

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



**LOS OLIVOS COMMUNITY SERVICES DISTRICT
REGULAR MEETING**

Posted: 10-11-2023

October 16, 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

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=VHFQd1VDZUVucFZXZEVEEdVhzVjlkOT09>

By Phone:

Meeting ID: 825 1580 1920 Passcode: 378600

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

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 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.

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 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.

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 public comment not received.

5. GENERAL MANAGER'S DISTRICT STATUS REPORT

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.

6. APPROVALS

A. APPROVAL OF MEETING MINUTES

- i. Regular Meeting Minutes of September 13, 2023.
- ii. Special Meeting Minutes of September 13, 2023.

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

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

No.	Invoice Date	Invoice #	Provider	Amount
1	9/19/2023	84310	MNS – Engineering and Support Services	\$ 975.00
2	9/12/2023	79881	Aleshire and Wynder - Legal Services	\$ 1,012.00
3	10/1/2023	20239	Savage – General Manager Services and supplies	\$ 5,400.00

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit	Moss, Levy & Hartzheim, LLP	\$ 2,780.00	\$ 7,775.00

BUSINESS ITEMS:

7. CONSIDERATION OF A GRANT APPLICATION REQUEST TO THE COUNTY OF SANTA BARBARA, ENVIRONMENTAL HEALTH SERVICES, FOR THE INSTALLATION OF THREE GROUNDWATER MONITORING WELLS AND TESTING OF FIVE GROUNDWATER MONITORING WELLS, IN AN AMOUNT OF \$121,445

The District has held prior conversations about the installation of groundwater monitoring wells, including as part of its annual budgeting process. Recent direction to staff included the development of a grant application to the County of Santa Barbara, Environmental Health Services (EHS) to obtain funding for the installation of three (3) new wells and one-time testing of the District’s two (2) existing wells and the three (3) new wells. The attached grant application fulfills your Board’s direction. The grant application was reviewed by the Grants Subcommittee and the Subcommittee recommends approval.

8. SELECTION OF BOARD OFFICER – VICE PRESIDENT

The LOCSB Board of Directors approved and adopted Resolution 23-02 on July 12, 2023. Effective September 13, 2023, Director Brad Ross resigned and Director Nina Stormo was appointed to the LOCSB Board of Directors. Director Ross held the office of Vice President. The Board of Directors will consider selection of a new Vice President.

9. CONSIDERATION OF BOARD OF DIRECTORS SUBCOMMITTEE APPOINTMENTS

The LOCSB Board of Directors approved and adopted Resolution 23-01 on July 12, 2023. Effective September 13, 2023, Director Brad Ross resigned and Nina Stormo was appointed to fill the vacancy. Director Ross was a member of the Technical and Project Management subcommittees. The Board of Directors will consider appointment to subcommittees given the vacancies created by the departure of Director Ross. Consideration may include changes in appointments to other subcommittees beyond the Technical and Project Management subcommittees.

10. CONSIDERATION OF A PROPOSAL AND CONTRACT WITH REGEN, LLC FOR DESIGN AND ENGINEERING SERVICES (30% DESIGN) FOR A HYBRID WASTEWATER COLLECTION SYSTEM

On August 24, 2023, the LOCSB Board of Directors reviewed a Hybrid Collection Solution and Implementation Zone approach developed by the Technical Subcommittee. At the September 13, 2023 General Meeting, the LOCSB Board preliminarily approved a contract with Regen to complete a 30% design on the Hybrid Collection Solution. After further discussion with Regen, a revised contract is being brought to the Board for consideration and approval. Per direction provided at the September 13, 2023 General Meeting, it is anticipated that the contract will only be signed once funding has been received to cover the cost.

INFORMATIONAL ITEMS:

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

11. REPORTS

A. SUBCOMMITTEE REPORTS

Finance Subcommittee (Director Kennedy Chair)

Grants Subcommittee (Director Kennedy Chair)
Project Management Subcommittee (Director Palmer Chair)
Technical Subcommittee (President 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.

12. 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.

13. ADJOURNMENT

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



LOS OLIVOS COMMUNITY SERVICES DISTRICT

Posted: 9-8-2023

REGULAR MEETING

September 13, 2023, 6PM (PDT)

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

2901 Nojoqui Ave, Los Olivos CA 93441

Director Kennedy will be attending from a remote location at:

Red Rock Canyon Campground, Site #40

Red Rock Canyon National Conservation Area

Mountain Springs, NV 89161

Members of the public may attend at that location as well

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:
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MEETING AGENDA

1. CALL TO ORDER

President Fayram calls the meeting to order at 6:00 PM.

2. ROLL CALL

President Fayram requests a roll call.

Present: President Fayram, Vice President Ross, Director Palmer, Director Parks, Director Kennedy attending remotely (see agenda)

Absent: None

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 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 Marmostein speaks.

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 public comment not received.

5. GENERAL MANAGER’S DISTRICT STATUS REPORT

GM Savage gives a brief overview of the current state of the project.

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.

6. APPROVALS

A. APPROVAL OF MEETING MINUTES

Regular Meeting Minutes of August 24, 2023.

B. APPROVAL PAYMENT OF INVOICES RECEIVED BY AUGUST 31, 2023.

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

No.	Invoice Date	Invoice #	Provider	Amount
1	7/11/2023	83612	MNS – Engineering and Support Services	\$ 1,982.50
2	8/22/2023	84035	MNS – Engineering and Support Services	\$ 1,562.50
3	8/15/2023	78569	Aleshire and Wynder - Legal Services	\$ 3,371.74
4	8/31/2023	20238	Savage – General Manager Services and supplies	\$ 4,315.37

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit	Moss, Levy & Hartzheim, LLP	\$ 2,780.00	\$ 7,775.00

GM Savage notes for the record that Moss, Levy, Hartzheim has still not submitted a bill for prior work completed.

President Fayram opens the floor to public comment.

None.

Motion to approve items 6A.

Motion by: Director Palmer, Second: Director Parks

Roll call vote: (4-0-1) with President Fayram abstaining.

Motion to approve items 6B.

Motion by: Director Parks, Second: VP Ross

Roll call vote: 5-0

BUSINESS ITEMS:

7. CONSIDERATION OF A PROPOSAL AND CONTRACT WITH REGEN, LLC FOR DESIGN AND ENGINEERING SERVICES (30% DESIGN) FOR A HYBRID WASTEWATER COLLECTION AND TREATMENT APPROACH

On August 24, 2023, the LOCSD Board of Directors reviewed a Hybrid Collection Solution and Implementation Zone approach developed by the Technical Subcommittee. At that meeting, the Board directed staff to obtain a proposal from REGEN for engineering services related to the hybrid approach. The REGEN effort will start with a basis of design review to ensure consistent assumptions for the effort, will complete a 30% design on the Hybrid Collection Solution, examine existing drinking water lines, provide a utility review and recommendations, complete GIS mapping, provide full 30% design plans, offer value engineering alternatives to the Hybrid Collection Solution, and estimate capital and maintenance costs for the Hybrid Collection Solution (and value engineered alternatives). As part of the design and engineering efforts, REGEN is expected to visit Los Olivos prior to commencing the engineering layout and value engineering efforts outlined in the proposal and/or contract. The Technical

Subcommittee of the Board of Directors reviewed the REGEN proposal on September 7, 2023 and is recommending approval of a contract with REGEN, subject to specific conditions.

GM Savage walks through the presentation attached to the agenda. He notes that the Technical Subcommittee met on Thursday, September 7, and they are recommending approval of the contract.

VP Ross comments on the Basis of Design and its relation to monitoring wells. GM Savage responds that it will be early next year before more sample data from wells is obtained. He then comments on and asks questions collection approach and value engineering, with GM Savage providing answers to his questions. VP Ross then comments on needing confirmation that effluent sewer can or cannot be used in zone 1. He then asks about comparing costs - Stantec's design used 3 zones, whereas this approach uses 8 zones. GM Savage responds that some comparison will be possible, but the best comparator will be the total costs.

Director Parks comments that the business item sounded more definitive than what will actually occur as part of the contract. GM Savage responds that Regen will do both the 30% design and value engineering as part of the contract. Director Parks comments that the more information that can be provided to the public, the better. Director Palmer requests that part of the value engineering include recommendations on zones 7 and 8. She comments on the fiber optics inclusion in the contract. She queries staff and Counsel on legal review of the contract.

Director Kennedy asks about cost per homeowner in a 30% versus 60% designs. She asks questions about the impacts to the timeline and community vote (Prop 218). GM Savage responds that the timeline is very close as there was some slack in the original timeline. He adds that Regen will make some assumptions that are generic to homeowners as opposed to looking at each parcel. GM Savage further adds the Assessment Engineer will eventually be contracted to provide cost per parcel.

President Fayram comments that while Regen will make zone 7 and 8 recommendations, the District does need to talk to them. He then makes note of timelines and opines that an early 2024 community vote is not reasonable. He describes potential cost impacts driven by zones and combinations of zones. He finishes by commenting about regulators who will tell us what we are and are not allowed to do (CCRWQCB and County).

President Fayram opens the floor to public comment.

Mike Brady, Tom Nelson, Mark Herthel (on behalf of POLO), Puck Lohnas, Sam Marmorstein and Paul Rohrer speak.

President Fayram comments that the hybrid approach does not preclude multiple treatment solutions. He adds that a look at Solvang for treatment still needs to be reexamined. He describes why he feels that separating collection and treatment makes sense. He comments that the original Assessment Engineers report was known to need more work. As an example he notes that his residential parcel would pay the same amount as the Grand Hotel.

Director Parks comments that there are still some concerns. President Fayram and Director Parks discuss the cost of gravity-fed collection versus effluent sewers. President Fayram then describes his experiences with value engineering (optimization).

President Fayram comments that he believes that the Board should not direct its decisions based on who is giving the District money.

Director Palmer suggests that we should get to the next step (15%) and obtain the information we need to make good decisions. She asks about who can do a treatment analysis, if not Regen. She closes by commenting on process and asks why the contract wasn't reviewed previously by Counsel. Director Kennedy echoes the commentary about getting prior review by Counsel. Both Directors Kennedy and Palmer comment that work needs to be happening in parallel, not sequentially.

President Fayram allows Mark Herthel to respond given comments directed related to inclusion of treatment.

Mark Herthel speaks.

President Fayram speaks to the comparison that the contract would provide.

Motion that the Board conditionally approve the contract with Regen in an amount not to exceed \$70,000 and directs the President and staff to sign a District Counsel reviewed contract, provided that grant funds or donated funds are received to cover the full cost of the contract.

Motion by: President Fayram, Second: Director Palmer

Under discussion Director Parks notes that he does like the contract, it sounds sufficiently flexible.

Roll call vote: 5-0

8. CONSIDERATION OF RESOLUTION 23-06 – ACCEPT A DONATION FROM PRESERVATION OF LOS OLIVOS (POLO)

Preservation of Los Olivos (POLO) was founded in 2003 to protect the rural character of the town of Los Olivos. POLO is a social welfare organization organized under section 501(c)(4) of the Internal Revenue Code. Per its letter to the LOCS D Board of Directors on August 24, 2023, POLO is considering donating \$75,000 to the LOCS D for completion of third-party engineering studies. Specifically, POLO would like to fund the REGEN effort noted in Business Item 7.

GM Savage introduces the item. He notes that the Resolution was shared with POLO representatives who provided updates and changes prior to the Resolution being included in the Agenda Packet. Counsel Lemieux comments that with the Board’s prior action, the Board has essentially established how the funds will be spent.

Director Palmer acknowledges her gratitude for POLO for their proposal.

Director Palmer asks whether the funds can be restricted or directed as part of a motion. Counsel responds that the prior Board action provided direction to staff.

Director Kennedy notes she will abstain from this item out of an abundance of caution and her business relationship to Mark Herthel. She notes that she does not work with or for POLO, but wants to be fully transparent and eliminate possibility of conflict of interest.

President Fayram opens the floor to public comment.

Mark Herthel speaks. In response to public comment, VP Ross comments on the potential affordability and cost to complete collection and treatment all at once.

Public comment continues.

Kathryn Rohrer, Paul Rohrer, Sam Marmorstein, and Mike Brady speak.

President Fayram comments about the \$75,000. GM Savage responds that the Resolution uses the phrase “up to \$75,000.”

Motion to approve Resolution 23-06 – accepting a donation from Preservation of Los Olivos.

Motion by: Director Palmer, Second: Director Parks

Roll call vote: 4-0-1 with Director Kennedy abstaining.

9. CONSIDERATION OF RESOLUTION 23-07 – GRANT SUBCOMMITTEE AUTHORIZATION TO APPLY FOR GRANTS WITHOUT PRIOR APPROVAL OF A MAJORITY OF THE FULL BOARD OF DIRECTORS

The Grants Subcommittee currently consists of Directors Kennedy and Parks, and GM Savage. The Subcommittee is tasked with seeking grant funding for planning, design, construction, operations, and other activities of the LOCS D. From time-to-time, grants become available with short turn-around timelines between announcement of the grant opportunity and application due dates. Resolution 23-07 would provide the Grants Subcommittee with the authority to apply for grants without prior approval of a majority of the Board of Directors, with the caveat that the Grants Subcommittee would return to the full Board of Directors for concurrence at the next regularly scheduled meeting of the LOCS D.

GM Savage introduces the item. He notes that this type of authority is often provided to grants type committees. As an example of short turn-around, he comments about requests from Representative Salud Carbajal and how the District may have missed out on funding that could have been used for planning or further technical study.

Director Kennedy confirms that any grants will be brought to the Board at the next regular meeting. Director Parks asks if there is a downside to approving it. Counsel notes that you could lose some transparency on the front end of the application.

President Fayram opens the floor to public comment.

Mark Herthel, Kathryn Rohrer, and Paul Rohrer speak.

Under discussion, Directors talk about transparency and the desire to ensure that we move forward quickly.

Motion to pass Resolution 23-07 – giving authority to the Grants Subcommittee.

Motion by: VP Ross, Second: Director Palmer

Roll call vote: 4-0-1, with Director Parks abstaining.

INFORMATIONAL ITEMS:

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

10. REPORTS

A. SUBCOMMITTEE REPORTS

Finance Subcommittee (Director Kennedy Chair)

Director Kennedy met September 4, 2023 and recommended invoices for approval.

Grants Subcommittee (Director Kennedy Chair)

Director Kennedy notes that the Grants Subcommittee did not meet.

Project Management Subcommittee (Director Palmer Chair)

Director Palmer notes that the Project Management Subcommittee did not meet.

Technical Subcommittee (President Fayram Chair)

President Fayram notes that the Technical Subcommittee met and reviewed the draft Regen contract that was presented earlier.

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.

DE Pike comments on the State grant continues to move forward. He adds that MNS grant group is always looking at grants. GM Savage notes that there is roughly \$137,000 with approximately \$40,000 of that being our working reserve. He notes that he will be travelling in October, so will be attending meetings remotely. He has worked with DE Pike to ensure that coverage and setup for meetings will occur in a timely manner. He adds that he may need help from the District Engineer or Board to post agendas to meet Brown Act requirements. GM Savage comments that he has a draft version of a Grant application that will be brought to the Grants Subcommittee and back to the full Board in October.

