

Tom Fayram, President
Brad Ross, Vice-President
Julie Kennedy, Director
Lisa Palmer, Director
Greg Parks, Director



LOS OLIVOS COMMUNITY SERVICES DISTRICT

Posted: 6-9-2023

REGULAR MEETING

June 14, 2023, 6PM (PDT)

St Mark's in the Valley Episcopal Church, Stacy Hall

2901 Nojoqui Ave, Los Olivos CA 93441

Please observe decorum and instructions from the President

Please note that Director Palmer will be attending via Zoom. She will be located at:

Business Center

Waimea Plantation Cottages

9400 Kaunualii Highway

Waimea, Kauai, HI 96796

Members of the public may join her at that location.

Note that the meeting will be held according to the time in California, 6PM Pacific Daylight Time (UTC-7)

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

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

On Zoom:

<https://us06web.zoom.us/j/82515801920?pwd=VHFQd1VDZUVucFZXZEVEEdVhzVjhhOT09>

By Phone:

Meeting ID: 825 1580 1920 Passcode: 378600

One tap mobile +16694449171,,82515801920#,,,,*378600# US

The Los Olivos Community Services District is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please call 805.500.4098 or email to losolivoscscd@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.

MEETING AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS

Members of the public may address the Board of Directors on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Gov. Code - 54954.3). The public may also request future agenda topics at this time. Speakers are limited to a maximum of 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.

ADMINISTRATIVE ITEMS:

All matters listed hereunder constitute an administrative / consent agenda and will be acted upon by a single vote of

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

losolivoscscd@gmail.com, www.losolivoscscd.com

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the Board. Matters listed on the Administrative Agenda will be read only on the request of a member of the Board, in which event the matter may be removed from the Administrative Agenda and considered as a separate item.

5. APPROVALS

A. APPROVAL OF MEETING MINUTES

Regular Meeting Minutes of May 10, 2023.
Budget Workshop Minutes of May 10, 2023.

B. APPROVAL PAYMENT OF INVOICES RECEIVED BY JUNE 1, 2023.

The invoices below have been reviewed by the Finance Committee and are recommended for approval.

No.	Invoice Date	Invoice #	Provider	Amount
1.	5/4/2023	83015	MNS – Engineering Services	\$ 2,452.50
2.	5/4/2023	75423	Aleshire & Wynder – Legal Services	\$ 2,914.01
3.	5/12/2023	83166	MNS – Engineering Services	\$ 1,277.50
4.	5/31/2023	20235	Savage – General Manager and District Services	\$ 4,050.00

Project	Vendor	To Date (inc. above)	Remaining Authorization
Effluent Study	GSI	\$ 15,317.50	\$ 4,182.50
Effluent Study	ConfluenceES	\$ 19,421.20	\$ 1,028.80
Audit	Moss, Levy & Hartzheim, LLP	\$ 2,500.00	\$ 8,055.00

C. AUDIT REPORTS FOR FISCAL YEARS 2019-20, 2020-21, AND 2021-22.

The Board will receive and file the prior three years’ worth of audit reports from the District’s independent auditor, Moss, Levy & Hartzheim. Fiscal Year 2018-19 was received and filed on March 15, 2023. All audit reports can be found at: <https://www.losolivoscsd.com/district-financial-information>

BUSINESS ITEMS:

6. FISCAL YEAR 2023-24 BUDGET

The Board will review the Proposed Budget for Fiscal Year 2023-24 (FY 2023-24). The District’s FY 2023-24 will run from July 1, 2023 through June 30, 2024. As part of their deliberations, the Board may set the date and time for hearing the FY 2023-24 Budget. In keeping with the State law, notice of the Hearing must be posted more than two weeks prior to the Hearing being held. The FY 2023-24 Proposed Budget can be found at: <https://www.losolivoscsd.com/fy-2023-24-proposed-budget>

7. TECHNICAL SUBCOMMITTEE - COLLECTION CONCEPTS

The ad hoc technical subcommittee of the Board has been meeting to develop potential concepts for the collection of wastewater within the District. A draft concept is being brought to the entire Board for discussion and input. As part of the discussion, the Board may choose to set a date and time for a community workshop to further discuss solutions for collection of wastewater.

8. REQUIREMENT TO INSTALL AND SAMPLE GROUNDWATER MONITORING WELLS

The District received a letter from the Central Coast Regional Water Quality Control Board regarding groundwater monitoring wells. The letter titled, “LOS OLIVOS COMMUNITY SERVICES DISTRICT, LOS OLIVOS, SANTA BARBARA COUNTY – REQUIREMENT TO INSTALL AND SAMPLE GROUNDWATER MONITORING WELLS” will be discussed. The Board may provide direction to staff regarding the General Manager’s proposed response to the letter. Additionally, the District received a communication from Central Coast Regional Water Quality Control Board staff regarding testing regularity and constituents the District should consider testing to find.

9. DISTRICT OFFICER ELECTIONS

The Board will review its prior actions regarding the election of its officers and appointments to subcommittees.

INFORMATIONAL ITEMS:

These items are informational only, no action will be taken, and public comment not received.

10. REPORTS

A. SUBCOMMITTEE REPORTS

B. GENERAL MANAGER AND DISTRICT ENGINEER COMMENTS

The GM and DE will give reports on any meetings that they attended on behalf of the District, report on various District-related activities and/or provide status on projects. The GM may also review Budget Reports. See packet for more details.

11. DIRECTORS COMMENTS

Directors will give reports on any meetings that they attended on behalf of the Board and/or choose to comment on various District-related activities. Directors may also request future agenda topics at this time.

12. ADJOURNMENT

ITEM 5A - MINUTES TO APPROVE

MINUTES TO APPROVE

Tom Fayram, President
Brad Ross, Vice-President
Julie Kennedy, Director
Lisa Palmer, Director
Greg Parks, Director



LOS OLIVOS COMMUNITY SERVICES DISTRICT
REGULAR MEETING
May 10, 2023, 6PM

Posted: 5-7-2023

St Mark's in the Valley Episcopal Church, Stacy Hall
2901 Nojoqui Ave, Los Olivos CA 93441

Please observe decorum and instructions from the President

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

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On Zoom:

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By Phone:

Meeting ID: 825 1580 1920 Passcode: 378600

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MEETING AGENDA

1. CALL TO ORDER

President Fayram called the meeting to order at 6:02 PM.

2. ROLL CALL

President Fayram requests a roll call be taken.

PRESENT: President Fayram, Vice President Ross, Director Kennedy, Director Palmer, Director Parks

ABSENT: None

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS

Members of the public may address the Board of Directors on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Gov. Code - 54954.3). The public may also request future agenda topics at this time. Speakers are limited to a maximum of 3 minutes. Due to the requirements of the Ralph M. Brown Act, the District cannot take action today on any matter not on the agenda, but a matter raised during Public Comments can be referred to District staff for discussion and possible action at a future meeting.

President Fayram opens the floor to public comment.

Kathryn Rohrer and Anne Marie Gott speak

ADMINISTRATIVE ITEMS:

All matters listed hereunder constitute an administrative / consent agenda and will be acted upon by a single vote of the Board. Matters listed on the Administrative Agenda will be read only on the request of a member of the Board, in which event the matter may be removed from the Administrative Agenda and considered as a separate item.

5. APPROVALS

A. APPROVAL OF MEETING MINUTES

Regular Meeting Minutes of April 12, 2023.

B. APPROVAL PAYMENT OF INVOICES RECEIVED BY MAY 1, 2023.

The invoices below have been reviewed by the Finance Committee and are recommended for approval.

No.	Invoice Date	Invoice #	Provider	Amount
1.	4/13/2023	74960	Aleshire & Wynder – Legal Services	\$ 4,312.99
2.	3/7/2023	1091	Confluence ES – Effluent Disposal Study	\$ 550.00
3.	4/30/2023	20234	Savage – General Manager and District Services	\$ 3,611.25

Project	Vendor	To Date (inc. above)	Remaining Authorization
Effluent Study	GSI	\$ 15,317.50	\$ 4,182.50
Effluent Study	ConfluenceES	\$ 19,421.20	\$ 1,028.80
Audit	Moss, Levy & Hartzheim, LLP	\$ 2,500.00	\$ 5,275.00

President Fayram opens the floor for public comment.

No commenters.

Motion to approve the Consent Agenda, items 5A and 5B.

Motion by: Director Palmer, Second: Director Parks

Voice vote: 5-0

INFORMATIONAL ITEMS:

These items are informational only, no action will be taken, and public comment not received.

6. REPORTS

A. SUBCOMMITTEE REPORTS

Grants – did not meet. Director Kennedy submitted paperwork related to Carbajal’s office’s potential grant.

Director Kennedy notes that the Spring funding fair is next week. Might be something in the works at the federal level to provide funds to lower income households to help them move off of septic. Director Parks spoke with Rogelio Rodriguez about potential opportunities.

Project Management – did not meet. Director Palmer just sent rest of group a list of property owners by parcel size.

Technical Management – did not meet. President Fayram reiterates that the group is trying to develop an approach and terminology that will be brought back to the Board. He adds that there are crossovers between technical and grants. Directors Parks and Palmer ask questions about the alternatives being considered.

General Manager Savage displays a map of parcels with sizes. He reiterates what the group talked about in March.

B. GENERAL MANAGER AND DISTRICT ENGINEER COMMENTS

The GM and DE will give reports on any meetings that they attended on behalf of the District, report on various District-related activities and/or provide status on projects. The GM may also review Budget Reports. See packet for more details.

GM Savage walks through the handouts provided as part of the agenda packet.

7. DIRECTORS COMMENTS

Directors will give reports on any meetings that they attended on behalf of the Board and/or choose to comment on various District-related activities. Directors may also request future agenda topics at this time.

Vice President Ross – Asks if there is a status of Mattei’s system. Neither staff nor other Directors are able to provide an update. He confirms that the District has not taken any additional water samples from its two groundwater monitoring wells, only water levels. He then asks about whether the RWQCB is interested in funding additional wells. GM Savage responds that based on recent conversations, he thinks they are interested and that as part of the grant, he would be looking to have the grant include funds to do sampling. Vice President Ross then brings up the topic of the MHI study – Director Kennedy responds that we are trying to find funding. Vice President Ross then asks about the status of the draft report for State Water Reclamation grant. As District Engineer Pike was not in attendance, no answer was provided.

Director Palmer suggests that a roundtable of potential funders be held to increase their understanding of how

they can help; perhaps via Zoom.

Director Parks – Notes a concern about getting potential funders together, saying that it can be a little overwhelming and that attendees may determine that they don't have to provide funding because others on the call can do it. Describes his interaction with Rogelio Rodriguez from WaterFX, who he spoke with earlier in the day. Says that Rogelio is going to do a little more research on Los Olivos and see what he can come up with that may be an option for LOCSD.

Director Kennedy – Piggybacks on Director Palmer's comments. Describes the Mean Household Income (MHI) survey process and how it is a multi-pronged process including multiple mailings. Discussion follows about who will be questioned as part of any MHI study. She notes that the goal of an MHI study is to get every property owner to respond. She adds that California has raised its minimum household income level for some grants. Following questions by President Fayram, there is additional discussion about who is queried – only property owners or residents in the district. The estimated cost of the MHI study is \$50K. Due to this cost, Directors express interest in a quick preliminary evaluation of the likelihood that the MHI study will provide substantial benefit to the district.

President Fayram – Describes his involvement in the meeting with GM Savage and the County.

Vice-President Ross – Asks about costs for regular testing of wells, focused on what we specifically need to test for versus a whole spectrum of things. GM Savage notes that he has spoken to Tim Thompson (GSI) to get a quote on what it would cost for regular testing, both quarterly and bi-annually.

8. ADJOURNMENT

Motion to adjourn at 6:40 PM.

Motion by: Vice-President Ross, Second: Director Palmer

Voice vote: 5-0

Tom Fayram, President
Brad Ross, Vice-President
Julie Kennedy, Director
Lisa Palmer, Director
Greg Parks, Director



LOS OLIVOS COMMUNITY SERVICES DISTRICT
BUDGET WORKSHOP
May 10, 2023

Posted: 5-7-2023

**This workshop will commence at the later of 6:15 PM or
the conclusion of the Los Olivos Community Services District Regular Meeting
which begins at 6:00 PM**

**St Mark's in the Valley Episcopal Church, Stacy Hall
2901 Nojoqui Ave, Los Olivos CA 93441
Please observe decorum and instructions from the President**

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By Phone:
Meeting ID: 825 1580 1920 Passcode: 378600
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MEETING AGENDA

1. CALL TO ORDER

Meeting was called to order at 6:42 PM

2. PUBLIC COMMENTS

Members of the public may address the Board of Directors on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Gov. Code - 54954.3). The public may also request future agenda topics at this time. Speakers are limited to a maximum of 3 minutes. Due to the requirements of the Ralph M. Brown Act, the District cannot take action today on any matter not on the agenda, but a matter raised during Public Comments can be referred to District staff for discussion and possible action at a future meeting.

President Fayram opens the meeting to public comment.

Kathryn Rohrer, Anna Marie Gott, Paul Rohrer, and Michelle de Werd speak.

3. BUDGET WORKSHOP

The Board will review and discuss the budget for the upcoming fiscal year (FY 2023-24). The Board may provide direction to the General Manager and others; but no action will be taken.

GM Savage walks through the handouts provided as part of the workshop packet, as well as the addendums. He references the slides provided as part of the April regular meeting to show the Proposition 218 work plan. Focusing on the budget spreadsheet, he makes several comments. He notes that grant funding was not included in the budget being shown because of the uncertainty that grant funds will be received. He adds that in his opinion, it

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

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would only be appropriate to include the grant funds as a revenue source if they are a “guaranteed” source. As it relates to the largest dollar figure \$590,000 (7460 – Professional and & Special Services), shown in red, GM Savage references the Notes to the right of the budget spreadsheet. He notes that he only included those items which are projected to be completed next fiscal year. He points out that because of the Board’s prior commentary, additional groundwater wells were not included. He further adds when it comes to the environmental costs, which span both FY 2023-24 and FY 2024-25, he only included the costs that would be incurred in FY 2023-24 and did not include costs that would be incurred in FY 2024-25.

President Fayram opens the meeting to public comment.

Paul Rohrer, Anna Marie Gott, and Kathryn Rohrer speak.

Vice President Ross confirms that a balanced budget must be adopted. He recommends we redouble our efforts to bring in EHS and State grant funds that are outstanding. He asks that we include each of the projects as a part of the budget schedule. President Fayram asks Counsel Trindle if budget amendments (adjustments) could be made through the year. Counsel Trindle clarifies that a budget can be amended throughout the year, assuming specific processes are followed. This would allow the District to pursue grant funding and then, once funding is identified, amend the budget to allocate the funding to specific activities.

Director Palmer comments that she would have liked to have had a staff memo outlining more of the assumptions included in the slides. Director Palmer asks what the order of magnitude is for outstanding funds from the EHS grant. After a period of time, GM Savage responds that he believes the amount to be approximately \$66,800, if he includes the outstanding billings for the initial Effluent Disposal Study and the Groundwater Monitoring wells. In consideration of the 60% design number, she asks about the critical path to get us to a project description, into the pipeline for grants, and to environmental review.

Director Parks asks about the 60% design and if it is the “Stantec” design. GM Savage responds that the 60% design could be completed by anyone. He adds that it could include STEP, STEG, and/or gravity collection, secondary or tertiary treatment, and effluent disposal options. General discussion about 60% design follows. Director Parks asks about the \$50k for assessment engineer. GM Savage responds that is who determines the actual cost to each parcel owner.

Director Kennedy comments on what is required, minimally, to get us to a Prop 218 vote. President Fayram responds that the Technical Committee will attempt to complete its first draft this month. He notes that it is a starting point for discussion with the full Board. President Fayram notes that what is presented in the base budget is what it takes for the LOCSD to exist as an entity. He comments on specific items such as District Counsel costs. He notes that the reason the District holds its meetings when it does is so that there can be a three-way split with two other jurisdictions (Santa Maria Valley, Isla Vista) for Counsel Trindle’s costs. He reminds the Board that some level of reserves should be kept. He suggests that the Base Budget, plus any grant funds that come in and associated work is complete, is his opinion of how things should proceed. President Fayram then talks about grants and required grant match funding.

GM Savage recaps his understanding of what should be included in the FY 2023-24 budget, stating that it is essentially the Base Budget as presented, plus pursuit of grants of everything shown on the April “Prop 218 Plan” slides. And, that the roughly \$66k of unallocated funds be included as potential Professional and Special Services.

Vice President Ross then asks a number of clarifying questions about what is shown as “Ending Balance” on the spreadsheet and Reserves.

Director Palmer asks about the roughly \$66k that may be coming from the EHS grants. GM Savage confirms that the funds are for work already completed and that the grant concluded as of 12/31/2022. She adds that anything related to the groundwater monitoring wells should be pushed out unless it is completely funded. From a plan perspective, she thinks groundwater monitoring wells should be pushed out of FY 2023-24.

Director Kennedy reraises the conversation about a grant workshop. GM Savage responds that he will make it happen if that is the will of the Board.

Vice President Ross asks a process question about how the District would move forward with the Base Budget; but, wants to be clear that as grant funds come in, the related work will get started as soon as possible. President Fayram describes how the process would work. A general discussion ensues about priority of tasks and application

of grant funds. Based on the ensuing discussion, the project management sub-committee will draft a plan to prioritize the addition of tasks as a function of receiving additional grant funds.

President Fayram opens the meeting to public comment.

Allie Andersen and Tom Nelson speak.

Based on public comment and commentary from the Board, Counsel Trindle clarifies that if members of the community are added to a subcommittee, such as the Grant subcommittee, it would be a Brown Act meeting. He adds that if an existing subcommittee opens their meeting to the public and the public participates, it does not necessarily need to be noticed in the same manner as a Brown Act meeting.

4. ADJOURNMENT

Motion to adjourn at 8:01 PM.

Motion by: Director Palmer, Second: Director Parks

Voice vote: 5-0

ITEM 5B - INVOICE PAYMENT

INVOICE PAYMENT



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

Main: 805 692 6921

WWW.MNSENGINEERS.COM

- > CIVIL ENGINEERING
- > CONSTRUCTION MANAGEMENT
- > LAND SURVEYING

May 4, 2023

Project No: LOCS.D.180392.00

Invoice No: 83015

Los Olivos Community Services District

P.O. Box 553

Los Olivos, CA 93441

Principal Jeffrey Edwards
Project Manager Douglas Pike
Project LOCS.D.180392.00 District Support Services

This Invoice includes:

1. General District Support Tasks: \$1,527.50
2. Engineering Tasks:
 - a. REGEN Report Update Review (draft & final): \$185.00
 - b. GSI Well Report Review and comment: \$0.00
 - c. Assessment Engineer: \$0.00
 - d. General Engineering Tasks (Technical Committee): \$370.00
 - e. Grant Support (New Grant Opportunities Research): \$370.00
3. PRA Request: \$0.00

Professional Services for the Period: March 1, 2023 to March 31, 2023

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Administrative Support				
Project Coordinator	7.50	105.00	787.50	
Project Management				
District Engineer	4.00	185.00	740.00	
Totals	11.50		1,527.50	
Total Labor				1,527.50
				Level 2 Subtotal
				\$1,527.50

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount	
Project Management				
District Engineer	5.00	185.00	925.00	
Totals	5.00		925.00	
Total Labor				925.00
		Level 2 Subtotal		\$925.00
		Current Invoice Amount		\$2,452.50

Billing Backup

Thursday, May 4, 2023

MNS Engineers, Inc.

Invoice 83015 Dated 5/4/2023

12:55:32 PM

Project LOCSD.180392.00 District Support Services
 Level 2 TASK01 District Management

Professional Personnel

			Hours	Rate	Amount
Administrative Support					
Project Coordinator					
Zepeda, Mary	3/6/2023		.25	105.00	26.25
File A&W Invoice; Update Budget Tracking Log					
Zepeda, Mary	3/10/2023		1.50	105.00	157.50
Prepare and Forward GSI Invoice 00876.001-15 to EHS for reimbursement; Update Budget Tracking Log					
Zepeda, Mary	3/20/2023		.25	105.00	26.25
Assist GS to confirm FIN error message					
Zepeda, Mary	3/23/2023		2.75	105.00	288.75
Prepare GSI, GWS, MNS (2), Regan Invoices for payment via FIN; Update Budget Tracking Log; Followup with GS re Moss Levy Hardzheim Vendor Package					
Zepeda, Mary	3/27/2023		2.50	105.00	262.50
Create and Process Single Payment Claims for GSI , GWS, Regen, MNS Invoices for DP; Follow-up with GS re Moss, Levy & Hartzheim, LLP Invoice and GSI 00876.001-23 Invoice; Update Budget Tracking Log					
Zepeda, Mary	3/31/2023		.25	105.00	26.25
File Streamline Invoice; Update Budget Tracking Log					
Project Management					
District Engineer					
Pike, Douglas	3/15/2023		4.00	185.00	740.00
Prepare for, Set up and support District Board Meeting					
Totals			11.50		1,527.50
Total Labor					1,527.50
Level 2 Subtotal					\$1,527.50

Level 2 TASK02 Engineering Tasks

Professional Personnel

			Hours	Rate	Amount
Project Management					
District Engineer					
Pike, Douglas	3/3/2023		1.00	185.00	185.00
REGEN Report review meeting					
Pike, Douglas	3/15/2023		2.00	185.00	370.00
Teams Meeting with the State Water Board re Planning Grant Draft Report					
Pike, Douglas	3/16/2023		.50	185.00	92.50
Minutes - LOCSD - Meeting Recording Concerns					
Pike, Douglas	3/24/2023		.50	185.00	92.50
Zoom Meeting with District					
Pike, Douglas	3/29/2023		1.00	185.00	185.00

Project	LOCSD.180392.00	District Support Services	Invoice	83015
Technical Subcommittee @ Wed Mar 29, 2023 4:30pm - 5:30pm				
	Totals	5.00	925.00	
	Total Labor			925.00
			Level 2 Subtotal	\$925.00
			Project Total	\$2,452.50
			Total this Report	\$2,452.50



May 4, 2023

Via Email: Guy Savage – GM.LOCSD@gmail.com

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

Re: **May 2023 Billing Statement (for services through 04/30/23);
Aleshire & Wynder, LLP**

Dear General Manager:

Enclosed, please find the billing statements for the month of May, which include services rendered and costs incurred by Aleshire & Wynder, LLP, through April 30, 2023.

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

Sincerely,

ALESHIRE & WYNDER, LLP

Elizabeth Shaffer *for*
G. Ross Trindle, III

Enclosure

cc: Mary Zepeda – mzepeda@mnsengineers.com

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: April 1 thru April 30, 2023

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
0001 General (\$220 Blended: Atty / Paralegal / Law Clerk)	8.20	220	1,804.00	273.02	2,077.02	0.00	(Advisory/Transactional Svcs)
TOTALS:	8.20		1,804.00	273.02	2,077.02	0.00	



Federal Tax ID: 55-0814676

Los Olivos Community Services District
Attn: General Manager
PO Box 345
Los Olivos, CA 93441

May 1, 2023
Bill No. 75423

For Legal Services Rendered Through 04/30/23

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

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
04/11/23	GRT	(REGULAR MEETING) INITIAL TRAVEL TIME FOR REGULAR MEETING [SPLIT WITH IVCS, SMVWCD]	1.30	286.00
04/12/23	GRT	(REGULAR MEETING) COMPLETE PREPARATION FOR AND ATTEND REGULAR MEETING	3.70	814.00
04/14/23	GRT	(REGULAR MEETING) RETURN TRAVEL TIME FOR REGULAR MEETING [SPLIT WITH IVCS, SMVWCD]	1.30	286.00
	GRT	(PUBLIC COMMENT) REVIEW OF EMAIL FROM MS. GOTT RE PUBLIC COMMENT REQUIREMENTS; PROVIDE RESPONSE AND ANALYSIS TO GENERAL MANAGER RE SAME	0.20	44.00
04/24/23	GRT	(GOTT PRA) EMAIL EXCHANGE WITH DIRECTOR KENNEDY RE PUBLIC RECORDS ACT REQUEST FROM MS. GOTT RE PUBLIC COMMENT AND AGENDA ITEMS	0.30	66.00
	GRT	(GOTT PRA) DRAFT TRANSMITTAL TO MS. GOTT RE EXTENSION FOR RESPONSE DEADLINES FOR DIRECTORS FAYRAM, PALMER, AND KENNEDY	0.40	88.00
	GRT	(GOTT PRA) DRAFT TRANSMITTAL TO DIRECTOR PALMER RE EXTENDED RESPONSE DEADLINE	0.20	44.00

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
	GRT	(GOTT PRA) REVIEW OF POTENTIALLY RESPONSIVE DOCUMENTS FROM DIRECTOR FAYRAM	0.70	154.00
04/28/23	GRT	(GOTT PRA) BRIEF EMAIL EXCHANGE WITH DIRECTOR KENNEDY RE RESPONSE TO PRA REQUEST	0.10	22.00
Total Professional Services			8.20	\$1,804.00

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
GRT	George "Ross" Trindle	8.20	220.00	1,804.00
Total Professional Services			8.20	\$1,804.00

DISBURSEMENTS

Date	Description	Amount
04/25/23	MILEAGE TO/FROM 1720210-(TO IVCSO, BOARD MTNG, 04/11/23);Check#1293 - G. Ross Trindle, III	35.37
04/25/23	MILEAGE TO/FROM 1720210-(IVCSO TO LOSO, BOARD MTNG, 04/12/23);Check#1293 - G. Ross Trindle, III	12.02
04/25/23	MILEAGE TO/FROM 1720210-(LOSO TO IVCSO, BOARD MTNG, 04/14/23);Check#1293 - G. Ross Trindle, III	12.02
04/25/23	MILEAGE TO/FROM 1720210-(IVCSO TO RIVERSIDE OFFICE, BOARD MTNG, 04/14/23);Check#1293 - G. Ross Trindle, III	35.37
04/25/23	TRAVEL EXPENSE 1720210-(HOTEL, BOARD MEETINGS, 04/11 - 04/14/23);Check#1293 - G. Ross Trindle, III	178.24
Total Disbursements		\$273.02

Receipts Since Last Bill

Prior Balance On This Matter	-2,639.01
Date Description Total Applied to this Matter	
04/20/23 LOS OLIVOS COMMUNITY SERVICES	3,476.00
Less Total Payments	\$3,476.00
Current Matter Due Amount	\$2,914.01



Hampton Inn and Suites by Hilton - Santa Maria, CA
 2190 Preisker Ln, Santa Maria 93458 US
 8054241414
 smxsm_Hampton_Suites@hilton.com

Date Range: Apr 11, 2023 - Apr 14, 2023
 Tax ID :

Guest Folio

Confirmation Number - 81575840

Primary Guest

Guest Name TRINDLE G
 Address 1217 N 1ST AVE
 City, State, Zip Code UPLAND CA 91786
 Country US

ADDN GUESTS

Hilton Honors

★ Diamond
 629895263

Stay Details

Check In Date Apr 11, 2023
 Check Out Date Apr 14, 2023
 Room NKRU - 306
 Source OTHER
 Guests 1/0

Company Details

Name
 Tax ID
 PO Number
 Account Name

Other Details

Bill Number
 Tax Exemption NO
 Tax Exempt
 Date
 Travel Agent
 IATA
 Name

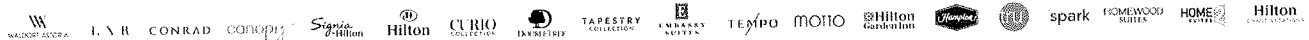
Date	Type	Description	Amount
Apr 11, 2023	Charge	GUEST ROOM	\$152.28
Apr 11, 2023	Tax	RM - CITY TAX	\$0.30
Apr 11, 2023	Tax	RM - CA TOURISM TAX	\$3.05
Apr 11, 2023	Tax	RM - OCCUPANCY TAX	\$15.23
Apr 12, 2023	Charge	GUEST ROOM	\$156.98
Apr 12, 2023	Tax	RM - CITY TAX	\$0.31
Apr 12, 2023	Tax	RM - CA TOURISM TAX	\$3.14
Apr 12, 2023	Tax	RM - OCCUPANCY TAX	\$15.70
Apr 13, 2023	Charge	GUEST ROOM	\$167.32
Apr 13, 2023	Tax	RM - CITY TAX	\$0.33
Apr 13, 2023	Tax	RM - CA TOURISM TAX	\$3.35
Apr 13, 2023	Tax	RM - OCCUPANCY TAX	\$16.73
Apr 14, 2023	Payments	AMEX-1000	\$-534.72

Summary

Type	Amount
GUEST ROOM	\$476.58
RM - CITY TAX	\$0.94
RM - CA TOURISM TAX	\$9.54
RM - OCCUPANCY TAX	\$47.66
CREDIT CARD	\$534.72
Folio Balance	\$0.00

Check In Time 12:06 PM
 Check Out Time 09:18 AM

Reservations: www.hamptoninn.com or 1-800-HAMPTON
 The on-line eFolio is a courtesy informational service, subject to and Site Usage; actual folio kept in hotel records: www.privacy.hilton.com



CURRENT BILL TOTAL AMOUNT DUE	\$2,077.02
Balance Forward:	4,312.99
Payments & Adjustments:	-3,476.00
Total Due:	\$2,914.01

Please return this page with remittance

to
Aleshire & Wynder, LLP

Bill Number: 75423
Bill Date: May 1, 2023
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services	1,804.00
Total Disbursements	273.02
CURRENT BILL TOTAL AMOUNT DUE	<u>\$2,077.02</u>
Balance Forward:	4,312.99
Payments & Adjustments:	-3,476.00
Total Due:	<u>\$2,914.01</u>

Amount enclosed: _____

Thank You



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

Main: 805 692 6921

WWW.MNSENGINEERS.COM

- > CIVIL ENGINEERING
- > CONSTRUCTION MANAGEMENT
- > LAND SURVEYING

May 12, 2023

Project No: LOCSD.180392.00

Invoice No: 83166

Los Olivos Community Services District

P.O. Box 553

Los Olivos, CA 93441

Principal Jeffrey Edwards
 Project Manager Douglas Pike
 Project LOCSD.180392.00 District Support Services

This Invoice includes:

1. General District Support Tasks: \$722.50
2. Engineering Tasks:
 - a. General Support Tasks: Attend Board Meeting: \$370.00
 - b. General Engineering Tasks (Technical Committee): \$185.00
 - c. Grant Support (New Grant Opportunities Research): \$0.00
3. PRA Request: \$0.00

Professional Services for the Period: April 1, 2023 to April 30, 2023

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Administrative Support				
Project Coordinator	6.00	105.00	630.00	
Project Management				
District Engineer	.50	185.00	92.50	
Totals	6.50		722.50	
Total Labor				722.50
				Level 2 Subtotal
				\$722.50

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount	
Project Management				
District Engineer	3.00	185.00	555.00	
Totals	3.00		555.00	
Total Labor				555.00

Project	LOCSD.180392.00	District Support Services	Invoice	83166
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Level 2 Subtotal	\$555.00
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Current Invoice Amount	\$1,277.50
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Outstanding Invoices

Number	Date	Balance
83015	5/4/2023	2,452.50
Total		2,452.50

Billing Backup

Friday, May 12, 2023

MNS Engineers, Inc.

