

POSTED 1-4-2019

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, January 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 Palmer, Kennedy, Arme and O'Neill were present. Director Fayram was absent. Also present were IGM Doug Pike and Legal Counsel Ross Trindle.

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL OF 12-12-18 MEETING MINUTES**

**Action:** Approve 12-12-18 Meeting Minutes

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

**Vote:** Motion passed 3-0 with Director Arme 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 O'Neill – no report
- Director Palmer – no report
- Director Kennedy – no report
- Director Arme – no report

**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 Brad Ross volunteered to help with information dissemination to the community.

**7. INTERIM GENERAL MANAGER REPORT**

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

IGM Pike reported on the following:

- FIN System access requires VPN connection for full and complete access. IGM Pike will take his laptop to the County office to complete the connection requirements .

- Resident Mary Rio hardship request was resolved.
- Meeting with Howard Kolb – Directors Fayram and O’Neill accompanied IGM Pike. Meeting was extremely helpful and important points for board consideration were raised. Katy McNeal is a possible resource for direction on funding opportunities. IGM Pike will schedule a meeting.
- Meeting with EHS – cancelled by Larry Faye, Director Fayram will reschedule.
- Election Cycle – Legal Counsel Trindle provided and overview of the election rules and timelines. noted the Board would need to adopt and pass a resolution by January 2021 in order to be effective with the next election cycle.
- Project Plan – Legal Counsel Trindle provided Prop. 218 actions and timelines to IGM Pike. Director Palmer noted the need for site considerations by the Technical Committee, which should also be built into the Project Plan. Director Palmer asked about ratepayer costs and factoring in public funds. Counsel responded this would be a negotiation. Director O’Neill offered to provide a draft project plan template, and IGM Pike noted he has a resource who can assist.
- The Technical Committee will meet on January 17, 2019 to establish the project scope and needs analysis.

## 8. BUSINESS ITEMS

**A. Presentation by Dan Klemann, Deputy Director, Long Range Planning Division, Santa Barbara County Planning and Development Department.** Topic: what SY regional planning documents (i.e. the SY Specific / General Plan Update, etc.) say about extension of Wastewater Pipelines, from Los Olivos to Solvang and any other WW treatment issues relevant to our efforts to convert septic to sewer in our community.

Presentation & Discussion: Mr. Klemann presented an update about the Santa Ynez Valley Plan as it relates to the district mission and planning. Key points and discussion items were:

- The whole Los Olivos community was originally identified as needing a wastewater plan. This was later reduced to the downtown core.
- The overarching goal of the plan was to keep large swaths of Ag land (minimum 5 acre lots) between townships. He added, over the last few years, these lots have morphed into large estate properties instead of farming use.
- The plan does not explicitly prohibit sewer extension, but strongly discourages any extension of a sewer line. Mr. Klemann added running a sewer line will definitely require an amendment the plan. He added this is a serious, and time-consuming, process and will have numerous policies challenges as due to the required coordination of multiple agencies and that the plan did not intend, encourage, nor support a possible sewer line extension. He added Paul Hood from LAFCO is a good informational resource with respect these types of policy change requests. Mr. Klemann emphasized should the Board pursue the option of a sewer extension to Solvang or Santa Ynez, we should expect the process to take approximately 2 years and \$200,000 based on previous requests to amend these types of plans. He noted the extension of a sewer line through the Valley is considered the least desirable solution per the plan.
- The major issue for the community will be designing and implementing a collection system that does not invite new development. Legal Counsel Trindle added it would be very difficult to prohibit access to a new public system once installed. The Board could restrict such access by using a ¾” pipe which would create a capacity limit.
- Mr. Klemann provided the Board with a document highlighting the specific issues in the Santa Ynez Valley Community Plan as it pertains to Los Olivos along with two maps; one with the urban, rural and EDRN boundaries and the second outlining the Inner-Rural Area and Vicinity Sanitation Districts.

**B. Discuss and approve a contract extending Legal Service from ALESHIRE & WYNDER, LLP (A&W), a California limited liability partnership.** *Two contract options* have been presented by A&W:

1. CONTRACT SERVICES AGREEMENT FOR INTERIM GENERAL COUNSEL LEGAL SERVICES. District hereby appoints G. Ross Trindle, III as Interim General Counsel, and hires A&W therefore to render the legal services as specified herein, under the direction of the Board. Effective January 1, 2019 this agreement shall continue until terminated by either party hereto, subject to fees as follows. Rate: 2019: \$185/hour (through June 30, 2019), Cost for remainder of 2019 to be negotiated. These rates would remain in effect through December 31, 2019 when they would increase by \$10 per hour.

