e. Funding: Annual contributions from user fees are currently based upon annual projected requirements in conjunction with the overall budget and replacement reserve study. Additionally, interest earnings will be accrued on and added to fund balance, using the District's earnings rate on investments.

C. Capital Improvement Fee Reserve

- a. Purpose: To provide funds for the orderly and timely expansion of the District facilities to meet future demand and to maintain and/or improve the District's existing level of service.
- b. Target Balance: AB1600 does not designate a target reserve balance. A Government Code 66000 Compliance Report identifies the proposed capital projects necessary to maintain and/or improve services and the amount needed to fund those capital projects. In accordance with Government Code 66000, the balance shall not exceed the amount specified by that law.
- c. Methodology/Rational: Virtually all development that occurs within the District requires the use of District facilities, plant and equipment for public services. This fee is established to insure the adequacy and reliability of such facilities, plant and equipment as development of undeveloped land occurs.
- d. Use of Funds: The funds generated by the fee will be used to acquire

and/or construct various capital facilities, plant and equipment for the provision of WWTP, wastewater, drainage, appurtenant services and administrative services.

- e. Funding: Annual contributions from developer fees will depend upon new construction within the District. Additionally, interest earnings will be accrued on and added to fund balance, using the District's earnings rate on investments.

D. Capital Improvement Connection Fee Reserve (WWTP and Sewer)

- a. Purpose: Fees previously collected as a primary source of funds for the development of additional WWTP and wastewater capacity and is set at a level which will defray the costs of providing additional: treatment and/or reclamation facilities, major trunk and transmission pipelines and facilities for pumping when such facilities are needed.
- b. Target Balance: The target balance will no longer increase since fees are not collected. Hence, there is no target balance.
- c. Methodology/Rational: In the past, connection fees generated from new development were segregated in this reserve. Contributions are no longer made to this reserve.
- d. Use of Funds: The funds will be used to acquire and enhance system WWTP and wastewater capacity and delivery.
- e. Funding: This fee is no longer collected. However, interest earnings will be accrued on and added to fund balance, using the District's earnings rate on investments.

E. Rate Stabilization Fund Reserve (WWTP, Sewer and Appurtenant services)

- a. Purpose: To offset revenue shortages due to economic hardships and/or unforeseen major expenses.
- b. Target Balance: The minimum and maximum balances will be periodically reviewed by the Board and are to be maintained based upon the level of next year's revenue. The minimum level is no less than the percentage increase of the expenditures in each fund. The maximum limit will be no greater than 50 percent of next year's fund revenue.
- c. Methodology/Rational: An economic hardship or unforeseen event could cause a loss of revenue for the District. If such an event occurs, the District could use these funds to stabilize revenues while adjusting rates as necessary to compensate for the fluctuation.
- d. Use of Funds: These funds will be used to supplement differences in

revenue projections resulting from economic hardships and unforeseen events.

- e. Funding: Additional contributions will not be required unless future events cause the reserve to fall below the target balance. Additionally, interest earnings will be accrued on and added to fund balance, using the District's earnings rate on investments.

F. Operating Fund (WWTP, Sewer, and Appurtenant services)

- a. Purpose: To ensure cash resources are available to fund daily administration, operations and maintenance of providing WWTP, wastewater, appurtenant services and drainage services.
- b. Target Balance: A minimum of six months of cash to fund District expenditures.
- c. Methodology/Rational: The District is required to have sufficient cash flow to meet the next six months of budgeted District expenditures (Government Code Section 53646(b)(3)). The next six months of projected cash revenues can be included as a source of cash flow to satisfy this requirement. Revenues in excess of reserve contributions and expenditures resulting from expenditure savings or timing differences are also reflected in this fund.
- d. Use of Funds: These funds will be used to pay for expenditures according to budget and expenditure authority.
- e. Funding: Annual contributions will vary, depending upon other reserve requirements and current year expenditure requirements. Additionally, interest earnings will be accrued on and added to fund balance, using the District's earnings rate on investments.

RESOLUTION NO. 2021-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT ADOPTING A REIMBURSEMENT POLICY FOR ACTUAL AND NECESSARY EXPENSES

WHEREAS, the Los Olivos Community Services District ("District") is committed to openness and transparency regarding use and expenditures of public funds for the purpose of reimbursing employees for travel on District business; and

WHEREAS, the Board of Directors of the District ("District") seek to establish its reimbursement policy setting forth the authority and restrictions on the reimbursement of employees for actual and necessary expenses; and

WHEREAS, it is in the best interests of the District and its residents to set and maintain limits, restrictions, and procedures in the form of a reimbursement policy.

