



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

November 14, 2018

- Appointments to ad hoc Technical Committee (Directors O'Neill and Arme)

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), Project Management (Directors Palmer and Ross) Committees, **Grants (Directors Kennedy and Parks)**

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

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, November 14, 2018, 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 6:00 P.M.

2. ROLL CALL

Directors Fayram, Palmer, Arme, O'Neill and Kennedy present. No absences.

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MEETING MINUTES

Motion: Approve 10-10-2018 Regular Meeting Minutes

Motion: Director Kennedy, Second: Director Palmer, Passed 5-0

5. DIRECTOR COMMENTS

Directors gave the following reports on meetings that they attended on behalf of the District and/or various District activities:

1. Director Arme no report
2. Director Palmer reported meeting with Supervisor Hartmann and Hillary Hauser of Heal the Ocean regarding possible grant opportunities. Supervisor Hartmann's office will take the lead on Valley-wide discussions.
3. Director Fayram reported on County Plan and requested follow-up after the beginning of the year regarding possible impact to business of the District.
4. Director O'Neill attended the Chumash Plant Tour
5. Director Kennedy reported on first Financial Committee Meeting.

6. PUBLIC COMMENTS

Several residents asked about road paving and private vs. public roads and if Board will make any distinctions.

7. INTERIM GENERAL MANAGER REPORT

Interim General Manager Reported on current assignments and general District business. His comments are in his notes submitted.

8. BUSINESS ITEMS

- A. Discuss and Approve RESOLUTION NO. 18-06 RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT AUTHORIZING THE INTERIM GENERAL MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS WITH THE COUNTY OF SANTA BARBARA TO EXEMPT CERTAIN PROPERTIES FROM THE DISTRICT'S SPECIAL TAX.** This resolution addresses statutorily exempt parcels.

Motion: Approve Resolution No. 18-06 Authorizing IGM to Execute Necessary Documents to Exempt Certain Properties from the Special Tax: Director Kennedy. Second: Director Palmer

Roll Call Vote:

AYE:	Arme, Palmer, Fayram, O'Neill, Kennedy
NO:	None
ABSTAIN:	None
ABSENT:	None

- B. Discuss and Approve, or modify and approve, RESOLUTION NO. 18-07 RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT AUTHORIZING THE INTERIM GENERAL MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS WITH THE COUNTY OF SANTA BARBARA TO EXEMPT PARCELS THAT QUALIFY UNDER STATE OR FEDERAL VETERAN'S TAX EXEMPTIONS, AND NON-PROFIT OPERATORS OF PUBLIC PARKS.** This resolution addresses a Veteran's Exemption and non-profit park property.

Motion: Approve Resolution No. 18-07 Authorizing IGM to Execute Necessary Documents to Exempt Parcels that Qualify Under State or Federal Veteran's Tax Exemptions with Proof of Exemption, and Non-Profit Operators of Public Parks from the Special Tax: Director Palmer. Second: Director Kennedy

Roll Call Vote:

AYE:	Arme, Palmer, Fayram, O'Neill, Kennedy
NO:	None
ABSTAIN:	None
ABSENT:	None

- C. Consider and take action on a request from Mr. Don Born (Parcel 135-340-014, 2873 Gaviota Street) to be removed from or adjust the Special Assessment for reason of having recently installed an advanced septic system.** See Mr. Born's e-mail dated October 25, 2018. This item may warrant development of a formal policy prior to action. District has the option to retain, modify, or remove the assessment.

No motion was made. Discussion included need for consideration of property owners with advanced on-site septic system and unbuildable lots, which would include verification and range of options. Mr. Born asked to be exempt from central system operating costs. Clarification by EHS regarding advanced systems "never needing hook-up" is needed. Board requested IGM to bring back policy to address issues raised and to discuss EHS related concerns with Larry Faye and to advocate for interim repairs as opposed to full system replacement while Board is working on a solution.

- D. Ratify Resolution NO. 18-04: A Resolution of the Board of Directors of the Los Olivos Community Services District Adopting a Policy on Committees.** This was approved on at the 10-10-2018 meeting but needs ratification by an agenda action.