Invoice 83166 Dated 5/12/2023

12:40:57 PM

Project LOCS.D.180392.00 District Support Services
 Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount
Administrative Support			
Project Coordinator			
Zepeda, Mary 4/3/2023	.25	105.00	26.25
Forward Pending Invoices to GS			
Zepeda, Mary 4/4/2023	.75	105.00	78.75
File Regen Invoice; Update Budget Tracking Log; Assist DP with responding to a FIN returned document (Regen Invoice)			
Zepeda, Mary 4/10/2023	.25	105.00	26.25
Assist GS re Box Access to MNS Box Files			
Zepeda, Mary 4/13/2023	.25	105.00	26.25
File ConfluenceES and A&W Invoice; Update Budget Tracking Log			
Zepeda, Mary 4/14/2023	2.00	105.00	210.00
Prepare MA&W, GSI Water Solutions, GWS, MNS, Moss, Levy & Hartzheim, SBC ES (2), Streamline Regan Invoices for payment via FIN; Update Budget Tracking Log			
Zepeda, Mary 4/17/2023	2.25	105.00	236.25
Create and Process Single Payment Claims for A&W, GSI, GWS, MLH, MNS, Regen Streamline Invoices for DP; Update Budget Tracking Log			
Zepeda, Mary 4/18/2023	.25	105.00	26.25
Follow-up with DP re SBC Invoices and Vendor Payment			
Project Management			
District Engineer			
Pike, Douglas 4/21/2023	.50	185.00	92.50
Communications and Box link to Alexander Horn to LOCS.D financial files			
Totals		6.50	722.50
Total Labor			722.50
Level 2 Subtotal			\$722.50

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount
Project Management			
District Engineer			
Pike, Douglas 4/10/2023	1.00	185.00	185.00
Technical Committee Meeting			
Pike, Douglas 4/12/2023	2.00	185.00	370.00
Board Meeting Attendance			
Totals		3.00	555.00
Total Labor			555.00
Level 2 Subtotal			\$555.00

Project	LOCSD.180392.00	District Support Services	Invoice	83166
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Project Total **\$1,277.50**

Total this Report **\$1,277.50**

INVOICE

FROM:

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

BILL TO:

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

Invoice # 20235
Invoice Date: 5/31/2023

Dear President Fayram,

Please see the below for professional services provided, plus any expenditures made on behalf of the District. The attached tally of hours (units) exceeds those being billed below. This is being done to track the hours for future reference. Per agreement, the hours will be capped at the number below or as authorized by the President.

Date	Description	Units	Rate	Amount
5/31/2023	General Manager Services - LOCSD (5/1/23-5/31/23) See Attached for Details	30	\$ 135.00	\$ 4,050.00
Total				\$ 4,050.00

Thank you for your continued support.



Email: GM.LOCSD@gmail.com

Date	Description	Hours	Rate	Amount
1-May	Fin agenda, budget	1.75	\$ 135.00	\$ 236.25
	Gott PRA	2.25	\$ 135.00	\$ 303.75
2-May	CoSB monitoring wells	1.5	\$ 135.00	\$ 202.50
3-May	Gott PRA	0.75	\$ 135.00	\$ 101.25
	Grants / Technical committees, emails	0.75	\$ 135.00	\$ 101.25
	Waterboard support - mw maps	1	\$ 135.00	\$ 135.00
	District maps - lot sizes	1.5	\$ 135.00	\$ 202.50
4-May	Finance Committee and minutes	1.25	\$ 135.00	\$ 168.75
	LAFCO meeting	0.25	\$ 135.00	\$ 33.75
	May Regular agenda	0.5	\$ 135.00	\$ 67.50
7-May	May Regular and workshop agendas (budget)	2.25	\$ 135.00	\$ 303.75
	Audit	0.5	\$ 135.00	\$ 67.50
	Gott PRA	0.5	\$ 135.00	\$ 67.50
8-May	Emails	0.5	\$ 135.00	\$ 67.50
	Fayram meeting	0.75	\$ 135.00	\$ 101.25
9-May	Meeting prep, emails, Gott PRA	1	\$ 135.00	\$ 135.00
10-May	Regular meeting and workshop	4.75	\$ 135.00	\$ 641.25
11-May	Meeting minutes, follow up with SCO	1.5	\$ 135.00	\$ 202.50
	Gott PRA	0.5	\$ 135.00	\$ 67.50
12-May	Emails, meeting follow-up	0.75	\$ 135.00	\$ 101.25
15-May	Technical subcommittee	1.5	\$ 135.00	\$ 202.50
16-May	Meeting minutes	1.25	\$ 135.00	\$ 168.75
	RWQCB groundwater monitoring well discussion	1	\$ 135.00	\$ 135.00
	IRWM Meeting	1.5	\$ 135.00	\$ 202.50
	EHS Grant follow-up	0.25	\$ 135.00	\$ 33.75
17-May	Grants subcommittee	1	\$ 135.00	\$ 135.00
	Proposed budget	0.5	\$ 135.00	\$ 67.50
18-May	Proposed budget	3.5	\$ 135.00	\$ 472.50
	Emails, website update	0.75	\$ 135.00	\$ 101.25
22-May	Fayram meeting, Palmer meeting	1.75	\$ 135.00	\$ 236.25
23-May	Emails, SDRMA, State follow ups, prior minutes posting to web	1.5	\$ 135.00	\$ 202.50
	GW monitoring maps	0.5	\$ 135.00	\$ 67.50
	CSA-16 Shandon MHI (grants committee work)	0.5	\$ 135.00	\$ 67.50
24-May	Project Management committee	1.25	\$ 135.00	\$ 168.75
26-May	emails, budget discussion	0.5	\$ 135.00	\$ 67.50
Totals		41.75	\$	5,636.25

ITEM 5C – AUDITS FYs 2019-20, 2020-21, AND 2021-22

AUDITS FYs 2019-20, 2020-21, AND 2021-22

**LOS OLIVOS COMMUNITY
SERVICES DISTRICT**

FINANCIAL STATEMENTS
June 30, 2020

LOS OLIVOS COMMUNITY SERVICES DISTRICT
TABLE OF CONTENTS
June 30, 2020

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Independent Auditors' Report 1

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Statement of Revenues, Expenses, and Changes
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Notes to Basic Financial Statements 6

FINANCIAL SECTION



INDEPENDENT AUDITORS' REPORT

The Board of Directors
Los Olivos Community Services District
Los Olivos, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Los Olivos Community Services District (the District) as of and for the fiscal year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Los Olivos Community Services District, as of June 30, 2020, and the respective changes in financial position thereof and, where applicable, cash flows thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Management has omitted management’s discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated May 7, 2023, on our consideration of the Los Olivos Community Services District’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District’s internal control over financial reporting and compliance.

Moss, King & Hartgen LLP

Santa Maria, CA
May 7, 2023

LOS OLIVOS COMMUNITY SERVICES DISTRICT
STATEMENT OF NET POSITION - PROPRIETARY FUND
 June 30, 2020

ASSETS

Cash in county treasury	\$ 195,234
Interest receivable	609
Total assets	<u>195,843</u>

LIABILITIES

Accounts payable	<u> </u>
Total liabilities	<u> </u>

NET POSITION

Unrestricted	195,843
Total net position	<u>\$ 195,843</u>

The notes to basic financial statements are an integral part of these basic financial statements.

LOS OLIVOS COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION -
PROPRIETARY FUND
For the Fiscal Year Ended June 30, 2020

Operating Expenses:	
Office expense	\$ 830
Professional services	58,252
Insurance	5,185
Contractual services	42,226
Other services and supplies	<u>1,588</u>
 Total operating expenses	 <u>108,081</u>
 Operating Loss	 <u>(108,081)</u>
Non-Operating Revenues (Expenses):	
Interest income	3,319
Assessments	196,822
Other income	<u>525</u>
 Total Non-Operating Revenues (Expenses)	 <u>200,666</u>
 Change in net position	 92,585
Net Position	
Net Position, beginning of fiscal year	<u>103,258</u>
 Net Position, end of fiscal year	 <u><u>\$ 195,843</u></u>

The notes to basic financial statements are an integral part of these basic financial statements.

LOS OLIVOS COMMUNITY SERVICES DISTRICT
STATEMENT OF CASH FLOWS - PROPRIETARY FUND
For the Fiscal Year Ended June 30, 2020

CASH FLOWS FROM OPERATING ACTIVITIES	
Payments to vendors	\$ (122,611)
Net cash used by operating activities	<u>(122,611)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Other income	525
Property assessments	196,822
Net cash provided by noncapital financing activities	<u>197,347</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest received	<u>3,278</u>
Net cash provided by investing activities	<u>3,278</u>
Net increase in cash and cash equivalents	78,014
Cash and cash equivalents - July 1, 2019	<u>117,220</u>
Cash and cash equivalents - June 30, 2020	<u>\$ 195,234</u>
Reconciliation to Statement of Net Position:	
Cash in county treasury	<u>\$ 195,234</u>
 Reconciliation of operating loss to net cash used by operating activities:	
Operating loss	\$ (108,081)
Adjustments to reconcile operating loss to net cash used by operating activities:	
Change in assets and liabilities:	
Accounts payable	<u>(14,530)</u>
Net cash used by operating activities	<u>\$ (122,611)</u>

The notes to basic financial statements are an integral part of these basic financial statements.

NOTE 1 - ORGANIZATION

The Los Olivos Community Services District is an independent governmental unit within the unincorporated area of the County of Santa Barbara and derives its decision-making capabilities from State legislation. The District is governed by a Board of Directors elected to serve four-year terms. The primary purpose of the District is the building and operation of facilities needed to collect, treat, and dispose of sewage, wastewater, recycled water, and storm water.

There are no component units included in this report which meet the criteria of the Governmental Accounting Standards Board (GASB) Statement No. 14, *The Financial Reporting Entity*, as amended by GASB Statements No. 39, No. 61, and No. 80.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- A. Accounting Policies - The accounting policies of the District conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

In accordance with GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting*, the District has opted to apply all applicable GASB pronouncements and all FASB Statements and Interpretations, Accounting Principles Board (APB) Opinions, and Accounting Research Bulletins (ARB) issued on or before November 30, 1989, unless they conflict with or contradict GASB pronouncements.

- B. Accounting Method - The District is organized as an Enterprise Fund and follows the accrual method of accounting, whereby revenues are recorded when earned and expenses are recorded when incurred.

- C. Fund Financial Statements - The fund financial statements provide information about the District's proprietary fund.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies and investment earnings, result from nonexchange transactions or ancillary activities.

GASB Statement No. 34 defines major funds and requires that the District's major business-type fund be identified and presented separately in the fund financial statements.

Major funds are defined as funds that have assets, liabilities, revenues, or expenses equal to ten percent of their fund-type total and five percent of the grand total. The District maintains one proprietary fund.

Proprietary Fund Type

Enterprise Fund:

Enterprise fund is used to account for operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

The District reported its enterprise fund as a major fund in the accompanying basic financial statements.

Sewer Fund – The Sewer Fund is to account for the provision of sewer services to the residents of the District.

- D. Cash and Cash Equivalents – For purposes of the statement of cash flows, cash and cash equivalents include restricted and unrestricted cash and investments with original maturities of three months or less.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

- E. Property, Plant and Equipment – Capital assets purchased by the District are recorded at cost. Contributed or donated capital assets are recorded at fair value when acquired.
- F. Depreciation – Capital assets purchased by the District are depreciated over their estimated useful lives (ranging from 5-50 years) under the straight-line method of depreciation according to the following schedule:

<u>Item</u>	<u>Years</u>
Office Furniture and Equipment	5
Plant Equipment	10-20
Manholes, Laterals, and Sewer lines	30
Treatment Plant Structures	30-50

- G. Receivables - The District did not experience any significant bad debt losses; accordingly, no provision has been made for doubtful accounts and accounts receivable are shown at full value.
- H. Construction in Progress - The District occasionally constructs capital assets for its own use in the plant operations. The costs associated with these projects are accumulated in a construction in progress account while the project is being developed. Once the project is completed, the entire cost of the constructed assets are transferred to the capital assets account and depreciated over the estimated useful life of the capital assets.
- I. Use of Estimates -The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America, as prescribed by the GASB and the AICPA, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results could differ from those estimates.
- J. Net Position - GASB Statement No. 63 requires that the difference between assets added to the deferred outflows of resources and liabilities added to the deferred inflows of resources be reported as net position. Net position is classified as either net investment in capital assets, restricted, or unrestricted.

Net position that is net investment in capital assets, consists of capital assets, net of accumulated depreciation, and reduced by the outstanding principal of related debt. Restricted net position are those net position that have external constraints placed on them by creditors, grantors, contributors, laws, or regulations of other governments, or through constitutional provisions or enabling legislation. Unrestricted net position consist of net position that do not meet the definition of invested in capital assets, net of related debt, or restricted net position.

K. Future Accounting Pronouncements

GASB Statements listed below will be implemented in future financial statements:

Statement No. 84	"Fiduciary Activities"	The provisions of this statement are effective for fiscal years beginning after December 15, 2019.
Statement No. 87	"Leases"	The provisions of this statement are effective for fiscal years beginning after June 15, 2021.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

K. Future Accounting Pronouncements (Continued)

Statement No. 89	"Accounting for Interest Cost Incurred before the End of a Construction Period"	The provisions of this statement are effective for fiscal years beginning after December 15, 2020.
Statement No. 90	"Majority Equity Interests-an Amendment of GASB Statements No. 14 and No. 61"	The provisions of this statement are effective for fiscal years beginning after December 15, 2019.
Statement No. 91	"Conduit Debt Obligations"	The provisions of this statement are effective for fiscal years beginning after December 15, 2021.
Statement No. 92	"Omnibus 2020"	The provisions of this statement are effective for fiscal years beginning after June 15, 2021.
Statement No. 93	"Replacement of Interbank Offered Rates"	The provision of this statement except for paragraphs 11b, 13, and 14 are effective for fiscal years beginning after June 15, 2020. Paragraph 11b is effective for fiscal years beginning after December 31, 2021. Paragraphs 13 and 14 are effective for fiscal years beginning after June 15, 2021.
Statement No. 94	"Public-Private and Public-Public Partnerships and Availability Payment Arrangements"	The provisions of this statement are effective for fiscal years beginning after June 15, 2022.
Statement No. 96	"Subscription-Based Information Technology Arrangements"	The provisions of this statement are effective for fiscal years beginning after June 15, 2022.
Statement No. 97	"Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans - an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32"	The provisions of this statement are effective for fiscal years beginning December 15, 2019.

NOTE 3 - CASH AND INVESTMENTS

On June 30, 2020, the District had the following cash and investments on hand:

Cash in county treasury	<u>\$ 195,234</u>
Total cash and investments	<u>\$ 195,234</u>

LOS OLIVOS COMMUNITY SERVICES DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2020

NOTE 3 - CASH AND INVESTMENTS (Continued)

Cash and investments listed above, are presented on the accompanying statement of net position as follows:

Cash in county treasury	\$ 195,234
	<u>\$ 195,234</u>

The District categorizes its fair value measurements within the fair value hierarchy established by U.S. Generally Accepted Accounting Principles. The Hierarchy is based on the valuation inputs used to measure the fair value of the asset. These principles recognize a three-tiered fair value hierarchy. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The District had investments in the Santa Barbara County investment pool, that investment is measured under Level 2.

Investments Authorized by the District’s Investment Policy

The District’s investment policy only authorizes investment in the local government investment pool administered by the County of Santa Barbara. The District’s investment policy does not contain any specific provisions intended to limit the District’s exposure to interest rate risk, credit risk, and concentration of credit risk.

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the District manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

Information about the sensitivity of the fair values of the District’s investments to market interest rate fluctuations is provided by the following table that shows the distribution of the District’s investments by maturity:

<u>Investment Type</u>	<u>Carrying Amount</u>	<u>Remaining Maturity (in Months)</u>			
		<u>12 Months Or Less</u>	<u>13-24 Months</u>	<u>25-60 Months</u>	<u>More than 60 Months</u>
Santa Barbara County Investment Pool	\$ 195,234	\$ 195,234	\$ -	\$ -	\$ -
Total	<u>\$ 195,234</u>	<u>\$ 195,234</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of rating by a nationally recognized statistical rating organization. Presented below, is the minimum rating required by the California Government Code, the District’s investment policy, or debt agreements, and the actual rating as of fiscal year end for each investment type.

<u>Investment Type</u>	<u>Minimum Carrying Amount</u>	<u>Exempt Legal Rating</u>	<u>From Disclosure</u>	<u>Rating as of Fiscal Year End</u>		
				<u>AAA</u>	<u>Aa</u>	<u>Not Rated</u>
Santa Barbara County Investment Pool	\$ 195,234	N/A	\$ -	\$ -	\$ -	\$ 195,234
Total	<u>\$ 195,234</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 195,234</u>

NOTE 3 - CASH AND INVESTMENTS (Continued)

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure the District's deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

None of the District's deposits with financial institutions in excess of federal depository insurance limits were held in uncollateralized accounts.

Investment in Santa Barbara County Investment Pool

The District is a participant in the Santa Barbara County Investment Pool that is regulated by the California Government Code. The fair value of the District's investment in this pool is based upon the District's pro-rata share of the fair value provided by the Santa Barbara County Investment Pool for the entire Santa Barbara County Investment Pool portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the Santa Barbara County Investment Pool, which are recorded on an amortized cost basis.

NOTE 4 – COMMITMENTS AND CONTINGENCIES

According to the District's staff and attorney, no contingent liabilities are outstanding and no lawsuits are pending of any real financial consequence.

**LOS OLIVOS COMMUNITY
SERVICES DISTRICT**

FINANCIAL STATEMENTS
June 30, 2021

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INDEPENDENT AUDITORS' REPORT

The Board of Directors
Los Olivos Community Services District
Los Olivos, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Los Olivos Community Services District (the District) as of and for the fiscal year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Los Olivos Community Services District, as of June 30, 2021, and the respective changes in financial position thereof and, where applicable, cash flows thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated May 15, 2023, on our consideration of the Los Olivos Community Services District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Moss, Levy & Halperin LLP

Santa Maria, CA
May 15, 2023

LOS OLIVOS COMMUNITY SERVICES DISTRICT
STATEMENT OF NET POSITION - PROPRIETARY FUND
 June 30, 2021

ASSETS

Cash in county treasury	\$ 264,153
Interest receivable	<u>252</u>
Total assets	<u>264,405</u>

LIABILITIES

Accounts payable	<u>23,535</u>
Total liabilities	<u>23,535</u>

NET POSITION

Unrestricted	<u>240,870</u>
Total net position	<u>\$ 240,870</u>

The notes to basic financial statements are an integral part of these basic financial statements.

LOS OLIVOS COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION -
PROPRIETARY FUND
For the Fiscal Year Ended June 30, 2021

Operating Expenses:	
Professional services	\$ 88,618
Contractual services	104,051
Other services and supplies	<u>4,133</u>
Total operating expenses	<u>196,802</u>
Operating Loss	<u>(196,802)</u>
Non-Operating Revenues (Expenses):	
Interest income	(180)
Assessments	197,023
Intergovernmental revenue	<u>44,986</u>
Total Non-Operating Revenues (Expenses)	<u>241,829</u>
Change in net position	45,027
Net Position	
Net Position, beginning of fiscal year	<u>195,843</u>
Net Position, end of fiscal year	<u><u>\$ 240,870</u></u>

The notes to basic financial statements are an integral part of these basic financial statements.

LOS OLIVOS COMMUNITY SERVICES DISTRICT
STATEMENT OF CASH FLOWS - PROPRIETARY FUND
For the Fiscal Year Ended June 30, 2021

CASH FLOWS FROM OPERATING ACTIVITIES	
Payments to vendors	\$ (173,267)
Net cash used by operating activities	<u>(173,267)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Intergovernmental revenue	44,986
Property assessments	<u>197,023</u>
Net cash provided by noncapital financing activities	<u>242,009</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest received	<u>177</u>
Net cash provided by investing activities	<u>177</u>
Net increase in cash and cash equivalents	68,919
Cash and cash equivalents - July 1, 2020	<u>195,234</u>
Cash and cash equivalents - June 30, 2021	<u>\$ 264,153</u>
Reconciliation to Statement of Net Position:	
Cash in county treasury	<u>\$ 264,153</u>
 Reconciliation of operating loss to net cash used by operating activities:	
Operating loss	\$ (196,802)
Adjustments to reconcile operating loss to net cash used by operating activities:	
Change in assets and liabilities:	
Accounts payable	<u>23,535</u>
Net cash used by operating activities	<u>\$ (173,267)</u>

The notes to basic financial statements are an integral part of these basic financial statements.

NOTE 1 - ORGANIZATION

The Los Olivos Community Services District is an independent governmental unit within the unincorporated area of the County of Santa Barbara and derives its decision-making capabilities from State legislation. The District is governed by a Board of Directors elected to serve four-year terms. The primary purpose of the District is the building and operation of facilities needed to collect, treat, and dispose of sewage, wastewater, recycled water, and storm water.

There are no component units included in this report which meet the criteria of the Governmental Accounting Standards Board (GASB) Statement No. 14, *The Financial Reporting Entity*, as amended by GASB Statements No. 39, No. 61, and No. 80.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- A. Accounting Policies - The accounting policies of the District conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

In accordance with GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting*, the District has opted to apply all applicable GASB pronouncements and all FASB Statements and Interpretations, Accounting Principles Board (APB) Opinions, and Accounting Research Bulletins (ARB) issued on or before November 30, 1989, unless they conflict with or contradict GASB pronouncements.

- B. Accounting Method - The District is organized as an Enterprise Fund and follows the accrual method of accounting, whereby revenues are recorded when earned and expenses are recorded when incurred.

- C. Fund Financial Statements - The fund financial statements provide information about the District's proprietary fund.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies and investment earnings, result from nonexchange transactions or ancillary activities.

GASB Statement No. 34 defines major funds and requires that the District's major business-type fund be identified and presented separately in the fund financial statements.

Major funds are defined as funds that have assets, liabilities, revenues, or expenses equal to ten percent of their fund-type total and five percent of the grand total. The District maintains one proprietary fund.

Proprietary Fund Type

Enterprise Fund:

Enterprise fund is used to account for operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

The District reported its enterprise fund as a major fund in the accompanying basic financial statements.

Sewer Fund – The Sewer Fund is to account for the provision of sewer services to the residents of the District.

- D. Cash and Cash Equivalents – For purposes of the statement of cash flows, cash and cash equivalents include restricted and unrestricted cash and investments with original maturities of three months or less.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

- E. Property, Plant and Equipment – Capital assets purchased by the District are recorded at cost. Contributed or donated capital assets are recorded at fair value when acquired.
- F. Depreciation – Capital assets purchased by the District are depreciated over their estimated useful lives (ranging from 5-50 years) under the straight-line method of depreciation according to the following schedule:

<u>Item</u>	<u>Years</u>
Office Furniture and Equipment	5
Plant Equipment	10-20
Manholes, Laterals, and Sewer lines	30
Treatment Plant Structures	30-50

- G. Receivables - The District did not experience any significant bad debt losses; accordingly, no provision has been made for doubtful accounts and accounts receivable are shown at full value.
- H. Construction in Progress - The District occasionally constructs capital assets for its own use in the plant operations. The costs associated with these projects are accumulated in a construction in progress account while the project is being developed. Once the project is completed, the entire cost of the constructed assets are transferred to the capital assets account and depreciated over the estimated useful life of the capital assets.
- I. Use of Estimates -The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America, as prescribed by the GASB and the AICPA, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results could differ from those estimates.
- J. Net Position - GASB Statement No. 63 requires that the difference between assets added to the deferred outflows of resources and liabilities added to the deferred inflows of resources be reported as net position. Net position is classified as either net investment in capital assets, restricted, or unrestricted.

Net position that is net investment in capital assets, consists of capital assets, net of accumulated depreciation, and reduced by the outstanding principal of related debt. Restricted net position are those net position that have external constraints placed on them by creditors, grantors, contributors, laws, or regulations of other governments, or through constitutional provisions or enabling legislation. Unrestricted net position consist of net position that do not meet the definition of invested in capital assets, net of related debt, or restricted net position.

K. Future Accounting Pronouncements

GASB Statements listed below will be implemented in future financial statements:

Statement No. 87	"Leases"	The provisions of this statement are effective for fiscal years beginning after June 15, 2021.
Statement No. 89	"Accounting for Interest Cost Incurred before the End of a Construction Period"	The provisions of this statement are effective for fiscal years beginning after December 15, 2020.
Statement No. 91	"Conduit Debt Obligations"	The provisions of this statement are effective for fiscal years beginning after December 15, 2021.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

K. Future Accounting Pronouncements (Continued)

Statement No. 92	"Omnibus 2020"	The provisions of this statement are effective for fiscal years beginning after June 15, 2021.
Statement No. 93	"Replacement of Interbank Offered Rates"	The provisions of this statement except for paragraphs 11b, 13, and 14 are effective for fiscal years beginning after June 15, 2020. Paragraph 11b is effective for fiscal years beginning after December 31, 2021. Paragraphs 13 and 14 are effective for fiscal years beginning after June 15, 2021.
Statement No. 94	"Public-Private and Public-Public Partnerships and Availability Payment Arrangements"	The provisions of this statement are effective for fiscal years beginning after June 15, 2022.
Statement No. 96	"Subscription-Based Information Technology Arrangements"	The provisions of this statement are effective for fiscal years beginning after June 15, 2022.
Statement No. 97	"Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans - an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32"	The provisions of this statement except for paragraphs 6-9 are effective for fiscal years beginning after December 15, 2019. Paragraph 6-9 is effective for fiscal years beginning after June 15, 2021.