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

1. The above recitals are true and correct; and
2. The Board of Directors hereby establishes and adopts as its reimbursement policy the policy set forth in Exhibit A.
3. The authority, limits, restrictions, and procedures set forth in the reimbursement policy shall be subject to any and all applicable Government Code and other authorizations as may be imposed by the Board from time to time.
4. As of the effective date of this Resolution, the reimbursement policy shall be deemed controlling over, and shall otherwise supersede any and all other reimbursement authority policies that may conflict with, or be contrary to, the hereby adopted reimbursement policy.
5. If any provision of this Resolution or the attached and incorporated reimbursement policy is for any reason held invalid, the validity of the remainder of this Resolution and incorporated reimbursement policy shall remain unaffected.
6. This Resolution shall become effective upon the date of adoption as set forth herein.

[SPACE 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 regular meeting held on the 12th day of May 2021, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

ATTEST:

DOUG PIKE, Interim General Manager
**LOS OLIVOS COMMUNITY SERVICES
DISTRICT**

By: _____
LISA PALMER, Board President

APPROVED AS TO FORM:

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

I, _____, Secretary of the Los Olivos Community Services District, 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.

EXHIBIT A

LOS OLIVOS COMMUNITY SERVICES DISTRICT

REIMBURSEMENT POLICY FOR ACTUAL AND NECESSARY EXPENSES

I. PURPOSE

It is the policy of the District to prescribe the manner in which District personnel may be reimbursed for expenditures related to District business. This policy applies to all members of the District, and its provisions regarding expense reimbursement are intended to result in no personal gain or loss to a member.

As a basic rule, all actual and necessary expenses incurred by a Director or an employee are reimbursable if the activity is authorized under the guidelines of this Policy. These guidelines follow legal requirements as discussed in the following sections. In general, an activity can be authorized if the activity is considered necessary in the pursuit of the mission of the District or to promote and to protect the interests of the District and of its constituents.

II. LEGAL REQUIREMENTS AND COMPLIANCE

This Policy it is intended to comply with the specific provisions of California Government Code §53232.1 through §53232.3, which define Directors' attendance at meetings and other 'occurrences' and expense reimbursement for 'actual and necessary expenses incurred in the performance of official duties'. Employee travel and expense reimbursements are included.

III. GENERAL POLICIES

1. It is the policy of the District to reimburse District employees and Directors for transportation, program/registration fees, lodging and meals expenses while attending to District business, including but not limited to conferences, training programs, meetings, seminars and classes.
2. It is the policy of the District to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the District for Directors and staff members to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.
3. In cases where District business is combined with some personal dealings, care must be taken to segregate the costs applicable to the official District part of the trip from any personal costs. Directors and employees will be reimbursed only for costs directly related to the District business portion of the trip.
4. Travel to and attendance at meetings, seminars, training programs and conferences should not place a financial burden on the attendee to advance

travel, meals and lodging costs. Requests for advancements or prepayment shall be made in writing and prepayment will be made using the District's Credit card, when one is obtained by the District (where prepayments can be refunded if the event is cancelled or the attendee fails to attend). Until such time as the District establishes a Credit Account and Card, authorized travel shall be pre-paid by the individual.

5. All expense documents related to the trip must be kept and submitted to support any request for reimbursement.
6. Expenses incurred for alcoholic beverages, premiums for personal property insurance, or any discretionary items intended for the personal benefit or pleasure of the Director or employee such as entertainment, laundry services and the like shall not be subject to reimbursement.
7. Whenever feasible, attendance by District employees at training seminars and classes should be during regular working hours.
8. Directors, employees, and officers must obtain the pre-approval from the District Board of Directors for travel and attendance at out-of-state seminars, conferences, meetings and classes.
9. A claim for reimbursement of travel expenses must be filed within ten days after the event in writing along with the appropriate supporting documents.

IV. RULES AND GUIDELINES FOR REIMBURSEMENT

A. Transportation

The general rules for selection of mode of transportation is that mode which is the most efficient (time, cost, and availability) to the District.

- a. Travel via private automobile:
 - i. Driver must carry liability insurance and possess valid driver's license.
 - ii. No reimbursement will be made on the insurance premium for the vehicle used.
 - iii. No reimbursement will be made for the repair of a private vehicle for any repairs during the trip.
 - iv. Mileage reimbursement will be at a rate equal to the rate prescribed by the Internal Revenue Service (IRS).
 - v. Employees authorized to travel on official District business in their personal vehicles, will be reimbursed for those miles over and above

their normal commute (home to work/work to home).

