

Tom Fayram, President
Julie Kennedy, Vice President
Lisa Palmer, Director
Greg Parks, Director
Nina Stormo, Director



**LOS OLIVOS COMMUNITY SERVICES DISTRICT
PROJECT MANAGEMENT SUBCOMMITTEE MEETING**

Posted: 12-14-2023

December 22, 2023 – 9:15 AM

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

Please observe decorum and instructions from the Subcommittee Chair

Subcommittee Members: Director Palmer (Chair), Director Stormo, and General Manager Guy Savage

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

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

Zoom: <https://us06web.zoom.us/j/81937722522?pwd=SWpSU0RYZFljZTBkNGphZG41TGs4dz09>
By Phone: +1 669 900 6833 US (San Jose) Meeting ID: 819 3772 2522 Passcode: 914085
One tap mobile: +14086380968,,81937722522#,,,,*914085# US (San Jose)

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

Chair Palmer calls the meeting to order at: 9:20 AM

2. ROLL CALL

Present: Chair Palmer, Director Stormo, General Manager Savage

Absent: None

3. 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 Board of Directors 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.

Chair Palmer opens the floor to public comment.

No requests 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 Consent Agenda will be read only on the request of a member of the Subcommittee, in which event the matter may be removed from the Consent Agenda and considered as a separate item. Public may comment on any of the items prior to the vote being taken by the Subcommittee.

4. CONSENT AGENDA

A. MINUTES APPROVAL

Approval of the minutes from November 9, 2023.

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

losolivoscscsd@gmail.com, www.losolivoscscsd.com

Chair Palmer opens the floor to public comment.

No comments.

Motion to approve minutes from November 9, 2023.

Motion by: Director Stormo, Second: GM Savage

Voice vote: 3-0

BUSINESS ITEMS:

All matters listed hereunder will be acted upon separately and public comment will be held for each item.

5. DISCUSSION OF PROJECT SCHEDULE

The Subcommittee will discuss the most recent project schedule.

Upon direction from Chair Palmer, GM Savage leads a conversation about the attached project schedule. GM Savage notes that much of the scheduling activities are being driven by the current timelines of the 30% Design effort being completed by REGEN. The effort will drive activities such as EIR and 60% Design. According to GM Savage, the most likely, early timeline for REGEN's completion is probably late March. Chair Palmer pushes to try and get it done as soon as reasonably possible. Discussion about how 30% Design activities lead to engagement of the Assessment Engineer follows. GM Savage notes that the best time to engage the Assessment Engineer is likely after the 60% Design. He comments that broad discussion about allocation of costs can be driven by the Board of Directors and completed without the Assessment Engineer. Discussion follows about when effective public workshops and outreach can be completed. Chair Palmer requests that a line be added under Grants and Financing related to holding "cost allocation by parcel type" conversations with the full Board (and public). The subcommittee talks about when the conversation (quarter 1 versus quarter 2) can be held.

Chair Palmer opens the floor to public comment.

Kathryn Lohmeyer speaks.

6. CONSIDERATION OF BYLAWS FOR THE LOS OLIVOS COMMUNITY SERVICES DISTRICT

As part of the discussion on item 12 at the Regular Meeting for the District Board of Directors on August 24, 2023, the Board of Directors decided that supplementing existing practice, policy, and resolution through the development and adoption of a set of Bylaws for the District would provide additional guidance to the Board, staff, and the public; while also increasing public transparency and District efficiencies. As part of the discussion, the Board directed the GM and Counsel to put together a draft set of Bylaws, review them with the Project Management Subcommittee, and then bring them back to the full Board of Directors for final adoption. The GM and Counsel have drafted the attached set of Bylaws, which are presented for public and subcommittee comment and potential changes prior to being brought back to the full Board of Directors.

GM Savage walks the subcommittee and public through the attached Bylaws document. One item of special focus was the procurement section. GM Savage notes that there has been some confusion about authority of the GM to expend funds. He comments that the document is consistent with existing Resolution 19-06, which provides \$2,500 of authority. The confusion was related to what he believes was a one-time authorization of the GM to spend up to \$5,000.

Chair Palmer and Director Stormo state they both have suggested changes. In answer to a question, GM Savage notes that there is no specific timeline for adoption of the document. If the subcommittee were to be ready to recommend the Bylaws as part of this meeting, he would put it on the full Board of Directors in January 2024.

Chair Palmer opens the floor to public comment.

Anna Marie Gott speaks.

Chair Palmer and Director Stormo offer various changes to the document, and GM Savage makes the changes in real-time to the document for the subcommittee and public to see. As part of the discussion, the subcommittee discusses the approach currently being taken related to written public comment. GM Savage comments that as the District does not have full-time staff, he would have to change his current practice regarding when he logs in and checks emails prior to meetings. GM Savage adds that best practice regarding information provided to the Board prior to a meeting is that the information is: (1) provided to the Board, (2) posted on the website, and (3) posted in a publicly accessible area (such as the Los Olivos Post Office).

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

losolivoscscsd@gmail.com, www.losolivoscscsd.com

Chair Palmer reopens the floor to public comment.

Kathryn Lohmeyer speaks.

The subcommittee agrees to reconvene on Monday January 8, 9:00 AM.

INFORMATIONAL ITEMS:

All matters listed hereunder are informational only, no action will be taken, and public comment not received.

7. SUBCOMMITTEE MEMBER COMMENTS

Subcommittee members will give reports on any meetings that they attended on behalf of the Subcommittee and/or choose to comment on various Subcommittee activities. Subcommittee member requests for future agenda items may also be made at this time.

Director Stormo – None

GM Savage – Notes that he does not believe the Board can remove another Board member by a vote of just the Board of Directors. His understanding is that only the public can remove a Board member, as that is who elected the Board member to begin with.

Chair – Director Palmer – None


8. ADJOURNMENT

Motion to adjourn at: 10:22 AM.

Motion by: Director Stormo, second: GM Savage

Voice vote 3-0

Respectfully submitted:



Guy W. Savage

General Manager – Los Olivos Community Services District

Approved:

Chair – Director Lisa Palmer