NOTE 3 - CASH AND INVESTMENTS

On June 30, 2021, the District had the following cash and investments on hand:

Cash in county treasury	<u>\$ 264,153</u>
Total cash and investments	<u>\$ 264,153</u>

Cash and investments listed above, are presented on the accompanying statement of net position as follows:

Cash in county treasury	<u>\$ 264,153</u>
	<u>\$ 264,153</u>

The District categorizes its fair value measurements within the fair value hierarchy established by U.S. Generally Accepted Accounting Principles. The Hierarchy is based on the valuation inputs used to measure the fair value of the asset. These principles recognize a three-tiered fair value hierarchy. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The District had investments in the Santa Barbara County investment pool, that investment is measured under Level 2.

NOTE 3 - CASH AND INVESTMENTS (Continued)

Investments Authorized by the District's Investment Policy

The District's investment policy only authorizes investment in the local government investment pool administered by the County of Santa Barbara. The District's investment policy does not contain any specific provisions intended to limit the District's exposure to interest rate risk, credit risk, and concentration of credit risk.

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the District manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

Information about the sensitivity of the fair values of the District's investments to market interest rate fluctuations is provided by the following table that shows the distribution of the District's investments by maturity:

<u>Investment Type</u>	<u>Carrying Amount</u>	<u>Remaining Maturity (in Months)</u>			
		<u>12 Months Or Less</u>	<u>13-24 Months</u>	<u>25-60 Months</u>	<u>More than 60 Months</u>
Santa Barbara County Investment Pool	\$ 264,153	\$ 264,153	\$ -	\$ -	\$ -
Total	\$ 264,153	\$ 264,153	\$ -	\$ -	\$ -

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of rating by a nationally recognized statistical rating organization. Presented below, is the minimum rating required by the California Government Code, the District's investment policy, or debt agreements, and the actual rating as of fiscal year end for each investment type.

<u>Investment Type</u>	<u>Minimum Carrying Amount</u>	<u>Exempt Legal Rating</u>	<u>From Disclosure</u>	<u>Rating as of Fiscal Year End</u>		
				<u>AAA</u>	<u>Aa</u>	<u>Not Rated</u>
Santa Barbara County Investment Pool	\$ 264,153	N/A	\$ -	\$ -	\$ -	\$ 264,153
Total	\$ 264,153		\$ -	\$ -	\$ -	\$ 264,153

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure the District's deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

None of the District's deposits with financial institutions in excess of federal depository insurance limits were held in uncollateralized accounts.

NOTE 3 - CASH AND INVESTMENTS (Continued)

Investment in Santa Barbara County Investment Pool

The District is a participant in the Santa Barbara County Investment Pool that is regulated by the California Government Code. The fair value of the District's investment in this pool is based upon the District's pro-rata share of the fair value provided by the Santa Barbara County Investment Pool for the entire Santa Barbara County Investment Pool portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the Santa Barbara County Investment Pool, which are recorded on an amortized cost basis.

NOTE 4 – COMMITMENTS AND CONTINGENCIES

According to the District's staff and attorney, no contingent liabilities are outstanding and no lawsuits are pending of any real financial consequence.

**LOS OLIVOS COMMUNITY
SERVICES DISTRICT**

FINANCIAL STATEMENTS
June 30, 2022

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FINANCIAL SECTION



Moss, Levy & Hartzheim LLP
Certified Public Accountants

INDEPENDENT AUDITORS' REPORT

The Board of Directors
Los Olivos Community Services District
Los Olivos, California

Report on the Financial Statements

Opinions

We have audited the accompanying financial statements of the Los Olivos Community Services District (the District) as of and for the fiscal year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Los Olivos Community Services District, as of June 30, 2022, and the respective changes in financial position thereof and, where applicable, cash flows thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Los Olivos Community Services District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Los Olivos Community Services District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Los Olivos Community Services District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Los Olivos Community Services District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 5, 2023, on our consideration of the Los Olivos Community Services District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Moss, Keny & Halverson LLP

Santa Maria, CA
June 5, 2023

LOS OLIVOS COMMUNITY SERVICES DISTRICT
STATEMENT OF NET POSITION - PROPRIETARY FUND
 June 30, 2022

ASSETS

Current Assets:	
Cash in county treasury	\$ 213,382
Interest receivable	<u>397</u>
Total current assets	<u>213,779</u>
Noncurrent Assets:	
Construction in progress	<u>160,705</u>
Total noncurrent assets	<u>160,705</u>
Total assets	<u>374,484</u>

LIABILITIES

Accounts payable	<u>79,662</u>
Total liabilities	<u>79,662</u>

NET POSITION

Unrestricted	<u>294,822</u>
Total net position	<u>\$ 294,822</u>

The notes to basic financial statements are an integral part of these basic financial statements.

LOS OLIVOS COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION -
PROPRIETARY FUND
For the Fiscal Year Ended June 30, 2022

Operating Expenses:	
Professional services	\$ 76,539
Insurance	162
Contractual services	105,546
Other services and supplies	<u>1,102</u>
 Total operating expenses	 <u>183,949</u>
 Operating Loss	 <u>(183,949)</u>
Non-Operating Revenues (Expenses):	
Interest income	(6,416)
Assessments	200,931
Intergovernmental revenue	<u>43,386</u>
 Total Non-Operating Revenues (Expenses)	 <u>237,901</u>
 Change in net position	 53,952
Net Position	
Net Position, beginning of fiscal year	<u>240,870</u>
 Net Position, end of fiscal year	 <u><u>\$ 294,822</u></u>

The notes to basic financial statements are an integral part of these basic financial statements.

**LOS OLIVOS COMMUNITY SERVICES DISTRICT
STATEMENT OF CASH FLOWS - PROPRIETARY FUND**

For the Fiscal Year Ended June 30, 2022

CASH FLOWS FROM OPERATING ACTIVITIES

Payments to vendors \$ (127,822)

Net cash used by operating activities (127,822)

CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES

Intergovernmental revenue 43,386

Property assessments 200,931

Payment of construction in progress (160,705)

Net cash provided by noncapital financing activities 83,612

CASH FLOWS FROM INVESTING ACTIVITIES

Interest received (6,561)

Net cash provided by investing activities (6,561)

Net increase in cash and cash equivalents (50,771)

Cash and cash equivalents - July 1, 2021 264,153

Cash and cash equivalents - June 30, 2022 \$ 213,382

Reconciliation to Statement of Net Position:

Cash in county treasury \$ 213,382

Reconciliation of operating loss to net cash used by operating activities:

Operating loss \$ (183,949)

Adjustments to reconcile operating loss to net cash used by operating activities:

Change in assets and liabilities:

Accounts payable 56,127

Net cash used by operating activities \$ (127,822)

The notes to basic financial statements are an integral part of these basic financial statements.

NOTE 1 - ORGANIZATION

The Los Olivos Community Services District is an independent governmental unit within the unincorporated area of the County of Santa Barbara and derives its decision-making capabilities from State legislation. The District is governed by a Board of Directors elected to serve four-year terms. The primary purpose of the District is the building and operation of facilities needed to collect, treat, and dispose of sewage, wastewater, recycled water, and storm water.

There are no component units included in this report which meet the criteria of the Governmental Accounting Standards Board (GASB) Statement No. 14, *The Financial Reporting Entity*, as amended by GASB Statements No. 39, No. 61, No. 80 and No. 90.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- A. Accounting Policies - The accounting policies of the District conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

In accordance with GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting*, the District has opted to apply all applicable GASB pronouncements and all FASB Statements and Interpretations, Accounting Principles Board (APB) Opinions, and Accounting Research Bulletins (ARB) issued on or before November 30, 1989, unless they conflict with or contradict GASB pronouncements.

- B. Accounting Method - The District is organized as an Enterprise Fund and follows the accrual method of accounting, whereby revenues are recorded when earned and expenses are recorded when incurred.

- C. Fund Financial Statements - The fund financial statements provide information about the District's proprietary fund.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies and investment earnings, result from nonexchange transactions or ancillary activities.

GASB Statement No. 34 defines major funds and requires that the District's major business-type fund be identified and presented separately in the fund financial statements.

Major funds are defined as funds that have assets, liabilities, revenues, or expenses equal to ten percent of their fund-type total and five percent of the grand total. The District maintains one proprietary fund.

Proprietary Fund Type

Enterprise Fund:

Enterprise fund is used to account for operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

The District reported its enterprise fund as a major fund in the accompanying basic financial statements.

Sewer Fund – The Sewer Fund is to account for the provision of sewer services to the residents of the District.

- D. Cash and Cash Equivalents – For purposes of the statement of cash flows, cash and cash equivalents include restricted and unrestricted cash and investments with original maturities of three months or less.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

- E. Property, Plant and Equipment – Capital assets purchased by the District are recorded at cost. Contributed or donated capital assets are recorded at fair value when acquired.
- F. Depreciation – Capital assets purchased by the District are depreciated over their estimated useful lives (ranging from 5-50 years) under the straight-line method of depreciation according to the following schedule:

<u>Item</u>	<u>Years</u>
Office Furniture and Equipment	5
Plant Equipment	10-20
Manholes, Laterals, and Sewer lines	30
Treatment Plant Structures	30-50

- G. Receivables - The District did not experience any significant bad debt losses; accordingly, no provision has been made for doubtful accounts and accounts receivable are shown at full value.
- H. Construction in Progress - The District occasionally constructs capital assets for its own use in the plant operations. The costs associated with these projects are accumulated in a construction in progress account while the project is being developed. Once the project is completed, the entire cost of the constructed assets are transferred to the capital assets account and depreciated over the estimated useful life of the capital assets.
- I. Use of Estimates -The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America, as prescribed by the GASB and the AICPA, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results could differ from those estimates.
- J. Net Position - GASB Statement No. 63 requires that the difference between assets added to the deferred outflows of resources and liabilities added to the deferred inflows of resources be reported as net position. Net position is classified as either net investment in capital assets, restricted, or unrestricted.

Net position that is net investment in capital assets, consists of capital assets, net of accumulated depreciation, and reduced by the outstanding principal of related debt. Restricted net position are those net position that have external constraints placed on them by creditors, grantors, contributors, laws, or regulations of other governments, or through constitutional provisions or enabling legislation. Unrestricted net position consist of net position that do not meet the definition of invested in capital assets, net of related debt, or restricted net position.

K. Future Accounting Pronouncements

GASB Statements listed below will be implemented in future financial statements:

Statement No. 91	"Conduit Debt Obligations"	The provisions of this statement are effective for fiscal years beginning after December 15, 2021.
Statement No. 93	"Replacement of Interbank Offered Rates"	The provisions of this statement except for paragraphs 11b, 13, and 14 are effective for fiscal years beginning after June 15, 2020. Paragraph 11b is effective for fiscal years beginning after December 31, 2021. Paragraphs 13 and 14 are effective for fiscal years beginning after June 15, 2021.
Statement No. 94	"Public-Private and Public-Public Partnerships and Availability Payment Arrangements"	The provisions of this statement are effective for fiscal years beginning after June 15, 2022.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

K. Future Accounting Pronouncements (Continued)

Statement No. 96	"Subscription-Based Information Technology Arrangements"	The provisions of this statement are effective for fiscal years beginning after June 15, 2022.
Statement No. 99	"Omnibus 2022"	The provisions of this statement are effective in April 2022 except for the provisions related to leases, PPPs, SBITAs, financial guarantees and derivative instruments. The provisions related to leases, PPPs, and SBITAs are effective for fiscal years beginning after June 15, 2022. The provisions related to financial guarantees and derivative instruments are effective for fiscal years beginning after June 15, 2023.
Statement No. 100	"Accounting Changes and Error Corrections - an amendment of GASB Statement No. 62"	The provisions of this statement are effective for fiscal years beginning after June 15, 2023.
Statement No. 101	"Compensated Absences"	The provisions of this statement are effective for fiscal years beginning after December 15, 2023.

NOTE 3 - CASH AND INVESTMENTS

On June 30, 2022, the District had the following cash and investments on hand:

Cash in county treasury	\$ <u>213,382</u>
Total cash and investments	\$ <u>213,382</u>

Cash and investments listed above, are presented on the accompanying statement of net position as follows:

Cash in county treasury	\$ <u>213,382</u>
	\$ <u>213,382</u>

The District categorizes its fair value measurements within the fair value hierarchy established by U.S. Generally Accepted Accounting Principles. The Hierarchy is based on the valuation inputs used to measure the fair value of the asset. These principles recognize a three-tiered fair value hierarchy. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The District had investments in the Santa Barbara County investment pool, that investment is measured under Level 2.

LOS OLIVOS COMMUNITY SERVICES DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2022

NOTE 3 - CASH AND INVESTMENTS (Continued)

Investments Authorized by the District's Investment Policy

The District's investment policy only authorizes investment in the local government investment pool administered by the County of Santa Barbara. The District's investment policy does not contain any specific provisions intended to limit the District's exposure to interest rate risk, credit risk, and concentration of credit risk.

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the District manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

Information about the sensitivity of the fair values of the District's investments to market interest rate fluctuations is provided by the following table that shows the distribution of the District's investments by maturity:

<u>Investment Type</u>	<u>Carrying Amount</u>	<u>Remaining Maturity (in Months)</u>			
		<u>12 Months Or Less</u>	<u>13-24 Months</u>	<u>25-60 Months</u>	<u>More than 60 Months</u>
Santa Barbara County Investment Pool	\$ 213,382	\$ 213,382	\$ -	\$ -	\$ -
Total	\$ 213,382	\$ 213,382	\$ -	\$ -	\$ -

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of rating by a nationally recognized statistical rating organization. Presented below, is the minimum rating required by the California Government Code, the District's investment policy, or debt agreements, and the actual rating as of fiscal year end for each investment type.

<u>Investment Type</u>	<u>Minimum Carrying Amount</u>	<u>Exempt Legal Rating</u>	<u>From Disclosure</u>	<u>Rating as of Fiscal Year End</u>		
				<u>AAA</u>	<u>Aa</u>	<u>Not Rated</u>
Santa Barbara County Investment Pool	\$ 213,382	N/A	\$ -	\$ -	\$ -	\$ 213,382
Total	\$ 213,382		\$ -	\$ -	\$ -	\$ 213,382

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure the District's deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

None of the District's deposits with financial institutions in excess of federal depository insurance limits were held in uncollateralized accounts.

LOS OLIVOS COMMUNITY SERVICES DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2022

NOTE 3 - CASH AND INVESTMENTS (Continued)

Investment in Santa Barbara County Investment Pool

The District is a participant in the Santa Barbara County Investment Pool that is regulated by the California Government Code. The fair value of the District's investment in this pool is based upon the District's pro-rata share of the fair value provided by the Santa Barbara County Investment Pool for the entire Santa Barbara County Investment Pool portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the Santa Barbara County Investment Pool, which are recorded on an amortized cost basis.

NOTE 4 – SCHEDULE OF CAPITAL ASSETS

A schedule of changes in capital assets for the fiscal year ended June 30, 2022, is shown below:

	Balance July 1, 2021	Additions	Deletions	Balance June 30, 2022
Construction in Progress	\$ -	\$ 160,705	\$ -	\$ 160,705
Net capital assets	<u>\$ -</u>	<u>\$ 160,705</u>	<u>\$ -</u>	<u>\$ 160,705</u>

NOTE 5 – COMMITMENTS AND CONTINGENCIES

According to the District's staff and attorney, no contingent liabilities are outstanding and no lawsuits are pending of any real financial consequence.

ITEM 6 – FY 2023-24 BUDGET

FY 2023-24 BUDGET

**Los Olivos Community Services District
FY 2023-24 Budget (Proposed)**

Line Item Account	FY 2022-23 Approved Budget	FY 2022-23 YTD Actuals+ Commitments (as of 4/30/23)	PROPOSED FY 2023-24	Notes
Beginning Balance	\$ 136,475	\$ 136,475	\$ 48,678	
Revenues				
Taxes				
3066 -- Special Tax Assessment	\$ 203,121	\$ 227,650	\$ 227,650	Used FY 2022-23 actual
Taxes	\$ 203,121	\$ 227,650	\$ 227,650	
Use of Money and Property				
3380 -- Interest Income	\$ 724	\$ 1,191	\$ 744	Average prior 3 years
3381 -- Unrealized Gain/Loss Invstmnts		\$ -		
Use of Money and Property	\$ 724	\$ 1,191	\$ 744	
Intergovernmental Revenue-Other				
4840 -- Other Governmental Agencies	\$ 169,804	\$ 30,131	\$ -	
Intergovernmental Revenue-Other	\$ 169,804	\$ 30,131	\$ -	
Total Cash & Revenues	\$ 510,124	\$ 395,447	\$ 277,072	
Expenditures				
Services and Supplies				
7090 -- Insurance	\$ 2,500	\$ 2,800	\$ 2,934	Per SDRMA letter 3/27/23
7324 -- Audit and Accounting Fees	\$ 4,000	\$ 7,775	\$ 2,500	1-year est MLH
7325 -- Other Professional Services (Grant Assistance)		\$ -		
7430 -- Memberships	\$ 1,200	\$ 1,287	\$ 1,300	
7450 -- Office Expense	\$ 2,000	\$ -		
7460 -- Professional & Special Service	\$ 189,908	\$ 219,384	\$ 78,886	\$78,886 in unallocated Professional and Special Services funds. There are a number of unfunded efforts on the workplan that Board has expressed interest in completing in FY 2023-24, including: \$90k technical study, \$300k 60% design, \$50k Assessment Engineer report, \$100k (of \$150k) environmental (remaining \$50 would be completed in FY 2024-25), \$50k MHI study
7508 -- Legal Fees	\$ 30,000	\$ 36,481	\$ 45,529	Straight-line (\$3,648/mo), plus increase per contract (4%), plus May, June
7510 -- Contractual Services (GM Contract, Engineer)	\$ 49,000	\$ 79,041	\$ 98,643	Straight-line (\$7,904/mo), plus increase per contract (4%), plus May, June
7530 -- Publications & Legal Notices	\$ 5,000	\$ -	\$ 1,750	Budget notices + 5 workshops mailers, etc. at \$300 per workshop
7671 -- Special Projects	\$ 175,000	\$ -		
7732 -- Training	\$ 1,500	\$ -		
Services and Supplies	\$ 460,108	\$ 346,769	\$ 231,542	
Other Charges	\$ -	\$ -	\$ -	
7894 - Communication Services	\$ -	\$ -	\$ -	
Other Charges	\$ -	\$ -	\$ -	
Reserves			\$ 45,530	20% of Special Tax Revenues, per Policy could be \$27,702 (10%)
Reserves		\$ -	\$ 45,530	
Total Expenditures	\$ 460,108	\$ 346,769	\$ 277,072	
Ending Balance	\$ 49,293	\$ 48,678	\$ 0	



**FY 2023-24
PROPOSED
BUDGET**

BOARD OF DIRECTORS

Tom Fayram, President

Brad Ross, Vice President

Julie Kennedy, Director

Lisa Palmer, Director

Greg Parks, Director

General Manager

Guy Savage

Board of Directors:

The following pages provide an overview of the Proposed Budget for the Los Olivos Community Service District (LOCS D) for the Fiscal Year 2023-24 (FY 2023-24). The LOCS D fiscal year begins on July 1; therefore, FY 2023-24 runs from July 1, 2023 to June 30, 2024. Details of the Proposed Budget can be found on Page 4 of this document and are based on input from your April 12, 2023 Strategic Planning session and your May 10, 2023 Budget Workshop. Inputs from both meetings have been considered and incorporated, with special emphasis on the efforts required to get the LOCS D to a successful Proposition 218 vote by 2025. The efforts are captured in the schedule of activities (work packages) provided at the end this document, in Table 2.

The LOCS D Proposed Budget for FY 2023-24 has been prepared consistent with the current FY 2022-23 budget. By law, the LOCS D is required to develop and adopt a balanced budget. A balanced budget is one where the total expected revenues are equal to total planned spending.

For FY 2023-24, the LOCS D anticipates \$277,072 in total cash and revenues to be available for expenditure during the fiscal year. This includes \$48,678 in fund balance from FY 2022-23, \$744 in Interest Income, and \$227,650 in Special Tax Revenues.

Expenses for FY 2023-24 are anticipated to be \$231,542, including all normal and professional services expenditures.

Reserves are anticipated to be set at \$45,530 for the fiscal year.

FY 2022-23 to FY 2023-24 Comparisons

The Adopted FY 2022-23 budget included \$203,121 in Special Tax Assessment revenues. The FY 2023-24 Proposed Budget assumes \$227,650 in Special Tax Assessments revenues. The FY 2023-24 figure is based on actual receipts in FY 2022-23. Both budgets included less than \$1,000 in Interest Income. In FY 2022-23, the District included \$169,804 in grant funds as a revenue source. No grant funds are assumed for FY 2023-24.

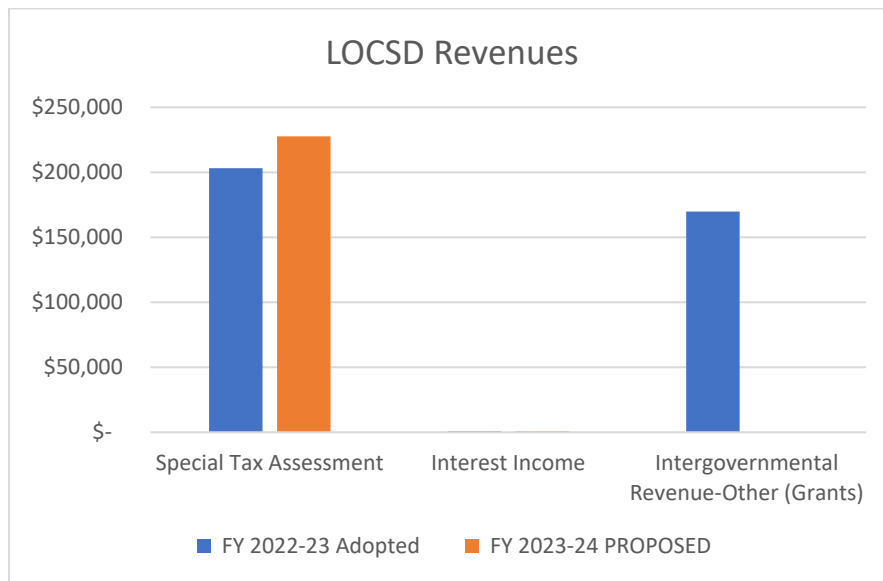


Chart 1 – Comparison of FY 2022-23 to FY 2023-24 Revenue Sources

Revenues

As noted above and can be seen in the charts below, in FY 2022-23, the LOCSD projected significant grant revenues (\$169,804). As of the development of this document, only limited amounts of those grant funds had been received (see Chart 4). For this reason, and as a best practice in budgeting, no grant revenues have been assumed nor are any included in the FY 2023-24 Proposed Budget. This is due to philosophical approach being taken which assumes that unless a grant is “guaranteed” it should not be included as a revenue source. Note that while the revenue charts below round Interest Income to 0%, both budgets include a small amount (less than \$1,000) of Interest Income revenue.

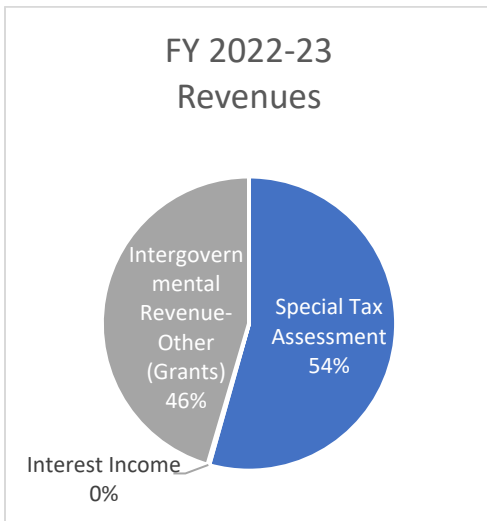


Chart 2 – FY 2022-23 Revenues

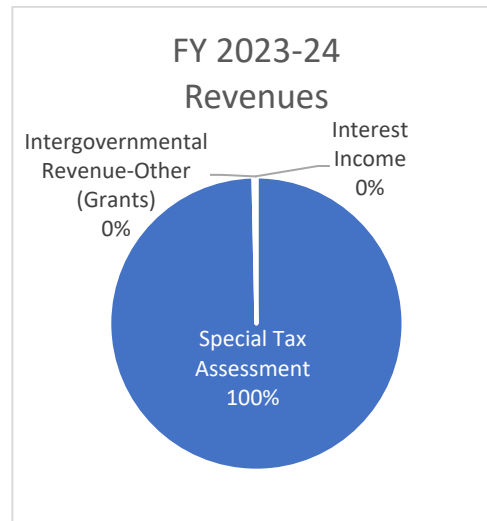


Chart 3 – FY 2023-24 Revenues

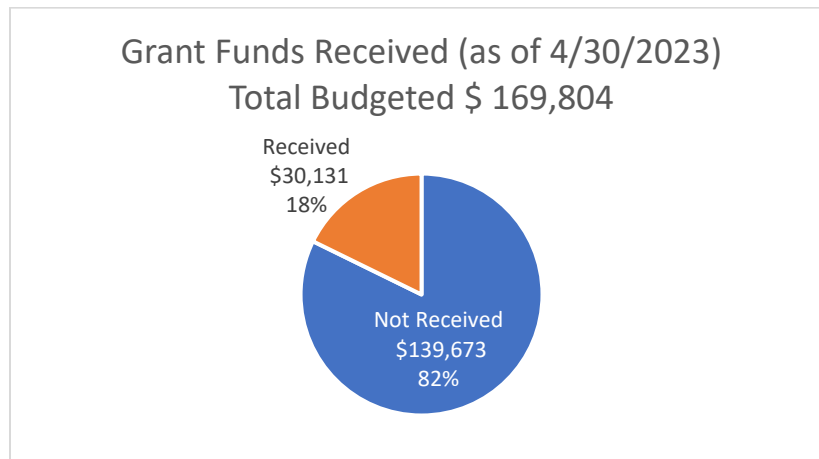


Chart 4 – Grant Revenues FY 2022-23

Expenses

The expenses in the FY 2023-24 Proposed Budget mainly consist of those activities that are required to operate the LOCSD during a typical year.

Annually incurred expenses such as insurance, audit, and office expenses comprise the majority of the smaller amounts included in the Proposed Budget. The amounts used for these expenses in the FY 2023-24 Proposed Budget were based on quotes from existing service providers or prior year actuals.

Expenses related to Legal Fees and Contractual Services (GM and DE contracts) are based on a straight-line

projection of FY 2022-23 actuals, plus any contractually agreed to increases. Where a contractually agreed increase is expected, a 4% Consumer Price Index (CPI) increase was assumed.

As part of your FY 2023-24 budget discussions, your Board emphasized increased public engagement. For this reason, five public notifications, including mailers to all property owners within the LOCSD, have been assumed. Additionally, the LOCSD is required to provide public notice in a local newspaper for its Budget Hearing. Combined, these Publication and Legal Notice costs are estimated to be \$1,750 for FY 2023-24.

The other expense shown in the FY 2023-24 Proposed Budget is Professional & Special Service. The amount shown is \$78,886. This amount of funds can be allocated by your Board to whatever activities or work packages your Board prioritizes throughout the year. As shown in schedule of activities shown in Table 2, your Board has identified a number of work packages that are necessary to keep the LOCSD on track for a successful Proposition 218 vote by 2025. Working with the District Engineer and Project Management subcommittee, the General Manager has provided estimates for each of the work packages. The work packages and associated estimated costs include:

- Additional technical study - \$90,000
- Additional engineering and design (60% design) - \$300,000
- Assessment Engineer Report - \$50,000
- Median Household Income (MHI) study - \$50,000
- Environmental Review - \$150,000

Of particular note is the Environmental Review work package. This work package is anticipated to straddle FY 2023-24 and FY 2024-25. Based on the actual timing of when the work package is started, it is estimated that approximately \$100,000 will occur in FY 2023-24, and the remaining \$50,000 will occur in FY 2024-25.