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.

Director Kennedy thanks Director Ross for his time and service, and wishes him the very best.

Director Palmer thanks Director Ross for his service and his commitment.

Director Parks comments that he is optimistic about the Regen contract. He closes with thanks Director Ross for his service.

President Fayram comments that he has seen various plants and will be visiting the Avila plant. Closes with comments of appreciation for Director Ross and his service. He says the District owes him a great debt of gratitude.

Vice President Ross thinks there needs to be a standing item for monitoring wells and Mattei's wastewater treatment. He closes with his hope that the community will successfully move forward. He notes that this is a tough problem that has been around for 50 years, and that progress is being made.


12. ADJOURNMENT

Motion to adjourn at 8:03 PM.

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

Roll call vote (5-0).

Respectfully submitted:



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

Approved:

President Fayram
Director – Los Olivos Community Services District

Note: Immediately following the conclusion of the Regular Meeting, the Board of Directors will hold a Special Meeting of the Board to review and potentially select a replacement member for the Board of Directors.

Via E-mail: gm.locsd@gmail.com

September 13, 2023

Los Olivos Community Services District
PO Box 345
Los Olivos CA 93441

Re: LOCSD Board General Meeting September 13, 2023; Business Item #9

Dear Honorable Board Members:

The adoption of Resolution No 23-07 is ill-advised. It purports to solve a problem that does not exist. Moreover, while it intends to streamline the Board's ability to apply for grants by delegating authority to the Grant Subcommittee, it neither delegates such authority nor streamlines the process. However, Resolution No 23-07 does pose a substantial risk of Grant Subcommittee misstatement to governmental entities and expose the Board to potential coercive pressure.

With the exception of the unsolicited POLO grant, no funds have granted to LOCSD in quite some time; and, to my knowledge, in its five years of operation, no grant for which LOCSD has applied or desired to apply has set a response date quicker than thirty days. Consequently, the record shows that the proposed change is not needed. Given that investing authority in a subcommittee instead of the Board always sacrifices transparency – and the need for the proposed change is not apparent – the optics of Resolution No 23-07 are difficult.

Further, Resolution No 23-07 clearly states (as I think it must) that any grant submission by the Grant Subcommittee is conditioned upon the Board's subsequent approval at its next meeting. Consequently, the Grant Subcommittee is not truly empowered to submit any grant application. Given that grant applications routinely require the signatories of the application to covenant their authority to apply for the grant, the Grant Subcommittee will be forced to choose between submitting a grant application and telling the truth. This does not seem good.

Finally, in the event that the Grant Subcommittee submits an application on the Board's behalf and purports to commit LOCSD to the course of action required in such application, the Grant Subcommittee's action would put untoward pressure on the Board to ratify the subcommittee's actions and commitments. This is true because any failure of the Board to commit would at the least embarrass the Grant Subcommittee and the Board and, at worst, cause liability to accrue.

I respectfully ask that this Board decline to adopt Resolution No 23-07 because there is no evidence that any apparent delegation is needed and the proposed apparent delegation does not really create a delegation, but does: reduce apparent transparency, create pre-determinative pressure and encourage erroneous declarations.

Sincerely,



Paul Rohrer

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



**LOS OLIVOS COMMUNITY SERVICES DISTRICT
SPECIAL MEETING**

Posted: 9-8-2023

September 13, 2023

**This meeting will begin immediately following the conclusion
of the Regular Meeting of the Board of Directors, which begins at 6PM (PDT)**

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

**Director Kennedy will be attending from a remote location at:
Red Rock Canyon Campground, Site #40
Red Rock Canyon National Conservation Area
Mountain Springs, NV 89161**

Members of the public may attend at that location as well

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:
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MEETING AGENDA

1. CALL TO ORDER

President Fayram calls the meeting to order at 8:05 PM.

2. ROLL CALL

President Fayram requests a roll call.

Present: President Fayram, Director Palmer, Director Parks, Director Kennedy attending remotely (see agenda)

Absent: None

Note: Vice President Ross resigned following the prior Regular Meeting of the Board of Directors, hence only four Directors.

3. 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 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.

No comments.

BUSINESS ITEMS:

4. REPLACEMENT OF A RESIGNING DIRECTOR

Vice President Brad Ross indicated he will be resigning following the September 13, 2023 Regular Meeting of the Board of Directors. On August 24, 2023 and pursuant to Elections Code section 1780(c), the Board voted to fill the vacancy created by VP Ross' departure by appointment. The Board will consider applicants for the vacancy, and potentially appoint a replacement to fill the seat vacated by VP Ross. The term for office for the seat being vacated runs through 2024. Applicants will be given three minutes to summarize their application and reasons for wanting to serve on the Board of Directors. Following the applicant's comments, Board members may ask questions of applicants. Following public comment, the Board will consider appointment and/or ask further questions of applicants.

GM Savage introduces the item and walks through the planned approach.

Tom Nelson and Nina Stormo introduces themselves and provide reasons for wanting to be on the Board.

Director Kennedy thanks the candidates / applicants for the information provided on their applications.

Director Palmer asks the two candidates about their approach to the discussion held about the Regen proposal.

President Fayram opens the floor to public comment.

Paul Rohrer, Anne Marie Gott, and Mark Herthel speak.

President Fayram comments about how a Board and the community agrees, disagrees, and moves forward. He expresses his support for a new candidate, Ms. Stormo and fresh ideas on the Board. Director Palmer asks Ms. Stormo about how she would handle the conflicts as a realtor.

Director Kennedy notes that she is leaning towards Mr. Nelson. Director Parks comments that he is more familiar with Mr. Nelson, so is leaning in that direction.

Director Palmer echoes the comments of others that there are two great candidates in the room this evening.

Motion to appoint Nina Stormo to the vacant Director position.

Motion by: Director Palmer, Second: Director Parks

Roll call vote: 3-1

ADJOURNMENT

Motion to adjourn at 8:30 PM.

Motion by: Director Stormo, Second: Director Palmer.

Voice vote (5-0).

Respectfully submitted:



Guy W. Savage

General Manager – Los Olivos Community Services District

Approved:

President Fayram

5.



Guy Savage <gm.locsd@gmail.com>

LOCSD Seat

1 message

Nina Stormo <ninastormo19@gmail.com>
To: Guy Savage <gm.locsd@gmail.com>

Mon, Sep 11, 2023 at 3:01 PM

Board of Directors,

I would like to be considered for the empty seat on the Los Olivos CSD Board. I am a local real estate broker and a longtime resident of the Santa Ynez Valley and Los Olivos. I began working in Los Olivos in the mid-90s and always knew that it's where I wanted to be long term. Nearly a decade ago, after a few years in Santa Ynez, we were lucky enough to find a home in Los Olivos and we have been here since. I absolutely love our tight knit community and feel so incredibly lucky to live here!

As an active real estate broker, I consistently engage with current and future members of our community. These interactions give me the opportunity to better understand the preferences and opinions of a broad array of people in our small community. I also have experience in development, land use and the permit process and have worked closely with Santa Barbara County over the years. My real estate background includes working closely with developers and overseeing the permit process from start to finish, which includes experience with wastewater treatment options.

I have been a licensed real estate agent for over 20 years, having received my real estate license in 2003. I worked in the Coachella Valley assembling acreage for residential developments for about three years before moving onto more traditional commercial and residential real estate. I have run a successful real estate business in the Santa Ynez Valley for over a decade and have maintained a reputation of honesty and integrity among my clients and colleagues. My daily practice includes problem solving and negotiating to reach a common goal by listening carefully to both sides, which I feel is an important attribute for this position.

I am very much in touch with our local community and feel that I would be a good 'middleman' to communicate the realities of this situation. I recognize that we are being required to take action and I also understand the concern that residents have regarding growth in Los Olivos. My experience in land use will help me to communicate to the public that this solution is not being put in place to allow for growth but to help in the cleanup of our groundwater basins.

My husband and I often attend the CSD board meetings, either online or in person. I have not commented publicly during board meetings as I feel that the board is generally on the right track, with communication becoming clearer in recent months. Over the years, I have made an effort to stay up to date on progress and public documents in order to maintain a solid foundation of knowledge on what has occurred since the CSD was formed, the options being considered and the challenges we face as a community. I do not have a preconceived idea on how to proceed. I believe in the importance of having an open dialogue with the people of our community to hear their concerns and to figure out how to best proceed with a solution that will be supported by our voting property owners.

Thank you so much for your time and consideration.

NINA STORMO
 BROKER ASSOCIATE

805.729.4754
 ninastormo@bhhsca.com
 www.bhhsca.com

Lic# 01341678



BERKSHIRE HATHAWAY | CALIFORNIA
 HOMESERVICES | PROPERTIES



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Jeanne Hollingsworth <jeanehollingsworth@me.com>

Tue, Sep 12, 2023 at
4:22 PM

To: Guy Savage <gm.locsd@gmail.com>

Cc: Tom Nelson <tanelson344@gmail.com>, Lisa Palmer <Lisa@lpalmerconsulting.com>, Julie Kennedy <julie.kennedy6@gmail.com>, Greg Parks <grparks@mac.com>, Brad Ross <rossbrada@gmail.com>

Hello Los Olivos CSD,

Thank you for the work you are continuing to do with the Los Olivos CSD moving forward. Your accomplishments are being recognized and the mood is in your favor.

In time for your meeting tomorrow, I would like to ask to be considered for the position that I campaigned for as Brad Ross is not able to fulfill his term.

My intent to serve on the LOCSD is active and has not changed since I was first on the committee in 2015 and before that in the committee that formed the idea for the LOCSD. I know Brad has a long history with the LOCSD and has been a valuable member. As the losing incumbent give me a chance to show my interest through action and membership in the time that is left.

To contribute to the wastewater solution for Los Olivos is stimulated by two major influences. My Father had a team of engineers in the fifties back from the completion of an airport in Saudi Arabia. He thought about the American River and how it was a resource of water and energy. He created a bond from PG&E to pay for Folsom Dam and after it was finished the Auburn Water District that he created owned the Golden Goose forever. The Bond was paid off a couple of years ago.

I studied Forestry at Cal and graduated in 1975. A great deal of that education is understanding aquifers, water streams, and waterways in order to avoid the immense erosion caused by a logging operation and its road system. It gives the student a way of analyzing the environment and a foundation for the study of water which continues to fascinate me. Water, development, resources, cooperation in demographics for multi-use resource plans were all a part of that study.

WE live in an abundant Valley of water. It is good to see how far the committee has advanced on getting a handle on what exactly is the water quality of our wells at 100 feet and what areas need to be addressed within Los Olivos. It is impressive to fund five monitoring wells. Your grant writing efforts are successful.

We need to be successful in this effort to manage the wastewater of Los Olivos. So much time and effort has gone into it and so much time and effort is still needed.

I hope it is not a popularity contest for who will replace Brad. if your decision is based on who has a long history with the LOCSD, I have gone to the conventions about waste water since 2013. I think I have been on five tours of wastewater facilities. I am asking to be included as a member of an existing body, your Board. I am amenable to being with the LOCSD as you have progressed and to cooperate fully to help move it forward in goals and accomplishments. Please consider me as the replacement for Brad Ross. Please submit this request on the agenda or what ever needs to be done to have this presented correctly.

Thank you,

Sincerely,

Jeanne Hollingsworth

Thomas A. Nelson

Applicant for appointment to fill director position vacated by Director Brad Ross

August 28, 2023

I grew up in Goleta, and graduated from San Marcos High School in 1965. I served four years in the USAF(1966 to 1970.) I joined the Santa Barbara County Sheriff's Office, in 1970, and served for 35 years active.. I managed the Coroner Bureau and Toxicology Laboratory with an annual \$2.4 million budget and retired as a Sergeant in 2005.

After working an additional 3 years as Extra-Help, I went to work as a Court Security Officer under contract with the United States Marshal Service until 2021.

I am currently California Licensed Private Investigation and Santa Barbara County Registered Legal Process Server. I started my own firm, T.A. Nelson & Associates Private Investigations, in January 2023 and have been involved in over 200 investigations since then.

I have been on many boards of directors over the past several years, including two HOA's, one was Shoreline Condominiums in Santa Barbara, where I was president during a multiyear \$10 million complex renovation. I am the current President of the San Lorenzo Foundation Board, which raises funds to support the San Lorenzo Novitiate and the North American and Pacific Capuchin Conference Novitiate. I was also the 2008 Commodore of the Pierpont Bay Yacht Club, and I remain a PBYC Staff Commodore.

I want to work for the Los Olivos community residents to insure they get an effective, affordable and compatible wastewater system, while at the same time not setting the stage for uncontrolled development and growth. I will support and promote only those solutions that are consistent with the SYV Community Plan's protections, e.g., "The beauty of the land should be preserved by limiting urban sprawl and creating buffer zones to maintain the individual character at each town."

My wife, Lynne, and I have lived in the Santa Ynez Valley since 1986, and raised our blended family here. Three of our children attended Los Olivos Elementary School for Middle School after Ballard Elementary School. We moved to Los Olivos in 2015 after Lynne inherited her parents' home on San Marcos Avenue and we are active in keeping our neighborhood safe, beautiful and healthy.

I have attached an updated version of the LOCSD Director Applicant Questionnaire I completed when I applied for the LOCSD Board vacancy in 2022. I was appointed to the Director position until the November 2022 election when I ran unsuccessfully for a four-year term on the LOCSD Board of Directors. I intend, whether I am successful or not in this appointment process, to run for the two-year position when it comes up for election in November 2024.

Thomas A. Nelson



LOCS D DIRECTOR APPLICANT QUESTIONNAIRE

NAME: Thomas A. Nelson

ADDRESS: 2729 San Marcos Avenue, P.O. Box 734, Los Olivos, CA 93441

TELEPHONE: 805-570-4848 EMAIL: tanelson344@gmail.com

1) Why are you interested in the Director position and how does your background prepare you for this position?

I am interested in representing my residential community members in the development of the Los Olivos Wastewater Treatment system. I have been a member of several boards and understand how they work. I have been the President of two homeowners' associations and one included the planning, development and execution of a 10-million-dollar total renovation of the infrastructure and all building components in a beach side community. I want to work with the LOCD Board to help improve the communications with the District residents and the neighboring affected non-District residents in the development of the best end product for the entire community. I was appointed to complete a vacant four-year term but was not elected in the general election. I have continued to be involved in the LOCS D even though I was not elected to fulfill the four-year term. I would like to continue to serve the Los Olivos community and complete this vacant two-year term.

2) What is your vision for the Los Olivos Community Services District over the next four years?

I want to see the best and most efficient wastewater treatment system that the community can afford. I also want to see the inclusion of a reclaimed water element included to aim toward solving the drought issue that has plagued California and the Santa Ynez Valley for decades. Both of these related elements will best serve the community and the environment.

3) What do you foresee as the biggest issue for the District as it moves towards a Proposition 218 vote?