- vi. An accepted mapping program, such as MapQuest, Expedia, Google Maps or Apple Maps will be the basis for determining point to point mileage reimbursement and reasonable business-related mileage. Deviations from this mileage must be explained in writing and will be subject to review and approval from the responsible authority.

b. Commercial auto rental:

- i. The use of rental car will be considered when necessary due to traveling out-of-the-area by aircraft, and/or when it is considered to be the most economical means of transportation.
- ii. The type and size of the automobile rented shall be the least expensive appropriate to the use required by the employee or Director. Luxury cars are not to be rented under any circumstance. Effort should be made to obtain the lowest rate whenever possible.
- iii. Rental car insurance is to be purchased to provide full protection to the District.
- iv. The actual and necessary costs of the rental when substantiated by an invoice will be reimbursed.

c. Air travel:

- i. Use a carrier that has the lowest airline rates available. Reimbursement will be based on travel by economy class.
- ii. No additional charges or higher airline rates may be incurred for reimbursement by the District for the purpose of obtaining frequent flyer miles or any other promotional discounts for future use.
- iii. Air travel requires pre-authorization by the Board of Directors.

d. Taxis and "ride hailing" services:

- i. Use of taxis and "ride hailing" services, such as Uber and Lyft, is discouraged. Whenever possible, all attempts must be made to utilize hotel shuttle services to and from airport or train/bus station.
- ii. These services will not be used to travel to a restaurant unless there are no available facilities at or near the venue of the event or place of lodging.
- iii. The actual cost of the ride plus gratuity will be reimbursed. Any claim for reimbursement must be accompanied by a ticket/receipt and an

explanation as to why travel via taxi or “ride hailing” service was necessary.

B. Meal reimbursement

Meal reimbursement will be paid on a Receipt basis as described below.

Receipt Reimbursement: The reimbursement limit for meals is sixty dollars (\$75.00) (including tax and gratuity) per day for full travel days requiring purchase of three (3) meals. When separate meals are claimed for partial days of travel and/or when any meals are included as part of the meeting/conference or seminar, the per-meal allowance will be twenty dollars (\$20.00) for breakfast, twenty dollars (\$20.00) for lunch and thirty dollars (\$35.00) for dinner, all including tax and gratuity. Gratuities should be in keeping with the accepted standard of 15% to 20%. Deviations from this allowance are subject to approval by the General Manager based on an identified need.

C. Lodging

It is the policy of the District to exercise prudence in selecting lodging accommodations. Although it is also a policy that the preferred lodging be in the venue of the event to gain maximum participation and having the advantage of more interaction with other participants, the cost has to be compared to and weighed against other lodging accommodations that are within ten minutes of the venue where the expected benefits of a same venue lodging are simply minimal or non-existent.

- a. If lodging is provided in connection with a conference or organized education activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that the lodging at the group rate is available to the Director or employee at the time of booking. If the group rate is not available, the Director or employee shall use lodging that is comparable with the group rate. The maximum reimbursement is the event group rate.
- b. Where a family member or friend (who is not a participant in the event) is sharing the room, only the rate for single occupancy will be reimbursed.
- c. Where the room is shared with other employees or a Director who are participants in the event, only one employee/Director will pay the lodging cost and thereon be entitled to reimbursement.
- d. Lodging reimbursement is allowed for the evening before an event where the attendee has to leave before 7:00 a.m. on the day of the event to make it on time. It is also allowed for the last day of the event where traveling on the last day would result in the attendee arriving at his/her residence after 8:00 p.m.

D. Registration Fees

Payment for the registration fee would normally be accomplished by a check or District Credit Card.

The employee may also pay the registration fee with his/her own credit/debit card and then claim reimbursement after the event.

V. PAYMENTS OF EXPENSES

A. Expenses Paid By Attendee

Nothing in these policies prohibits a Director or employee from paying all travel and reimbursable costs using his/her own resources and then requesting reimbursement of costs, that meet the requirements of this policy, by submitting a request in writing after the event.

B. Expenses Paid By District

District resources may be used by a Director or employee to pay costs in advance of the travel and/or to advance travel, lodging and registration expenses. Requests for advancements or prepayment shall be made in writing and prepayment will be made using the District's Credit card, when one is obtained by the District (where prepayments can be refunded if the event is cancelled or the attendee fails to attend). Until such time as the District establishes a Credit Account and Card, authorized travel shall be pre-paid by the individual.