Outside of the identified potential work packages identified for FY 2023-24, and not included in this Proposed Budget is the work required to develop and implement additional groundwater monitoring wells. The LOCSD established two groundwater monitoring wells in FY 2022-23. Per Board discussion and agreement, additional groundwater monitoring wells will only be pursued if the non-staff expense for construction, installation, and on-going monitoring is 100% covered by grant funding. It should be noted that the Regional Water Quality Control Board (RWQCB), or Waterboard as it is often referred to, has a keen interest in seeing the LOCSD install and monitor three additional wells within the LOCSD's boundaries. Consequently, it is likely that the LOCSD will receive pressure to install additional wells during FY 2023-24.

The final amount shown on FY 2023-24 Proposed Budget is a Reserve. Per Board Policy, this amount should be budgeted no less than 10% of the current operating budget. If budgeted in this manner, the Reserve would amount to \$27,707. However, given the potential expenses related to the work packages noted above, the amount was conservatively increased in the Proposed Budget to \$45,530, or 20% of the Special Tax Revenues.

**Los Olivos Community Services District
FY 2023-24 Budget (Proposed)**

Line Item Account	FY 2022-23 Approved Budget	FY 2022-23 YTD Actuals+ Commitments (as of 4/30/23)	PROPOSED FY 2023-24	Notes
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3380 -- Interest Income	\$ 724	\$ 1,191	\$ 744	Average prior 3 years
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4840 -- Other Governmental Agencies	\$ 169,804	\$ 30,131	\$ -	
Intergovernmental Revenue-Other	\$ 169,804	\$ 30,131	\$ -	
Total Cash & Revenues	\$ 510,124	\$ 395,447	\$ 277,072	
Expenditures				
Services and Supplies				
7090 -- Insurance	\$ 2,500	\$ 2,800	\$ 2,934	Per SDRMA letter 3/27/23
7324 -- Audit and Accounting Fees	\$ 4,000	\$ 7,775	\$ 2,500	1-year est MLH
7325 -- Other Professional Services (Grant Assistance)		\$ -		
7430 -- Memberships	\$ 1,200	\$ 1,287	\$ 1,300	
7450 -- Office Expense	\$ 2,000	\$ -		
7460 -- Professional & Special Service	\$ 189,908	\$ 219,384	\$ 78,886	\$78,886 in unallocated Professional and Special Services funds. There are a number of unfunded efforts on the workplan that Board has expressed interest in completing in FY 2023-24, including: \$90k technical study, \$300k 60% design, \$50k Assessment Engineer report, \$100k (of \$150k) environmental (remaining \$50 would be completed in FY 2024-25), \$50k MHI study
7508 -- Legal Fees	\$ 30,000	\$ 36,481	\$ 45,529	Straight-line (\$3,648/mo), plus increase per contract (4%), plus May, June
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Other Charges	\$ -	\$ -	\$ -	
Reserves			\$ 45,530	20% of Special Tax Revenues, per Policy could be \$27,702 (10%)
Reserves		\$ -	\$ 45,530	
Total Expenditures	\$ 460,108	\$ 346,769	\$ 277,072	
Ending Balance	\$ 49,293	\$ 48,678	\$ 0	

Table 1 – FY 2023-24 Proposed Budget

LOCSO - Septic to Sewer / Water Reclamation Roadmap - WORKING DRAFT					
Task	2023		2024		FY 2023-24 Est. Cost
	Q3	Q4	Q1	Q2	
Board and Public Education					
Public workshops and outreach					\$1.5k
Engineering / Design					
Additional Technical Study / Design					\$90k
60% Design					\$300k
Assessment Engineer Report including benefit factors/rates					\$50k
Environmental Review					
Environmental study, assessment and report (incl. public review)					\$100k
Grants and Financing					
MHI study					\$50k
Monitoring Well(s)					
Find funding for well monitoring program					
Drill three additional monitoring wells					\$150k

Table 2 – FY 2023-24 Potential Activities (Work Packages)

For each of the work packages shown in Table 2, no funding has been allocated in the FY 2023-24 Proposed Budget. Instead, it is assumed that should the LOCSD find other funding mechanisms (eg. grants) to cover the expense of a work package, an amendment will be made to the budget per legally established procedures. It may be that more than one work package is funded by a single funding mechanism or that a single work package relies on more than one funding mechanism to be completed. Therefore, no assumptions about how many budget amendments would be required to complete the entire list of work packages should be made.

FY 2023-24 Budget Timeline

STEP	PROPOSED STEPS	DATE
1	Budget Workshop, after Regular Meeting concludes	5/10/2023
2	GM prepares recommended Draft Budget	5/19/2023
3	Finance Committee prepares and approves recommended Draft Budget to present to Board	6/9/2023
4	Board Approves a preliminary budget at a Regular Meeting and determines a Hearing Date	6/14/2023
5	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 Budget adoption 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 / Santa Maria Times). It only needs to be published one time. Post Draft Budget on Website.	6/21/2023 publication must be at least 2 weeks before 7/12/2023 meeting
6	Final Budget hearing, part of Regular Meeting	7/12/2023
7	Post Final Budget on website	7/13/2023

Table 3 – FY 2023-24 Budget Timeline

As a resident of the District, I would like to thank you for your ongoing support of the Los Olivos Community Services District’s mission to improve groundwater quality by converting septic systems to a community wastewater collection, treatment, and reclamation facility in the Los Olivos area.

Sincerely,

 Guy W. Savage
 General Manager
 Los Olivos Community Services District



PUBLIC NOTICE
LOS OLIVOS COMMUNITY SERVICES DISTRICT
NOTICE OF PUBLIC HEARING
PROPOSED BUDGET FOR FISCAL YEAR 2023-2024

NOTICE IS HEREBY GIVEN that, in accordance with Government Code section 61110, the General Manager of the Los Olivos Community Services District (LOCSD) has prepared a proposed final budget for Fiscal Year 2023-2024 (FY 2023-24). The LOCSD FY 2023-24 runs from July 1, 2023 to June 30, 2024. The final budget will be considered for possible approval by the Board of Directors during a public hearing as provided below. Any person may appear and be heard regarding any item in the final proposed budget or regarding the addition of other items. Comments regarding the proposed budget may be submitted in writing before, during, or after the hearing, which will take place as follows:

DATE: July 12, 2023
TIME: 6:00 P.M.
LOCATION: St Mark's in the Valley Episcopal Church, Stacy Hall
2901 Nojoqui Ave, Los Olivos, CA 93441

The General Manager's proposed final budget for FY 2023-24 may be inspected on-line at www.losolivoscscsd.com/fy-2023-24-budget. Individual paper copies may be ordered in advance by sending a check for \$1.87 per request to the LOCSD at PO Box 345, Los Olivos, CA 93441. Requests for individual electronic copies may be requested by email at: gm.locsd@gmail.com. Note that requests for copies may take up to 3 business days for processing, plus any applicable USPS mailing time.

Contact Guy Savage, LOCSD General Manager, at gm.locsd@gmail.com or (805) 500-4098 for further information.

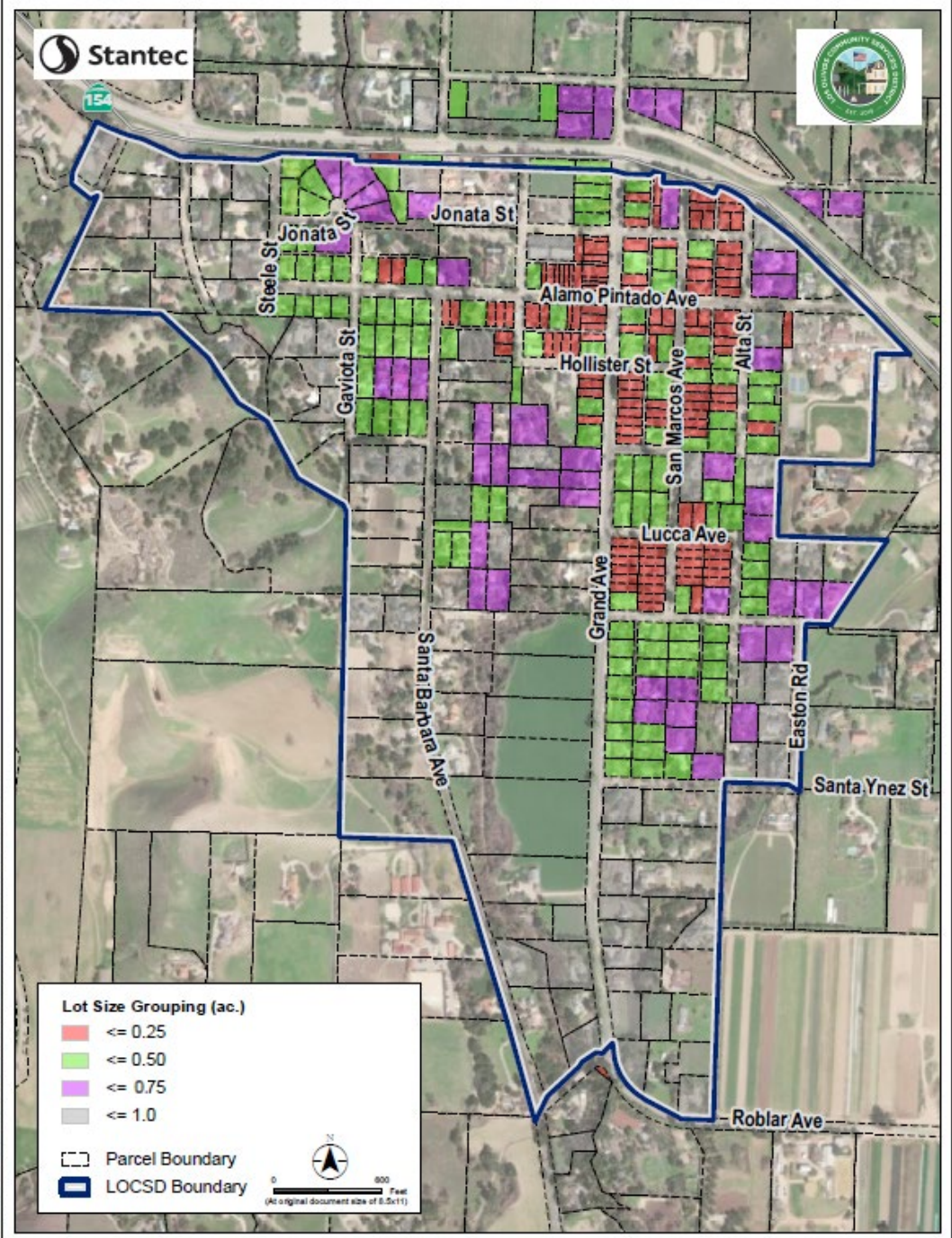
**ITEM 7 – TECHNICAL SUBCOMMITTEE - COLLECTION
CONCEPTS**

TECHNICAL SUBCOMMITTEE - COLLECTION CONCEPTS

Proposed Zones for the Los Olivos Community Services District

by the Ad-Hoc Technical Committee



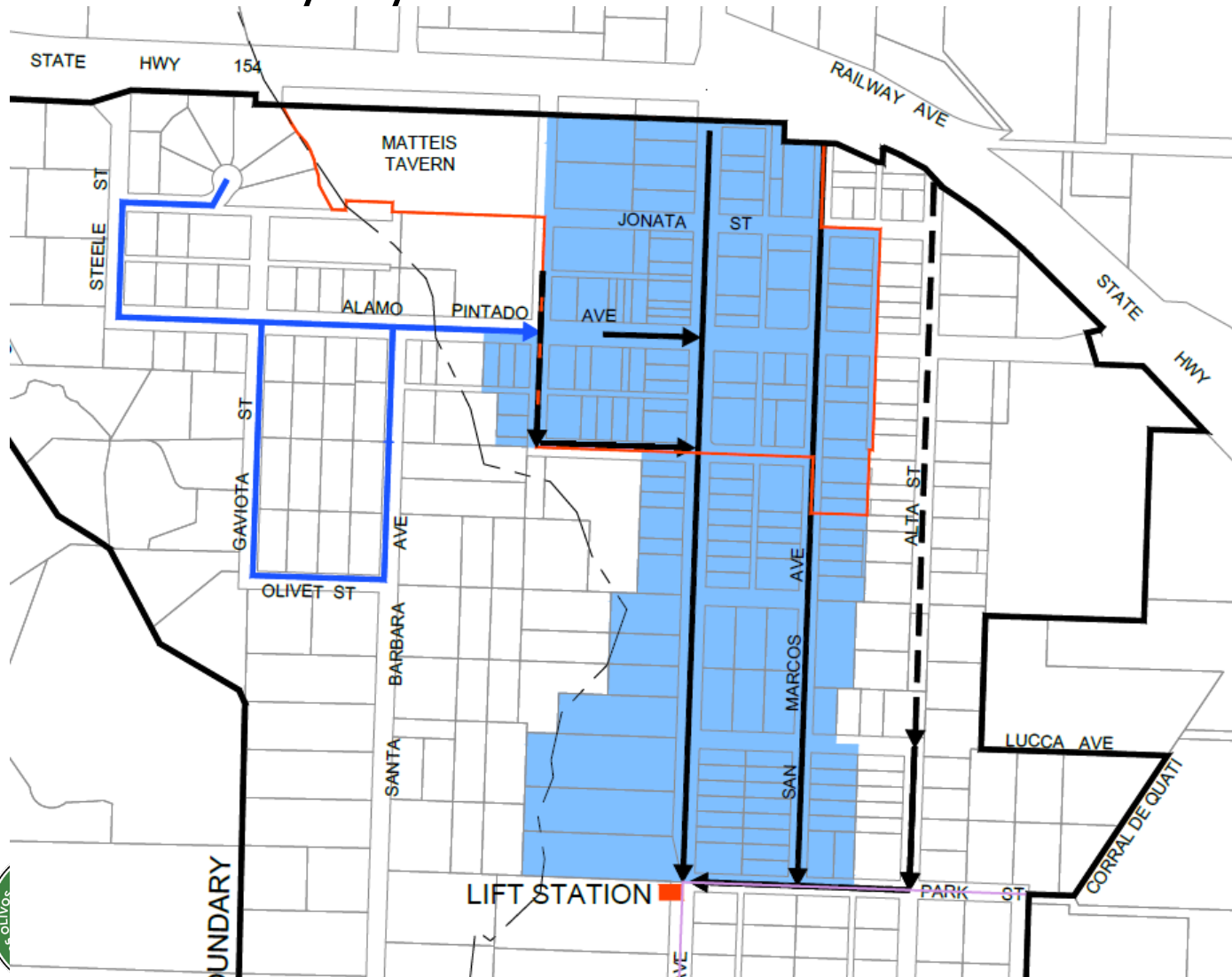


Lot Sizes (from May meeting)

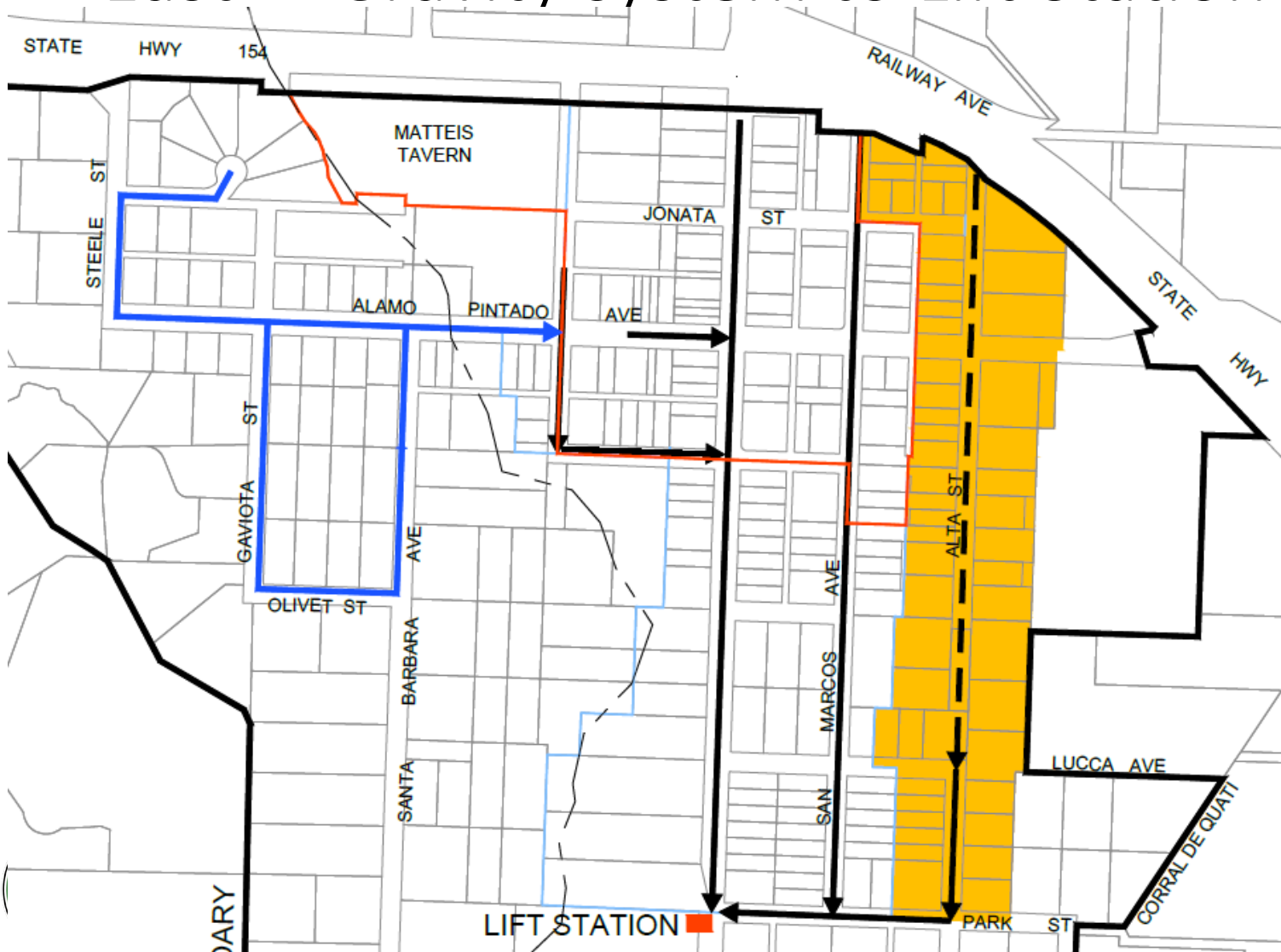


Los Olivos Community Services District Lot Sizes

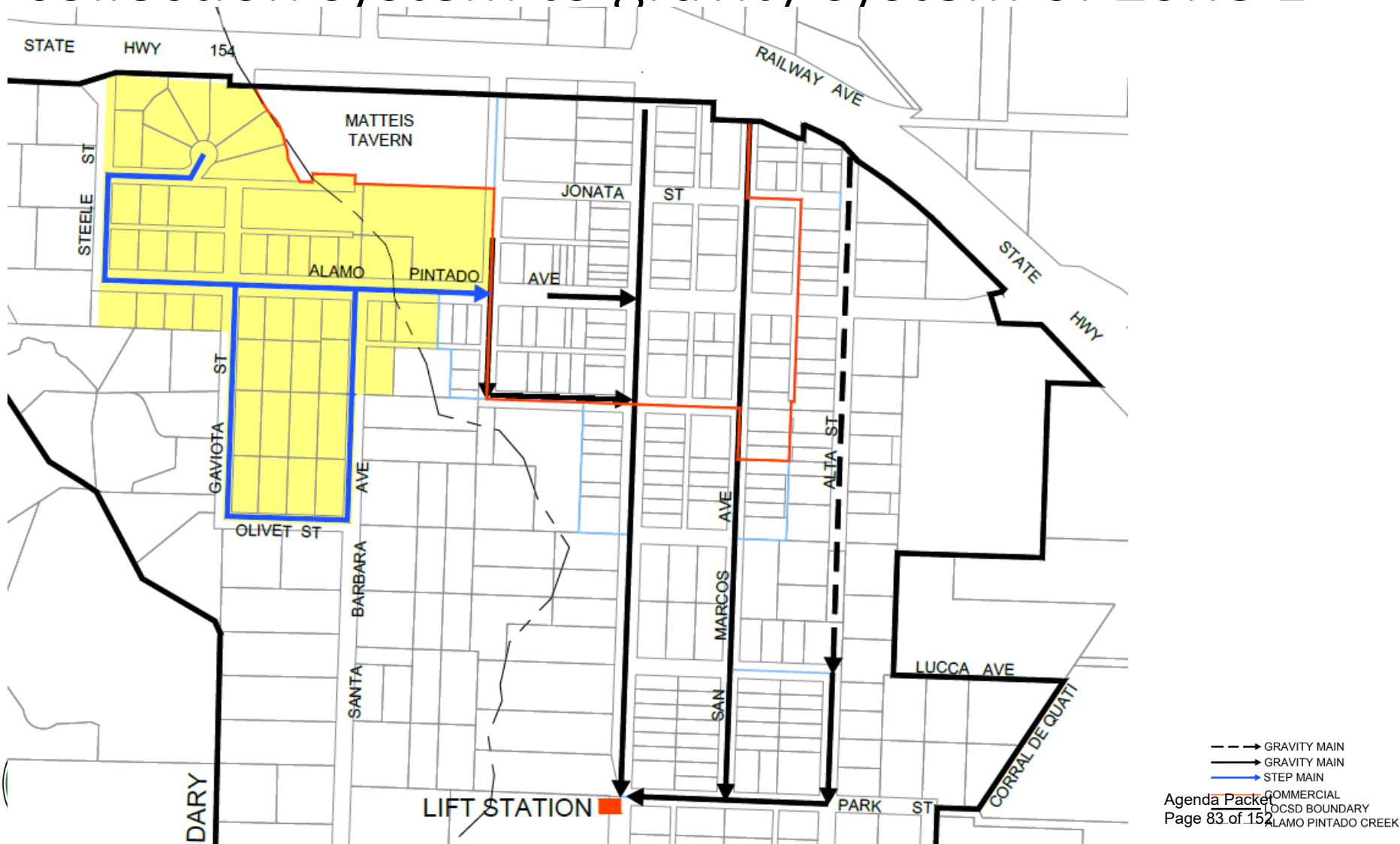
Zone 1 - Downtown Core and Small Lots – Gravity system to Lift Station



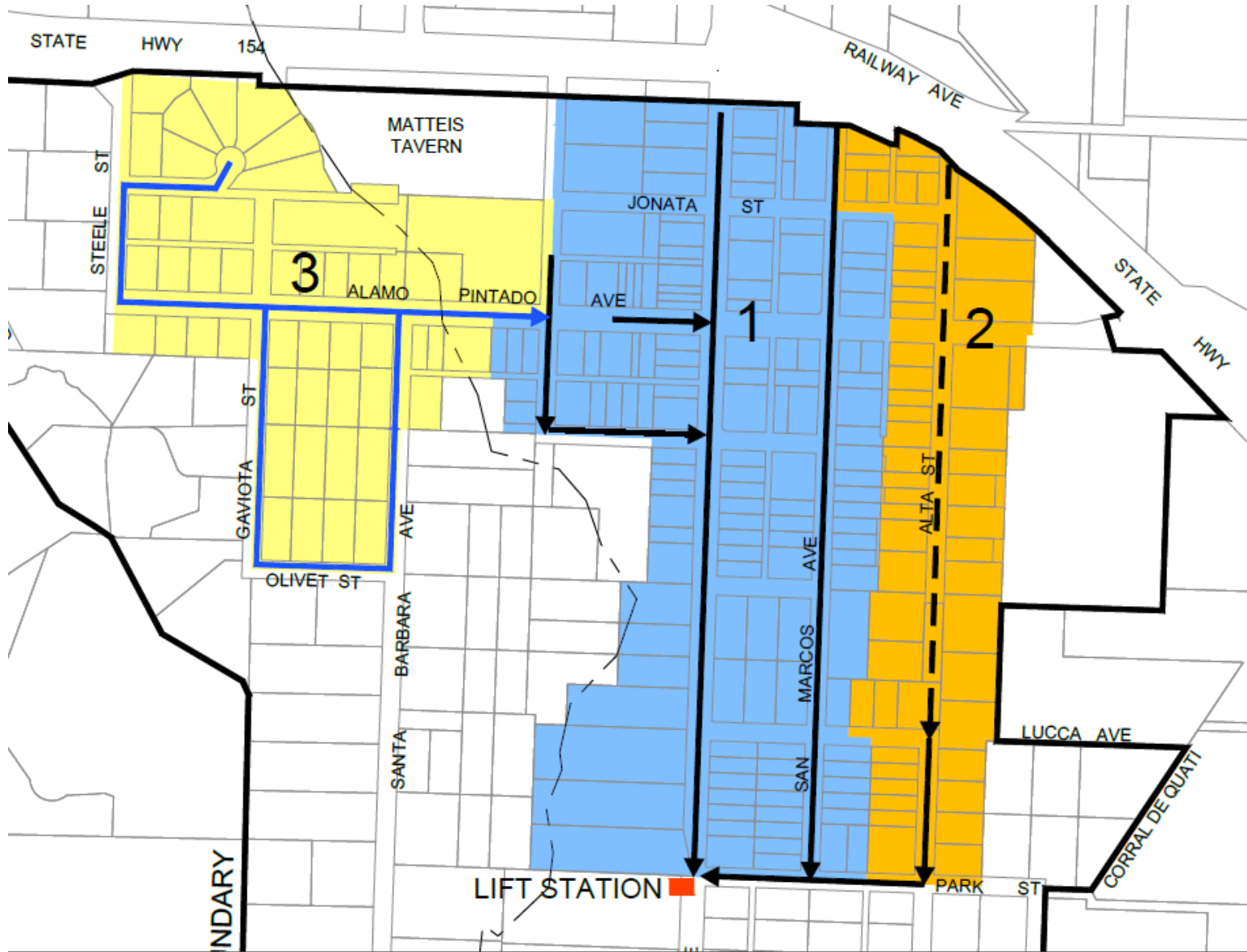
Zone 2 - Adjacent Residential areas to the East – Gravity system to Lift Station



Zone 3 - Residential areas to Northwest – STEP collection system to gravity system of Zone 1