The biggest problem I anticipate is the size and location of the treatment plant. I believe the LOCS D must include everyone who will be directly affected by the size and location. We must be open; we must listen and we must be good neighbors. Wherever the plant is located there will be a change in the neighborhood and that change should be mitigated as much as possible. What we do now will have long term impacts on the properties and families residing nearby. We must plan carefully and act with civility understanding we will have objections and we must seek compromise in our solutions.

4) How will you engage taxpayers in the Los Olivos Community Services District's activities?

I will engage all people with openness, frankness and transparency in all stages of the process. The taxpayer residents have much more of a stake in this project than any business. Businesses will come and go, but residents will be here for the long haul and will be who keeps Los Olivos the desirable community and destination that it is.

5) Please disclose any potential conflicts.

I am unaware of any existing conflicts of interest.

6) Please disclose any involvement with current and/or pending litigation?

I am not involved in any litigations, current or pending.



Guy Savage <gm.locsd@gmail.com>

Nina Stormo

1 message

Patty LaVigne [REDACTED] >
To: gm.locsd@gmail.com

Wed, Sep 13, 2023 at 5:00 PM

Hello CSD Board -

Sorry for the late note. Just arrived back in the Valley and heard Nina Stormo has put her name forward for a position with the CSD. I think she would be an amazing addition. Her professional experience and understanding of our beautiful town would be such an asset. I throw my support behind her 100%!!!

Patty LaVigne
[REDACTED]



Guy Savage <gm.locsd@gmail.com>

Hello from Kathy Kamei

1 message

Kathy Kamei [REDACTED]
To: gm.locsd@gmail.com

Tue, Sep 12, 2023 at 4:51 AM

Guy it's lovely to great you this morning.

I am traveling in Italy and on our way to Iceland.

I would luv to put in a good word for my neighbor and friend Nina Stormo

Wishing you and yours a glorious day

Ciao
Sent from my iPhone



Guy Savage <gm.locsd@gmail.com>

Support of Nina Stormo

1 message

Mary [REDACTED]
To: gm.locsd@gmail.com

Mon, Sep 11, 2023 at 3:49 PM

Hi General Manager Guy!

This is Mary Heyden (again). As a reminder, I live within the Los Olivos Community Service District.

It has recently come to my attention that Nina Stormo has submitted her resume for the open seat on the LO CSD Board of Directors.

Nina is a neighbor and acquaintance of mine. She has a vast knowledge of real estate in the Santa Ynez Valley and has been actively involved the "sewer discussion" in Los Olivos. Nina is intelligent, professional and willing to serve her community. I highly support her appointment to the Board.

Thank you,

Mary Heyden
[REDACTED]

Sent from my iPhone

Guy Savage
General Manager
Los Olivos Community Services District
PO BOX 345, LOS OLIVOS CA 93441

Re: Nina Stormo

Guy and all current Board Members,

I am writing to share our support for our neighbor, Nina Stormo, for the open position on the Board.

We live next door to Nina and her family. We are relatively new residents of Los Olivos, moving up here from Los Angeles almost 3 years ago. We have gotten to know her and her family. With her extensive history of living in Los Olivos, we believe that Nina would be a perfect fit.

We have had the opportunity to meet informally with Nina and our other neighbors to discuss the future of Los Olivos, specifically the role of the Los Olivos CSD. We are very grateful for all the work the Board has done to date but believe we are entering a critical time when gaining the support of the community is absolutely essential. Nina with her ties to our community, being an active Real Estate broker and having the context of the history of Los Olivos would be a great addition. We believe her commitment to increasing the communication to our community and helping bring a vote that is truly representative of our best interests.

Thank you,

Stuart and Vickie Karten

[REDACTED]

Los Olivos, Ca 93441

[REDACTED]

ITEM 6B – INVOICES

INVOICES



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

Main: 805 692 6921

WWW.MNSENGINEERS.COM

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

September 19, 2023

Project No: LOCSD.180392.00

Invoice No: 84310

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: \$420.00
2. Engineering Tasks:
 - a. General Support Tasks: Attend Meeting \$370.00
 - b. General Engineering Tasks GIS/CAD Exhibits: \$0.00
 - c. RW Draft Report Meeting with Waterboard: \$185.00
3. PRA Request: \$0.00

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

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount
Administrative Support			
Project Coordinator	4.00	105.00	420.00
Totals	4.00		420.00
Total Labor			420.00
		Level 2 Subtotal	\$420.00

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	84310
---------	-----------------	---------------------------	---------	-------

Level 2 Subtotal	\$555.00
-------------------------	-----------------

Current Invoice Amount	\$975.00
-------------------------------	-----------------

Outstanding Invoices

Number	Date	Balance
83612	7/11/2023	1,982.50
84035	8/22/2023	1,562.50
Total		3,545.00

Billing Backup

Tuesday, September 19, 2023

MNS Engineers, Inc.

Invoice 84310 Dated 9/19/2023

9:07:28 AM

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

Professional Personnel

		Hours	Rate	Amount
Administrative Support				
Project Coordinator				
Zepeda, Mary	8/28/2023	1.00	105.00	105.00
Prepare A&W (2) , Moss, Levy & Hartzheim, Stantec (2) and GWS invoices for payment via FIN; Update Budget Tracking Log				
Zepeda, Mary	8/30/2023	1.50	105.00	157.50
Follow-up with GS re Invoice Approvals; File MNS Invoice (2); Update Budget Tracking Log; Update A&W (2) , Moss, Levy & Hartzheim, Stantec (2) and GWS invoices for payment via FIN				
Zepeda, Mary	8/31/2023	1.50	105.00	157.50
Create and Process Single Payment Claims for A&W (2), GWS, Santec (2) and MLH (3) invoices for DP; Update Budget Tracking Log				
Totals		4.00		420.00
			Total Labor	420.00
				Level 2 Subtotal
				\$420.00

Level 2 TASK02 Engineering Tasks

Professional Personnel

		Hours	Rate	Amount
Project Management				
District Engineer				
Pike, Douglas	8/23/2023	1.00	185.00	185.00
Meeting with SWQCB re: Draft Report				
Pike, Douglas	8/24/2023	2.00	185.00	370.00
Prep for and Attend Board Meeting				
Totals		3.00		555.00
			Total Labor	555.00
				Level 2 Subtotal
				\$555.00
				Project Total
				\$975.00
				Total this Report
				\$975.00



1 Park Plaza, Suite 1000
 Irvine, CA 92614
 P (949) 223-1170 • F (949) 223-1180
 awattorneys.com

Federal Tax ID: 55-0814676

**LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245)
 MONTHLY BILLING SUMMARY**

Billing Period: August 2023

Matter Description	Total Hours	Total Fees	Total Costs	Total Other Charges	Total Billed	Comments
0001 General	4.60	1,012.00	0.00	0.00	1,012.00	
TOTALS:	4.60	1,012.00	0.00	0.00	1,012.00	



1 Park Plaza, Suite 1000
 Irvine, CA 92614
 Phone: (949) 223-1170
 Fax: (949) 223-1180
 Federal Tax ID: 55-0814676

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

September 12, 2023
 Bill No. 79881

For Legal Services Rendered Through 8/31/23

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

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
08/03/23	SON	REVIEW FAYRAM EMAIL RE POLO DONATION; DRAFT RESPONSE	0.40	88.00
08/12/23	SON	CORRESPONDENCE RE PROPOSED CONTRIBUTION	0.20	44.00
08/14/23	SON	CORRESPONDENCE RE CONTRIBUTION	0.10	22.00
08/16/23	SON	CORRESPONDENCE RE SOLVANG TREATMENT CAPACITY	0.10	22.00
08/21/23	SON	CORRESPONDENCE WITH GUY RE ROSENBERG'S RULES	0.10	22.00
08/22/23	SON	CORRESPONDENCE RE AGENDA; REVIEW SAME	0.20	44.00
08/24/23	SON	PREPARE AND ATTEND BOARD MEETING	2.80	616.00
08/25/23	SON	EMAIL GUY RE FOLLOW UP TO 8/24 MEETING	0.10	22.00
08/29/23	SON	CORRESPONDENCE RE MEETING PREPARE; REVIEW RESOLUTIONS FOR EXECUTION; REVIEW REG BD LETTER RE MONITORING WELLS; CORRESPONDENCE RE SAME; CORRESPONDENCE RE REGULAR MEETING NOTICING	0.50	110.00
08/30/23	SON	CORRESPONDENCE RE EXECUTED RESOLUTIONS	0.10	22.00

Client: 01245 - Los Olivos Community Services District
Matter: 0001 - General

September 12, 2023
Page 2

Total Professional Services 4.60 \$1,012.00

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
SON	Steven O'Neill	4.60	220.00	1,012.00
Total Professional Services		<u>4.60</u>		<u>\$1,012.00</u>

CURRENT BILL TOTAL AMOUNT DUE \$1,012.00

Balance Forward: 8,475.74

Receipts Since Last Bill

Date	Description	Total Applied
09/05/23	Wire Transfer Payment - Thank you	-1,716.00
09/05/23	Wire Transfer Payment - Thank you	-3,388.00
Less Total Payments		<u>-5,104.00</u>

Payments & Adjustments: -5,104.00

Total Due: \$4,383.74

Please return this page with remittance

to
Aleshire & Wynder LLP

Bill Number: 79881
Bill Date: September 12, 2023
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services:	1,012.00
Total Disbursements:	0.00
CURRENT BILL TOTAL AMOUNT DUE	<u>\$1,012.00</u>
Balance Forward:	8,475.74
Payments & Adjustments:	-5,104.00
Total Due:	<u>\$4,383.74</u>

Amount enclosed: _____

Thank You

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 #: 20239
Invoice Date: 10/1/2023

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
10/1/2023	General Manager Services - LOCSD (9/1/23-0/30/23) See Attached for Details	40	\$ 135.00	\$ 5,400.00
Total				\$ 5,400.00

Thank you for your continued support.



Date	Description	Hours	Rate	Amount
1-Sep	August Regular Board meeting minutes	0.75	\$ 135.00	\$ 101.25
	Realtors presentation development	1.75	\$ 135.00	\$ 236.25
	Counsel - resolution coordination (POLO, Grants)	0.5	\$ 135.00	\$ 67.50
3-Sep	Technical sub agenda, 7/21 tech sub minutes	0.75	\$ 135.00	\$ 101.25
4-Sep	Fin sub meeting and minutes	1.25	\$ 135.00	\$ 168.75
	Fayram call, REGEN scoping	0.75	\$ 135.00	\$ 101.25
	Technical sub agenda and post	0.5	\$ 135.00	\$ 67.50
	Realtors presentation development	0.5	\$ 135.00	\$ 67.50
	Bills and budget related	1	\$ 135.00	\$ 135.00
5-Sep	Realtors presentation	1.75	\$ 135.00	\$ 236.25
	REGEN scoping	1.25	\$ 135.00	\$ 168.75
6-Sep	9/13 Regular Meeting agenda, resolutions, contracts	1	\$ 135.00	\$ 135.00
	Groundwater Monitoring Well Grant Application	3.5	\$ 135.00	\$ 472.50
7-Sep	Groundwater Monitoring Well Grant Application	1.5	\$ 135.00	\$ 202.50
	9/13 Regular Meeting agenda, resolutions, contracts	2	\$ 135.00	\$ 270.00
	Technical Sub Meeting	1.25	\$ 135.00	\$ 168.75
8-Sep	9/13 Regular Agenda finalize and publish	0.75	\$ 135.00	\$ 101.25
	Slides for REGEN proposal	1.25	\$ 135.00	\$ 168.75
	REGEN contract	2	\$ 135.00	\$ 270.00
9-Sep	9/13 Agenda, contracts, etc.	1	\$ 135.00	\$ 135.00
11-Sep	Board meetings and discussions	1.5	\$ 135.00	\$ 202.50
12-Sep	SY CSD Meeting	1.5	\$ 135.00	\$ 202.50
	Director applications, follow up, emails	1	\$ 135.00	\$ 135.00
13-Sep	Regular and Special Meetings	4.25	\$ 135.00	\$ 573.75
14-Sep	Regular and Special Meetings - minutes	0.25	\$ 135.00	\$ 33.75
	Avila Site Visit	1.5	\$ 135.00	\$ 202.50
15-Sep	Regen call	0.25	\$ 135.00	\$ 33.75
	Regular meeting follow up	0.5	\$ 135.00	\$ 67.50
18-Sep	POLO meeting	0.75	\$ 135.00	\$ 101.25
	Grants Sub meeting and minutes	1.25	\$ 135.00	\$ 168.75
	9/13 Regular Minutes, videos, signature pages	2.25	\$ 135.00	\$ 303.75
	Emails, website clean up	0.75	\$ 135.00	\$ 101.25
19-Sep	Nina - new board member intro	1.5	\$ 135.00	\$ 202.50
	Board member handbook	1.25	\$ 135.00	\$ 168.75
	POLO / Regen scoping	0.25	\$ 135.00	\$ 33.75
20-Sep	POLO / Regen scoping	0.5	\$ 135.00	\$ 67.50
	EHS Grant	0.25	\$ 135.00	\$ 33.75
21-Sep	LAFCO Presentation	1.5	\$ 135.00	\$ 202.50
23-Sep	POLO / Regen scoping	1.25	\$ 135.00	\$ 168.75
25-Sep	POLO / Regen scoping	0.75	\$ 135.00	\$ 101.25
28-Sep	Meeting coordination	0.25	\$ 135.00	\$ 33.75
29-Sep	Engineering conf call	0.75	\$ 135.00	\$ 101.25
Totals		49	\$	6,615.00

ITEM 7 – GROUNDWATER MONITORING WELLS AND TESTING

GROUNDWATER MONITORING WELLS AND TESTING

October 16, 2023

Jason Johnston
County of Santa Barbara – Environmental Health Services
2125 Centerpointe Parkway, Rm. 333
Santa Maria, CA 93455
Via email: Jason.Johnston@sbcphd.org

Subject: Request for Funding Assistance for the Installation and Testing of Groundwater Monitoring Wells in the Amount of \$121,445

Mr. Johnston,

Per prior discussions between County of Santa Barbara Environmental Health Services (EHS), Central Coast Regional Water Quality Control Board (CCRWQCB) and Los Olivos Community Services District (LOCSD) staff, the LOCSD is requesting funding assistance in the amount of \$121,445 for the installation of three (3) new groundwater monitoring wells, plus one-time testing of the three (3) new wells and two (2) existing wells (five total wells).

Background

The Los Olivos area was designated a Special Problems Area (SPA) in 1974 due to excessive nitrates in the shallow groundwater table, which have the potential to further pollute deeper drinking groundwater tables. One of the key reasons for the excess of nitrates is the concentration of septic tanks in the Los Olivos area.