VI. REPORTING REQUIREMENTS AND JUSTIFICATION OF ADVANCES

A. Directors, Officers and Employees

Within ten days after the travel, the Travel & Reimbursement Expense must be submitted in writing. This request serves both as a claim for reimbursement or to settle an advance and as a report of all the costs of the travel/meeting.

B. Board member

A brief report on the class, training or seminar attended by him/her must be presented by the Board Member at the next meeting of the Board of Directors.

C. Employee

Within ten days after the travel or meeting, an employee must provide his/her supervisor with an oral or written report on the event which highlights knowledge gained by the employee and the benefits that may accrue to the District as a result. If the subject matter covered at the class, training program or seminar is of value to other employees, then the participant may be required to present a summary of the class, training or seminar to other employees of the District. In all cases, the report must be communicated by the participant or supervisor to the General Manager.

D. General Manager

The General Manager will summarize orally or in writing all reports of meetings, conferences and training programs or seminars attended by the GM or a District employee at the following Board of Director meeting. In cases where the subject matter discussed in a travel event/meeting has an urgent nature, the report must be communicated immediately to the President of the Board or in his/her absence to the Vice-President. Such report will again be replicated in the General Manager's report at the next regular meeting of the Board.

RESOLUTION NO. 2021-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT ADOPTING A POLICY FOR HANDLING PUBLIC RECORDS ACT REQUESTS

WHEREAS, the Los Olivos Community Services District ("District") is committed to openness and transparency with the public regarding governmental records; and

WHEREAS, the Board of Directors of the District ("District") seek to establish its public records policy setting forth the authority and restrictions on the disclosure of governmental records to the public upon request, in accordance with California law (California Public Records Act – California Government Code §6250 through §6276.48); and

WHEREAS, it is in the best interests of the District and its residents to set and maintain limits, restrictions, and procedures in the form of a public records policy.

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

1. The above recitals are true and correct; and
2. The Board of Directors hereby establishes and adopts as its public records policy the policy set forth in Exhibit A.
3. The authority, limits, restrictions, and procedures set forth in the public records policy shall be subject to any and all applicable public records laws as may be imposed by the Board from time to time.
4. As of the effective date of this Resolution, the public records policy shall be deemed controlling over, and shall otherwise supersede any and all other public records authority policies that may conflict with, or be contrary to, the hereby adopted public records policy.
5. If any provision of this Resolution or the attached and incorporated public records policy is for any reason held invalid, the validity of the remainder of this Resolution and incorporated public records policy shall remain unaffected.
6. This Resolution shall become effective upon the date of adoption as set forth herein.

[SPACE 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 regular meeting held on the 12th day of May 2021, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

ATTEST:

DOUG PIKE, Interim General Manager
**LOS OLIVOS COMMUNITY SERVICES
DISTRICT**

By: _____
LISA PALMER, Board President

APPROVED AS TO FORM:

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

I, _____, Secretary of the Los Olivos Community Services District, 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.

EXHIBIT A

LOS OLIVOS COMMUNITY SERVICES DISTRICT

PUBLIC RECORDS POLICY

PURPOSE

The purpose of this policy is to provide uniform guidelines and procedures for the handling and copying of public records, in accordance with the California Public Records Act (CPRA). This public records policy promotes maximum disclosure of the conduct of the District's governmental operations and minimizes secrecy. It allows the public to access information that enables them to monitor the functioning of their Community Services District.

I. POLICY

- A. All records must be disclosed unless a specific exemption applies under the CPRA or the public interest in non-disclosure clearly outweighs the public interest in disclosure.
- B. If any record is withheld, the written response must state the statutory basis for withholding and the person responsible for the determination to withhold. The District is not required to produce a log of withheld documents.
- C. Individuals requesting copies of public documents shall be charged at the maximum current rate allow by law to defray expenses associated with the copying process.
- D. Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge.
 - a. Individuals requesting copies of such documents prior to the Board meeting will be charged at the maximum current rate allowed by law. The copy charge will be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.
- E. Allow 7-10 days for requested copies from General Manager. The District shall respond to requests within 10 days to notify requester of its determination whether it has responsive records and whether such records will be disclosed.
- F. If the request seeks inspection of public records, the records shall be open for inspection any time during the District's regular business hours and any member of the public may request to see them.
- G. If the request seeks duplication of public records, the District shall promptly make them available.