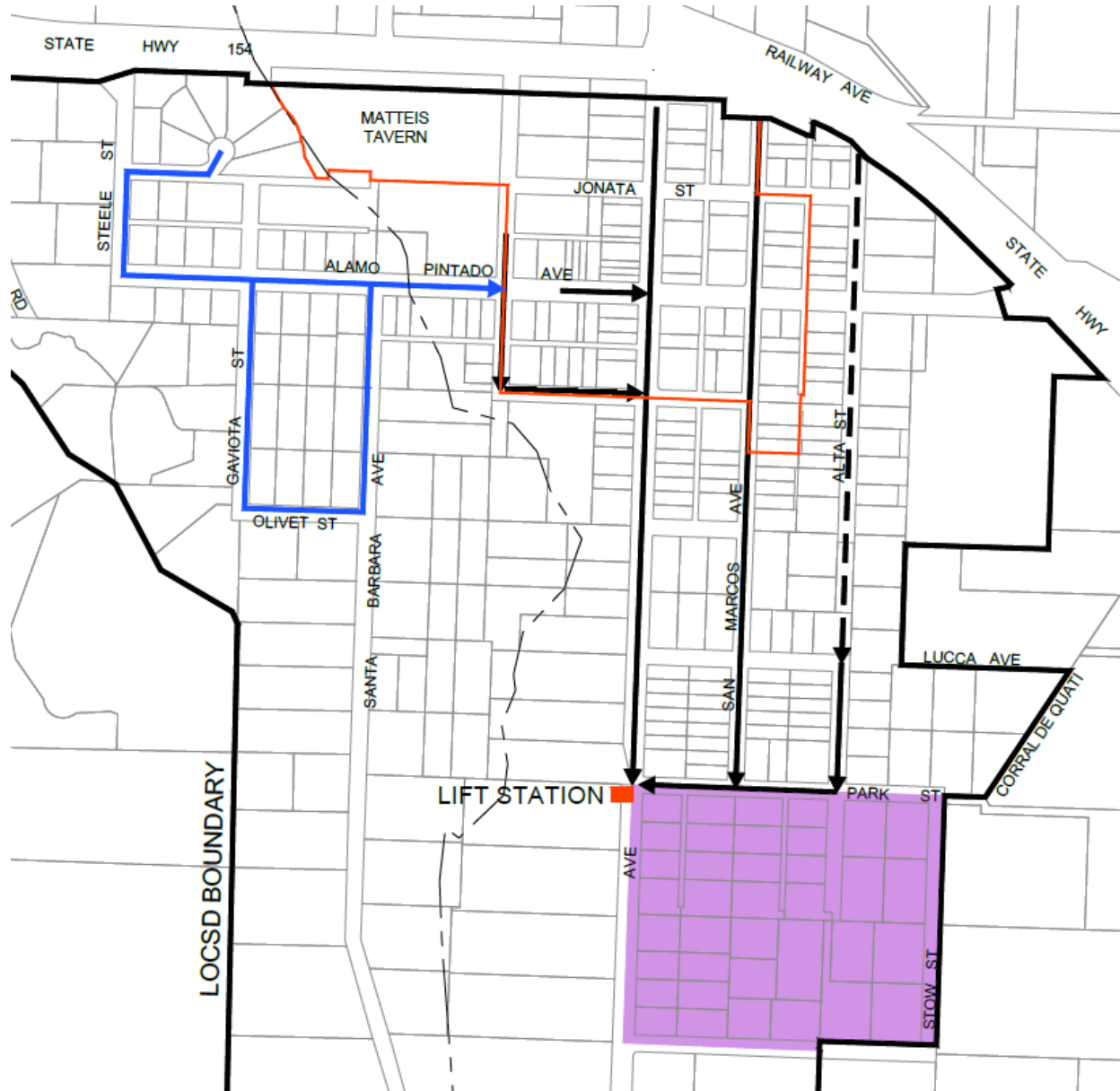


Zones 1-3

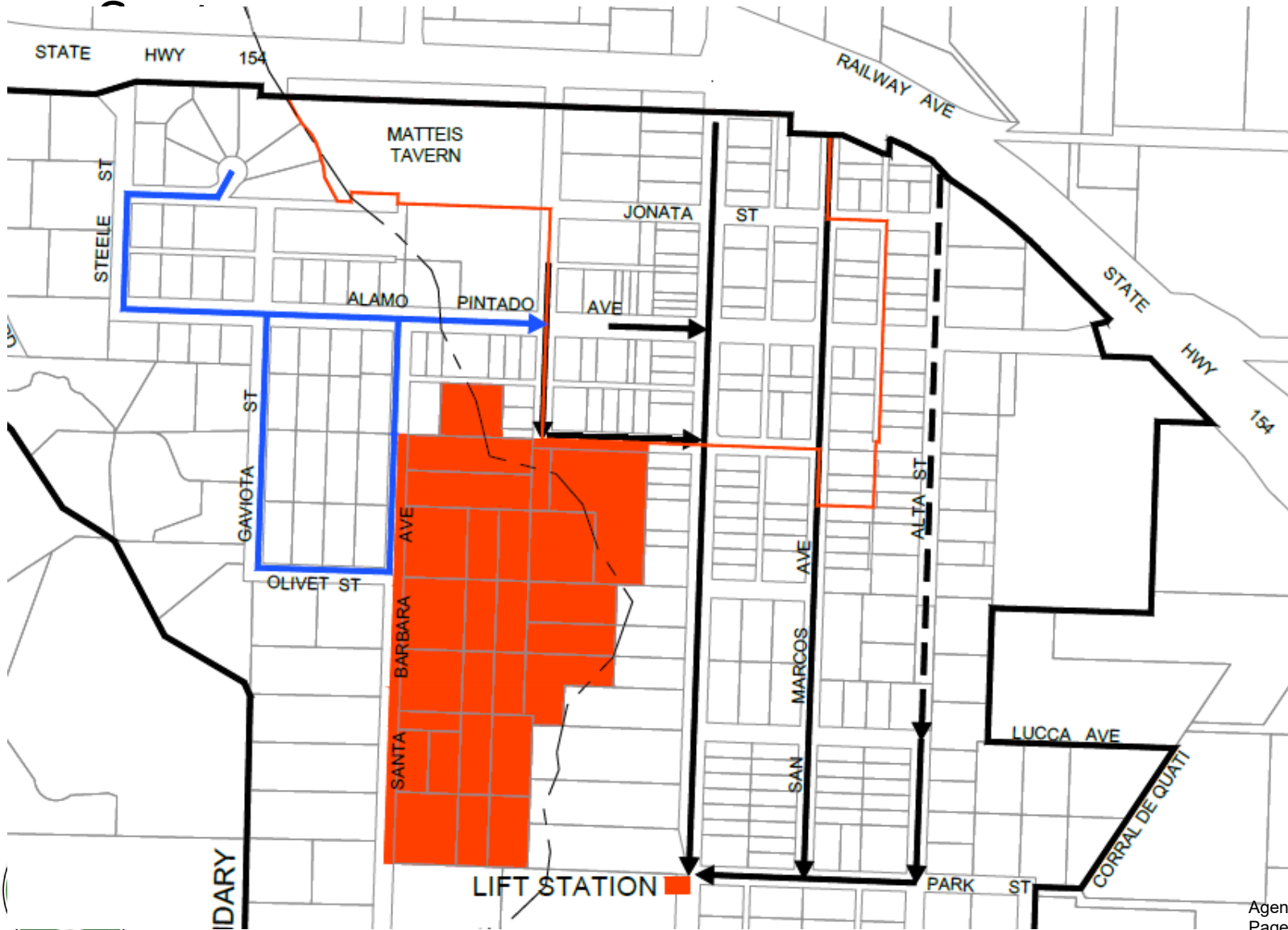


- GRAVITY MAIN
- GRAVITY MAIN
- STEP MAIN

Zone 4 - Step System to Lift Station



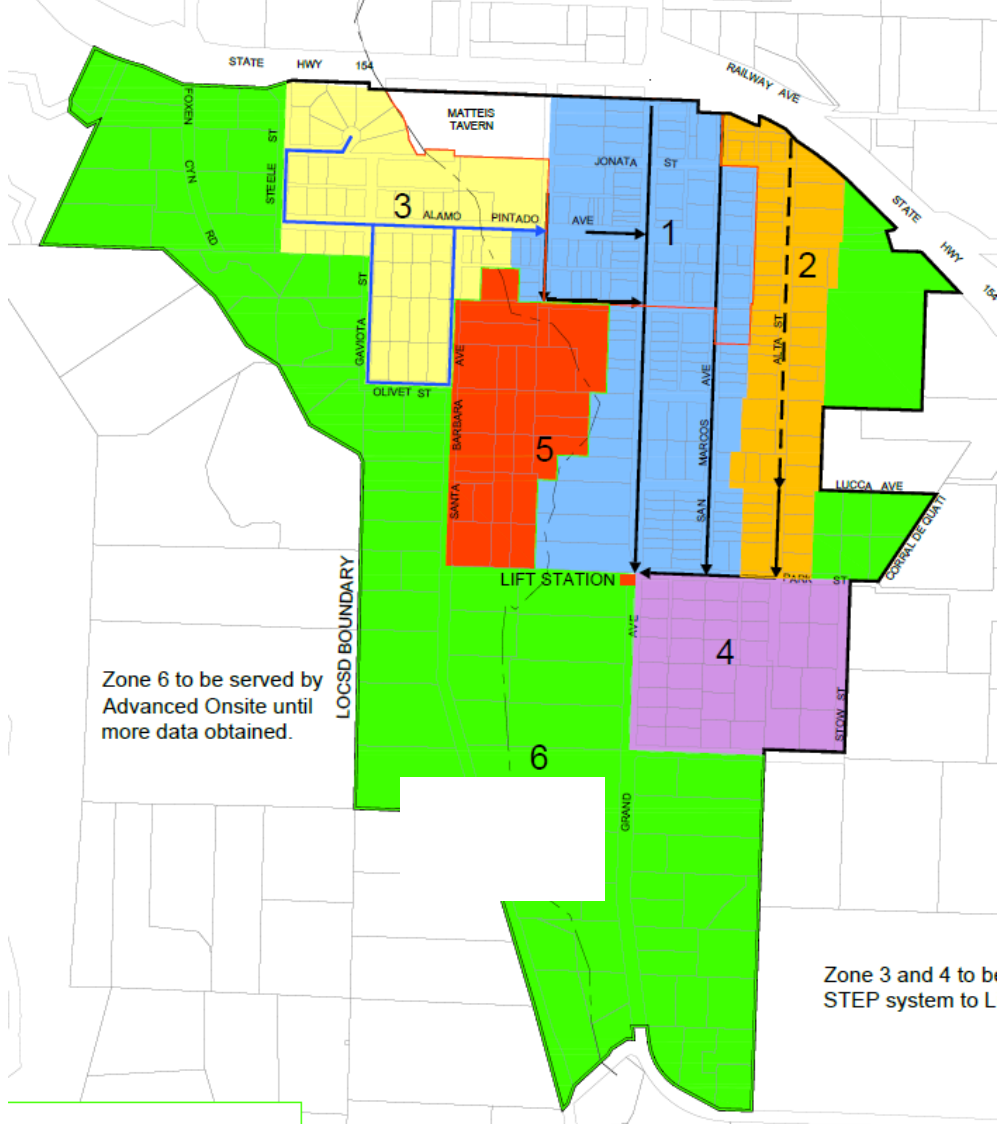
Zone 5 - STEP System to Join Zone 3



- GRAVITY MAIN
- GRAVITY MAIN
- STEP MAIN



Zone 6 - "Remainder of District" Served by Individual Advanced Onsite Systems



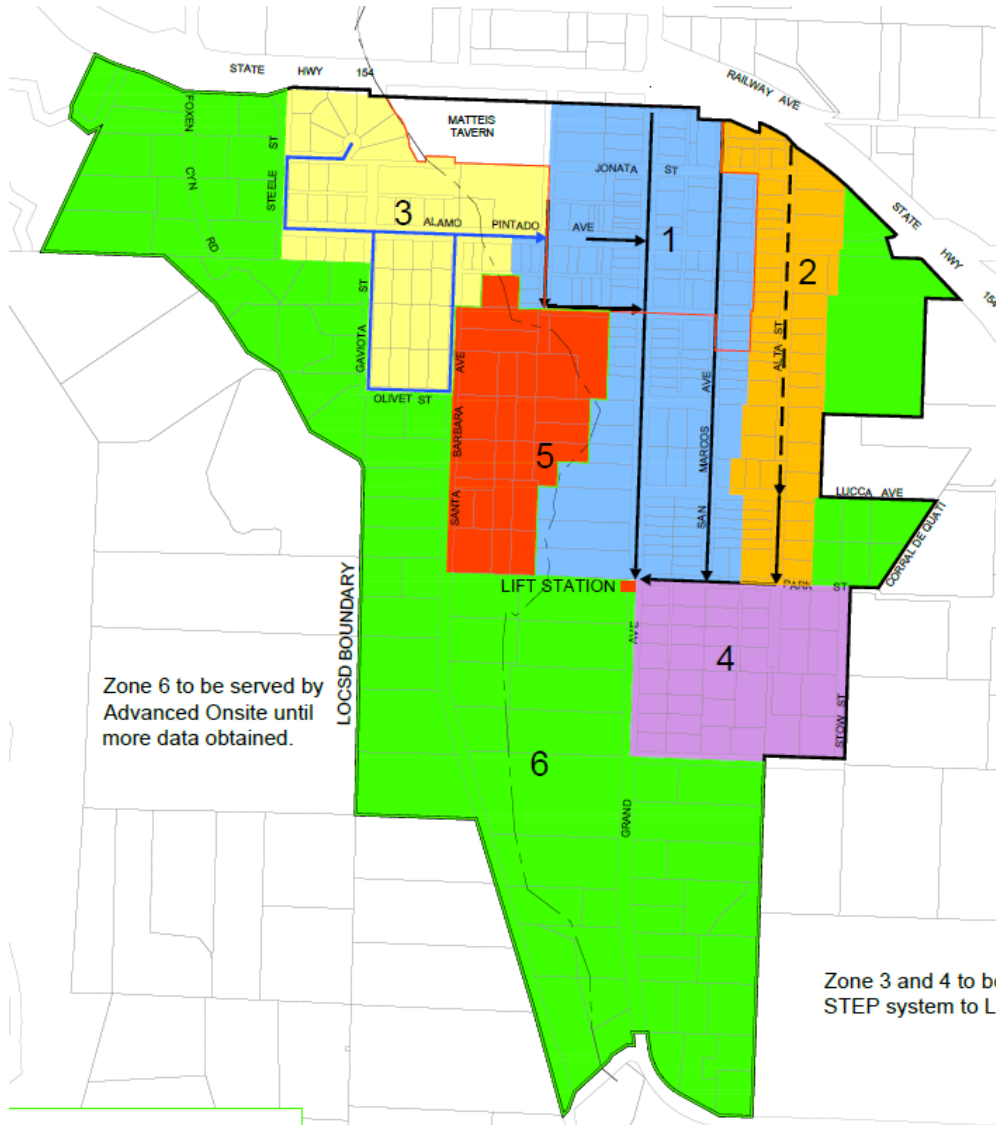
Zone 6 to be served by Advanced Onsite until more data obtained.

Zone 3 and 4 to be STEP system to L



Considerations

- The number of zones within implementation phases will depend on Grant Funding
- The use of individual Advanced Onsite Systems in Zone 6 is expected to be limited to 30-50 years
- Inclusion of Los Olivos School and the Matties complex to be determined



- - - GRAVITY MAIN
 ——— GRAVITY MAIN
 ——— STEP MAIN



**ITEM 8 – REQUIREMENT TO INSTALL GROUNDWATER
MONITORING WELLS**

REQUIREMENT TO INSTALL GROUNDWATER MONITORING WELLS

Central Coast Regional Water Quality Control Board

May 31, 2023

Guy Savage
General Manager
Los Olivos Community Services District
P.O. Box 345
Los Olivos, CA 93441
Email: gm.locsd@gmail.com

via Electronic Mail

Dear Guy Savage:

LOS OLIVOS COMMUNITY SERVICES DISTRICT, LOS OLIVOS, SANTA BARBARA COUNTY – REQUIREMENT TO INSTALL AND SAMPLE GROUNDWATER MONITORING WELLS

The California Regional Water Quality Control Board, Central Coast Region (Central Coast Water Board) appreciates Los Olivos Community Services District's (LOCSD) recent efforts to evaluate impacts to shallow groundwater from septic systems. Central Coast Water Board staff reviewed GSI Water Solutions, Inc.'s (GSI) January 31, 2023 Technical Memorandum that was prepared for LOCSD.¹ The Technical Memorandum summarizes the results from installing and sampling two shallow groundwater monitoring wells in November 2022.² Central Coast Water Board staff agrees with the recommendation to install additional monitoring wells and to conduct quarterly sampling to evaluate shallow groundwater quality in the Los Olivos area.

Central Coast Water Board staff met with you and Tom Fayram, LOCSD president, on May 16, 2023, to discuss the need for the additional groundwater monitoring wells and sampling of those wells to determine the extent of the impacts to groundwater from septic systems. Consistent with the discussion, the Central Coast Water Board requires you to submit a map clearly depicting the locations of the proposed additional wells by June 30, 2023, along with a schedule for installing and sampling the wells and reporting the results. The wells may be installed and sampled in accordance with the March 22, 2021, Los Olivos Groundwater Monitoring Plan.³

¹ See: https://www.losolivoscsd.com/files/23a90eb1c/Well_Construction_TM_MW1_and_MW2.pdf

² See: <https://www.losolivoscsd.com/files/a94323f39/2023.11+MW-1+and+MW-2+Test+Results.pdf>

³ See: <https://www.losolivoscsd.com/files/61f8f5301/Groundwater+Monitoring+Plan+GSI+3.22.2021.pdf>

The Central Coast Water Board continues to support the LOCSD efforts to implement a community wastewater treatment system in coordination with Santa Barbara County Public Health Department to help achieve the long overdue objective of protecting the Los Olivos community's water supply and achieving a sustainable water future.

If you have any questions, please contact Thea Tryon at Thea.Tryon@waterboards.ca.gov or (805) 542-4776 or Harvey Packard at Harvey.packard@waterboards.ca.gov or (805) 542-4639.

Sincerely,

Matthew T. Keeling
Executive Officer

cc:

Tom Fayram, President, LOCSD, tom.fayram.locsd@gmail.com
Lars Seifert, Santa Barbara County Environmental Health Services Director,
LSeifert@sbcphd.org
Jason Johnston, Santa Barbara County Environmental Health Services,
JJohnston@sbcphd.org

Central Coast Water Board
Harvey Packard
Jennifer Epp
Cecile DeMartini
James Bishop
RB3-WDR@waterboards.ca.gov

r:\rb3\shared\wdr\wdr facilities\santa barbara co\los olivos wwtp\2023\los olivos_mw requirement.docx

Groundwater Monitoring Options for Los Olivos

1. Standard Monitoring option:

Sampling twice per year with the sample collection months intended to capture wet and dry season conditions.

Table 1. Sampling Schedule

Monitoring Period	Sample Collection Month
Semiannual	April, October

Table 2. Groundwater Monitoring Constituents, Frequencies, and Sample Locations

Constituent	Units	Sample Type	Minimum Sampling Frequency	Sample Location
Groundwater Depth	Feet	Measuring Tape	Semiannual	MW-1, MW-2, MW-3, MW-4, MW-5
Groundwater Elevation	Feet ¹ NAVD88	Calculated	Semiannual	MW-1, MW-2, MW-3, MW-4, MW-5
Gradient	Feet/Feet	Calculated	Semiannual	MW-1, MW-2, MW-3, MW-4, MW-5
Gradient Direction	Degrees	Calculated	Semiannual	MW-1, MW-2, MW-3, MW-4, MW-5
Dissolved Oxygen	² mg/L	Meter	Semiannual	MW-1, MW-2, MW-3, MW-4, MW-5
pH	std units	Meter	Semiannual	MW-1, MW-2, MW-3, MW-4, MW-5
Total Dissolved Solids	mg/L	Grab	Semiannual	MW-1, MW-2, MW-3, MW-4, MW-5
Nitrate + Nitrate	mg/L	Grab	Semiannual	MW-1, MW-2, MW-3, MW-4, MW-5

¹ NAVD88 = North American Vertical Datum of 1988

² mg/L = milligrams per liter

2. Standard monitoring option with increased frequency

Increased sampling frequency relative to Option 1, which can be useful if there is a large amount of seasonal variability in nitrate concentrations, groundwater flow direction, or groundwater gradient.

Table 1. Sampling Schedule

Monitoring Period	Sample Collection Month
Quarterly	January, April, July, October

Table 2. Groundwater Monitoring, Constituents, Frequencies, and Sample Locations

Constituent	Units	Sample Type	Minimum Sampling Frequency	Sample Location
Groundwater Depth	Feet	Measuring Tape	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5
Groundwater Elevation	Feet ² NAVD88	Calculated	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5
Gradient	Feet/Feet	Calculated	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5
Gradient Direction	Degrees	Calculated	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5
Dissolved Oxygen	² mg/L	Meter	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5
pH	std units	Meter	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5
Total Dissolved Solids	mg/L	Grab	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5
Nitrate + Nitrite	mg/L	Grab	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5

¹ NAVD88 = North American Vertical Datum of 1988

² mg/L = milligrams per liter

3. Inexpensive nitrate source identification option

This option incorporates the use of constituents that can provide an indication of the source of nitrate. The isotopic composition of nitrogen and oxygen in the nitrate molecule (nitrate isotopes) can be very effective in discerning fertilizer-derived nitrate from wastewater- or manure-derived nitrate. The artificial sweeteners sucralose and acesulfame can be useful in demonstrating that wastewater is present groundwater because these artificial sweeteners are consumed by people, discharged to residential plumbing systems than to leach fields and eventually to groundwater. However, detection of these sweeteners depends on whether these sweeteners were used by residents living near the sampling location. Expanding the suite of wastewater indicator compounds as in Option 4 provides a better level of assurance that wastewater indicator compounds will be detected.

Table 1. Sampling Schedule

Monitoring Period	Sample Collection Month
Quarterly	January, April, July, October
Semiannual	April, October

Table 2. Groundwater Monitoring, Constituents, Frequencies, and Sample Locations

Constituent	Units	Sample Type	Minimum Sampling Frequency	Sample Location
Groundwater Depth	Feet	Measuring Tape	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5
Groundwater Elevation	Feet ¹ NAVD88	Calculated	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5
Gradient	Feet/Feet	Calculated	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5
Gradient Direction	Degrees	Calculated	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5
Dissolved Oxygen	² mg/L	Meter	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5
pH	std units	Meter	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5
Total Dissolved Solids	mg/L	Grab	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5
Nitrate + Nitrate	mg/L	Grab	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5
³ δ ¹⁵ N-NO ₃ ⁻	‰	Grab	Semiannually	MW-1, MW-2, MW-3, MW-4, MW-5
⁴ δ ¹⁸ O-NO ₃ ⁻	‰	Grab	Semiannually	MW-1, MW-2, MW-3, MW-4, MW-5

Constituent	Units	Sample Type	Minimum Sampling Frequency	Sample Location
Sucralose	ng/L	Grab	Semiannually	MW-1, MW-2, MW-3, MW-4, MW-5
Acesulfame	⁵ ng/L	Grab	Semiannually	MW-1, MW-2, MW-3, MW-4, MW-5

¹ NAVD88 = North American Vertical Datum of 1988

² mg/L = milligrams per liter

³ δ¹⁵N-NO₃⁻ = nitrogen isotopic composition of the nitrate molecule

⁴ δ¹⁸O-NO₃⁻ = oxygen isotopic composition of the nitrate molecule

⁵ng/L = nanograms per liter

4. Expensive nitrate source identification option

This option expands upon Option 3 by sampling for a suite of pharmaceutical and personal care products (PPCP), a diverse group of chemicals that are either ingested by people or used in households and are discharged to residential plumbing systems and eventually leach fields. These include prescription and over-the-counter medications, non-medical consumer chemicals such as fragrances, ultraviolet filters in sunscreens, artificial sweeteners, and household cleaning products. Many commercial laboratories can analyze for a suite of PPCP that includes anywhere from 20-60 constituents.

The benefit of this option is that it has the best chance of demonstrating whether the nitrate present is derived from wastewater.

Table 1. Sampling Schedule

Monitoring Period	Sample Collection Month
Quarterly	January, April, July, October
Semiannual	April, October

Table 2. Groundwater Monitoring, Constituents, Frequencies, and Sample Locations

Constituent	Units	Sample Type	Minimum Sampling Frequency	Sample Location
Groundwater Depth	Feet	Measuring Tape	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5
Groundwater Elevation	Feet NAVD88	Calculated	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5
Gradient	Feet/Feet	Calculated	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5

Constituent	Units	Sample Type	Minimum Sampling Frequency	Sample Location
Gradient Direction	Degrees	Calculated	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5
Dissolved Oxygen	mg/L	Meter	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5
pH	std units	Meter	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5
Total Dissolved Solids	mg/L	Grab	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5
Nitrate + Nitrate	mg/L	Grab	Quarterly	MW-1, MW-2, MW-3, MW-4, MW-5
$^3\delta^{15}\text{N-NO}_3^-$	‰	Grab	Semiannually	MW-1, MW-2, MW-3, MW-4, MW-5
$^4\delta^{18}\text{O-NO}_3^-$	‰	Grab	Semiannually	MW-1, MW-2, MW-3, MW-4, MW-5
$^5\text{PPCP}$	6 Constituent specific units	Grab	Semiannually	MW-1, MW-2, MW-3, MW-4, MW-5

¹ NAVD88 = North American Vertical Datum of 1988

² mg/L = milligrams per liter

$^3\delta^{15}\text{N-NO}_3^-$ = nitrogen isotopic composition of the nitrate molecule

$^4\delta^{18}\text{O-NO}_3^-$ = oxygen isotopic composition of the nitrate molecule

$^5\text{PPCP}$ = pharmaceuticals and personal care products

⁶ the units reported will vary based on the constituent analyzed

Tom Fayram, President
Brad Ross, Vice-President
Julie Kennedy, Director
Lisa Palmer, Director
Greg Parks, Director



PO Box 345
Los Olivos, CA 93441
www.losolivoscso.com

Guy Savage, General Manager

June 16, 2023

Matthew Keeling
Executive Officer
Central Coast Regional Water Quality Control Board
895 Aerovista Place, Suite 101
San Luis Obispo, CA 93401
Email: Matt.Keeling@waterboards.ca.gov

via Electronic Mail

Subject: Response to Requirement to Install and Sample Groundwater Monitoring Wells

Dear Mr. Keeling,

The Los Olivos Community Services District (LOCSO) received your letter of May 31, 2023. We very much appreciate the on-going partnership and support of the Central Coast Regional Water Quality Control Board (CCRWQCB) and your efforts to help our community make progress towards a community wastewater collection, treatment, and disposal solution.

Your letter is a follow-up to a meeting LOCSO General Manager Guy Savage and I had with you and your staff on May 16, 2023 where we discussed additional groundwater monitoring wells within the LOCSO's boundaries. The shared belief is that additional groundwater monitoring wells will help increase all interested parties' understanding of the impacts septic systems within the LOCSO are having on local groundwater.

With this letter I am submitting a map (see attachment A), which depicts the three locations that the LOCSO believes best meets our mutual short and long-term goals for increasing our knowledge of what is happening in the shallow groundwater aquifer. Per your request, the proposed locations for monitoring wells three and four (MW-3 and MW-4) have shifted much closer to the downtown core of the LOCSO. In both cases, the new recommendations move the proposed locations over 0.2 miles closer to the commercial businesses. MW-3 is recommended to be on the west side of Santa Barbara Avenue, near the intersection with Olivet Avenue. MW-4 is recommended to be near the intersection of San Marcos Avenue and Olivet Avenue, roughly 400 feet from commercially zoned and operated properties. The recommendation for MW-5 remains at the southern tip of the district, where Grand Avenue intersects with Roblar Avenue and Alamo Pintado Road. Final placement of the wells will depend on underground utilities and concurrence by the County of Santa Barbara.

Your letter also requests a schedule for the installation and sampling of the wells and reporting of the results. At this time, the LOCSO is unable to provide such a schedule. As discussed in our May 16, 2023 meeting, the LOCSO does not have the funds to complete the effort. At this time, the LOCSO estimates that the contractor expenses for installation of three new wells, plus bi-annual testing for all five wells, for five years will cost \$250,000-\$300,000. This estimate is

based on quotes from GSI Water Solutions, Inc. (GSI) and the costs for the drilling of MW-1 and MW-2. The estimate does not include LOCSD staff (General Manager and District Engineer) time and costs to support the installation and sampling.

The LOCSD is currently undertaking efforts to identify and obtain grants funding for planning, engineering, and environmental review efforts that are critical to the district successfully completing a Proposition 218 vote. Those efforts are estimated to cost \$700,000-\$800,000, including Proposition 218 expenses. To put this into perspective, based on our proposed FY 2023-24 budget, the LOCSD has roughly \$125,000 annually to spend on non-operational activities. Consequently, without a significant influx of grant funds the LOCSD will not be able to complete the activities that are critical to implementing a wastewater treatment solution in a timely manner.