The LOCSD was formed in 2018 in an effort to design and construct a Wastewater Collection, Treatment and Reclamation Project (Project) in the Los Olivos area. The LOCSD boundaries are smaller than the Los Olivos SPA, but includes the commercial core and small lots believed to be causing the majority of the septic tank discharge issues. Early design has been completed and additional design efforts are underway to realize the Project. The LOCSD is currently expending the majority of its funds on additional design and other required processes to further the Project and begin to alleviate the pollution of the shallow groundwater table while further protecting deeper groundwater. The LOCSD's Project has been endorsed by citizens within the SBLAFCO define boundaries of the district, has undergone numerous public workshops, is supported by the CCRWQCB, and is designed to address the water quality issues within our district boundaries. Successful implementation of the Project will result in significant benefit to the community and advance ongoing efforts to improve long term water quality throughout the Santa Ynez Valley.

The LOCSD installed two groundwater monitoring wells in November of 2022. The two groundwater monitoring wells are located along the northern boundary of the district. Once installed, the wells were

tested. The testing from the well (MW-1) located in the northwest corner of the district suggested a nitrate reading within maximum contaminate levels (MCLs) when it tested at 2.6 (Nitrate as N) out of an MCL of 10. The northeast well (MW-2) tested at 10 (Nitrate as N) or right at MCL. MW-1 is located in a residentially zoned area near Highway 154 and Ballard Canyon Road. MW-2 is located at the northern boundary of the LOCS D commercial area east of Grand Avenue, also near Highway 154.

Hydrology in the Los Olivos area generally flows north-to-south. Consequently, the two existing wells primarily capture contaminate levels of subsurface water entering the district and those parcels surrounding the wells. Since the initial testing, the LOCS D has been in regular conversation with EHS and CCRWQCB staff to determine the next steps. All three agencies agree testing further south within the district would provide test data that will be indicative of what is happening within the district, particularly nitrates being introduced by the commercial area and smaller lots located on the eastern half of the district.

On May 31, 2023, the CCRWQCB directed the LOCS D to install three additional groundwater monitoring wells (see attachment 1). In its June 16, 2023 response letter (see attachment 2), the LOCS D agreed to install the wells if funding could be found to cover the expense, as the LOCS D does not have sufficient funds to install the wells and continue executing engineering and other studies that will lead to the implementation of a project that is intended to solve the groundwater contamination problem. More recently, conversations between the CCRWQCB and LOCS D have led to agreement on the location of the additional three wells (see attachment 3). The additional wells are aligned with the LOCS D’s previously completed Groundwater Monitoring Plan from 2021, which can be found at:

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

Detailed Costs and Schedule

Cost estimates have been gathered from consultants and contractors who will be involved in the implementation of the three new wells, plus testing of all five of the LOCS D’s wells. Copies of the relevant quotes can be found in attachment 4. A summary cost breakdown can be seen in Table 1.

Activity	Entity or Contractor	Cost
Administration and project management	LOCS D	\$ 2,700
Well site location identification and project management	MNS Engineering	\$ 4,225
Encroachment Permits	County of Santa Barbara	\$ 1,200
Safety equipment - road signage and barriers	To be purchased	\$ 1,215
Installation oversight, reporting, coordination	GSI	\$ 33,200
Drilling and installation wells 3-5	BC2	\$ 69,673
Well testing wells 1-5	GSI	\$ 6,150
	Subtotal	\$ 115,662
Project Reserve (5%)		\$ 5,783
	Project Total	\$ 121,445

Table 1 – Groundwater Monitoring Well Installation and Testing Costs

Installation of the three new wells, and the related testing, are anticipated to be completed consistent with the LOCS D’s previously stated timelines, see Diagram 1.

		Month 1				Month 2				Month 3				Month 4				Month 5			
		Week																			
Activity	Duration	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Finalize locations	2 weeks	X	X																		
Obtain permits from County	5 weeks			X	X	X	X	X													
Obtain bids from drilling firms	2 weeks			X	X																
Contract with drilling firm	3 weeks					X	X	X													
Well drilling and development	2 weeks											X	X								
Obtain samples	1 day												X								
Testing	6 weeks													X	X	X	X	X	X		
Final Test Report	2 weeks																			X	X

Diagram 1 – Anticipated Timeline for New Groundwater Well Installation and Testing

The LOCSD would begin the tasks necessary to construct the wells immediately upon approval of its request for funding assistance. The LOCSD anticipates that various dates may need to be adjusted to accommodate County Board of Supervisors action at a regularly scheduled County BOS meeting. Dates may also need to be adjusted to accommodate contractor availability, particularly the well drilling firm.

Procurement of Consultant / Contractor / Construction Services

The LOCSD understands that any funding would be managed through an agreement between the County and the LOCSD. The LOCSD would, in turn, contract professional or construction services. The LOCSD has adopted a Procurement Policy through its Resolution 19-06, which details the process used in selection and contract of services (see attachment 5).

The LOCSD is very appreciative of any and all support the County can provide related to this request for funding assistance. We are committed to the Community and to working hard to maintain our successful relationship with the County and State throughout this process. If you have any questions, please contact me at gm.locsd@gmail.com or (805) 500-4098, or Tom Fayram, LOCSD Board President, at Tom.Fayram.LOCSD@gmail.com.

Sincerely,



General Manager
Los Olivos Community Services District

Attachments:

1. May 31, 2023 – CCRWQCB Directive to LOCSD letter
2. June 16, 2023 – LOCSD Response to CCRWQCB letter
3. August 29, 2023 – CCRWQCB Concurrence on Well Locations letter
4. Consultant and Construction Quotes
5. LOCSD Resolution 19-06 and Procurement Policy

Cc: (via email)

- Joan Harmann – County of Santa Barbara Supervisor – District 3
- Matt Keeling – Executive Officer – CCRWQCB
- Thea Tryon - Assistant Executive Officer – CCRWQCB
- Lars Seifer – Director – County of Santa Barbara EHS
- LOCSD Board of Directors
- Doug Pike, District Engineer (MNS Engineering) – LOCSD

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

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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.

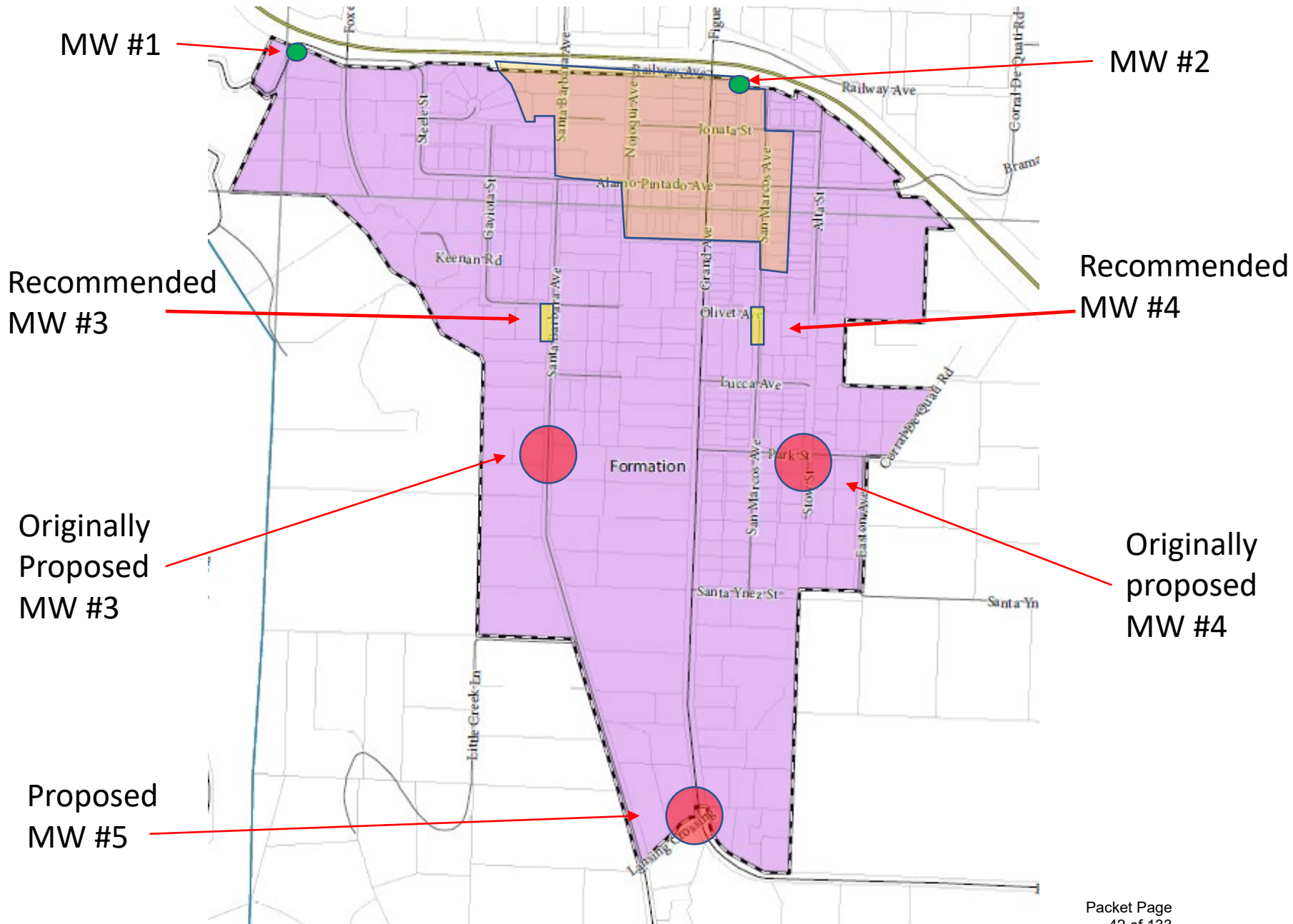
While the LOCSD will be primarily focused on finding grant funds to complete a successful Proposition 218 vote, we will also search for grant funds that could be used to install the previously described monitoring wells. As we have discussed, Environmental Health Services of the County of Santa Barbara 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.

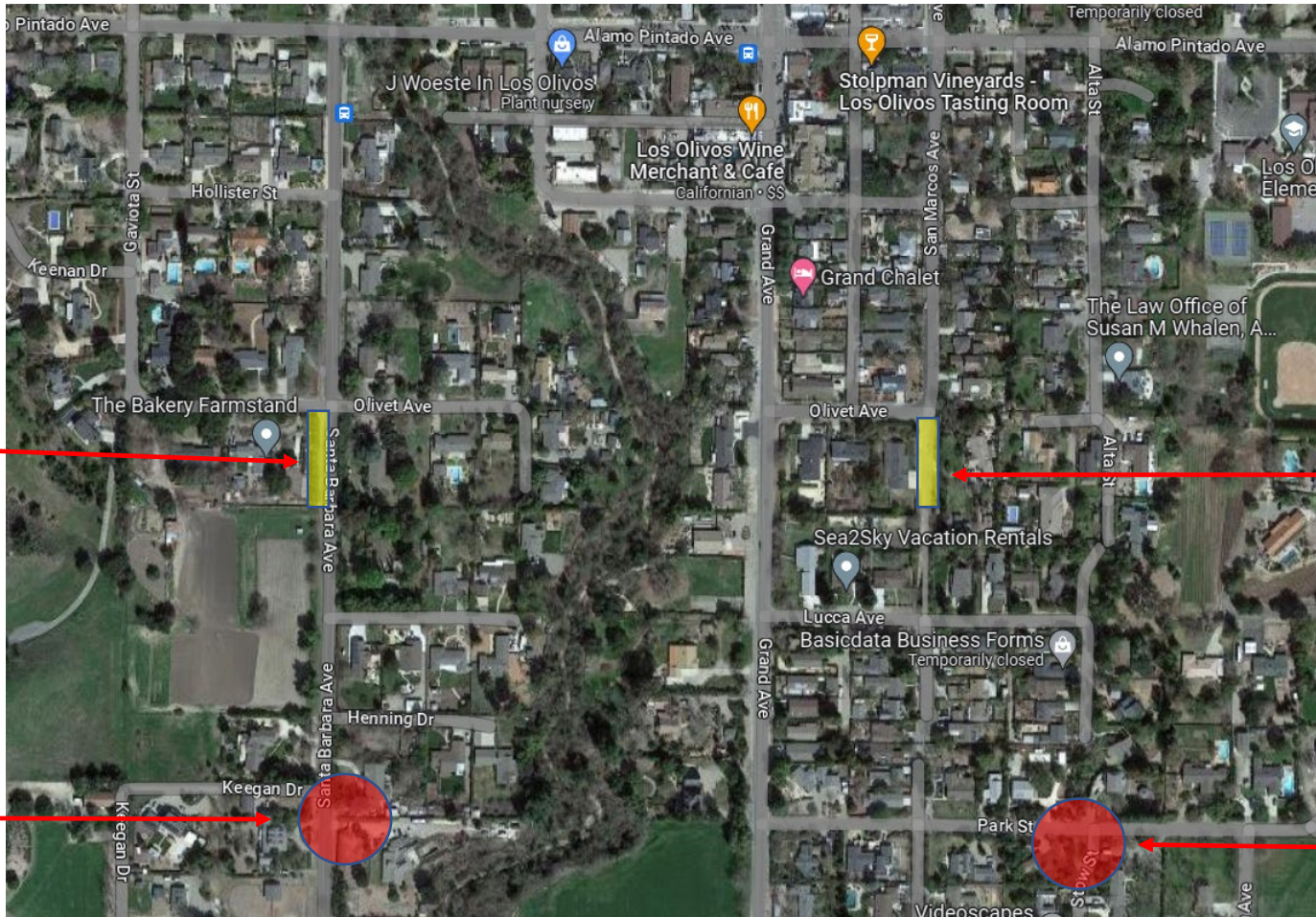
I would like to thank you again for your continued support of our efforts to improve our groundwater quality with the implementation of a community wastewater management solution. If you have any questions, please contact me at tom.fayram.locsd@gmail.com or Guy Savage, General Manager, at (805) 500-4098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





Proposed MW #4

Proposed MW #4

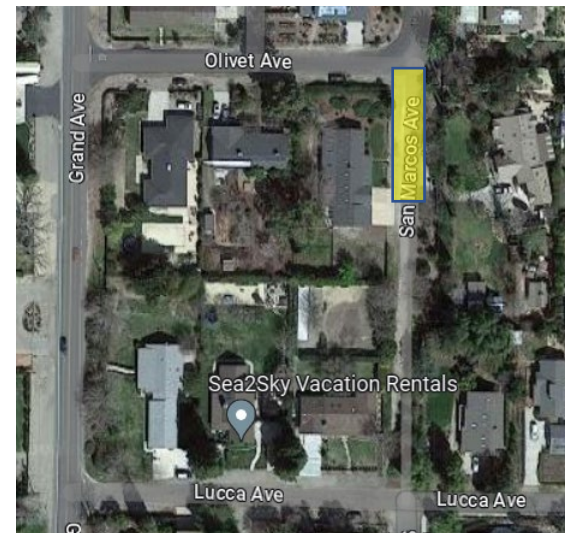
Originally Proposed MW #3

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



Central Coast Regional Water Quality Control Board

August 29, 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 – GROUNDWATER MONITORING WELLS RESPONSE

The California Regional Water Quality Control Board, Central Coast Region (Central Coast Water Board) is in receipt of your June 16, 2023, response to our May 31, 2023, letter regarding “Requirement to Install and Sample Groundwater Monitoring Wells.” Attachment A to your June 16, 2023, letter includes maps depicting three proposed monitoring well locations (i.e., recommended MW #3, recommended MW #4, and proposed MW #5). We concur with the three proposed well locations that are consistent with our conversations with you and Tom Fayram, Los Olivos Community Services District (LOCSD) Board President, on May 16, 2023.

