

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



**LOS OLIVOS COMMUNITY SERVICES DISTRICT
REGULAR MEETING**

Posted: 2-25-2024

February 28, 2024, 6PM (PST)

Los Olivos Grange Hall

2374 Alamo Pintado 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/86135156557?pwd=4sl90bmVH88b51RlbLhlyUaGD52CFf.1>

By Phone:

Meeting ID: 861 3515 6557 Passcode: 157483

One tap mobile: +16699006833,,86135156557#,,,,*157483# US (San Jose)

The Los Olivos Community Services District (LOCS D) is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act (ADA), 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. Agendas and meeting packets are generally available to the public at the Los Olivos Post Office - 2880 Grand Avenue. 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 COMMENT

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.

INFORMATIONAL ITEM:

Per public request, a brief report from the General Manager that conveys District status and updates is being added at the beginning of the agenda. This status report may touch on key items in the project plan or schedule. The General Manager will leave other detailed reporting, including budgetary reporting until the end of the meeting. This item is informational only, no action will be taken, and no public comment will be received.

5. GENERAL MANAGER'S DISTRICT STATUS REPORT

ADMINISTRATIVE ACTION 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 Board, in which

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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 Board.

6. CONSENT AGENDA

A. APPROVAL OF MEETING MINUTES

Meeting minutes of January 10, 2024.

B. APPROVAL PAYMENT OF INVOICES RECEIVED ON OR BEFORE FEBRUARY 1, 2024.

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

No.	Invoice Date	Invoice #	Provider	Amount
1	1/11/2024	83365	Aleshire & Wynder – Legal Services	\$ 1,122.00
2	1/22/2024	N55777	County of Santa Barbara – Encroachment Permits (Grant Reimbursable)	\$ 926.00
3	1/24/2024	85320	MNS Engineering – Engineering and Support Srvcs. (Portions Grant Reimbursable)	\$ 3,242.50
4	2/1/2024	20241	Savage – General Manager Services (Portions Grant Reimbursable)	\$ 8,670.89

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit (pre 2022-23)	Moss, Levy & Hartzheim, LLP	\$ 2,780.00	\$ 4,995.00
30% Hybrid Design	REGEN, LLC.	\$ 25,306.59	\$ 49,693.41
Groundwater Wells	Various	\$ 9,209.20	\$ 112,235.80

BUSINESS ITEMS:

7. CONSIDERATION OF REGEN 30% ENGINEERING DESIGN HYBRID COLLECTION CONTRACT – 15% PROGRESS POINT

The Board will receive an update from REGEN and the Technical Subcommittee related to the progress of the engineering design on a hybrid collection system. The hybrid collection system was originally developed by the LOCS D Technical Subcommittee and used as a basis for the REGEN contract. Staff and/or the Technical Subcommittee have met with REGEN on a monthly (minimum) basis since the contract was signed. As noted in the original 30% engineering design contract (see below), REGEN is returning at the “15% Design” point which marks the roughly halfway point in the engineering design and costing effort. REGEN and staff will be seeking direction on which option(s) to develop to the full 30% design level. The final 30% design of a hybrid collection system is anticipated to be presented at the April 2024 Regular Board meeting. Any issues raised by the contract will also be discussed. See the October 16, 2023 Regular Meeting agenda for the LOCS D Board of Directors, starting on page 74, for more details on the contract:

<https://www.losolivoscsd.com/files/211066245/2023-10-16+Packet+Los+Olivos+CSD+Regular+Meeting.pdf>

Note: The Technical Subcommittee will be meeting with REGEN on 2/26/2024 to discuss the “15% Design” – which is after the posting of this agenda. Consequently, an addendum will likely be published subsequent to the Technical Subcommittee meeting and prior to this meeting being held.

8. UPDATE ON THE INSTALLATION OF THREE NEW GROUNDWATER MONITORING WELLS AND TESTING OF THE THREE NEW WELLS, PLUS TESTING OF TWO EXISTING WELLS

The LOCS D successfully applied for grant funds to install three new groundwater monitoring wells and test the three new wells plus two existing groundwater monitoring wells. Staff will provide an update on the progress of the effort. The initial well drilling was completed in early February. Final well development of the three new wells and sampling of all five wells was completed in mid-February. Samples were sent for testing and results are expected in March or April. Staff has informed the County of Santa Barbara, Public Works about the additional wells and provided well data to them.

9. CONSIDERATION OF A CONTRACT WITH MOSS, LEVY, AND HARTZHEIM, LLP. TO PERFORM INDEPENDANT AUDITOR SERVICES IN AN AMOUNT NOT TO EXCEED \$2,900 (TWO THOUSAND, NINE HUNDRED DOLLARS)

The Board will consider the attached contract from Moss, Levy, & Hartzheim, LLP (MLP) to perform Fiscal Year (FY)

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2022-23 Independent Auditor services. MLP has provided similar services for all prior LOCSD FY audits. The contract is structured as not to exceed amount of \$2,900 (two thousand, nine hundred dollars).

10. CONSIDERATION OF UPCOMING ACTIVITIES AND 2024 LOCSD CALENDAR

The Board will consider and discuss upcoming activities for calendar year 2024. The Project Management Subcommittee will meet on 2/26/2024 (after this agenda will be posted) and is expected to have specific recommendations regarding scheduling of activities.

11. CONSIDERATION OF DONATIONS FOR PUBLIC ANNOUNCEMENT (PA) SYSTEM EQUIPMENT IN THE AMOUNT OF \$500 (FIVE HUNDRED DOLLARS) AND \$330.22 (THREE HUNDRED THIRTY DOLLARS AND TWENTY-TWO CENTS) IN THE COMBINED TOTAL AMOUNT OF \$830.22 (EIGHT HUNDRED THIRTY DOLLARS AND TWENTY-TWO CENTS)

The Board will consider two separate donations in the total amount of \$830.22 (eight hundred thirty dollars and twenty-two cents) for the purchase of a public announcement (PA) system (see attached email and staff report).

INFORMATIONAL ITEMS:

These items are informational only, no action will be taken, and no public comment will be received.

12. REPORTS

A. SUBCOMMITTEE REPORTS

- Finance Subcommittee (President Kennedy Chair)
- Grants Subcommittee (President Kennedy Chair)
- Project Management Subcommittee (Director Palmer Chair)
- Technical Subcommittee (Director Fayram Chair)

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 the packet for more details.

Notable upcoming meeting items:

- April – REGEN 30% deliverable final presentation
- April – Fiscal Year (FY) 2024-25 Budget and Strategic Planning, GM’s Annual Report
- May – FY 2024-25 Budget Workshop
- July/June – FY 2024-25 Budget Hearing, Gann Limit, Tax Assessment Authorization

13. 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.

14. ADJOURNMENT