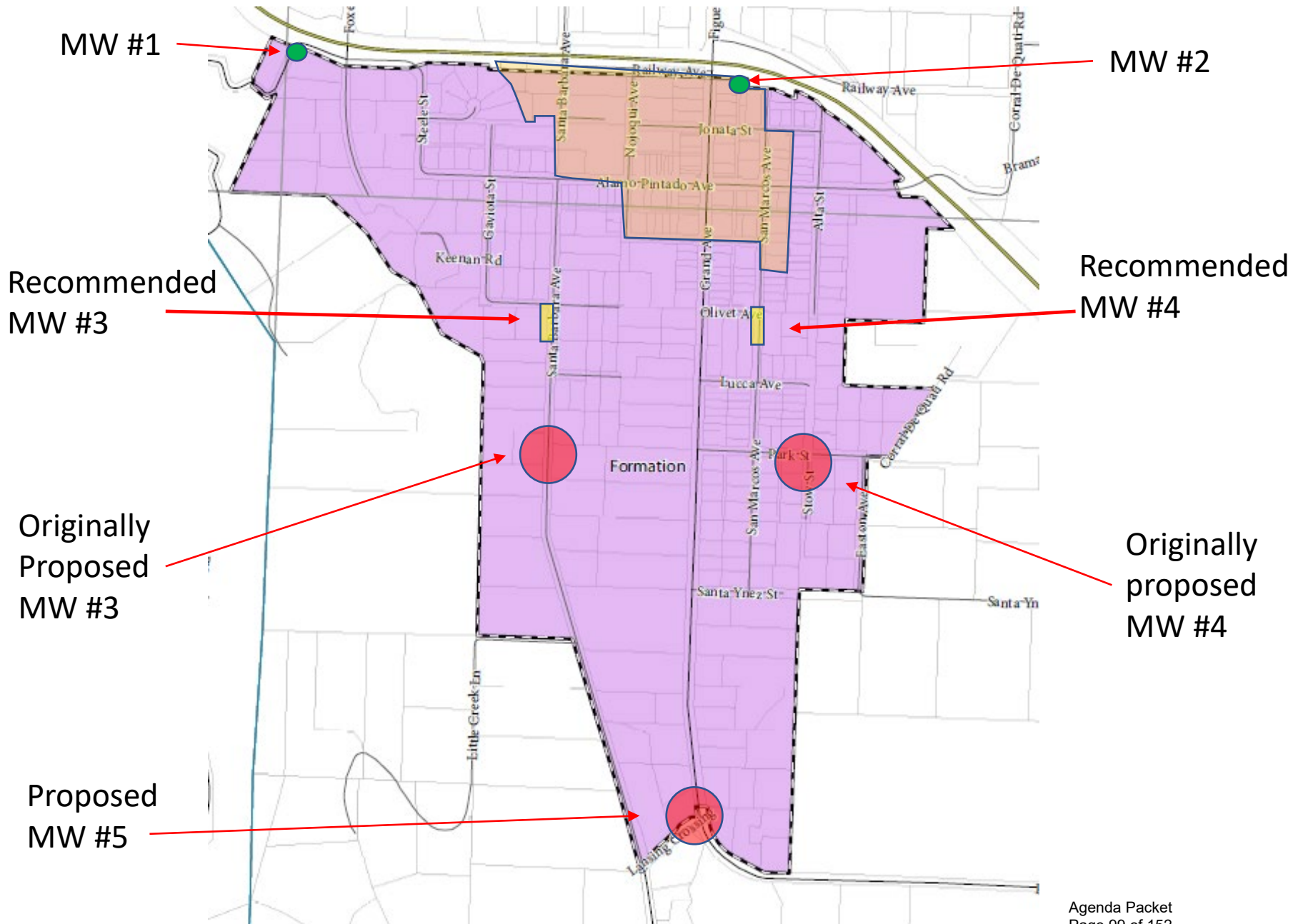
While the LOCSD will be primarily focused on finding grant funds to complete a successful Proposition 218 vote, we will also search for grant funds that could be used to install the previously described monitoring wells. As we have discussed, Environmental Health Services of the County of Santa Barbara may have funds that can only be used to support activities such as the proposed groundwater monitoring wells. As soon as grant funds are identified that can be used for monitoring well installation and monitoring, the LOCSD will reach out to your office to provide a schedule for implementation and monitoring. In the meantime, should your office identify potential funding sources, please do not hesitate to let me or our General Manager know.

I would like to thank you again for your continued support of our efforts to improve our groundwater quality with the implementation of a community wastewater management solution. If you have any questions, please contact me at tom.fayram.locsd@gmail.com or Guy Savage, General Manager, at (805) 500-4098 or gm.locsd@gmail.com.

Sincerely,

Thomas Fayram
President
Board of Directors, LOCSD

cc: Joan Hartmann, 3rd District Supervisor, County of Santa Barbara
Lars Siefert, Environmental Health Services Director, County of Santa Barbara
Thea Tryon, Assistant Executive Officer, CCRWQCB
Board of Directors, LOCSD
Guy Savage, General Manager, LOCSD



MW #1

MW #2

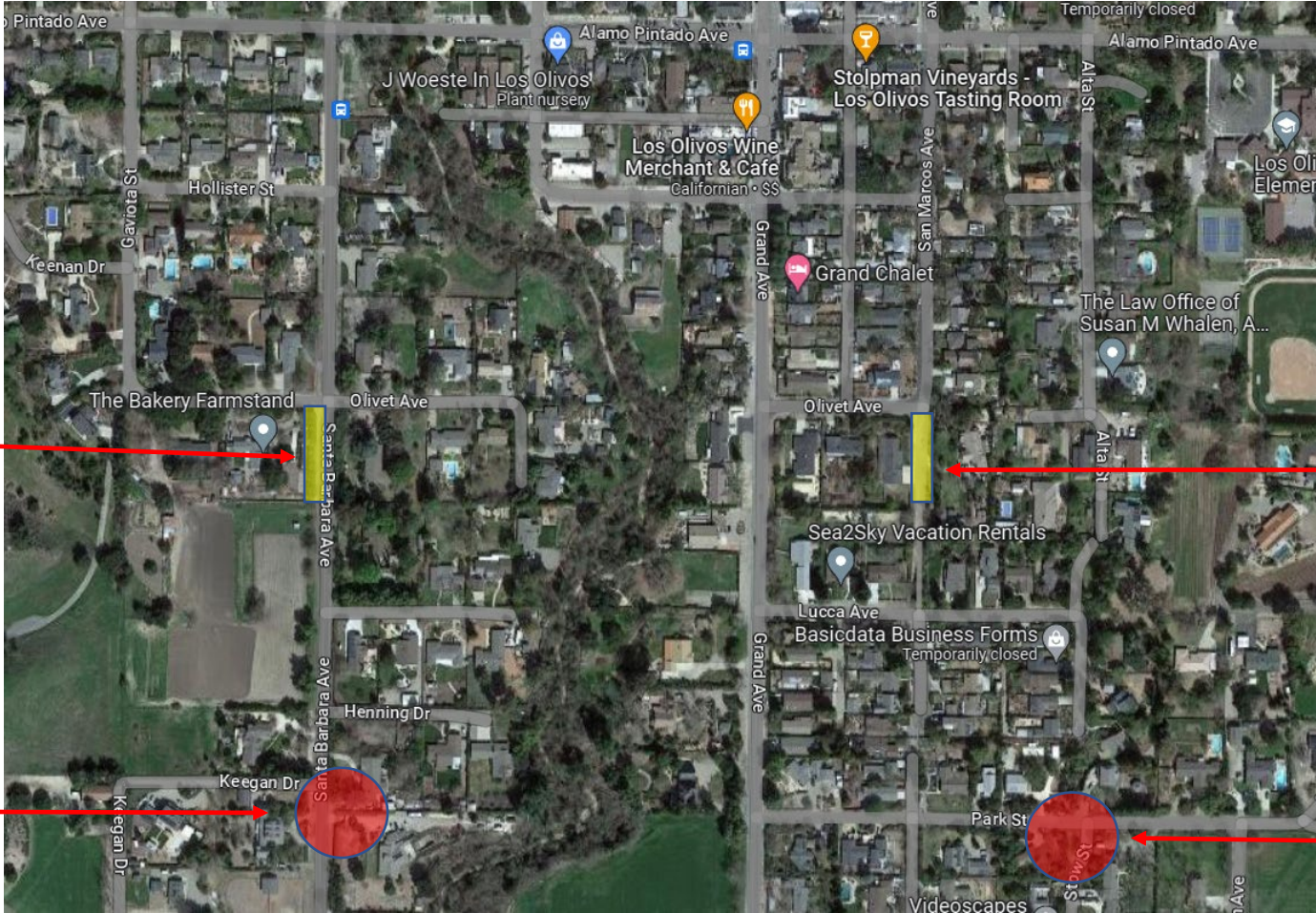
Recommended
MW #3

Recommended
MW #4

Originally
Proposed
MW #3

Originally
proposed
MW #4

Proposed
MW #5



Proposed MW #4

Proposed MW #4

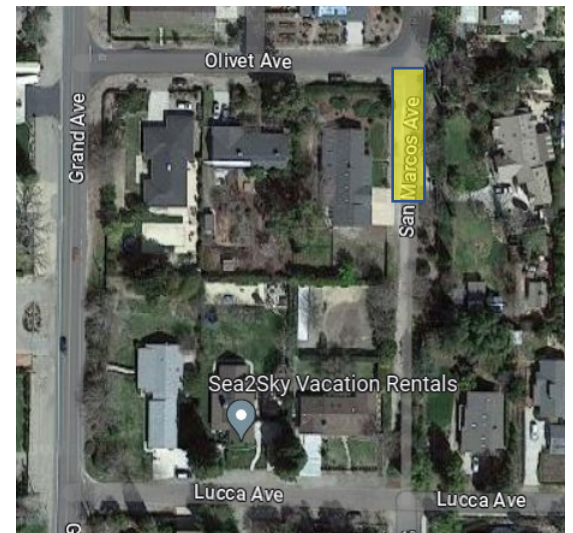
Originally Proposed MW #3

Originally Proposed MW #4



MW #3
East side of Santa Barbara Ave
(away from power and water lines) avoid
fiber lines

MW #4
Along abandoned(?) portion of
San Marcos Ave between
Olivet Ave and Lucca Ave





Scope of Work and Fee Estimate

To: Guy Savage, Los Olivos Community Services District

From: Tim Thompson, GSI Water Solutions
Andy Lapostol, GSI Water Solutions

Date: May 24, 2023

RE: Construction of Three New Monitoring Wells

GSI Water Solutions (GSI) is pleased to present the following scope of work and budget for hydrogeologic support services associated with the implementation of Los Olivos Groundwater Monitoring Plan (GWMP). The purpose of this work is to support the installation and initial testing of three (3) new groundwater monitoring wells that will expand the Los Olivos Community Services District's (District) existing groundwater monitoring network.

Task 1 – Installation of Three Monitoring Wells

The general locations for new monitoring wells are identified in the groundwater monitoring plan prepared by GSI in April of 2021. Initially, the District will work with the Regional Water Quality Control Board (RWQCB) to select the preferred locations for the three (3) new monitoring wells. GSI will subsequently coordinate with the District to refine the locations of each well based on site-specific considerations.

GSI will coordinate with BC2 Environmental (the same drilling contractor to install the first two monitoring wells) to obtain quotes, coordinate permitting and establish a drilling schedule for the construction and development of the new monitoring wells.

GSI staff will be onsite for the duration of drilling to log the cuttings, collect soil samples, and oversee installation of the monitoring wells. The wells will be installed to a depth of approximately 50 to 80 feet below ground surface, depending on the materials encountered during drilling. Collection of subsurface lithologic data will be conducted to improve the understanding of aquifer properties of the shallow aquifer sediments. Data that will be collected include water levels, depth-specific chip trays for each borehole, and water quality samples (to be analyzed by a full-service environmental laboratory certified by the state of California).

Unless otherwise directed by the District, GSI will assume that drill cuttings and any water pumped during well development can be disposed on-site.

Task 1 Deliverables

1. Three completed monitoring wells.
2. Technical Memorandum in the form of a well construction report that will document well installation and preliminary water quality testing results for each of the three new wells.

Fee Estimate and Schedule

The proposed fee to complete the work on a time-and-materials basis is \$33,200. You will only be billed for actual time spent on the project, and the budget will not be exceeded without your prior approval. GSI's 2023 Fee Schedule is provided as Attachment A

Laboratory fees for preliminary water quality testing are included in this budget. However, drilling contractor fees, which will include well construction and development, are not included in this budget and will be paid directly to the driller by District.

Every effort will be made to work within this authorized budget. If more budget may be required, we will inform you in advance as soon as possible so that you can decide how you wish to manage our effort. Work can begin upon receipt of authorization to proceed and execution of the professional services agreement.

Sincerely,
GSI Water Solutions, Inc.



Tim Thompson, PG, CHG
Principal Water Resources Consultant



2023 GSI Fee Schedule

Labor Category	Hourly Rate
Technical Professionals	
Principal	\$245 – \$305
Tim Thompson	\$280
Dave O'Rourke	\$250
Supervising	\$180 – \$240
Nate Page	\$180
Brian Franz	\$200
Managing	\$150 – \$190
Andy Lapostol	\$160
Consulting	\$150 – \$180
Project	\$140 – \$160
Trent Sherman	\$150
Staff	\$110 – \$145
Nehuen Fortunelli	\$140
Other Services	
GIS/Graphics/Database	\$140 – \$170
Editor/Documents	\$125 – \$160
Administration	\$90 – \$120

The hourly rate for trial preparation and expert witness testimony is 1.5 times the standard billing rate shown above.

Expenses

- **Mileage:** IRS authorized rate/mile plus 10 percent markup
- **Direct expenses and outside services:** Cost plus 10 percent markup
- **Enterprise GIS:** \$50 per month for the duration of use



Scope of Work and Fee Estimate

To: Guy Savage, Los Olivos Community Services District

From: Tim Thompson, GSI Water Solutions
Andy Lapostol, GSI Water Solutions

Date: June 6, 2023

RE: Biannual Monitoring and Reporting for Existing Groundwater Monitoring Network

GSI Water Solutions (GSI) is pleased to present the following scope of work and budget for hydrogeologic support services associated with the Los Olivos Groundwater Monitoring Plan (GWMP). The objective of this work is to establish and implement a biannual monitoring and reporting program for the Los Olivos Community Services District's (District) existing groundwater monitoring network. Conducting regular monitoring as described in the following sections will allow for GSI and the District to define existing groundwater quality in the shallow alluvial aquifer underlying Los Olivos and monitor future changes in water quality as septic to sewer conversion plans are implemented.

Data developed from the collection of regular water level data and water quality samples will be beneficial to the District's ongoing efforts to meet County of Santa Barbara and Regional Water Quality Control Board requests for improved understanding of the shallow aquifer conditions in the Los Olivos area.

Task 1 – Monitoring and Sampling

The District's monitoring network currently consists of two monitoring wells, installed by GSI in November 2022. GSI proposes to conduct four monitoring and sampling events each year, approximately 6 months apart, beginning with Fall 2023.

During each sampling event, GSI staff will mobilize to Los Olivos to collect water level measurements and water quality samples from each well. Water level measurements will be taken prior to water quality sampling, using a water level sounder with a precision of 0.01 foot and will be recorded to the nearest 0.01 foot.

Then, each well will be purged¹ with a submersible pump to ensure that the samples collected are representative of the surrounding aquifer. Purging volumes and field parameters (e.g., pH, temperature, and electrical conductivity) will be documented on purge logs in addition to the date and time of sampling. Samples will be sent to an accredited laboratory for analysis of the constituents shown in Table 1.

Additional information regarding monitoring and sampling methods may be found in the Los Olivos Groundwater Monitoring Plan, prepared by GSI in April 2021.

¹ Unless otherwise directed by the District, it is assumed that purged will be disposed of directly on site. Total purge volumes for are expected to be minimal, on the order of 10-15 gallons per well.

Table 1. Sampling Parameters

Field Parameters	Laboratory Analyses	
Constituent	Constituent	Method
pH	Nitrate as N	EPA 300
Temperature	Nitrite as N	EPA 353.2
Electrical Conductivity	Total Dissolved Solids	SM 2540C

Task 2 – Reporting

GSI will prepare annual groundwater monitoring reports which will be submitted to the District for review and for transmittal to the relevant regulatory agency. These reports will include:

- Documentation of compliance with regulatory requirements.
- Biannual calculation and reporting of shallow groundwater flow direction
- Hydrographs including water level and water quality measurements and analysis of observable trends over time
- Documentation of data collected during monitoring and sampling events
- Descriptions of progress related to monitoring network construction
- Recommendations for modifications to the groundwater monitoring program

Fee Estimate and Schedule

The proposed fee to complete the work on a time-and-materials basis is \$18,700, including all expenses and laboratory analysis fees. You will only be billed for actual time spent on the project, and the budget will not be exceeded without your prior approval. GSI’s 2023 Fee Schedule is provided as Attachment A

It is our understanding that the District is currently working towards expanding the existing monitoring network from two (2) monitoring wells to five (5) monitoring wells in the near future. Should there be five monitoring wells in the network prior to the initiation of this monitoring and reporting program, our proposed fee to complete the work with this larger network is \$21,200 per year.

Every effort will be made to work within this authorized budget. If more budget is required, we will inform you in advance so that you can decide how you wish to manage our effort.

Work can begin upon receipt of authorization to proceed and execution of the professional services agreement.

Sincerely,
GSI Water Solutions



Tim Thompson, PG, CHG
Principal Water Resources Consultant



Scope of Work and Fee Estimate

To: Guy Savage, Los Olivos Community Services District

From: Tim Thompson, GSI Water Solutions
Andy Lapostol, GSI Water Solutions

Date: May 24, 2023

RE: Quarterly Monitoring and Reporting for Existing Groundwater Monitoring Network

GSI Water Solutions (GSI) is pleased to present the following scope of work and budget for hydrogeologic support services associated with the Los Olivos Groundwater Monitoring Plan (GWMP). The objective of this work is to establish and implement a quarterly monitoring and reporting program for the Los Olivos Community Services District's (District) existing groundwater monitoring network. Conducting regular monitoring as described in the following sections will allow for GSI and the District to define existing groundwater quality in the shallow alluvial aquifer underlying Los Olivos and monitor future changes in water quality as septic to sewer conversion plans are implemented.

Data developed from the collection of regular water level data and water quality samples will be beneficial to the District's ongoing efforts to meet County of Santa Barbara and Regional Water Quality Control Board requests for improved understanding of the shallow aquifer conditions in the Los Olivos area.

Task 1 – Monitoring and Sampling

The District's monitoring network currently consists of two monitoring wells, installed by GSI in November 2022. GSI proposes to conduct four monitoring and sampling events each year, approximately 3 months apart, beginning with Fall 2023.

During each sampling event, GSI staff will mobilize to Los Olivos to collect water level measurements and water quality samples from each well. Water level measurements will be taken prior to water quality sampling, using a water level sounder with a precision of 0.01 foot and will be recorded to the nearest 0.01 foot.

Then, each well will be purged¹ with a submersible pump to ensure that the samples collected are representative of the surrounding aquifer. Purging volumes and field parameters (e.g., pH, temperature, and electrical conductivity) will be documented on purge logs in addition to the date and time of sampling. Samples will be sent to an accredited laboratory for analysis of the constituents shown in Table 1.

Additional information regarding monitoring and sampling methods may be found in the Los Olivos Groundwater Monitoring Plan, prepared by GSI in April 2021.

¹ Unless otherwise directed by the District, it is assumed that purged will be disposed of directly on site. Total purge volumes for are expected to be minimal, on the order of 10-15 gallons per well.

Table 1. Sampling Parameters

Field Parameters	Laboratory Analyses	
Constituent	Constituent	Method
pH	Nitrate as N	EPA 300
Temperature	Nitrite as N	EPA 353.2
Electrical Conductivity	Total Dissolved Solids	SM 2540C

Task 2 – Reporting

GSI will prepare annual groundwater monitoring reports which will be submitted to the District for review and for transmittal to the relevant regulatory agency. These reports will include:

- Documentation of compliance with regulatory requirements.
- Quarterly calculation and reporting of shallow groundwater flow direction
- Hydrographs including water level and water quality measurements and analysis of observable trends over time
- Documentation of data collected during monitoring and sampling events
- Descriptions of progress related to monitoring network construction
- Recommendations for modifications to the groundwater monitoring program

Fee Estimate and Schedule

The proposed fee to complete the work on a time-and-materials basis is \$26,900, including all expenses and laboratory analysis fees. You will only be billed for actual time spent on the project, and the budget will not be exceeded without your prior approval. GSI’s 2023 Fee Schedule is provided as Attachment A

It is our understanding that the District is currently working towards expanding the existing monitoring network from two (2) monitoring wells to five (5) monitoring wells in the near future. Should there be five monitoring wells in the network prior to the initiation of this monitoring and reporting program, our proposed fee to complete the work with this larger network is \$30,800 per year.

Every effort will be made to work within this authorized budget. If more budget is required, we will inform you in advance so that you can decide how you wish to manage our effort.

Work can begin upon receipt of authorization to proceed and execution of the professional services agreement.

Sincerely,
GSI Water Solutions



Tim Thompson, PG, CHG
Principal Water Resources Consultant



2023 GSI Fee Schedule

Labor Category	Hourly Rate
Technical Professionals	
Principal	\$245 – \$305
Tim Thompson	\$280
Dave O'Rourke	\$250
Supervising	\$180 – \$240
Nate Page	\$180
Brian Franz	\$200
Managing	\$150 – \$190
Andy Lapostol	\$160
Consulting	\$150 – \$180
Project	\$140 – \$160
Trent Sherman	\$150
Staff	\$110 – \$145
Nehuen Fortunelli	\$140
Other Services	
GIS/Graphics/Database	\$140 – \$170
Editor/Documents	\$125 – \$160
Administration	\$90 – \$120

The hourly rate for trial preparation and expert witness testimony is 1.5 times the standard billing rate shown above.

Expenses

- **Mileage:** IRS authorized rate/mile plus 10 percent markup
- **Direct expenses and outside services:** Cost plus 10 percent markup
- **Enterprise GIS:** \$50 per month for the duration of use

ITEM 9 – DISTRICT OFFICER ELECTIONS

DISTRICT OFFICER ELECTIONS



June 9, 2023

Subject: Officer Elections, Subcommittee Appointments, and Related Actions

The Los Olivos Community Services District has had an inconsistent history of electing officers and making subcommittee appointments. Further, the terms for officers such as President and Vice-President are not clear to the public and others. I performed a quick search through past meeting minutes to come up with the list of actions taken by your Board regarding election of officers and appointments to subcommittees. Note that I did not perform an exhaustive search through all the minutes and there may have been additional appointments made. A summary of key dates, appointments, commentary, and other actions follows.

May 18, 2018

- Elections of President Fayram, Vice-President Palmer, and Secretary Kennedy
- Appointments to standing Finance Committee (Directors Kennedy and Arme)

October 10, 2018

- Resolution 18-04 – Policy on Committees

October 9, 2019

- Appointments to standing Finance Committee (Directors Kennedy and Palmer)

May 13, 2020

- Elections of President Palmer and Vice-President Fayram
- No changes to standing Finance Committee (Directors Kennedy and Palmer), appointments to ad hoc Technical Committee (Directors O'Neill and Arme)

April 14, 2021

- Elections of President Palmer and Vice-President Fayram
- Appointments to standing Finance Committee (Directors Fayram and Palmer) and ad hoc Technical (Directors O'Neill and Arme) and Project Management (Directors Palmer and Ross) Committees
- Board votes to use each April as its annual organizational meeting

May 11, 2022

- Election of President Fayram and Vice-President Ross
It was noted that the President and Vice-President serve two-year terms as part of this meeting


February 15, 2023

- Appointments to standing Finance Committee (Directors Kennedy and Palmer) and ad hoc Technical (Directors Fayram and Ross) and Project Management (Directors Palmer and Ross) Committees

Given the inconsistent approach, I recommend the Board of Directors consider the following:

1. Set, by Resolution, the month that election of officers will be held. Use the Resolution to clarify how long officers will be seated. This will help future General Managers and others more easily find the information regarding when officer elections and related terms. When I was brought on as General Manager, I looked at the existing Resolutions to see if there was anything related to the election of officers. I did not, nor do I suspect any future General Manager would, search all prior minutes to find such information.
2. Tie the election of officers to something meaningful such as the seating of a new Board of Directors (start of the new calendar year) or the start of a budget year (each July). In my history at the County of San Luis Obispo, election of officers was completed at the first business meeting of the Board of Supervisors of the new calendar year. This timing works particularly well as it would allow newly elected Directors to weigh in on who will preside over meetings. It is my understanding that the Board of Supervisors for the County of Santa Barbara follows a similar approach. Consequently, of the two options (start of the calendar year or start of the budget year), I would primarily recommend the first business meeting following the seating of a new Board of Directors (start of the calendar year).

Respectfully,



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

Los Olivos Community Services District
Board of Directors Meeting Minutes



May 24, 2018
Los Olivos School, 2540 Alamo Pintado Avenue, Los Olivos, CA 93441

- I. County representative, Mike Allen, postponed the swearing in of Board Members, a ceremonial event, due to last minute cancellation. Members were sworn by the Santa Barbara County Elections Office prior to meeting.
- II. Meeting was called to order at 6:04pm
- III. Directors present: Mike Arme, Tom Fayram, Julie Kennedy, Brian O'Neill, Lisa Palmer
- IV. Election of Officers
 - a. Nomination of President – Tom Fayram
 - i. Motion: Lisa Palmer, Second: Julie Kennedy
 - b. Nomination of Vice President – Lisa Palmer
 - i. Motion: Tom Fayram, Second: Julie Kennedy
 - c. Nomination of Secretary – Julie Kennedy
 - i. Motion: Mike Arme, Second: Lisa Palmer
 - d. Ayes - 5, Nays - 0
- V. Director Reports
 - a. Lisa Palmer – none
 - b. Brian O'Neill – visited several local CSD Meetings for information and to establish contacts
 - c. Julie Kennedy – closed out election campaign, attended CDSA workshop about setting rates and attended meeting with Tom Fayram and Harry Hagen regarding start-up funds.
 - d. Mike Arme – in process of researching insurance options for CSD
 - e. Tom Fayram – working on budget and funding for CSD and meeting with county officials for assistance.
- VI. Public Comments
 - a. Kelly Gray, Los Olivos, expressed concerns of possible conflicts of interest, asked that residents who have installed Advantek systems be considered for exemption, and raised an issue regarding road repair of those abandoned by the County and and future repair related to installation of a sewer.
 - b. Doreen Farr, former Supervisor of the County Board of supervisors expressed congratulations and thanked the newly installed Board of Directors for their service.
 - c. Joan Hartman, current Supervisor of the County Board of Supervisors, expressed congratulations and thanked for Board for and volunteering their time.
 - d. Mark Herthel, Los Olivos resident, expressed congratulations and thank you to the Board
 - e. Dave Seymour, member of the Santa Ynez CSD, also congratulated the Board and offered his help with star-up issues.
- VII. Reports
 - a. Paul Hood, Executive Director of LAFCO, reviewed LAFCO's process and congratulated the community. He gave the Board a list of items to consider:
 - i. Retain a general manager and legal counsel
 - ii. Procure insurance for CSD
 - iii. Prepare and submit BOE filing
 - iv. Budget process esquires engineering study for final construction and public hearing

- v. LAFCO approved a one-year process for the Board to determine the wastewater solution, if more time should be needed; Mr. Hood recommended the Board submit a request for an extension to allow plenty of time for approval process. The Board expressed concerns about meeting the deadline of April 5, 2019 and that it would most probably be submitting a request for an extension as much of th work at the moment is focused on getting the infrastructure of the CSD Ivan place to ensure proper operation,.
 - b. Johannah Hartley, Deputy County Counsel for Santa Barbara County, gave a presentation of the Brown Act and Conflict of Interest code. She noted the following items for the Board:
 - i. Board needs to a Conflict of Interest Code and the FPCC can assist with advice
 - 1. Ms. Hartley encouraged the Board to make training of such a requirement and to refer to the FPCC website for training materials.
 - 2. This must be done with six months of CSD formation.
 - ii. Ms. Hartley notes the Board hassle discretion with respect to the timeline for adopting its other bylaws.
 - iii. Ms. Farr reiterated the importance of the Brown Act and Conflict of Interest training for all Board members during Public Comment.
- VIII. Business Items
- a. Special Districts Elections for 1.) nomination of LAFCO Alternate Commission Member and 2.) The Countywide Redevelopment Agency (RDA) ballot form.
 - i. Motion made to nominate Dave Seymour as the LAFCO alternate member.
 - 1. Motion: Bryan O’Neill, Second: Mike Arme
 - a. Ayes – 5, Nays – 0
- IX. Establishment of Ad Hoc Committees
- a. Retain Legal Counsel – Lisa Palmer & Julie Kennedy
 - b. Retain General Manager – Tom Fayram & Brian O’Neill
 - c. Secure District Insurance – Mike Arme & Lisa Palmer
 - d. 2018-19 Budget& Finance – Tom Fayram & Julie Kennedy
 - i. Motion to Create Subcommittees
 - 1. Motion: Lisa Palmer, Second: Julie Kennedy
 - a. Ayes – 5, Nays – 0
- X. Future Agenda Items
- a. Resolution to appoint and authorize SB County Treasurer/Auditor as the Treasurer for the CSD
 - b. Invite Harry Hagen to next meeting and give presentation on County’s role and resources.
 - c. Update on community project
 - d. Update on Ground Water Report
 - e. Evaluate options for recording future meetings
- XI. Motion to adjourn meeting at 8:09pm
- a. Motion: Lisa Palmer, Second: Mike Arme

RESOLUTION NO. 18-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT ADOPTING A POLICY ON COMMITTEES

WHEREAS, the Los Olivos Community Services District ("District") is empowered to adopt policies governing its operations; and

WHEREAS, the Board of Directors ("Board") of the District wishes to create standing committees and ad hoc committees to facilitate with carrying out the District's business by obtaining and analyzing information to report back to the full Board on designated topic areas and as designated by the Board; and

WHEREAS, the Board wishes provide transparency to the public and efficient use of public funds; and

WHEREAS, the Board wishes adopt a uniform policy governing the creation and operation of all standing and ad hoc committees that may be created and appointed by the Board;

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 Board of Directors hereby adopts the Policy on Committees, attached hereto as Exhibit "1" and incorporated herein by this reference. (See Exhibit "1".)