Your June 16, 2023, letter indicated the LOCSD did not have sufficient funding to install and sample the monitoring wells and could not commit to installing and testing additional monitoring wells absent the availability of grant funding. Central Coast Water Board staff discussions with Lars Seifert, Santa Barbara County Environmental Health Services Director, indicate the county is currently able and willing to allocate funding¹ for the installation of these monitoring wells and an initial round of water quality sampling based on reasonable project bid estimates from appropriately qualified contractors. When we met with you on July 26, 2023, to get an update on the LOCSD’s community wastewater system alternatives analysis and monitoring well installation efforts you indicated that you had been in contact with the county regarding grant funding and were planning on submitting the requested scope of work

¹ Contrary to statements reportedly made during the June 14, 2023, LOCSD regular board meeting, the available county funding does not require a 50 percent match.

and associated bid estimate to the county for the installation of the three monitoring wells. Per your June 16, 2023, letter and as confirmed during our conversations, a significant portion of the LOCSD estimated total cost of \$250,000 to \$300,000 is associated with a five-year monitoring plan and associated hydrogeologic analysis, which has not been requested by the Central Coast Water Board at this time.

As noted in our May 31, 2023, letter the wells may be installed and sampled in accordance with the March 22, 2021, Los Olivos Groundwater Monitoring Plan in an effort to realize cost savings associated with the additional monitoring well installation and testing effort.² We will coordinate with you regarding the potential need and associated alternatives for follow-up sampling and hydrogeologic analyses following well installation and initial sampling.

Please proceed in coordination with the county to secure funding and implement the installation of the three monitoring wells at the proposed locations and conduct an initial round of water quality sampling that also includes the two previously installed monitoring wells (MW-1 and MW-2). Please copy us on your correspondence with the county regarding this effort and provide us with monthly implementation updates via email (sent to Thea Tryon and Harvey Packard of our staff) by the last day of the month until the monitoring wells are installed and sampled.

The Central Coast Water Board appreciates the LOCSD's efforts to evaluate impacts to shallow groundwater from septic systems and pursue the implementation of a community wastewater project to address the Los Olivos community's long standing septic system issues dating back almost 50 years. We will continue to coordinate with the LOCSD and Santa Barbara County to help achieve successful wastewater management and water supply resiliency outcomes for the Los Olivos community.

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

² <https://www.losolivoscsd.com/files/61f8f5301/Groundwater+Monitoring+Plan+GSI+3.22.2021.pdf>

cc:

Tom Fayram, President, LOCSD Board of Directors, 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

Joan Hartmann, 3rd District Supervisor, County of Santa Barbara
jhartmann@countyofsb.org

Central Coast Water Board

Harvey Packard

Jennifer Epp

Cecile

DeMartini

James Bishop

RB3-WDR@waterboards.ca.gov

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1150 West Trenton Avenue
 Orange, CA 92867
 Tel (714) 744-2990 Fax (714) 744-2991

Proposal: 23-690
of Pages: 1

Quote for Drilling Services

To: Guy Savage
 Company: Los Olivos Community Services District
 Email: gm.locsd@gmail.com
 Tel: 805-403-5384

From: Tracy Spilotro
 Project: Los Olivos, Ca
 Timing: TBD
 Date: July 26, 2023

Scope: **Drill 3-150ft 2" Well**
 . Drill & sample to 150ft in 5ft intervals
 . Install 2" Sch 40 PVC well with 100ft of screen, 50ft of blank
 . Spread cuttings out on site
 . Development
 . Site access for drilling equipment, crews, support vehicles and required city/ traffic permits - provided by others
 Prevailing wage rates assumed ARE applicable to this project
 Actual costs based on actual units consumed

Item	Description	Unit	Estimated Quantity	Unit Price	Extension
1	Mobilization/Demobilization				
	Mob/Demob Drill Rig & 3 Man Crew	L.S.	1	\$2,500.00	\$2,500.00
	Daily Crew Travel To/From Hotel	Trips	6	\$200.00	\$1,200.00
	Per Diem 3-Man Crew	Day	6	\$600.00	\$3,600.00
2	Drill & Set 3-150ft x 2" Well				
	Drill Rig, Equipment & Crew Onsite	Day	6	\$2,850.00	\$17,100.00
	2" PVC Well Materials	Foot	450	\$11.00	\$4,950.00
	8" Borehole Backfill	Foot	450	\$9.00	\$4,050.00
	6" x 5' Monument Set In 2ft x 2ft Pad	Each	3	\$450.00	\$1,350.00
	Prevailing Wage Per Man Per Hour Portal to Portal Up to 8hrs Per Day	Hour	144	\$75.00	\$10,800.00
	Prevailing Wage Per Man Per Hour Portal to Portal Over 8hrs Per Day	Hour	75	\$115.00	\$8,625.00
3	Development Rig				
	Development Rig Portal to Portal	Hour	32	\$205.00	\$6,560.00
	Development Trailer Rental	Day	3	\$200.00	\$600.00
	Generator and Pump Rental	Day	3	\$350.00	\$1,050.00
	Per diem 1 Man Development Crew	Night	4	\$200.00	\$800.00
	Prevailing Wage Per Man Per Hour Portal to Portal Up to 8hrs Per Day	Hour	32	\$75.00	\$2,400.00
	Prevailing Wage Per Man Per Hour Portal to Portal Over 8hrs Per Day	Hour	15	\$112.50	\$1,687.50
4	Rental Equipment and Miscellaneous				
	Support Trucks	Day	6	\$250.00	\$1,500.00
	Forklift Delivery/Pick-Up	L.S.	-	\$400.00	-
	Forklift Daily Rental	Day	-	\$350.00	-
	Containment Drums (Decon & Development)	Each	12	\$75.00	\$900.00
	Estimated Project Duration Drill Rig				6 - Work Days
	Estimated Project Duration Development Rig				3 - Day
	Estimated Project Total				\$69,672.50

Notes: BC2 assumes that other parties will provide site access, drilling and well permits, useable on-site water supply, and clear the location of utilities on the property. Drill rig hourly rates will be charged for all standby time and for time associated with returning to previously-drilled boreholes. BC2 is not responsible for damage to underground improvements.

Client is responsible for naming BC2 Environmental LLC on USA Dig Alert Ticket as the excavating contractor.



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: August 24, 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

Following a monitoring and sampling event, GSI will prepare a brief report which will be submitted to the District for review and for transmittal to the relevant regulatory agency. These reports will include:

- Hydrographs including water level and water quality measurements
- Documentation of data collected during monitoring and sampling events

Fee Estimate and Schedule

The proposed fee to complete the work on a time-and-materials basis is \$10,800, 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 \$12,300 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	\$275 – \$325
Supervising	\$195 – \$285
Managing	\$165 – \$205
Consulting	\$160 – \$180
Project	\$150 – \$180
Staff	\$120 – \$150
Other Services	
GIS/Graphics/Database	\$140 – \$180
Editor/Documents	\$120 – \$150
Administration	\$80 – \$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:** \$100 per month for the duration of use

RESOLUTION NO. 19-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT ADOPTING A PURCHASING AND PROCUREMENT POLICY

WHEREAS, the Los Olivos Community Services District ("District") is committed to openness and transparency regarding the use and expenditures of public funds; and

WHEREAS, the Board of Directors of the District ("District") seek to establish its purchasing policy setting forth the authority and restrictions on the purchase of equipment, materials, supplies, and services by District personnel, in accordance with California law; and

WHEREAS, it is in the best interests of the District and its residents to set and maintain limits, restrictions, and procedures in the form of a purchasing policy.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Los Olivos Community Services District, as follows:

1. The above recitals are true and correct; and
2. The Board of Directors hereby establishes and adopts as its purchasing policy the policy set forth in Exhibit A.
3. The authority, limits, restrictions, and procedures set forth in the purchasing policy shall be subject to any and all applicable annual budgetary amounts and other authorizations as may be imposed by the Board from time to time.
4. As of the effective date of this Resolution, the purchasing policy shall be deemed controlling over, and shall otherwise supersede any and all other purchasing authority policies that may conflict with, or be contrary to, the hereby adopted purchasing policy.
5. If any provision of this Resolution or the attached and incorporated purchasing policy is for any reason held invalid, the validity of the remainder of this Resolution and incorporated purchasing policy shall remain unaffected.
6. This Resolution shall become effective upon the date of adoption as set forth herein.

[SPACE INTENTIONALLY LEFT BLANK]

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 regular meeting held on the 9th day of October 2019, by the following vote:

AYES: 5

NOES: 0

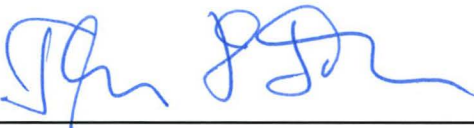
ABSENT: 0

ABSTAIN: 0

ATTEST:



DOUG PIKE, Interim General Manager
LOS OLIVOS COMMUNITY SERVICES DISTRICT



By: THOMAS FAYRAM, Board President

APPROVED AS TO FORM:



By: G. ROSS TRINDLE, III, District Counsel

I, Julie Kennedy, Secretary of the Los Olivos Community Services District, 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 A

PURCHASING & PROCUREMENT POLICY

PURPOSE

The purpose of this policy is to provide uniform guidelines and procedures for the purchase of goods and services used for the operation of District programs. These procedures and guidelines enable the District to coordinate purchasing processes and to establish a system of financial controls for the efficient use and expenditure of public funds.

I. POLICY

A. Ethics

District personnel—employees and contractors—must discharge their duties impartially to assure fair competition for District business by responsible vendors. In addition, they shall conduct themselves in a manner that will create confidence in the integrity of the District’s purchasing operations. Personnel are prohibited from accepting any gifts, rebates, kickbacks, personal services, or in any way incurring personal gain from any vendor in exchange for doing business with the District. Personnel shall perform all purchasing responsibilities in a manner intended to obtain goods and services for the District in the most cost effective and ethical manner.

B. Environmentally Preferable Purchasing

The District is committed to the use of recycled products and materials in order to demonstrate compliance with the Waste Management Reduction Act, encourage market development for recycled products, and to promote overall environmentally responsible practices.

1. Preferred products shall include those that minimize environmental impacts, including but not limited to, toxic substances, pollution, and hazards to workers and to community safety to the greatest extent practicable.
2. Preferred products shall include those that include recycled content; are durable and long lasting; conserve energy, water and natural resources; use agricultural products, fibers and residues; reduce greenhouse gas emissions and other pollutants; use unbleached or chlorine free manufacturing processes; and use wood from sustainable harvested forested or other environmentally friendly substitutes.

3. A maximum effort shall be made, whenever possible, to purchase products in the following categories:
 - a. Recycled Materials
 - b. Remanufactured Products
 - c. Non-Toxic Chemicals and Sprays
 - d. Energy and Water Conserving Equipment
 - e. Products with an Energy Star Rating
4. When alternatives are available, a maximum effort shall be made to identify environmentally preferred products in bid specifications and/or provide up to a 5% preference for bids that specify products identified as environmentally preferred in this Policy.

C. Local Vendor Preference

Local vendors may be given an additional ten percent (10%) discount when comparing bids against outside vendors for economic development purposes.

D. Purchases of \$2,500 or Less

1. Purchases of \$2,500 or less do not require a purchase order or competitive bid and do not require prior Board of Director approval. All purchases made at this level of authority require proper documentation and approval at the next regular Board of Directors meeting.

E. Purchase of \$25,000 or Less and Greater than \$2,500

1. Purchases shall require a purchase order. All purchase orders shall require approval of the Board of Directors prior to the purchase.
2. When making purchases of \$25,000 or less and greater than \$2,500, the purchase shall require at least three, and no less than two, bids. Bids may be obtained by phone or by sealed written bids. Telephone

bids shall be documented by submission of a memo to the file for the purchase.

3. A record of all open market orders and bids shall be kept for a period of one (1) year after the submission of bids or the placing of orders, or as otherwise may be required by law. This record is open to public inspection and will normally be maintained as part of any vendor file.
4. Bids shall not be required in the following circumstances.
 - a. When an emergency requires that an order be placed with the nearest available source and/or in an urgent manner;
 - b. When the commodity can be obtained from only one vendor;
 - c. After rejection of all bids;
 - d. When purchases made under a State Department of General Services Purchasing Contract; or
 - e. In other circumstances when a determination is made, in consultant with District Counsel, that dispensing with bids is necessary for the effective and/or cost efficient delivery of District services.
1. In most cases, purchases shall be awarded to the lowest responsive bidder. However, when evaluating bids, price quotes, and proposals, consideration may be given to such things as vendor location, costs of shipping/delivery/pickup, warranty and/or maintenance contracts, retention of the District's share of sales tax, environmentally preferred products, and variations in quality.
2. It shall be the responsibility of the Interim General Manager to ensure sufficient funds are available in the appropriate account(s) prior to any purchase.
3. Any expenses that require a funding allocation require District Board approval.
4. Supplies or equipment received shall be inspected immediately upon receipt to determine conformance with the specifications for the order.

G. Purchases of Supplies or Equipment in Excess of \$25,000

The purchase of supplies and equipment for any one project or activity with an estimated individual or aggregate value greater than \$25,000 shall be by written contract in accordance with the following:

1. Notice Inviting Bids

A notice inviting bids, all final specifications, and bid documents shall be prepared for distribution. The notice shall include a general description of the article(s) to be purchased or constructed, where bid documents and specifications may be secured, the time and place for opening bids, and state if security deposits are required. The notice inviting bids shall be published at least two (2) times at least five (5) days apart, in a newspaper of general local circulation at least ten (10) days before the date of opening of the bid(s).

2. Bidders List

Sealed bids shall be solicited from responsible prospective suppliers whose names are on any established bidders list or who have made written request that their names be added to it.

3. Post Office & Website Listing

Proposed purchases may be advertised additionally via notice posted in the Post Office and/or on the District's website.

4. Bidder's Security

When considered necessary, bidder's security shall be set and a statement of the security shall be included in the notice inviting bids. Each bidder is entitled to a return of the bid security. However, a successful bidder forfeits the bid security if he/she refuses or fails to execute the contract within ten (10) days after the notice of award of contract is mailed. If the successful bidder fails or refuses to execute the contract, the bid may be awarded to the next lowest responsive bidder, the amount of the lowest bidder's security shall be applied to the contract price difference between the lowest bid and the second lowest bid. The surplus, if any, shall be returned to the lowest bidder.

5. Bid Opening

All bids shall be sealed and identified as "Bid No . . ." on the envelope. Bids shall be opened in public at the time and place stated in the public notice. The bids received shall be tabulated and tabulation kept open for public inspection during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.