RESOLUTION NO. 2021- 02_

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT ADOPTING A BROWN ACT COMPLIANCE POLICY

WHEREAS, the Los Olivos Community Services District ("District") is a public agency and conducts regularly scheduled meetings of the Board of Directors; and

WHEREAS, the Los Olivos Community Services District ("District") is committed to openness and transparency regarding Board meetings and District business; and

WHEREAS, the Board of Directors of the District ("District") seek to establish its board meetings policy setting forth the authority and restrictions on the planning and execution of open and public Board Meetings, in accordance with California law (Ralph M. Brown Act - California Government Code §54950 through §54926); and

WHEREAS, it is in the best interests of the District and its residents to set and maintain limits, restrictions, and procedures in the form of a board meetings policy.

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

1. The above recitals are true and correct; and
2. The Board of Directors hereby establishes and adopts as its board meetings policy the policy set forth in Exhibit A.
3. The authority, limits, restrictions, and procedures set forth in the board meetings policy shall be subject to California Government Code §54950 through §54926.
4. As of the effective date of this Resolution, the board meetings policy shall be deemed controlling over, and shall otherwise supersede any and all other board meetings policies that may conflict with, or be contrary to, the hereby adopted board meetings policy.
5. If any provision of this Resolution or the attached and incorporated board meetings policy is for any reason held invalid, the validity of the remainder of this Resolution and incorporated board meetings policy shall remain unaffected.
6. This Resolution shall become effective upon the date of adoption as set forth herein.

[SPACE 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 regular meeting held on the 12th day of May 2021, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

ATTEST:

DOUG PIKE, Interim General Manager
**LOS OLIVOS COMMUNITY SERVICES
DISTRICT**

By: _____
LISA PALMER, Board President

APPROVED AS TO FORM:

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

I, _____, Secretary of the Los Olivos Community Services District, 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.

EXHIBIT A

LOS OLIVOS COMMUNITY SERVICES DISTRICT

BROWN ACT COMPLIANCE POLICY

PURPOSE

The purpose of this policy is to provide uniform guidelines and procedures for Board meetings and agendas used for the operations of the District. These procedures and guidelines ensure the District is in compliance with the Ralph M. Brown Act (California Government Code §54950 through §54926).

I. POLICY

- A. Regular meetings of the Board of Directors shall be held on the day, time and place as approved by resolution of the Board. The date, time and place of regular Board meetings may be reconsidered by the Board at any regular board meeting.
 - a. Regular meeting agendas shall be posted at least 72 hours in advance of the meeting. If this is not done, the meeting must be treated as a special meeting, and all of the limitations and requirements for special meetings apply.
- B. Special meetings of the Board of Directors may be called by the Board President or by a majority of the Board.
 - a. All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, received by them in as far in advance as possible but no later than at least 24 hours prior to the meeting.
 - b. Notification of special meetings shall be in accordance with California Government Code §54950 through §54926.
 - c. An agenda shall be prepared for Special Board meetings and shall be delivered with the notice of the special meeting to those specified above.
 - d. Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.
- C. Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

- a. Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.
 - b. No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency meeting, a list of persons the Board or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.
- D. Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.2.2 above.
- E. Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in April. At this meeting the Board will elect a President and Vice President from among its members to serve during the coming calendar year. Standing Committee assignments will typically be made by the President at a regular meeting in April, and no later than the Board's regular meeting in May.
- F. "Teleconferencing" may be used as a method for conducting meetings whereby members of the body may be counted towards a quorum and participate fully in the meeting from remote locations (California Government Code §54953).
- a. The following requirements apply (California Government Code §54953): the remote locations may be connected to the main meeting location by telephone, video or both; the notice and agenda of the meeting must identify the remote locations; the remote locations must be posted and accessible to the public; all votes must be by roll call; and the meeting must in all respects comply with the Brown Act, including participation by members of the public present in remote locations.

- G. Notice and Agenda. To ensure that the public's business is conducted openly, the District shall post agendas prior to its meetings (California Government Code §54954.2, §54955 and §54956) and no action or discussion may occur on items or subjects not listed on the posted agenda (§54954.2).
 - a. The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.
- H. The Chairperson and the General Manager shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.
- I. The District shall recognize the public's right to videotape or broadcast a public meeting. However, the District may prohibit or limit recording of a meeting if it finds the recording cannot continue without noise, illumination, or obstruction of a view that constitutes, or would constitute, a disruption of the proceedings (California Government Code §54953.5).