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 10th day of October 2018, by the following vote:

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

NOES: none

ABSENT: n/a

ABSTAIN: n/a

ATTEST:



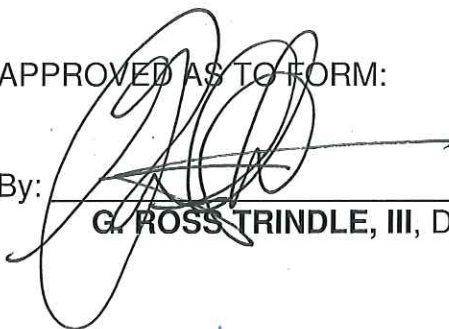
JULIE KENNEDY, Board Secretary

**LOS OLIVOS COMMUNITY SERVICES
DISTRICT**

By: 

TOM FAYRAM, Board President

APPROVED AS TO FORM:

By: 

G. ROSS TRINDLE, III, District Counsel

I, Julie Kennedy, 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.

EXHIBIT “1”

Policy on Committees

Policy on Committees

Standing Committees:

The Board of Directors shall agree upon and shall appoint the members of committees as deemed necessary and proper. Committee members shall meet at such times and places as directed by the Chair or as deemed convenient by the members of the committee. Committees shall elect the Chair in their discretion and shall select the rules by which the work of the committee shall be done.

RULES GOVERNING COMMITTEES:

Definitions:

Unless otherwise qualified in this section, the term “committee” includes standing committee, special committee, ad hoc committee, and subcommittee.

Definitions of Committee types:

- a) **Standing Committee.** A Standing committee consists of two Board members supported by the General Manager. A Standing committee will meet with District Staff and consultants on a regular schedule in order to fulfill the needs of the Board, consistent with the subject area/jurisdiction established by the Board. Standing Committees generally have a duration longer than six (6) months and are intended to provide information to the Board within the subject area/jurisdiction established by the Board, on a regular basis. Standing Committees are a Brown Act body and must comply with its provisions.
- b) **Ad Hoc Committee.** An Ad Hoc committee consists of two Board members selected during a Regular Board meeting to meet with District Staff and consultants to discuss and provide recommendation to the Board regarding a specific item not covered by a Standing Committee. Ad Hoc Committees meet infrequently and on an as-needed basis. The duration of an Ad Hoc Committee generally will not exceed six (6) months in duration. For Ad Hoc committees, the committee will be deemed dissolved after its final report is made to the Board.

Special Meetings:

Special meetings of any Ad Hoc Committee may be called upon request of two (2) members of the Ad Hoc Committee. Special Meetings of any Standing Committee may be called as provided in the Brown Act.

Scope of Responsibility:

Committees shall gather information, explore alternatives, examine implications, and offer recommendations to the full Board for possible further action. Committee may meet with staff and/or District consultants, but are not empowered to direct staff or consultants inconsistent with their duties as determined by the Board.

Limits on Authority:

Unless otherwise delegated by the Board via a formal action, the Board retains all powers and authority provided to it by law. Committees shall not purport to speak or act on behalf of the Board or District, shall not conflict with authority delegated to staff by the Board, and shall not attempt to exercise authority over staff inconsistent with Board direction.

Decorum, Ethics, and Professionalism:

All meetings of Standing Committees shall conform to the open meeting laws that pertain to meeting of the Board of Directors—i.e., the Brown Act. Board Members are constantly being observed by the community every day that they serve in office, whether in a formal meeting setting or while in public. Their behaviors and comments must serve as models of leadership, civility, and transparency for the District. To avoid the perception of impropriety, no more than the two members of the Board appointed to a Committee shall attend a Committee meeting, unless legal clearance is sought and obtained from the General Manager and District Counsel.

Reports:

The reports of the committee may be in writing: provided, however, that oral reports shall be permitted on confidential personnel or other sensitive matters which may be discussed in lawful closed sessions of the full Board. Reports of standing, special and ad hoc committee shall be addressed to the Board of Directors; reports of a subcommittee shall be addressed to its parent standing committee.

Record of Actions:

Committee meetings shall be held in open public session, and a record shall be kept of the actions taken; provided, however, that within the sound discretion of the committee meetings on the subject matter is confidential or if a closed session will serve the District's best interest.

Quorum:

A quorum of a committee shall be a majority of the membership of a committee. Committee shall function in the absence of a quorum.

Adjournment of Meetings:

AT each Committee meeting, one Board Member shall function as Chair and clerk of the committee by consensus agreement, and may be assisted by the GM in documenting meetings and producing minutes. The Chair may declare regular or adjourned regular meetings of committee adjourned when no committee members are present at such meetings. The GM shall give notice of committee meeting adjournment as directed by the committee Chair and shall assist in function as clerk of the committee as requested.

Attendance of Committee:

Insofar as possible all committees shall meet at their scheduled time.

Obligation of Staff:

All references and assignments to Board committee include, the request to District's staff to render assistance and perform such functions and services to the committee as may be requested.

Authorized Standing Committees:

The following Standing Committees are authorized:

1. Finance Committee

Duties: The Finance Committee shall be concerned with the financial management of the District, including:

- a. The preparation of an annual budget and major expenditures for review and action by the full Board.
- b. Reviewing expenditures and invoices and recommending payment to the full Board.
- c. Periodic review of the budget to assess fiscal progress and health of the District and make recommendations.
- d. Members shall be authorized and able to access the County Financial System and authorize deposits and expenditures as directed by the full Board.



POSTED 10-4-2019

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

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Meeting, October 9, 2019, 6:00 p.m.
Los Olivos School, Room 602
2540 Alamo Pintado Avenue, Los Olivos, CA 93441

REGULAR MEETING MINUTES

1. CALL TO ORDER

Meeting called to order at 6:05pm

2. ROLL CALL

Directors Fayram, Palmer, Kennedy, and Arme were presented. IGM Doug Pike and Legal Counsel Ross Trindle were also present. Director O'Neill arrived at 6:17pm.

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MEETING MINUTES

a. Minutes of 9-11-2019 Regular Meeting

Action: Approve minutes for 9-11-19 meeting.

Motion: Director Palmer **Second:** Director Arme

Vote: Motion passed 3-0 with Directors Fayram and Kennedy abstaining due to absence.

5. DIRECTOR COMMENTS

Directors will give reports on any meetings that they attended on behalf of the District and/or choose to comment on various District activities.

Director Fayram – met with Mattei's engineers (also present were Director O'Neill and IGM Doug Pike) to discuss collaboration opportunities

Director Palmer – none

Director Arme – none

Director O'Neill – none

Director Kennedy – none

6. PUBLIC COMMENTS

Members of the public may address the Board on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Government Code - 54954.3).

Speakers are limited to 3 minutes. Due to the requirements of the Ralph M. Brown Act, the District cannot take action today on any matter not on the agenda, but a matter raised during Public Comments can be referred to District staff for discussion and possible action at a future meeting.

Resident Kelly Gray expressed concern over costs on behalf of neighbors on fixed incomes.

7. INTERIM GENERAL MANAGER REPORT

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

IGM Pike discussed the new Water Recycling Funding Program, the CSDA White Paper regarding laws governing special districts and the recent article reviewing how a CSD in San Bernardino County managed to cover the costs of their wastewater treatment system using a earmarks and other funding sources.

8. BUSINESS ITEMS

A. Proposition 218 Assessment Process.

1. Review Updated Prop 218 Assessment Procedures (oral Presentation) by District Legal Counsel, G. Ross Trindle, III
2. Consider Alternate funding methods for soft costs, or they can be included in the Prop 218 process.
3. Review, comment on and adopt schedule.

Simplified Milestones

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

No action taken.

Discussion – Legal Counsel Ross Trindle provided further explanation and advice to the Board of the milestones and activities the CSD should be planning for as part of the Prop 218 process. The Board discussed the process and Director Fayram recommended the Board hold a special meeting to provide further direction to IGM Pike.

B. Approve Resolution 19-06 Adopting a District Purchasing Policy.

1. Presentation of proposed Resolution by District Legal Counsel, G. Ross Trindle, III
2. Review, comment on and adopt policy and resolution

Action: Approve and adopt Resolution 19-06 outlining Purchasing Policy.

Motion: . Director Palmer **Second:** Director Kennedy

Roll Call Vote

Director Fayram – yes
Director Palmer – yes
Director O'Neill – yes
Director Kennedy – yes
Director Arme – yes

Discussion – Legal Counsel Ross Trindle noted future amendments can be made to the policy as needed. Director O'Neill requested a sample master services agreement.

C. Elections Resolutions and Process to Stagger Board Director Elections

1. NOTE: This can be an introductory presentation with action deferred to next meeting or the Board may choose to take action at this meeting.
2. Presentation of proposed Resolution by District Legal Counsel, G. Ross Trindle, III
 - i. Attached are three resolutions, all related to elections for the Board of Directors.
 - ii. They need to be adopted in order with some information to be entered immediately following approval for use in the subsequent resolution.
 - iii. The first resolution, 19-07, establishes the process for selecting two directors who will have initial 2-year terms, with the remaining three having 4-year terms.

Action: Approve and adopt Resolution 19-07 establishing the process to select 2 directors for 2-year terms and 3 directors for 4-year terms..

Motion: . Director Kennedy **Second:** Director Palmer

Roll Call Vote

Director Fayram – yes
Director Palmer – yes
Director O’Neill – yes
Director Kennedy – yes
Director Arme – yes

Discussion – lots were drawn and Directors Fayram and Kennedy received 2-year terms. Directors Palmer, O’Neill and Arme received 4-year terms. No member of the board attempted to assert power by grabbing a 4-year term.

- iv. The second item, Resolution 19-08 approves the selection process and establishes the staggered terms.

Action: Approve and adopt Resolution 19-08 approving the selection process and staggered terms.

Motion: . Director Palmer **Second:** Director Kennedy

Roll Call Vote

Director Fayram – yes
Director Palmer – yes
Director O’Neill – yes
Director Kennedy – yes
Director Arme – yes

- v. The third resolution 19-09, moves the election dates from 2021 to 2020 for the two, 2-year term Directors, and from 2023 to 2022 for the three, 4-year term Directors. Thankfully these changes align the elections with the terms of office, so no one can cry fowl over extending or shortening anyone’s term.

Action: Approve and adopt Resolution 19-09 establishing the election dates for the newly approved staggered terms with minor edits.

Motion: . Director Palmer **Second:** Director Kennedy

Roll Call Vote

Director Fayram – yes
Director Palmer – yes
Director O’Neill – yes
Director Kennedy – yes
Director Arme – yes

3. Review, comment on and adopt resolution

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

1. Review Plan.
2. Comments & discussion.
3. Take Action and direct next steps (see recommendations in Work Plan).
4. Possible items of discussion/action (below):
 - Note we have a Proposal from Paul Jenzen’s to Develop A Local Agency Management Program for the Los Olivos Community Services District. (Attached), Rough Budgetary Cloacina Draft Proposal Based on 2016 AECOM Report. (Attached)
 - Review and potential action regarding Matteis Project Update and Plans.
 - RWQCB Support.
 - EHS Support
 - Report from Ad hoc Technical Committee – Report and Potential Action.
 - Report from Individual Board Members Regarding Project Assignments and Actions– Report and Potential Action.

Discussion – Director Fayram will try to organize a meeting with EHS regarding assistance with funding for the engineering report. It was recommended Director Kennedy attend along with IGM Pike. Director Palmer recommended the Board go on record with a letter to the Mattei’s project team stating the benefits of working with the CSD and advocating being part of the solution.

E. Finance Committee Assignments Change Request and Recommendations

1. Recommendation that The Board Consider rotating the assignment of one member of the Finance committee to another Board member.

Action: Approve Director Palmer as part of the Finance Committee in place of Director Arme.

Motion: . Director O'Neill **Second:** Director Arme

Vote: Motion passed 5-0

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

1. 8-13-2019 1st Quarter FIN Billing for FY 19-20 \$1,000
2. 9-5-2019 Aleshire & Wynder (August Billings) \$2223.00
3. 8-30-2019 MNS (July Billings) \$5394.40

Action: Approve Finance Committee's recommendation to pay invoices.

Motion: . Director Kennedy **Second:** Director Arme

Vote: Motion passed 5-0

9. Next Regular Meeting:

Wednesday, November 13, 2019, 6:00 p.m.

Los Olivos School, Room 602

2540 Alamo Pintado Avenue, Los Olivos, CA 93441

10. ADJOURNMENT

Action: Adjourn meeting at 8:16pm.

Motion: . Director Palmer **Second:** Director Kennedy

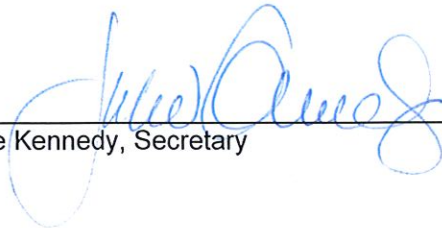
Vote: Motion passed 5-0

APPROVED



Tom Fayram, President

ATTEST



Julie Kennedy, Secretary

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



POSTED 5-8-2020

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Meeting, May 13, 2020, 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, Linux, iOS or Android:** <https://meetings.ringcentral.com/j/1498652543> Or iPhone one-tap : US: +1(623)4049000,,1480195204#
2. **I suggest Telephone conference for audio:**
+1(623)4049000 **Meeting ID: 149 865 2543**
3. If you choose to **access through your browser**, visit <https://meetings.ringcentral.com> , enter meeting ID see above , Join Meeting

REGULAR MEETING MINUTES

1. CALL TO ORDER

2. ROLL CALL

Present: Directors Fayram, Palmer, Arme and Kennedy

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MEETING MINUTES

Minutes of 3-11-2020 & 4-15-2020 Regular Meetings: Approval motion: Director Palmer, 2nd Director Kennedy, Approved 4-0, 1 absent

5. DIRECTOR COMMENTS

Directors will give reports on any meetings that they attended on behalf of the District and/or choose to comment on various District activities.

Director Palmer – Shared conversation with St. Mark's regarding siting, Supervisor Hartmann Meeting regarding County road parcel.

6. PUBLIC COMMENTS

Members of the public may address the Board on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Government Code - 54954.3).

Speakers are limited to 3 minutes. Due to the requirements of the Ralph M. Brown Act, the District cannot take action today on any matter not on the agenda, but a matter raised during Public Comments can be referred to District staff for discussion and possible action at a future meeting.

7. INTERIM GENERAL MANAGER REPORT

Interim General Manager Report on current assignments and general District business.
IGM Pike updated Board on communications with ID1 and efforts to get water use data.

8. BUSINESS ITEMS

A. Board Officer Appointments and Committee Assignments:

1. Since two years has passed, the Board will consider appointing new officers, including President, Vice President, and Board Secretary. The Board may determine duration or term of any new appointments. *After discussion, motion by Director Fayram for Director Palmer to become Board President. 2nd by Director Kennedy, approved 4-0, 1 absent. Motion by Director Kennedy for Director Fayram to become*

Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 500-4098
losolivoscscsd@gmail.com, www.losolivoscscsd.com

BoardVice President. 2nd by Director Arme, approved 4-0, 1 absent. Motion by Director Fayram to share Board Secretary duties with GM. 2nd by Mike Are, approved 4-0, 1 absent.

2. The Board may also consider current Committee assignments, and make adjustments as they desire (Finance Committee and ad-hoc technical committee. *No changes made. Directors O'neill and Arme are on Technical ad hoc Committee, and Directors Palmer, Kennedy, and IGM Pike are on Finance Committee.*
3. For reference, terms of current Board Members is as follows:
 - a. Director Fayram 2-years ending 2020
 - b. Director Palmer 4-years ending 2022
 - c. Director Kennedy 2-years ending 2020
 - d. Director O'Neill 4-years ending 2022
 - e. Director Arme 4-years ending 2022

B. Election Process Review for Board Members who's positions expire in 2020

1. G Ross Trindle to present
2. Basic Dates:
 - i. Election Day -Tuesday, November 3, 2020
 - ii. Candidate Filing Period (Declaration of Candidacy and Nomination Paper Period) July 13, 2020 – August 7, 2020
 - iii. Write-in Candidate Filing Period - September 7, 2020 – October 20, 2020
 - iv. First Day Ballots will be Mailed - Monday, October 5, 2020
 - v. Close of Registration - Monday, October 19, 2020
 - vi. Conditional Voter Registration - October 20, 2020 – November 3, 2020
3. Discuss and Adopt a Board Resolution:
RESOLUTION 20-01, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT CALLING FOR A DISTRICT ELECTION FOR THE PURPOSE OF ELECTING TWO (2) MEMBERS OF THE BOARD OF DIRECTORS, AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA BARBARA TO CONSOLIDATE THE DISTRICT ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020, WITH THE STATEWIDE GENERAL ELECTION ON THE SAME DATE, PURSUANT TO ELECTIONS CODE SECTION 10403
Motion to approve resolution by Director Kennedy, 2nd by Director Arme, approved 4-0, 1 absent

C. Remnant County Parcel Aquisition.

1. Update, discussion and action/assignments. (Directors Palmer, O'Neill)
IGM directed to change this title, Director Palmer to work with Jenine Hollingsworth to develop a list of potential properties, update on Matteis progress discussed. Director Palmer and IGM Pike to attend Sup. Hartmann meeting. IGM to meet with Matteis owners rep Voiken and possibly Mike Hamilton.

D. County Funding Agreement Update.

1. Authorize Board President to execute the new P.O. for \$120,000 in additional Funding when received, as he did the first \$30,000 installment. (IGM Pike)
Motion to approve by Director Kennedy, 2nd by Director Fayram, approved 4-0, 1 absent

E. Consultant Progress Update:

1. Water Consultancy – Assessment Engineers Report
Minimum milestones (Board Actions), schedule and take action as required to complete milestones:
 - a. Order Engineer's Report: NTP issued 12-30-2019
 - b. Receive Draft Engineer's Report: 3-30-2020
 - c. Draft Report Review/Directors (**Waiting for WWTP siting, Water use Data from SYWCD**)
 - d. Draft Report Presented at Reg. Meeting, discuss & receive Public Comment
 - e. Revise Engineer's Report & distribute to Board
 - f. Board Consider & Approve Revised Engineer's Report
 - g. Consider & Approve Resolution of Intent
 - h. Mail Notice of Public Hearing & Assessment Ballot
 - i. Public Hearing after 45 days: Can Be done at Special or Regular Meeting
2. Wallace Group – Funding Application
3. Paul Jenzen – Los Olivos CSD LAMP Ammendment

F. RFQ/RFP Progress Report for:

1. Project Design (Load Study) Consultant Selection
2. Groundwater Monitoring Plan Consultant Selection
3. Preliminary Environmental Report Consultant Selection

G. Budget Process Review:

1. The Board Will review a "preliminary draft" at the Regular Meeting on May 13, 2020.
2. The Board Will approve a preliminary budget at the Regular Meeting on June 10, 2020.
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.
4. This notice must be published at least two weeks before the hearing 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.
5. Final budget will be adopted at the Regular Meeting on July 15, 2020.

H. 2019-20 Secured Property Tax Bill Process Review

1. Approve Preparation and signature Agreement to Place Direct Charges on the 2020-21 Secured Tax Bills
2. Authorize Preparation and signature on Annual Certification Of Direct Charge
3. Approve a resolution 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 pursuant to past action by the board of directors

I. Benefit Assessment Process. Preliminary Report from Lynn Takaichi (Water Consultancy on Engineer's Report Outline.

1. Review Following minimum milestones (Board Actions), schedule and take action as required to complete milestones:
 - j. Order Engineer's Report: NTP issued 12-30-2019
 - k. Receive Draft Engineer's Report: 3-30-2020
 - l. Draft Report Review/Directors
 - m. Draft Report Presented at Reg. Meeting, discuss & receive Public Comment
 - n. Revise Engineer's Report & distribute to Board
 - o. Board Consider & Approve Revised Engineer's Report
 - p. Consider & Approve Resolution of Intent
 - q. Mail Notice of Public Hearing & Assessment Ballot
 - r. Public Hearing after 45 days: Can Be done at Special or Regular Meeting

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

1. Review Project Plan, Financial Plan, Project progress, discussion direct action.
2. Possible items of discussion/action (below):
 - All preliminary project tasks, and future project tasks including Environmental and planning tasks, funding tasks, project siting, phasing, analysis and design tasks. Proposition 218 related items.
 - Review and potential action regarding Mattei's Project Update and Cooperation with the District.
 - RWQCB and EHS Support.
 - Project Funding
 - LAFCO Status and Actions
 - Open Consultant Contract discussion, comments direct action (Engineer's Report – Water Consultancy, Grant Writing Services – Wallace Group, Local LAMP – Paul Jenzen)
 - Reports from Ad hoc Technical Committee – Report and Potential Action.
 - Report from Individual Board Members Regarding Project Assignments and Actions– Report and Potential Action.

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

1. 4-16-2020 MNS Invoice 75033 (March Services) \$6,727.50

2. 4-30-2020 Wallace Group Invoice 50791 (March services) \$1,505.00
 3. SDRMA Special Certificate Fee (Add additional insured/EHS Funding Agreement) \$50.00
- Motion to approve by Director Fayram, 2nd by Director Kennedy, approved 4-0, 1 absent

9. Next Regular Meeting:

Wednesday, June 10, 2020, 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

Adjournment at 7:19 Motion to approve by Director Fayram, 2nd by Director Kennedy, approved 4-0, 1 absent

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.

APPROVED



Tom Fayram, President

ATTEST



Doug Pike, IGM/Secretary

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, Fayrama 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.*

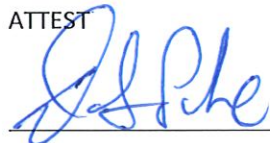
- B. WWTP Siting Feasibility Study: Reviewed Analysis Spreadsheet and Map Prepared by UPC (One Mile criteria). The Board directed the addition of well 5 and the Herthel Property to Top possibilities. The Board directed scoring criteria be highlighted and validate the driteria includes: difficulty of scquisition, 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 & Committment 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.losolivoscscsd.com)
- C. ADJOURNMENT : 8:03 PM. Motion to Approve: Director Arme, Second: Director O'Neill. Approved 4-0, one absent.

APPROVED



Lisa Palmer, President

ATTEST



Doug Pike, IGM/Secretary

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



Posted: 5-6-2022

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

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

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

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

Online (Zoom):

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

Meeting ID: 830 3994 9547

Passcode: 957615

By Phone:

+1 669 900 6833 US (San Jose)

Meeting ID: 830 3994 9547

Passcode: 957615

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

1. CALL TO ORDER

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

2. ROLL CALL

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

ABSENT: Directors: O'Neill and Arme

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance is led by President Palmer.

4. PUBLIC COMMENTS

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

President Palmer opens the floor to public comment.

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

5. DIRECTOR COMMENTS

Directors will give reports on any meetings that they attended on behalf of the District and/or choose to comment on various District activities.

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

losolivoscscd@gmail.com, www.losolivoscscd.com

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

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

6. GENERAL MANAGER AND DISTRICT ENGINEER’S REPORTS

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

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

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

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

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

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

7. ADMINISTRATIVE AGENDA

All matters listed hereunder constitute a consent agenda and will be acted upon by a single roll call vote of the Board. Matters listed on the Administrative Agenda will be read-only on the request of a member of the Board or the public, in which event the matter shall be removed from the Administrative Agenda and considered as a separate item.

a. MEETING MINUTES

- i. Approve December 8, 2021 minutes

Motion to approve 7.a.i.

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

AYES: Vice President Fayram, Director Ross, President Palmer

NOES: None

ABSTAIN: None

- ii. Approve February 2, 2022 minutes

Motion to approve 7.a.ii.

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

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

NOES: None

ABSTAIN: None

- iii. Approve March 15, 2022 minutes

Motion to approve 7.a.ii.

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

AYES: Vice President Fayram, Director Ross, President Palmer

NOES: None
ABSTAIN: None

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

b. INVOICE PAYMENTS

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

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

Motion to approve 7b.

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

8. BUSINESS ITEMS DISCUSSION AND ACTION ON THE FOLLOWING

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

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

Motion for Vice President Fayram as President

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

Motion for Director Ross as Vice-President

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

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

Newly elected President Fayram begins presiding over the meeting.

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

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

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

President Fayram opens the floor to public comment.

Paul Rohrer speaks.

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

Motion to approve item 8b.

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

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

NOES: None

ABSTAIN: None

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

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

President Fayram opens the floor to public comment.

No comments on this item.

Motion to approve item 8c.

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

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

NOES: None

ABSTAIN: None

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

Greg Jaquez, MNS Engineering provides an update.

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

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

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

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

President Fayram opens the floor to public comment.

No comment.

No motion required, receive and file.

9. CALL FOR AGENDA ITEMS

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

President Fayram opens the floor to public comment.

Kathryn Rohrer speaks.

10. ADJOURNMENT

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

Motion to adjourn.

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

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

NOES: None

ABSTAIN: None

Meeting adjourned at: 7:23 PM

Respectfully submitted:



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

Minutes Approved:

President Fayram

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



Posted: 5-6-2022

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

REGULAR MEETING MINUTES

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

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Passcode: 957615

By Phone:

+1 669 900 6833 US (San Jose)

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

1. CALL TO ORDER

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

2. ROLL CALL

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

ABSENT: Directors: O'Neill and Arme

3. PLEDGE OF ALLEGIANCE

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GM Savage notes that he queried the Board for upcoming dates they will be out of town and unavailable to attend meetings. He talks about Advanced Onsite options, recommends that a Workshop be held on June 3, after the regular meeting. He comments that a more general workshop may also be needed in the future to provide a history and background of past and current activities and how they fit into the overall picture.

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

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

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

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a. MEETING MINUTES

i. Approve December 8, 2021 minutes

Motion to approve 7.a.i.

Motion By: Vice President Fayram Second: Director Ross

AYES: Vice President Fayram, Director Ross, President Palmer

NOES: None

ABSTAIN: None

ii. Approve February 2, 2022 minutes

Motion to approve 7.a.ii.

Motion By: Vice President Fayram Second: Director Ross

AYES: Vice President Fayram, Director Ross, President Palmer

NOES: None

ABSTAIN: None

iii. Approve March 15, 2022 minutes

Motion to approve 7.a.iii.

Motion By: Director Ross Second: Vice-President Fayram

AYES: Vice President Fayram, Director Ross, President Palmer

NOES: None
ABSTAIN: None

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

b. INVOICE PAYMENTS

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

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

Motion to approve 7b.

Motion By: Vice-President Fayram Second: Director Ross

AYES: Vice President Fayram, Director Ross, President Palmer

NOES: None

ABSTAIN: None

8. BUSINESS ITEMS DISCUSSION AND ACTION ON THE FOLLOWING

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

President Palmer introduces the item noting that the elected officers serve 2 year terms.

President Palmer nominates Vice President Fayram as President

Motion for Vice President Fayram as President

Motion By: President Palmer Second: Director Ross

AYES: President Palmer, Director Ross, Vice President Fayram

NOES: None

ABSTAIN: None

Motion for Director Ross as Vice-President

Motion By: President Fayram Second: Director Palmer

AYES: President Fayram, Director Palmer, Director Ross

NOES: None

ABSTAIN: None

Director Palmer opens the floor to public comment.

Kathryn Rohrer speaks.

Newly elected President Fayram begins presiding over the meeting.

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

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

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

President Fayram opens the floor to public comment.

Paul Rohrer speaks.

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

Motion to approve item 8b.