6. Rejection of Bids

In its discretion, the Board may reject all bids presented and re-advertise for bids. If no bids are received, the District may have the project done without further compliance with this Policy.

7. Performance of Project After Rejection of Bids

After rejecting bids, the Board of Directors may pass a resolution by a four-fifths vote of its members declaring that the project can be performed more economically by day labor, or the materials or supplies furnished at a lower price in the open market. Upon adoption of the resolution, it may have the project done in the manner stated without further complying with the resolution.

8. Award of Contracts

Contracts normally shall be awarded to the lowest responsible and responsive bidder, except that the Board may award a contract to a higher bidder if it specifically determines that the best interests of the District are served by so doing. Such determination must be supported by specific findings.

H. Public Works Projects

The provisions contained in Public Contract Code Section 20160 et seq. establish the contract procedures the District shall normally follow regarding public works projects.

I. Professional Services

1. Professional services are those activities to be performed by specially trained persons or firms who provide services in connection with financial, economic, accounting, engineering, administrative or other matters involving specialized expertise or unique skills. Contracts for professional services need not necessarily be awarded to the lowest bidder since the person or firm is selected based on their qualifications. The price, however, must be reasonable and within budgeted funding amounts.

2. All consultants shall execute an agreement with the District. Any professional service agreement submitted to the Board of Directors for approval must provide sufficient background analysis to support the recommendation. The Interim General Manager is authorized to approve agreements for professional services up to \$25,000 when funding is budgeted. Any agreements for services above \$25,000 or those where a funding appropriation is necessary requires Board of Directors approval.

3. A Request for Proposals (RFP) and/or Request for Qualifications (RFQ) shall be prepared for professional services and distributed to a minimum of three firms and/or individuals. The RFP/RFQ shall include the purpose, background, scope of work, proposal format instructions, submittal instructions, deadline and selection process.
Proposals
4. An RFP/RFQ may not be required for services that will not exceed \$7,500 and involve standard work where a specialized description of how the consultant will approach the scope of work is not necessary.
5. When proposals and/or qualifications are received, the proposals shall be reviewed based upon impartial criteria established. For large projects, a review panel should be formed and finalists should be interviewed, if practicable. When a recommendation is agreed upon, a standard professional services agreement shall be prepared and submitted to the Interim General Manager or Board of Directors for approval.
6. For agreements for engineering and architecture services, RFPs shall request that costs be submitted in a separate envelope. The costs shall be opened and only considered after the proposals are reviewed and qualified applicants are determined.
7. The Interim General Manager shall be responsible for verifying that required insurance is submitted by the consultant prior to execution of the agreement and verified by the District Counsel.
8. An on-call list of consultants for specialized services may be established through the process outlined above. In such case, agreements for more than one consultant may be executed for a not-to-exceed amount for services that are needed on a periodic basis. The consultants may then be utilized when the need arises on an alternating basis or based upon availability.
9. If it is determined that it is in the best interests of the District for services to be provided by a specific consultant—with contract terms, scope of work, and compensation to be determined based on direct negotiations—commonly referred to as “sole source” services/contract, a recommendation for shall be made by the Interim General Manager for designee thereof to the Board of Directors and a contract award shall be subject to Board approval by a majority vote.

J. Payment Process

1. When invoices are received, all receipts shall be attached and submit to the Finance Committee for payment, along with an invoice cover form, which shall include a description and justification of the purchase.
2. The Finance Committee shall review receipts and invoices prior to recommending approval for payment by the Board of Directors. Any irregularities or issues identified shall be submitted to the District Counsel for potential investigation.
3. Payments shall be issued by authorized personnel of the Distrct. Checks shall be issued with electronic signatures.
4. All payments shall be made within the time period agreed to with the vendor.
5. The Board of Directors shall receive a monthly check register for review and formal acceptance.

ITEM 8 – APPOINTMENT OF A VICE PRESIDENT

APPOINTMENT OF A VICE PRESIDENT

RESOLUTION NO. 23-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT ESTABLISHING A POLICY FOR SELECTION OF BOARD OFFICERS

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

WHEREAS, California Government Code section 61043(a) provides that the Board of Directors ("Board") may elect Board officers following a general district election or unopposed election, or annually; and

WHEREAS, California Government Code section 61043(b), the officers of the Board are a President and a Vice President, with the President presiding over meetings of the Board and the Vice President serving in the President's absence or inability to serve; and

WHEREAS, the Board wishes to adopt a uniform policy governing the selection of Board officers on an annual basis.

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.
2. The Board of Directors hereby establishes a policy for the selection of Board officers, to take place on an annual basis at the first meeting in January of each year, commencing January of 2024.
3. If the certified results of the immediately prior general election have not been released in time to comply with the noticing requirements for the first meeting in January, then the Board of Directors may extend selection of Board officers to the next meeting after release of the certified election results that allows for compliance with meeting noticing requirements.
4. Any Director may be nominated for the office of President or Vice President, except that no Director may hold more than one officer position. Nominations for office require a second. Whereas the officers of President and Vice President do not include any additional financial compensation, Directors nominated for such officers may nominate or second, and vote for themselves.
5. The President shall preside over meetings of the Board, and have the powers specified by law. The Vice President shall serve in the President's absence or inability to serve, and in such case have the powers of the President as specified by law until such time as the President is present or has the ability to serve or any vacancy is filled by Board election.

6. Nothing in this Resolution restricts the Board of Directors from calling an early election of officers to fill a vacancy.

7. The rules for vacancies for District officers shall follow the rules for vacancies in elected office, as set forth in Government Code section 1770.

8. Nothing in this Resolution restricts the creation of additional Board officers consistent with Government Code section 61043(c).

9. Following every election of Board officers, the General Manager or their designee shall update the listing of Board officers on the District's website and provide the term of office for each, and update official District letterhead to reflect any changes in offices.

10. The General Manager, or the General Manager's designee, is authorized to take all actions necessary or appropriate to carry out the intent and purpose of this Resolution.

11. Should any provision, section, paragraph, sentence or word of this Resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Resolution, as hereby adopted, shall remain in full force and effect.

12. This resolution is effective immediately.

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 12th day of July, 2023, by the following vote:

AYES: FAYRAM, KENNEDY, PARKS, PALMER

NOES: NONE

ABSENT: ROSS


ABSTAIN: NONE

ATTEST:




GUY SAVAGE, General Manager

**LOS OLIVOS COMMUNITY SERVICES
DISTRICT**

By: 

TOM FAYRAM, Board President

APPROVED AS TO FORM:

By: 

G. ROSS TRINDLE, III, District Counsel

I, **Guy W. SAVAGE**, General Manager 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.

ITEM 9 – SUBCOMMITTEE APPOINTMENTS

SUBCOMMITTEE APPOINTMENTS

RESOLUTION NO. 23-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT RESCINDING AND REPLACING RESOLUTIONS NO. 18-04 AND 18-05 AND DECLARING ALL COMMITTEES TO BE STANDING 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 previously created advisory committees entitled the Finance Committee, the Technical Committee, the Grants Committee, and the Project Management Committee, each of which was empowered to obtain and analyze information to report to the full Board on those designated topic areas, for final Board consideration and possible action; and

WHEREAS, the Board wishes to declare each of these committees to be standing committees subject to the Brown Act to provide transparency to the public and to provide efficient use of public funds; and

WHEREAS, the Board wishes adopt a uniform policy governing the creation and operation of all 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.
2. The Board of Directors hereby repeals Resolution number 18-04 and the prior Policy on Committees attached to Resolution number 18-04.
3. The Board of Directors hereby repeals Resolution number 18-05.
4. The Board of Directors resolves that currently existing Committees—Finance, Technical, Grants, and Project Management—shall be and are hereby re-established and declared to be Standing Committees subject to the Brown Act.
5. The Finance Committee shall review and make recommendations regarding consideration and possible approval of costs incurred by the District during the prior month. The current Finance Committee is comprised of Directors Kennedy and Palmer. The future membership of the Finance Committee shall be selected by the Board President after consultation with the Board of Directors, during a public meeting, and the District's website shall be updated to reflect the current composition of the committee. At its next meeting following adoption of this Resolution, the Finance Committee is directed to establish a regular schedule of meetings, to be posted on the District's website. Any meeting set forth on the regular schedule of meetings shall proceed as scheduled, unless a notice of cancellation is posted to the District's

website a minimum of seventy-two (72) hours prior to the anticipated start of said regular meeting and disseminated to email recipients who have requested notice of District meetings electronically.

6. The Technical Committee shall review and make recommendations regarding consideration and possible approval of technical solutions related to the collection, treatment, and disposal of wastewater; connection to a community treatment solution from individual parcels (both residential and commercially zoned); ownership of collection and treatment solutions; sizing, scope, and placement of collection and treatment approaches and solutions; and implementation and management of existing and future groundwater monitoring wells. The current Technical Committee is comprised of President Fayram and Vice President Ross. The future membership of the Technical Committee shall be selected by the Board President after consultation with the Board of Directors, during a public meeting, and the District's website shall be updated to reflect the current composition of the committee. At its next meeting following adoption of this Resolution, the Technical Committee is directed to establish a regular schedule of meetings, to be posted on the District's website. Any meeting set forth on the regular schedule of meetings shall proceed as scheduled, unless a notice of cancellation is posted to the District's website a minimum of seventy-two (72) hours prior to the anticipated start of said regular meeting and disseminated to email recipients who have requested notice of District meetings electronically.

7. The Grants Committee shall review and make recommendations regarding consideration and possible approval of grant funding opportunities to be undertaken by the District. The current Grants Committee is comprised of Directors Kennedy and Parks. The future membership of the Technical Committee shall be selected by the Board President after consultation with the Board of Directors, during a public meeting, and the District's website shall be updated to reflect the current composition of the committee. At its next meeting following adoption of this Resolution, the Grants Committee is directed to establish a regular schedule of meetings, to be posted on the District's website. Any meeting set forth on the regular schedule of meetings shall proceed as scheduled, unless a notice of cancellation is posted to the District's website a minimum of seventy-two (72) hours prior to the anticipated start of said regular meeting and disseminated to email recipients who have requested notice of District meetings electronically.

8. The Project Management Committee shall review and make recommendations regarding consideration and possible approval of items related to the general project management of District activities including providing input and review of required Santa Barbara County Local Agency Formation Commission (LAFCO) quarterly letters and community newsletters, policy development, project schedules, and other calendaring and scheduling activities as needed. The current Project Management Committee is comprised of Vice President Ross and Director Palmer. The future membership of the Technical Committee shall be selected by the Board President after consultation with the Board of Directors, during a public meeting, and the District's website shall be updated to reflect the current composition of the

committee. At its next meeting following adoption of this Resolution, the Project Management Committee is directed to establish a regular schedule of meetings, to be posted on the District's website. Any meeting set forth on the regular schedule of meetings shall proceed as scheduled, unless a notice of cancellation is posted to the District's website a minimum of seventy-two (72) hours prior to the anticipated start of said regular meeting and disseminated to email recipients who have requested notice of District meetings electronically.

9. All business conducted at meetings of the Technical, Grants, and Project Management Committees that occurred in May or June of 2023 shall be re-noticed for consideration and possible action/ratification at the next scheduled committee meeting following adoption of this Resolution.

10. Any future advisory committees considered for creation by the Board of Directors shall include discussion and a determination by the Board of Directors regarding: (1) whether the committee will be subject to the Brown Act as set forth in Government Code section 54952(b); (2) the subject matter jurisdiction of the committee; (3) in the case of committees not subject to the Brown Act as set forth in Government Code section 54952(b), the length of time the committee can exist to carry out its purpose, not to exceed six months from the date of creation, after which the Board of Directors must discuss and consider whether to re-establish the committee, to take place at a public meeting of the Board of Directors, otherwise the ad hoc committee shall automatically cease to exist following expiration of the period of time set at the time of committee creation.

11. The membership of all future advisory committees created by the Board of Directors shall be selected by the Board President after consultation with the Board of Directors, during a public meeting, and the District's website shall be updated to reflect the current composition of the committee.

12. A fully executed copy of this Resolution shall be posted on the District's website in a conspicuous place along with the other information required to be posted regarding committees, as set forth herein.

13. The General Manager, or the General Manager's designee, is authorized to take all actions necessary or appropriate to carry out the intent and purpose of this Resolution.

14. Should any provision, section, paragraph, sentence or word of this Resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Resolution, as hereby adopted, shall remain in full force and effect.

15. This resolution is effective immediately.

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 12th day of July, 2023, by the following vote:

AYES: FAYRAM, PARKS, TALMER, KENNEDY

NOES: NONE

ABSENT: ROSS

ABSTAIN: NONE

ATTEST:




GUY W. SAVAGE, General Manager

LOS OLIVOS COMMUNITY SERVICES DISTRICT

By: 
TOM FAYRAM, Board President

APPROVED AS TO FORM:

By: 
G. ROSS TRINDLE, III, District Counsel

I, GUY W. SAVAGE, General Manager 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.

**ITEM 10 – REGEN CONTRACT – 30% ENGINEERING DESIGN
HYBRID SOLUTION**

REGEN CONTRACT – 30% ENGINEERING DESIGN - HYBRID SOLUTION

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN**

**THE LOS OLIVOS COMMUNITY SERVICES DISTRICT
AND
REGEN AEC PLLC**

This agreement is made and entered into, effective October 16, 2023 between the LOS OLIVOS COMMUNITY SERVICES DISTRICT, a California special district (“District”), and REGEN AEC, an Idaho professional limited liability company (“Consultant”).

RECITALS

WHEREAS, following District’s Request for Proposal process, the District desires to contract with Consultant for certain professional engineering services necessary for the development of thirty percent (30%) design related to a Los Olivos Community Services District developed hybrid collection solution (“Project”).

WHEREAS, Consultant represents that it has the qualifications and technical skills, experience and expertise to perform these services for the District.

NOW THEREFORE, based on the terms and conditions herein, the parties agree as follows:

1. Scope of Services

Consultant shall perform the professional services required to complete the Project for the District as described in the Scope of Work attached as Exhibit “B” and incorporated by reference herein.

All work and services by Consultant shall be performed in a diligent and professional manner.

Consultant warrants that its services shall be performed, within the limits prescribed by the District, in a manner consistent with the level of care and skill ordinarily exercised by environmental, planning, and engineering professionals under similar circumstances at the time its services are performed. No other warranty or representation, express or implied, is included or intended by Consultant’s Proposal, this Agreement, or any reports or documents prepared herewithin.

Consultant agrees to undertake the discrete tasks outlined in Exhibit “B” only upon consultation with and authorization from the District’s General Manager.