Motion: Approve Resolution No. 18-04 Adopting Policy on Committees: Director Kennedy. Second: Director Palmer.

Roll Call Vote:

AYE:	Arme, Palmer, Fayram, O'Neill, Kennedy
NO:	None
ABSTAIN:	None

ABSENT: None

- E. **Ratify Resolution NO. 18-05: Resolution of the Board of Directors of the Los Olivos Community Services District Establishing a Standing Committee on Finance, Including Committee Membership, Responsibilities and Powers.** This was approved on at the 10-10-2018 meeting but needs ratification by an agendized action.

Motion: Ratify Resolution No. 18-05 to Establish a Standing Committee on Finance: Director Kennedy. Second: Director Arme.

Roll Call Vote:

AYE:	Arme, Palmer, Fayram, O'Neill, Kennedy
NO:	None
ABSTAIN:	None
ABSENT:	None

- F. **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.

Board and IGM discussed the urgency of getting implementation plan underway and posted on website to ensure community has up-to-date information. Board directed IGM to bring back updated working plan to next meeting.

- G. **Discussion and Action on Funding Options.** Discuss progress on Development of funding options and strategy. Review information regarding State Revolving Fund Loan Program. Board Direction to continue funding options research and begin preparation of funding applications. *Board and IGM discussed financing and funding options. Discussion included use of CSDA resources, getting a second bid, reviewing the budget to ensure the IGM can absorb costs, and discussion with Larry Faye on ideas and available funding options.*

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

- a. SDRMA Invoice for property and liability insurance Invoice No. 65417 in the amount of \$1783.79
- b. Aleshire & Wynder, LLP Invoice 47551 dated 8/1/2018 in the amount of \$2448.00
- c. Aleshire & Wynder, LLP Invoice 47978 dated 9/7/2018 in the amount of \$3078.79
- d. Aleshire & Wynder, LLP Invoice 48421 dated 10/10/2018 in the amount of \$378.00
- e. Aleshire & Wynder, LLP Invoice 48421 dated 11/7/2018 in the amount of \$1877.32
- f. MNS Engineers, Inc. IGM Services Invoice 71276 dated 10/18/2018 in the amount of \$300.00
- g. Reimbursement to Director Kennedy of \$1,341.89 for the following:
 - i. Proof of Publication for Legal Notice: \$40.89
 - ii. PO Box Fee of \$70.00
 - iii. Board of Equalization \$35.00 billing Charge per letter dated July 18, 2018
 - iv. California Special Districts Association Membership \$1,196.00

Motion: Approve Payment of Invoices as Recommended by Finance Subcommittee: Director Palmer. Second: Director Arme. Motion Passed: 5-0

- I. **Appoint Ad Hoc Technical Advisory Committee.** Members to review technical reports and assist with further development of the Draft Work Plan, consider options and make recommendations to the Board. Select Two Board Members to serve on this ad-hoc committee. Consider limiting duration under this authorization to 3 months.

Motion: Appoint Director O'Neill and Director Arme to the Ad Hoc Technical Advisory Committee: Director Kennedy. Second: Director Palmer. Motion Passed: 5-0

- J. **Authorize the IGM to Sign and Send the Required Standard MOU Required to Join IR-WMP (Integrated Regional Water Management Program).** Active participation in the program for support and funding requires adoption of an MOU and agreement. The MOU will be going to the IRWMP Board along with a IRWMP Plan Update likely sometime in January, so if the Los Olivos CSD is interested in becoming a partner IRWMP would appreciate an executed copy by early December if possible. Otherwise the CSD can certainly opt to join at any time. IRWMP anticipates the CSD's annual contribution to be in the range of \$700- \$800 per year.
Board discussed merits of program but opted to table the MOU and requested IGM to bring back agenda item in January, or February 2019.

9. ADJOURNMENT

The next regularly scheduled meeting will be Wednesday, December 12, 2018, 6:00 p.m. at the Los Olivos School, Room 602, 2540 Alamo Pintado Avenue, Los Olivos, CA 93441

Motion: Adjournment of Meeting at 8:18pm: Director Kennedy. Second: Director Arme
Motion Passed: 5-0

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APPROVED



Tom Fayram, President

ATTEST


Julie Kennedy, Secretary