2. **CONTRACT SERVICES AGREEMENT FOR GENERAL COUNSEL LEGAL SERVICES.** District hereby appoints G. Ross Trindle, III as Interim General Counsel, and hires A&W therefore to render legal services under the direction of the Board. Effective January 1, 2019 this agreement shall continue until terminated by either party hereto, subject to fees as follows. Rate: 2019 – 2020 (inclusive): \$190/hour, Cost for 2021 to be negotiated.

**Motion:** Approve and Adopt Contract Option 2 for Legal Services for January 1, 2019 through December 31, 2020.

**First:** Director Arme **Second:** Director Kennedy

**Discussion:** Director O'Neill request Certificate of Insurance for Board's records.

**Vote:** 4-0 Motion passes

**C. General and Committee Meeting Times & Dates:**

1. Consider changing Board Meeting Time from 6:00 p.m. to 6:30 p.m.
  - Board discussed merits of different meeting times. No action, no motion.
2. Set a tentative date for the ad-hoc Technical Committee to meet.
  - First meeting scheduled for January 12, 2019, at 9am
  - Second meeting to be scheduled for January 22, 2019 at 4pm

**D. Amend District Budget Per Recommendation by County Auditor/Controller's Office (Director Kennedy)**

To comply with County recommended practice, for purposes of the current FY budget, move \$50,000 under "Salaries and Employee Benefits" (line 6100 in FIN System) into Services and Supplies" (line 7510 Contractual Services). These funds were intended for IGM/GM expenses, which are currently contracted expenses. See attached District Budget and FIN System Status

**Motion:** Amend District Budget to Relocate \$50,000 from Salaries to Services & Supplies.

**First:** Director O'Neill **Second:** Director Arme

**Vote:** 4-0 Motion passes

**E. Discussion and Action in Development of a Draft Work Plan.** Discussion on draft outline of the "Master Implementation Plan" with focus on a "First year Plan". Review of Milestones.

**No Action**

**F. Discussion and Action on Draft Financial Plan.** Discuss progress on Development of funding options and strategy. Board Direction to continue funding options research and begin preparation of funding applications.

- a. Board request to County Environmental Health for funding for an updated cost study on the 2013 report that includes the collection systems, and per parcel on-site advanced treatment. Possible funding for Water Quality Monitoring Plan/Program.

Discussion: Work in process, once the Technical Committee meets and begins its work, more details will be provided and incorporated into the Financial Plan.

**No Action**

**G. Review and authorize an "Update E-mail" to opt-in subscribers to the District news and updates list.**

Discussion: Director Palmer requested we publish updates quarterly. IGM Pike's admin will assist with website updates in addition to the email updates.

**No Action**

**H. Committee Business Summary and Action.** Act on Finance Subcommittee recommendation to pay the following Invoices:

- a. Santa Barbara County Special Elections Invoice LOCSD-01302018 dated 04/25/2018 in the amount of \$18,576.26.
- b. MNS Engineers, Inc. IGM Services Invoice 71686 dated 12-12-2018 in the amount of \$6333.75

**Motion:** Approve and pay the invoices submitted by the Finance Committee.

**First:** Director Kennedy **Second:** Director Arme

**Vote:** 4-0 Motion passes

**9. Next Meeting:**

Wednesday, February 13, 2019, 6:00 p.m.  
Los Olivos School, Room 602  
2540 Alamo Pintado Avenue, Los Olivos, CA 93441

Discussion:

- Future Agenda Item: IGM Contract
- Reminder for Board members to complete Form 700 Filing
- Reminder for Board members to complete 1661 Workplace Harassment Training and 1234 Ethics Training. Both SDRMA and CSDA offer online training options.

#### 10. ADJOURNMENT

**Motion:** Adjourn meeting at 7:44pm.

**First:** Director Kennedy **Second:** Director Arme

**Vote:** 4-0 Motion passes

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APPROVED



Tom Fayram, President

ATTEST



Julie Kennedy, Secretary