As further described on Exhibit “B”, Consultant’s Services include:

1. A site visit to the community of Los Olivos during the first thirty (30) days of the performance period of the contract.
2. Performing a review of applicable District, County of Santa Barbara, State of California, and Federal documents for the purpose of completing the Project and making recommendations, including value engineering, related to the hybrid collection system, which includes elements of gravity fed sewer collection, effluent sewer collection and treatment, and advanced onsite collection, treatment, and disposal.
3. Attending monthly status and design coordination meetings with the District General Manager, District Engineer, and/or the District Technical Subcommittee.
4. Attending a meeting of the District Board of Directors when the initial value engineering and fifteen percent (15%) design is complete, and prior to beginning work on the thirty percent (30%) design. This meeting will determine which design(s) will be taken to the thirty percent (30%) design level.
5. Completing a thirty percent (30%) design of a wastewater collection system which may include elements of gravity fed sewer collection, effluent sewer collection and treatment, and advanced onsite collection, treatment, and disposal; including cost estimates, engineering analysis, and related documentation.
6. Attending a meeting of the Board of Directors for the Los Olivos CSD to present findings and answer questions.

2. Term of Contract

Unless otherwise earlier terminated as specified in Section 9, this Agreement shall commence on the date set forth above and shall expire at completion of the Project no later than May 31, 2024. Consultant shall complete all work in accordance with the timelines set forth in the Proposal, unless both the District and Consultant agree, in writing, to an extension. Any such extension to the Term of Contract shall specify a date by which all work shall be completed.

3. Force Majeure

The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement will be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Consultant, including, but not restricted to, acts of God or

of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the District, if the Consultant shall, within ten (10) days of the commencement of such delay, notify the Project Manager in writing of the causes of the delay. The Project Manager shall ascertain the facts and the extent of delay and extend the time for performing the services for the period of the enforced delay when and if, in the judgment of the Project Manager, such delay is justified. The Project Manager's determination is final. In no event will Consultant be entitled to recover damages against the District for any delay in the performance of this Agreement, however caused; Consultant's sole remedy being extension of the Agreement pursuant to this Section.

4. Independent Contractor Relationship

- a. It is expressly understood between the parties that no employee/employer relationship is intended, the relationship of Consultant to District being that of an independent contractor. District shall not be required to make any payroll deductions or provide Workers' Compensation Insurance coverage or health benefits to Consultant.
- b. Consultant is solely responsible for selecting the means, methods and procedures for performing its services hereunder as assigned by the District and for coordinating all portions of the work so the results will be satisfactory to District. Consultant will supply all tools and instruments required to perform its services under this Agreement.
- c. Pursuant to this Agreement, Consultant is rendering professional services only and any payments made to it are compensation solely for such services as it may render and recommendations it may make in the performance of services.

5. Compliance with Laws

Consultant will be solely responsible for giving all notices and complying with any and all applicable laws, ordinances, rules, regulations and lawful orders of any public authority relating to Consultant's work, including but not limited to those relating to prevailing wage, copyright, trademark or other intellectual property matters.

6. Licenses, Permits, Fees and Assessments.

Consultant shall obtain at its sole cost and expense, such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Consultant shall have the sole obligation to pay for any

fees, assessments, taxes, including applicable penalties and interest, which may be imposed by law and arise from or are necessary due to negligence by the Consultant in the performance of the services required by this Agreement; and shall indemnify, defend and hold harmless District against any claim for such fees, assessments, taxes, penalties or interest levied, assessed or imposed against District hereunder.

7. Environmental Laws.

Consultant shall comply with all applicable environmental laws, ordinances, codes and regulations of Federal, State, and local governments. Consultant shall also comply with all applicable mandatory standards and policies relating to energy efficiency.

8. Acknowledgment of Relationship

Consultant agrees that all dealings of the parties under this Agreement shall be confidential, and writings, reports, data, information or communication developed, prepared or assembled by Consultant under this Agreement, or any information made available to Consultant by District, shall not be revealed, disseminated or made available by Consultant to any person or entity other than District without the prior written consent of District, unless otherwise required by subpoena or applicable law.

9. Payment to Consultant

- a. District shall pay Consultant monthly in proportion to the services performed plus reimbursable expenses and charges for any additional services approved in writing in advance by the District within forty-five (45) days after receipt of Consultant's invoices in a form approved by District's, with the exception of any disputed amounts which shall be withheld until resolution of the dispute. Payment terms are further described on Exhibit "C".

Total Project Cost not to Exceed: Seventy thousand dollars (\$ 70,000).

- b. No payment made under this Agreement shall be conclusive evidence of Consultant's performance of the Agreement, either wholly or in part, and no payment shall be construed to be an acceptance of Consultant's work.

10. Assistance by District

District agrees to provide to Consultant available information of relevance to Consultant's work, including all data and documents pertaining to the

Project. District pledges to work cooperatively with Consultant and render all reasonable assistance toward completion of Consultant's work.

The District's Project Manager shall be General Manager, Guy Savage.

11. Ownership of Documentation

All maps, data, reports and other documentation (other than Consultant's drafts, notes and internal memoranda), including duplication of same prepared by Consultant in the performance of these services, shall become the property of the District and shall be retained by the Consultant for a period of three years after completion of the Project. If requested by the District, all, or the designated portions of such documentation, shall be delivered to the District.

12. Termination of Contract

Consultant specifically acknowledges and agrees that the District may at any time during the term of this Agreement terminate Consultant's services with or without cause, and without penalty, at the completion of any phase of Consultant's services as set forth in Exhibit "B." Any termination or any special instructions hereunder from District shall be made in writing. In the event this Agreement is terminated, all data, specifications, documents and information generated by Consultant in connection with the Project shall be delivered to District and may be used by District. Copies of these materials may be retained by Consultant.

Upon termination, Consultant shall be compensated only for those Services which have been adequately rendered to District, and Consultant shall be entitled to no further compensation. If the Agreement is terminated by Consultant without cause, Consultant shall reimburse District for additional costs to be incurred by District in obtaining the work from another consultant.

13. Indemnification and Hold Harmless; Insurance Requirements

a. Indemnity for Professional Liability. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, Consultant shall indemnify, and hold harmless District and its officers, employees, agents (the "District's Parties") from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees of subcontractors (or any entity or individual for which Consultant shall bear legal liability) in the performance of professional services under this Agreement.

b. Indemnity for Other Than Professional Liability. Other than in the performance of professional services and to the full extent permitted by

law, Consultant shall indemnify, defend and hold harmless District and District's Parties from and against any liability (including liability for claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, defense costs and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.

c. Submission of insurance certificates or other proof of coverage shall not relieve Consultant from liability under this indemnification and hold harmless provisions. These provisions shall survive the termination of this Agreement and shall apply whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

d. Prior to the commencement of the Project, Consultant shall provide District with proof of the types and amounts of insurance described on Exhibit "A".

14. No Assignment

This Agreement is a personal services contract and work hereunder shall not be delegated or assigned by Consultant to any person or entity without the advance written consent of District. Consultant shall not employ any subcontractors for its work.

15. Examination of Records

Consultant agrees that District shall have access to and the right to examine at any reasonable time and on reasonable notice Consultant's documents, papers and records, including accounting records, relating to or involving this Agreement.

16. Notice

All notices or other official correspondence relating to contractual matters between the parties shall be made by depositing the same as first-class, postage paid mail addressed as follows:

To Consultant:

Tristian Bounds
Principal
Regen PLLC

213 S 11th Street
Boise, ID 83702

To District:

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Attn: General Manager
PO Box 345
Los Olivos, CA 93441

or such other address as either party may designate hereinafter in writing delivered to the other party. All notices shall be agreed to have been received three (3) days after mailing.

17. No Waiver

No failure or delay by District in asserting any of District's rights and remedies as to any default of Consultant shall operate as a waiver of the default, of any subsequent or other default by Consultant, or of any of District's rights or remedies. No such delay shall deprive District of its right to institute and maintain any actions or proceeding which may be necessary to protect, assert or enforce any rights or remedies arising out of this Agreement or the performance of this Agreement.

18. Partial Invalidity

If any term, covenant, condition, or provision of this Agreement is found by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect, and shall in no way be affected, impaired, or invalidated thereby.

19. Terms

No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties. No oral understanding or agreement not incorporated herein shall be binding on any of the parties.

20. Incorporation of Recitals

The foregoing recitals are incorporated herein as though fully set forth.

21. California Law

This Agreement shall be interpreted and construed pursuant to the laws of the State of California. Any dispute between the parties shall be filed and heard in a court of competent jurisdiction in the County of Santa Barbara, State of California.

22. Additional Provisions

Consultant agrees that no full time employee of District shall be employed by its firm during the period that this Agreement is in effect.

23. Nondiscrimination

Consultant agrees that he will abide by all applicable federal, state, and local laws, rules and regulations concerning nondiscrimination and equal opportunity in contracting. Such laws include, but are not limited to, the following; Title VII of the Civil Rights Act of 1964 as amended; the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; and California Labor Code sections 1101 and 1102. Consultant shall not discriminate against any employee, subcontractor, or officer of the District because of race, age, color, ancestry, religion, sex/gender, sexual orientation or identification, mental disability, physical disability, national origin, political beliefs, organizational affiliation, or marital status in the selection for training, hiring, contracting, utilization, or other forms of compensation. Consultant shall not discriminate in providing the services under this Agreement because of age, race, color, national origin, ancestry, religion, sex/gender, sexual orientation or identification, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, marital status, or other category protected under the law. If District finds that any of these provisions have been willfully violated, such violation shall constitute a material breach of Agreement upon which District may determine to cancel, terminate, or suspend this Agreement. In addition to an independent finding by District of such violation, a finding by the State of California or by the United States of a violation shall constitute a finding by District of such violation.

24. Attorneys' Fees.

If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, shall be entitled to reasonable attorneys' fees, whether or not the matter proceeds to judgment, and to all other reasonable costs for investigating such action, taking depositions and discovery, including all other necessary costs the court allows which are incurred in such litigation.

25. Conflict of Interest.

Consultant warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement. Consultant shall comply with all conflict of interest laws and regulations.

26. Interpretation.

The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

27. Corporate Authority.

The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

DISTRICT:
LOS OLIVOS COMMUNITY SERVICES DISTRICT

By: _____
Thomas Fayram, President
Los Olivos Community Services District

ATTEST:

Guy Savage, General Manager

CONSULTANT:
Regen AEC, an Idaho Professional Limited Liability Company (PLLC)

By: _____
Tristian Bounds
Principal Engineer and Owner

EXHIBIT “A”

**LOS OLIVOS COMMUNITY SERVICES DISTRICT
INSURANCE REQUIREMENTS**

Consultant shall procure and maintain for the duration of the Agreement (and thereafter as specified herein) insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by Consultant, his agents, representatives, employees or subcontractors.

MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 00 01).
2. Insurance Services Office form number CA 00 01 covering Automobile Liability, Code 1 (any auto).
3. Workers’ Compensation insurance as required by the State of California and Employer’s Liability Insurance.

MINIMUM LIMITS OF INSURANCE

Consultant shall maintain limits no less than:

1. General Liability (Including operations, products and completed operations, as applicable): \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer’s Liability: \$1,000,000 per accident for bodily injury or disease.
4. Errors and Omissions Liability: A policy of professional liability insurance in an amount not less than \$1,000,000 per occurrence.

5. Contractors Pollution Liability: N/A
6. Asbestos Pollution Liability: N/A

DEDUCTIBLES AND SELF-INSURED RETENTION

Any deductibles or self-insured retentions must be declared to and approved by the District. At the option of the District, either (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District and its directors, officers, employees, agents and volunteers (collectively "District Parties"), or (2) Consultant shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claim administration and defense expenses.

OTHER INSURANCE PROVISIONS`

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The District and District Parties are to be covered as insureds as respects: liability arising out of work or operations performed by or on behalf of the Architect; or automobiles owned, leased, hired or borrowed by Consultant.
2. For any claims related to this Agreement, Consultant's insurance coverage shall be primary insurance as respects the District and District Parties. Any insurance or self-insurance maintained by the District and District Parties shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) day's prior written notice has been provided to the District.

If General Liability, Contractors Pollution Liability and/or Asbestos Pollution Liability and/or Errors & Omissions coverage's are written on a claims-made form:

1. The retroactive date must be shown, and must be before the date of this Agreement or the beginning of work on the Project.
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of the Project.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the Agreement

effective date, Consultant must purchase an extended period coverage for a minimum of five (5) years after completion of the Project.

4. A copy of the claims reporting requirements must be submitted to the District for review and approval.

ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District. Exception may be made for the State Compensation Insurance Fund when not specifically rated.

VERIFICATION OF COVERAGE

Consultant shall furnish the District with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the District, or on other than the District's forms provided those endorsements conform to District requirements and are acceptable to the District. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

SUB-CONTRACTORS

Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractor shall be subject to all of the requirements stated herein.

END OF PAGE

EXHIBIT “B”

SCOPE OF WORK

Regen AEC (Regen) has provided a Proposal for Los Olivos Wastewater System Engineering Services 2023, which is incorporated herein as part of the scope of work for this effort. The Regen scope of work for preparing a thirty percent (30%) design specifically includes the following tasks:

1. A site visit to the community of Los Olivos during the first thirty (30) days of the performance period of the contract.
2. Performing a review of applicable District, County of Santa Barbara, State of California, and Federal documents for the purpose of completing the Project and making recommendations, including value engineering, related to the hybrid collection system, which includes elements of gravity fed sewer collection, effluent sewer collection and treatment, and advanced onsite collection, treatment, and disposal.
3. Attending monthly (minimum) status and design coordination meetings with the District General Manager, District Engineer, and/or the District Technical Subcommittee. Meetings with the District Technical Subcommittee will be monthly, and scheduled at a time convenient to the District and Regen; dates to be determined at contract signing.
4. Attending a meeting of the District Board of Directors when the fifteen percent (15%) design is complete and prior to beginning work on the thirty percent (30%) design. This meeting will determine which design(s) will be taken to the thirty percent (30%) design level.
5. Performing an engineering design and layout of the District Board of Directors selected hybrid collection solution(s) to a thirty percent (30%) level of confidence. Said engineering design and layout shall include:
 - I. Development of a preliminary analysis and Basis of Design (BOD), including:
 - i. Hydraulic and biologic load analysis.
 - ii. Evaluation of previous engineering work.
 - iii. Adjustments based on effluent process tanks (effluent sewer design).
 - iv. Loading analysis per collection system zone as adopted by the LOCSD Board of Directors. Note: Initial loading analysis (fifteen percent (15%) design level) may be provided as summary information based on the number of parcels using gravity fed

- collection, effluent sewer collection, and/or advanced onsite approaches.
 - v. Right Of Way, easement, bridge and/or property crossings evaluation.
 - vi. Conceptual collection system design configurations for District evaluation and consideration.
- II. Development of a 30% hybrid wastewater collection design and evaluation, including:
 - i. Providing review and feedback on the District's hybrid wastewater collection design.
 - III. Development of 30% design Graphical Information System (GIS) maps.
 - IV. Development of 30% design plans.
 - V. Development of 30% design capital, operation and maintenance cost estimates, for:
 - i. Common sewer components such as lift stations, manholes, and piping.
 - ii. Parcel based effluent sewer components such as electrical connections, effluent sewer tanks, and piping that connects to common sewer components.
 - iii. Parcel based advance onsite septic system components necessary for collection, treatment, and disposal of wastewater on individual parcels.
6. Performing a wastewater related utility infrastructure review and making recommendations.
 7. Completing an effluent-only collection design for parcels within the District's boundaries. Where effluent-only collection is not legally or technically feasible, offer alternative collection approaches including, but not limited to, gravity-fed collection.
 8. Completing value engineering and recommendations for engineering alternatives to the provided hybrid wastewater collection solution to include the identification of benefits and risks associated with each alternative. Note; It is anticipated that initial value engineering and recommendations for engineering alternatives will be completed prior to the completion of the fifteen percent (15%) design.
 9. Providing information on the type of permits that may be appropriate for the hybrid solution and each alternative, and assess the cost, complexity and viability of acceptance associated with each alternative.