Motion By: Director Palmer Second: Vice-President Ross

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

NOES: None

ABSTAIN: None

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

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

President Fayram opens the floor to public comment.

No comments on this item.

Motion to approve item 8c.

Motion By: Vice-President Ross Second: Director Palmer

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

NOES: None

ABSTAIN: None

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

Greg Jaquez, MNS Engineering provides an update.

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

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

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

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

President Fayram opens the floor to public comment.

No comment.

No motion required, receive and file.

9. CALL FOR AGENDA ITEMS

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

President Fayram opens the floor to public comment.

Kathryn Rohrer speaks.

10. ADJOURNMENT

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

Motion to adjourn.

Motion By: Director Palmer Second: Vice-President Ross

AYES: President Fayram, Vice President Ross, Director Palmer

NOES: None

ABSTAIN: None

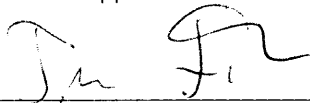
Meeting adjourned at: 7:23 PM

Respectfully submitted:



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

Minutes Approved:



President Fayram

Tom Fayram, President
Brad Ross, Vice-President
Julie Kennedy, Director
Lisa Palmer, Director
Greg Parks, Director



LOS OLIVOS COMMUNITY SERVICES DISTRICT

Posted: 2-9-2023

REGULAR MEETING

February 15, 2023, 6PM

St Mark's in the Valley Episcopal Church, Stacy Hall

2901 Nojoqui Ave, Los Olivos CA 93441

Please observe decorum and instructions from the President

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

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

On Zoom:

<https://us06web.zoom.us/j/82515801920?pwd=VHFQd1VDZUVucFZXZEVEEdVhZVjhhQT09>

By Phone:

Meeting ID: 825 1580 1920 Passcode: 378600

One tap mobile +16694449171,,82515801920#,,,,*378600# US

The Los Olivos Community Services District is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please call 805.500.4098 or email to losolivoscscsd@gmail.com. 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.

MEETING AGENDA

1. CALL TO ORDER

President Fayram calls the meeting to order at 6:02 PM.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

President Fayram requests a roll call be taken.

PRESENT: President Fayram, Vice President Ross, Director Kennedy, Director Parks, Director Palmer

ABSENT: None

4. PUBLIC COMMENTS

Members of the public may address the Committee on any items of interest within the subject matter and jurisdiction of the Committee but not on the agenda today (Gov. Code - 54954.3). The public may also request future agenda topics at this time. Speakers are limited to 3 minutes. Due to the requirements of the Ralph M. Brown Act, the District cannot take action today on any matter not on the agenda, but a matter raised during Public Comments can be referred to District staff for discussion and possible action at a future meeting.

President Fayram opens the floor to public comment.

Sam Marmorstein and Paul Rohrer speak.

5. ADMINISTRATIVE AGENDA

All matters listed hereunder constitute a consent agenda and will be acted upon by a single vote of the Board. Matters listed on the Administrative Agenda will be read only on the request of a member of the Board, in which event the matter may be removed from the Administrative Agenda and considered as a separate item.

A. APPROVAL OF MEETING MINUTES

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

losolivoscscsd@gmail.com, www.losolivoscscsd.com

Agenda Packet
Page 141 of 152

Regular Meeting Minutes of January 11, 2023.

Special Meeting Minutes of January 11, 2023.

B. APPROVAL PAYMENT OF INVOICES RECEIVED BY FEBRUARY 2, 2023.

The invoices below have been reviewed by the Finance Committee and are recommended for approval.

No.	Invoice Date	Invoice #	Provider	Amount
1.	1/2/2023	1071	ConfluenceES – Effluent Study	\$ 9,871.20
2.	9/13/2022	00876.001-18	GSI – Groundwater Monitoring Well (Aug)	\$ 510.00
3.	11/7/2022	00876.001-20	GSI – Groundwater Monitoring Well (Oct)	\$ 3,265.00
4.	1/12/2023	00876.001-22	GSI – Groundwater Monitoring Well (Dec)	\$ 1,931.25
5.	9/13/2022	00876.003-3	GSI – Effluent Study (Aug)	\$ 4,103.75
6.	11/7/2022	00876.003-5	GSI – Effluent Study (Oct)	\$ 1,918.75
7.	12/20/2022	73138	Aleshire & Wynder – Legal Services (y/e 2022)	\$ 3,628.48
8.	2/2/2023	73437	Aleshire & Wynder – Legal Services (Jan 2023)	\$ 2,464.00
9.	1/31/2023	20231	Savage – General Manager services	\$ 6,029.27

Motion to approve item 5, Administrative Agenda.

Motion By: Director Palmer, Second: Director Kennedy

Ayes: Director Palmer, Director Kennedy, Director Parks, Vice President Ross, President Fayram

Nays: None

Abstain: None

6. GROUNDWATER MONITORING WELL INSTALLATION AND TESTING REPORT – GSI WATER SOLUTIONS, INC.

The Board will receive and file a Technical Memorandum (TM) from its consultant, GSI Water Solutions, Inc.. The TM provides details related to the drilling, installation, and initial testing for the first two groundwater monitoring wells constructed as part of the new shallow groundwater monitoring network.

Mr. Tim Thompson, GSI Water Solutions, Inc. provides an overview of the installation and testing report.

Under discussion, Vice President Ross asks about water quality differences between the two wells. Mr. Thompson responds that he would not have been surprised to see similar results, but was also not completely surprised by the differing test results. VP Ross asks about impact recent rains would have on the results. Mr. Thompson responds that there could be some dilution of nitrates and that a regular monitoring plan including quarterly testing should be considered. He adds that the district should consider additional wells, including wells to the North of the District, across Hwy 154. Director Palmer comments that she believes quarterly testing, with financial support from the RWQCB and/or County makes a lot of sense; commenting that this is true water quality information and data, something that has been needed for some time. Director Kennedy echoes Director Palmer's comments. She asks about what is involved in determining the causes of the higher nitrate levels at MW-2. Mr. Thompson responds that a prioritization of future wells and monitoring plan would be one step towards better understanding what is going on in the shallow aquifer. President Fayram notes that GM Savage has had conversations with the RWQCB about the availability of potential funding to install additional wells and placement of new wells. Director Parks notes that the regulating agencies have a direct interest in us continuing to monitor and expand our monitoring. He continues that while monitoring will tell us what is happening, it won't fix any problems and that we should be careful to not lose focus, reminding everyone that the regulating agencies still want to see a solution – independent of what the wells tell us.

President Fayram opens the floor to public comment.

Paul Rohrer speaks.

The Board discusses plans for additional testing, additional wells, and the need for funding. President Fayram notes that without additional funding, the District cannot facilitate the drilling of additional wells.

VP Ross notes that as the initial tests were done in November, quarterly testing would be due now – three months after the initial samples were taken. At VP Ross' request, GM Savage agrees to pull together a Technical Committee to both discuss the potential funding for additional wells and testing, and locations for additional wells. General discussion ensues about who should be part of determining locations, GM Savage notes to the Board that the RWQCB has stated an interest in being part of the discussion.

7. TECHNICAL OPINION ON COLLECTION, TREATMENT, AND DISPOSAL OPTIONS – REGEN

The Board will receive and file a Technical Memorandum (TM) and presentation from its consultant, REGEN. The TM outlines the consultant’s opinions related to the collection, treatment, and disposal of wastewater in the LOCSO.

GM Savage requests that item 7 be pulled from the agenda.

8. USE OF TELECONFERENCING AND VIDEOCONFERENCING DURING BOARD OF DIRECTORS MEETINGS

The Board will consider the on-going use of teleconferencing and videoconferencing during meetings of the Board of Directors. In addition to general consideration of these technologies, the Board will specifically consider adoption/possible action on the attached proposed policy related to the implementation of Assembly Bill (“AB”) 2449, signed into law on September 13, 2022. AB 2449 amends Government Code section 54953 to provide authority and specific requirements for public agencies to allow individual board members to appear at meetings remotely.

Background: Prior to the COVID-19 pandemic, the Ralph M. Brown Act placed strict requirements for the legislative bodies of local agencies to meet by teleconference. Among other restrictions, all teleconference locations had to be identified in the notice and agenda of the meeting, and each teleconference location had to be accessible to the public. In addition, at least a quorum of the legislative body had to be present within the boundaries of the local agency. In March of 2020, the Governor of California issued an executive order temporarily waiving some of these restrictions and the State Legislature followed up the Governor’s executive order with AB 361, which provided a statutory exception, authorizing local agencies to use teleconferencing without complying with all of the Brown Act’s restrictions in specified circumstances related to public health and safety emergencies. AB 2449 does not extend AB 361, which still sunsets on January 1, 2024, (though if Governor Newsom rescinds the State of Emergency related to COVID-19, AB 361 will no longer be available). Instead, the bill implements another temporary exception authorizing agencies to meet by teleconference without strict compliance with the traditional notice and physical access requirements, but with more restrictions than what was permissible under SB 361.

Counsel Trindle introduces the item and provides an overview of the details of the proposed policy.

Under discussion, President Fayram asks about applicability of the policy to non-Board members. He comments on our District’s ability to effectively provide remote participation for the public. Counsel Trindle responds that only the largest jurisdictions are required to provide remote public participation. Counsel adds that if the Board chose, it could shift to a “broadcast only” of the meetings, using technologies such as a local access channel. He adds that using other mechanisms such as sending a letter or email can provide the public a mechanism to comment on items. Counsel provides additional commentary about remote participation by Directors. As an example, he notes that the Board would have to address a technology failure should it affect whether or not the meeting continues to have a quorum. Counsel Trindle goes on to comment about what steps the Board would need to consider should a technology failure affect the ability of the public to provide comment. He concludes with a statement that there is no hard requirement to provide any sort of remote participation for members of the public; just that if you do, you must take certain steps to ensure that you are supporting First Amendment rights of the public. Director Palmer asks whether the item before the Board is only intended to address the proposed policy related to Director participation via teleconference. Counsel Trindle responds that both public participation and the policy are agendaized. VP Ross asks if there is a down-side to the Board adopting the policy. Counsel Trindle responds that it does lock Directors into two methods of attendance. Director Kennedy comments that for transparency and involvement of the public, continued use of technologies such as Zoom where the public can provide remote commentary is helpful. Director Parks adds that he thinks being as transparent as possible is important. Director Palmer comments that she believes continued use of existing approaches is important at this stage of property owner engagement.

President Fayram opens the floor to public comment.
Meighan Diethofer speaks.

Motion to approve policy as contained in the packet.

Motion by: Vice President Ross, Second: Director Kennedy

Under discussion, President Fayram notes that he likely will not be voting in favor of the item as he believes the Brown Act suffices. Director Parks asks additional questions regarding how the proposed policy affects public participation. Counsel Trindle clarifies that the policy only affects how Directors participate via

teleconferencing/videoconferencing.

Ayes: Director Palmer, Director Kennedy, Director Parks, Vice President Ross

Nays: President Fayram

Abstain: None

9. SUBCOMMITTEE APPOINTMENTS

President Fayram will consider subcommittee appointments. Existing standing committees include the Finance Committee; existing ad-hoc committees include the Technical Committee and the Project Management Committee; a new Grants / Financing Committee will also be considered and discussed.

President Fayram asks for clarification about the process to be used for appointing committee members. Counsel Trindle responds that it would be appropriate to garner input from all Directors before making appointments and that a vote on any standing committee appointments would be appropriate. Following discussion and requests for interest in various committees, President Fayram seeks a motion regarding the Finance Committee – a standing committee.

Motion to nominate Directors Palmer and Kennedy to the Finance Committee.

Motion By: Vice President Ross, Second: Director Parks

Ayes: Director Palmer, Director Kennedy, Director Parks, Vice President Ross, President Fayram

Nays: None

Abstain: None

Following additional discussion regarding interest and commentary about inclusion of all Directors, President Fayram makes the following appointments to ad-hoc committees:

Technical Committee – President Fayram, Vice President Ross

Grants / Financing Committee – Director Parks, Director Kennedy

Project Management Committee – Director Palmer, Vice President Ross

President Fayram opens the floor to public comment.

No requests to comment are received.

10. REPORTS

A. SUBCOMMITTEE REPORTS

GM Savage notes that, at the request of Director Kennedy, future agenda will separate Subcommittee Reports from the General Manager's comments. The intent is that Directors participating on committees will provide an overview of activities, with support from GM Savage; as opposed to GM Savage providing the overview. As this is a new approach, GM Savage provides a brief overview of activities since the last Regular meeting.

GM Savage reports that the Project Management Committee did not meet and that the Technical Committee met on a few occasions with a sole focus on guiding the Technical Memorandum (TM) from REGEN. He adds that the Technical Committee took care not to influence the recommendations being provided by REGEN. Instead, it mostly commented on the types of content to be included in the TM, such as an executive summary, pros/cons supporting recommendations, and so on.

B. GENERAL MANAGER AND DISTRICT ENGINEER COMMENTS

The GM and DE will give reports on any meetings that they attended on behalf of the District, report on various District-related activities and/or provide status on projects. The GM may also review Budget Reports. For the month of February 2023, the General Manager's comments will include an overview of the District workshop held on January 24, 2023.

See packet for more details.

GM Savage provides an overview of the documents included in the meeting packet. He notes that he met with the RWQCB to discuss use of advanced on-site systems and groundwater monitoring wells. He adds that Director Kennedy and he participated in a conversation with State of California representatives regarding potential grant funding. He adds that he attended the most recent meeting of the Eastern Management Area (EMA) meeting of the Santa Barbara County Groundwater Sustainability Agency (GSA). He also met with General Manager Paeter Garcia from the Santa Ynez Water River Conservation District – ID1. He further adds he met with Santa Ynez Water River Conservation District General Manager Kevin Walsh and Groundwater Program Manager Bill Buelow. As part of his commentary he reminds everyone that while these agencies have

similar names, they are in fact two unrelated, distinct entities. GM Savage adds that he also met with County EHS to discuss the status of existing grants. He notes that the existing grant expired at the end of 2022 and that it cannot be extended; adding that he did discuss additional and future opportunities for the District regarding unused funds. GM Savage concludes with a note that the District is scheduled to present at the April 6, 2023 meeting of LAFCO. This meeting is expected to include a request for extension of District operations. He adds that a memorandum requesting the extension will be on the March 15, 2023 Regular meeting agenda for review and discussion by the Board of Directors.

At the prodding of President Fayram, requirements for Directors to turn in their Statement of Economic Interest, also known as the Form 700, are discussed by the Board and GM Savage. Counsel Trindle outlines potential penalties for failure to turn in a Form 700 and reminds Directors that he is not their individual Counsel and therefore cannot provide recommendations on what should or should not be included on their Statements of Economic Interest. GM Savage requests that Directors provide the District with a copy of their Form 700 after it has been filed.

11. COMMENTS

The Directors will provide comments and report on activities related to District business. Comments are informational only, no action will be taken, and public comment not received.

A. DIRECTORS COMMENTS

Directors will give reports on any meetings that they attended on behalf of the Board and/or choose to comment on various District-related activities.

All Directors report on the positive input they have received from community members regarding the January workshop. VP Ross – asks a question about how many parcel owners were at the workshop. GM Savage responds that he can tell how many people filled out unique property addresses on submitted questionnaires. President Fayram notes that he would like to see a “future agenda items” added to the Director Comments section of the agenda. GM Savage agrees to work with him to ensure the agenda accomplishes what he intends. Director Palmer notes that she thinks that a special meeting may be appropriate to discuss the REGEN™, depending on when the memorandum is received and reviewed by the Technical Committee.

12. ADJOURNMENT

Motion to adjourn at 7:35 PM.

Motion By: Director Palmer, Second: Director Kennedy

Ayes: Director Palmer, Director Palmer, Director Parks, Vice President Ross, President Fayram

Nays: None

Abstain: None

Respectfully submitted:



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

Approved:



Tom Fayram,
President

ITEM 10B – GM, DE, AND BUDGET REPORTS

GM, DE, AND BUDGET REPORTS

Summary Project Status Report

Audit (Moss, Levy & Hartzheim)	Budget:		Schedule:	
Past audit reports completed. GM authorized \$2,780 in additional expense to complete FY 2021-22.				

Other:

I surveyed the Board of Directors to better understand upcoming vacation plans. As things sit right now, your Board **will not** have a quorum for the meeting. I recommend you cancel the meeting and consider rescheduling it.

LOCSD - Septic to Sewer / Water Reclamation Roadmap - WORKING DRAFT

Task	2023			2024				2025	Lead	FY 2023-24 Costs	Total Costs	Well Costs
	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1				
Board and Public Education												
Public workshops and outreach									Board			
Engineering / Design												
Technical Review									Tech			
Additional Technical Study / Design									Tech	\$90k+	\$90k+	
Final Project Description									Board			
60% Design									Tech	\$300k+	\$300k+	
Assessment Engineer Report including benefit factors/rates									Grants	\$50k+	\$50k+	
Finalize siting options									Tech			
Environmental Review												
Environmental study, assessment and report (incl. public review)									New Comm	\$100k	\$150k+	
Grants and Financing												
MHI study									Grants	\$50k+	\$50k+	
Develop financing plan									Grants			
Seek grants and financing									Grants			
Prop 218 - Property Owner vote on proposed project												
Polling for election feasibility									PM		\$25k	
Conduct Prop 218 workshops with public									PM			
Voting process									Board		\$125k	
Monitoring Well(s)												
Find funding for well monitoring program									Grants			
Drill three additional monitoring wells									GM			\$150k+
Monitoring of Wells (5 years)									GM			\$150k
									Total	\$590k+	\$790k+	\$300k+

Legend: Can be completed prior to (or without) a Final Project Description
 Cannot be completed prior to Final Project Description

By Funded / Unfunded

Task	2023			2024				2025	Lead	FY 2023-24 Costs	Total Costs	Well Costs
	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1				
FUNDED												
Public workshops and outreach									Board			
Technical Review									Tech			
Additional Technical Study / Design									Tech	\$90k+	\$90k+	\$90k+
Final Project Description									Board			
Finalize siting options									Tech			
Develop financing plan									Grants			
Seek grants and financing									Grants			
UNFUNDED												
Find funding for well monitoring program									Grants			
Drill three additional monitoring wells									GM			\$150k+
Monitoring of Wells (5 years)									GM			\$150k
60% Design									Tech	\$300k+	\$300k+	
Assessment Engineer Report including benefit factors/rates									Grants	\$50k+	\$50k+	
Environmental study, assessment and report (incl. public review)									New Comm	\$100k	\$150k+	
MHI study									Grants	\$50k+	\$50k+	
Polling for election feasibility									PM		\$25k	
Conduct Prop 218 workshops with public									PM			
Voting process									Board		\$125k	
									Total	\$590k+	\$790k+	\$300k+

Legend: Can be completed prior to (or without) a Final Project Description
 Cannot be completed prior to Final Project Description

Report : Financial Status (Real-Time)

Selection Criteria: Fund = 3490

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

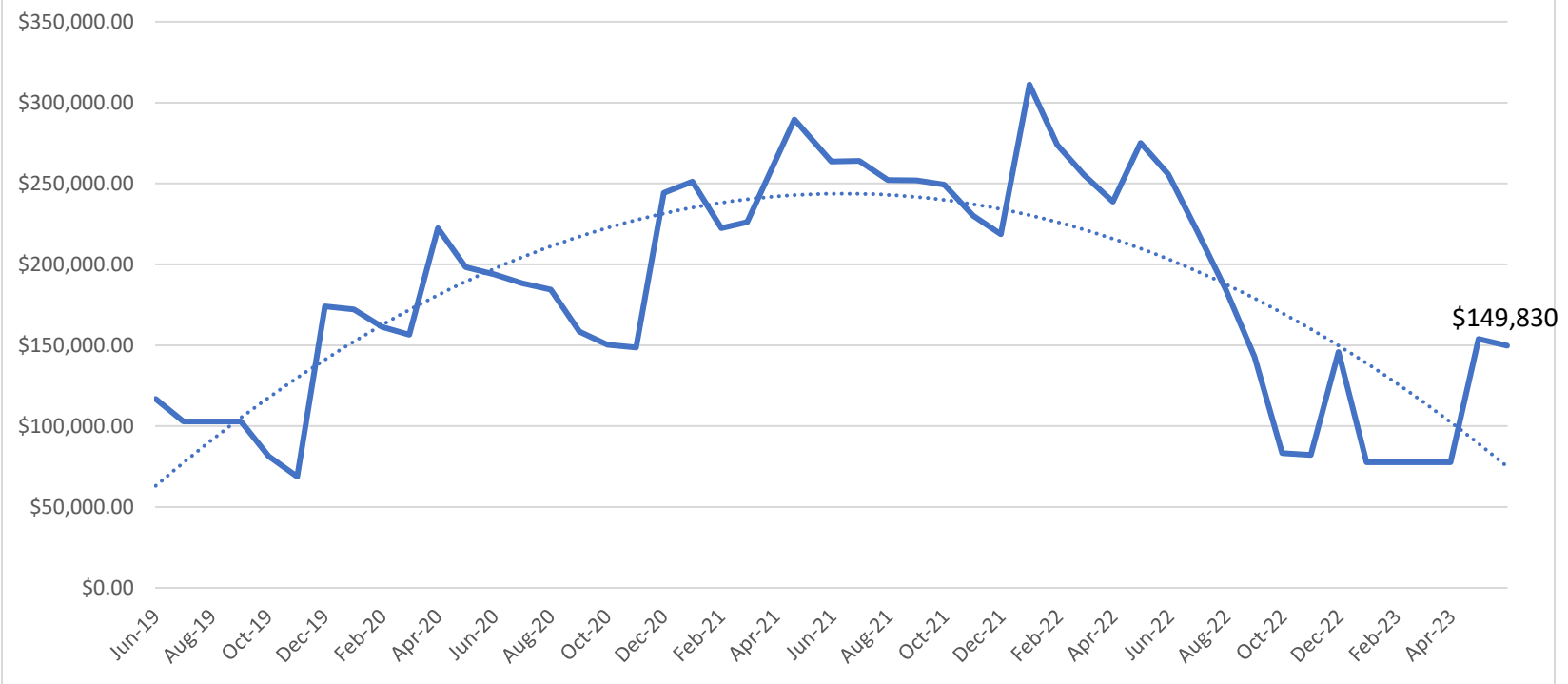
Last Updated: 6/5/2023 12:04 AM

As of: 5/31/2023 (92% Elapsed)

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2023 Fiscal Year Adjusted Budget	5/31/2023 Year-To-Date Actual	6/30/2023 Fiscal Year Variance	6/30/2023 Fiscal Year Pct of Budget
Revenues				
Taxes				
3066 -- Special Tax Assessment	203,121.00	228,759.45	227,649.65	112.62%
Taxes	203,121.00	228,759.45	227,649.65	0.00%
Use of Money and Property				
3380 -- Interest Income	724.00	1,190.55	466.55	--
3381 -- Unrealized Gain/Loss Invstmnts	0.00	0.00	0.00	#DIV/0!
Use of Money and Property	0.00	1,190.55	466.55	#DIV/0!
Intergovernmental Revenue-Other				
4840 -- Other Governmental Agencies	169,804.00	30,131.27	-139,672.73	17.74%
Intergovernmental Revenue-Other	274,000.00	30,131.27	-243,868.73	11.00%
Revenues	372,925.00	260,081.27	88,443.47	69.74%
Expenditures				
Services and Supplies				
7090 -- Insurance	2,500.00	2,799.92	299.92	112.00%
7324 -- Audit and Accounting Fees	4,000.00	2,645.50	-1,354.50	66.14%
7430 -- Memberships	1,200.00	1,287.00	87.00	107.25%
7450 -- Office Expense	2,000.00	0.00	-2,000.00	0.00%
7460 -- Professional & Special Service (Project, Planning & Studies)	189,908.00	214,601.58	24,693.58	113.00%
7508 -- Legal Fees	30,000.00	33,005.40	3,005.40	110.02%
7510 -- Contractual Services (IGM Contract, Engineer)	49,000.00	76,588.62	27,588.62	156.30%
7530 -- Publications & Legal Notices	1,000.00	0.00	-1,000.00	0.00%
7671 -- Special Projects	175,000.00	0.00	-175,000.00	0.00%
7732 -- Training	1,500.00	0.00	-1,500.00	0.00%
Services and Supplies	456,108.00	330,928.02	125,179.98	72.55%
Expenditures	456,108.00	330,928.02	125,179.98	72.55%

Los Olivos CSD Cash Balance History



PO # CN23560 Remaining	Invoice					LOCS D Submittal	Comment
	LOCS D Invoice #	Vendor	Vendor Invoice #	Vendor Invoice Date	Amount		
\$178,240.00	1	Stantec	1722550	11/25/2020	\$ 1,760.00	11/25/2020	Top Task 201
\$171,600.00	2	Stantec	1735684	12/14/2020	\$ 6,640.00	1/13/2021	Top Task 201
\$158,188.75	3	GSI	0876.001-1	2/4/2021	\$ 13,411.25	2/22/2021	
\$154,938.25	4	Stantec	1751908	2/11/2021	\$ 3,250.50	3/15/2021	Top Task 201
\$147,795.75	5	GSI	0876.001-2	3/5/2021	\$ 7,142.50	4/26/2021	
\$143,928.25	6	GSI	0876.001-3	4/5/2021	\$ 3,867.50	4/26/2021	
\$138,984.25	7	Stantec	1772297	3/31/2021	\$ 4,944.00	4/26/2021	Top Task 201
\$135,014.25	8	GSI	0876.001-4	5/10/2021	\$ 3,970.00	6/15/2021	
\$126,318.00	9	GSI	0876.001-5	6/7/2021	\$ 8,696.25	7/15/2021	
\$126,018.00	10	GSI	0876.001-6	7/3/2021	\$ 300.00	7/15/2021	
\$118,718.00	11	GSI	0876.001-8	9/9/2021	\$ 7,300.00	9/27/2021	
\$116,791.75	12	GSI	0876.001-7	8/5/2021	\$ 1,926.25	10/20/2021	
\$112,085.50	13	GSI	0876.001-9	10/8/2021	\$ 4,706.25	11/12/2021	
\$101,084.25	14	GSI	0876.002-1	10/8/2021	\$ 11,001.25	11/12/2021	
\$97,208.00	15	GSI	0876.001-10	11/10/2021	\$ 3,876.25	12/10/2021	
\$96,633.00	16	GSI	0876.002-2	11/10/2021	\$ 575.00	12/10/2021	
\$95,721.75	17	GSI	0876.001-11	12/7/2021	\$ 911.25	1/15/2022	
\$95,470.75	18	Stantec	1871308	12/21/2021	\$ 251.00	1/15/2022	Top Task 201
\$94,763.25	19	GSI	0876.001-12	2/8/2022	\$ 707.50	5/17/2022	
\$91,628.25	20	GSI	0876.001-13	4/11/2022	\$ 3,135.00	5/17/2022	
\$89,789.50	21	GSI	0876.001-14	5/13/2022	\$ 1,838.75	6/10/2022	\$ 1,838.75
\$85,965.75	22	GSI	0876.001-15	6/8/2022	\$ 3,823.75	7/18/2022	\$ 3,823.75
\$85,293.25	23	GSI	0876.001-16	7/7/2022	\$ 672.50	3/12/2023	\$ 672.50
\$84,983.25	23	GSI	0876.001-17	8/8/2022	\$ 310.00	3/12/2023	\$ 310.00
\$84,473.25	23	GSI	0876.001-18	9/13/2022	\$ 510.00	3/12/2023	\$ 510.00
\$83,459.50	23	GSI	0876.001-19	10/7/2022	\$ 1,013.75	3/12/2023	\$ 1,013.75
\$80,194.50	23	GSI	0876.001-20	11/7/2022	\$ 3,265.00	3/12/2023	\$ 3,265.00
\$63,428.23	23	GSI	0876.001-21	12/12/2022	\$ 16,766.27	3/12/2023	\$ 16,766.27
\$61,496.98	23	GSI	0876.001-22	1/12/2023	\$ 1,931.25	3/12/2023	\$ 1,931.25
							\$ 30,131.27

TOTAL To-Date \$ 118,503.02

Summary By Vendor

\$ 3,154.50		Stantec		\$ 16,845.50		
\$ (16,657.52)		GSI		\$ 101,657.52		
\$ 75,000.00		TBD		\$ -		

\$ 61,496.98 Total Remaining Total To-Date \$ 118,503.02 \$180,000.00 Sum Check