10. Development of a decision making rubric.
11. Evaluating of the benefits of combining a sewer installation with fiber optic services to individual parcels
12. Providing a list of next steps, areas for further study, or gaps in existing documentation, as appropriate.
13. Attending up to three (3) meetings of the Board of Directors for the Los Olivos CSD to present findings and answer questions. Regen may attend any or all of the meetings remotely.
 - I. During initial site visit.
 - II. At approximately one-half way through the contract (approximately day 90) when the fifteen percent (15%) is complete.
 - III. Upon conclusion of the effort (approximately day 120).

END OF PAGE

EXHIBIT “C”

COMPENSATION AND TIMING

Regen AEC proposes to provide the professional services described above for a fee of \$70,000. It is anticipated to require approximately 120 days to conduct the 30% engineering and design effort and develop related documentation. Except for the timing of the Site Visit and Preliminary Document Review which shall occur first, the initial Value Engineering and Alternative Analysis which shall occur prior to completing the fifteen percent (15%) design, the fifteen percent (15%) design meeting with the District Board of Directors which shall occur prior to moving to thirty percent (30%) design phase, and the Project Presentation and Completion which shall occur last, the deliverables listed below may be completed, and compensation provided, in any order.

Deliverable 1: Site Visit and Preliminary Document Review - Upon completion of the kickoff meeting / site visit and Regen review of applicable County, State, and Federal regulations related to wastewater collection and treatment, Regen may bill up to \$7,500, plus receipt confirmed costs related to travel for the site visit.

Deliverable 2: Basis of Design - Upon completion and acceptance by the Los Olivos Community Services District Technical Subcommittee of the Basis of Design, Regen may bill an additional \$10,000.

Deliverable 3: Preliminary Sewer Analysis (15% Design and Analysis) - Upon completion and review by the Los Olivos Community Services District Technical Subcommittee of the Preliminary Sewer Analysis, Regen may bill an additional \$10,000.

Deliverable 4: 30% Design and Analysis - Upon completion and acceptance by the Los Olivos Community Services District Technical Subcommittee of the 30% Design and Analysis, Regen may bill an additional \$10,000.

Deliverable 5: Utility Review, Value Engineering and Alternatives Analysis - Upon completion and acceptance by the Los Olivos Community Services District Technical Subcommittee of the Utility Review, Value Engineering and Alternatives Analysis, Regen may bill an additional \$10,000.

Deliverable 6: Technical Documentation - Upon completion and acceptance by the Los Olivos Community Services District Technical Subcommittee of the Decision Making Rubric, GIS Maps, and documentation describing the benefits of combining a sewer installation with fiber optic services to individual parcels, Regen may bill an additional \$10,000.

Deliverable 7: Project Presentation and Completion - Upon completion and acceptance by the Los Olivos Community Services District Board of Directors of

satisfactory completion of the Project, Regen may bill the remainder of its agreed to compensation.

END OF PAGE

Preliminary Proposal for:

LOS OLIVOS WASTEWATER SYSTEM ENGINEERING SERVICES - 2023

Los Olivos, CA
September 21th, 2023
Rev 1.2

Prepared for:
Los Olivos Services District

Prepared by:
Regen AEC, PLLC
213 S 11th St
Boise, Id 83702
(541) 580-2980



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September 21th, 2023

Attn: Guy Savage

Los Olivos Services District
PO Box 345
Los Olivos, CA 93441

Re: *Request for Proposal, Engineering Services, Wastewater Hybrid Collection System Design for Los Olivos, CA*

Dear Mr. Savage:

We are pleased to provide this proposal for preliminary design and analysis of the Los Olivos wastewater collection system alternatives as describe below. The professionals at Regen have represented public and private clients for more than two decades, and we would be privileged to provide our services to Los Olivos.

Regen is experienced in the evaluation of both wastewater collection and treatment alternatives with the knowledge necessary to evaluate all aspects of the financial sustainability performance objectives including working capital, debt coverage, equipment, and revenue sufficiency to meet operating needs, while working with communities or clients to ensure all avenues are explored.

The attached proposal outlines our preliminary qualifications and scope of work. Tristian Bounds will be the authorized representative responsible for negotiations and signing of any contract which may result from acceptance of this proposal.

Should you have any questions, please feel free to contact us. We look forward to working with you.

Sincerely,



Tristian Bounds, PE
Principal Engineer and Owner - Regen AEC

INTRODUCTION

We appreciate the opportunity to be considered for the Los Olivos Sewer System Design Service. Regen works directly with our clients to identify the project requirements and fundamentals, developing designs and solutions using the latest technologies and processes as proven from our experience, to maximize cost-effectiveness, and cradle-to-cradle sustainability.

Regen is committed to the protection and reuse of our water resources. The collection, treatment, and reuse of treated water has been a focus of our research and development for years. This project is an exciting opportunity for us as it is directly within our realm of expertise, is in a town we have previously worked with, and it could include innovative approaches to water resource management.

Services

The project will include engineering services as described in the tasks below. This effort will determine an alternative wastewater collection system approach including conceptual feasibility and costs. Regen proposes to develop a Basis of Design Report and preliminary collection system design with optional alternative routes for collection based on potential site locations and reuse opportunities.

With the knowledge accumulated over decades of research, design, and specification, Regen has worked to utilize GIS information to estimate collection systems layouts, equipment, and accurately estimate the current costs for installation of selected collection equipment.

We will evaluate sewer configurations that will be a viable and sustainable solution for the collection and transport of Los Olivos wastewaters to a central location for treatment and meet all California and/or Federal requirements while considering the potential for advanced onsite systems outside of the district core and in less dense areas; address potential groundwater issues; and protect the local watershed area.

PROJECT SCOPE & APPROACH

The scope for the Los Olivos wastewater collection system design will include a Basis for Design, 30 Percent Hybrid Collection Design including GIS based mapping, Capital Expenditure Estimations, and Operations and Maintenance Expenditure Estimates, Utility Review & Recommendations, and Value Engineering Recommendations.

Scope of Work

Preliminary Analysis and Basis of Design (BOD)

Los Olivos Hybrid Collection System Design will consist of an evaluation of the current communication strategy; summary of existing systems; evaluation of alternatives and recommendations for sewer collection; and an evaluation of management requirements. The Basis of Design will include the following:

1. Evaluation of known factors from previous engineering work
2. Hydraulic and biologic load analysis
 - a. Evaluation of previous engineering work
 - b. Adjustments based on Effluent Process Tanks (effluent sewer design)
 - c. Loading analysis per collection system zone as adopted by the LOCSO Board of Directors
3. Right Of Way, Easement, bridge and/or Property crossings evaluation
4. Conceptual collection system design configurations for District Evaluation and consideration
5. Regen will refine and work with District to finalize the BOD for the hybrid collection system

30 Percent Hybrid Wastewater Collection Design & Evaluation

Upon completion of the BOD, Regen will provide a thorough review of the hybrid wastewater collection design provided by LOCSO. The hybrid wastewater collection system design will focus on collection system layouts, hydraulic grade line analysis, capital and operational expenditures, detailed design drawings and specifications to allow for evaluation and comparison of alternatives for the full collection system within the boundaries of the unincorporated community of Los Olivos.

30 Percent Design GIS Mapping

Geographic Information System mapping will be provided identifying all pertinent boundaries, horizontal building footprints, and equipment placement. ESRI software will be utilized to provide as detailed information as available.

Regen will work with the District to utilize previous completed digital mapping to assist in the accurate placement of gravity sewer equipment where necessary. It is assumed that the following work has been completed and can be utilized in this design effort: AutoCAD base mapping can be provided with 1=20' scale and 1-foot contour intervals, storm drain locations and sizing, semi-permanent survey control points, and right-of-way mapping.

30 Percent Design Plans

We will develop 30 percent hybrid wastewater collection system design plans utilizing the BOD and previous data made available. The design will incorporate mapping provided through ESRI software and additional software developed for wastewater collection system design. Regen will incorporate the following into the design plans:

1. Best practice routing of low-pressure liquid only effluent sewer lines
2. Adaptation of previous gravity sewer design models

3. Hydraulic Models of effluent sewer
4. On lot general details of effluent sewer process tanks and connections to mainlines
5. Details of right-of-way line installation
6. Prepare a 30 percent preliminary hybrid wastewater collection system plan set in AutoCAD format. Plans are expected to include roughly 30 sheets of main sections and details.
7. The plans will include all recommended sizing of collection tanks, laterals, main lines, and auxiliary equipment.

30 Percent Design Capital, Operation & Maintenance Cost Estimating

Capital cost estimating will be organized via zones and based on a Class IV feasibility study estimate. Regen will work with the district to provide accurate cost estimating based on equipment and construction bids for the on-lot portion of the effluent sewer design as well as RS Means and local contractors estimating for main lines. We will utilize the estimates provide in the previous gravity sewer design for the adjusted gravity sewer estimating.

We will utilize references for estimating operations and maintenance costs as well as repair and replacement costs for both gravity and effluent sewer system. Operations and Maintenance costs will include estimated man hours as well as energy consumption. Repair and replacement costs will be based on estimated life expectancy of equipment and 30-year Net Present Value.

Utility Review & Recommendations

Regen will work with the District to utilize all data, utility research, and base mapping information provided by previous work. This is assumed to include: as-built drawings, County Road base maps, USA Dig Alert as-built data, utility base map information, and additional project constraints or features that may impact the design of the hybrid collection system. An additional evaluation of proximity of drinking water lines to proposed hybrid collection solution wastewater lines will be conducted.

Value Engineering Recommendations

Value engineering of alternative collection system routing will consider costs for construction, operation and maintenance, and potential for reuse.

Regen intends to consider alternative collection system scenarios and evaluate the consequences for wastewater flows, collection, treatment, dispersal, and financing associated with various collection system layout and design. Value engineering and alternative collection system approaches will be considered throughout the engagement. Activities within the first 90 days will include a fresh look at collection within the community, reviewing and providing feedback on the LOCSO hybrid collection approach, and preliminary design and system layout of collection approaches (including effluent-only systems).

Los Olivos has been considering groundwater nitrate concerns which will likely require a high level of treatment prior to wastewater from individual septic systems discharge of effluents. Due to these high costs and polluted aquifer, the community has been working towards a community-based solutions for many years. Regen plans to evaluate the impacts the hybrid collection system and how advanced onsite systems outside of the district core impact these groundwater issues; and protect the local watershed area. In addition to evaluating the impact to groundwater we will include preliminary cost estimates for various advanced onsite systems and compare those costs to that of extending the effluent sewer to these zones.

Approach

Preliminary Analysis and BOD (Days 1-90)

Kick-off meetings (both virtual and in person) will establish a common focus, identify, and understand major constraints, confirm the overall project scope, establish communication plan, agree on major reference data, establish priority list, and confirm overall schedule. The kick-off meetings, detailed team briefings, and site visit will involve the core team and others as required and approved.

The main activities planned for this stage are:

1. Develop the Basis of Design.
2. Complete a review and provide feedback on the LOCSO provided hybrid collection concept.
3. Complete engineering preliminary design (15%) and system layouts in sufficient detail for rough estimating purposes.
4. Prepare a Project rubric document suitable to evaluate pros and cons of various alternative routes and system configurations. Rubric general basis will be approved by the review group prior to acceptance.
5. Undertake technical audits throughout the design process.
6. Present preliminary findings of BOD and 15% design at a TBD LOCSO Board of Directors meeting; attendance by Regen will be via Zoom or similar remote meeting capability.

30 Percent Hybrid Collection System Design & Evaluation (Days 90-120)

This Stage is a production exercise, in which the preliminary design of the collection system is finalized through the design, specification, and technical documentation.

The main activities planned for this Stage are:

1. Complete hybrid wastewater collection system engineering preliminary design (30%) and system layouts in sufficient detail for estimating purposes and prepare materials takeoffs in all zones.
2. Prepare technical documentation and issue enquiries for all major equipment for the purposes of developing the capital, operating cost, and repair and replacement frequency and cost estimates.
3. Commence capital, operating cost, and repair and replacement estimates.
4. Finalize a Project rubric document suitable to evaluate pros and cons of various alternative routes and system configurations.
5. Review existing utilities and conflicts that will require resolution with hybrid collection system.
6. Value engineering recommendation, in which the general treatment needs are evaluated based on the collection system rubric and recommendations are provided to assist in future planning for siting and treatment needs.
7. Evaluate the benefits of combining sewer installation with fiber optic services installation and benefits to the community with combined efforts.

8. Undertake technical audits throughout the design process.

Project Schedule

Time of Performance from Contract Signing

Estimated timeframe for phased engineering work

- | | |
|--|----------|
| 1. Kick-off Meeting & BOD Evaluation Period | 60 days |
| 2. Preliminary Configuration & Rubric Creation (15%) Design: | 90 Days |
| 3. Draft Design (30%): | 90 Days |
| 4. Technical Documentation & Cost Estimating (30%): | 120 Days |
| 5. Rubric & Value Engineering Evaluation: | 120 Day |

FIRM CAPABILITIES & EXPERIENCE

This Regen led team are consulting firms dedicated to helping small communities integrate sustainable wastewater infrastructure into their neighborhoods. Our people have the passion, the drive, and the creativity to produce high quality work effectively and efficiently. We deliver highly technical water and wastewater planning, design, and construction management services for public and private clients across the West Coast.

For the Los Olivos collection system design, the teams of Regen AEC will develop accurate evaluations of collection systems alternatives for each site within the community. Regens teams experience is unique to wastewater consulting, from collection to dispersal or reuse. The team brings over 100 years of experience delivering sustainable wastewater projects to small communities around the world. The skills acquired during this time were gained by performing facility planning, feasibility evaluations, full designs, and design reviews of proposed wastewater systems from many of the best engineering firms in the world. These designs include evaluation of the four different types of wastewater collection, and a myriad of different wastewater treatment processes that ranged from simple facultative lagoons to complex Membrane Bio Reactors. Designs have included wastewater collection layout, and sizing, along with treatment facility configuration and sizing, and dispersal or reuse systems to meet varied discharge requirements from around the world. Through the years, the Regen team has witnessed the absolute best designs as well as some of the worst – we have seen it all, learned from the best, and utilized that experience in all our design services.

Each team member is experienced in both presentation and community outreach and can present relevant information in a concise and easily understood way. These skills have been honed through presenting at major conferences around the world, presenting in public hearings, and engaging in local meetings.

Project Team

Project Principal

Principal, Regen AEC, LLC – Tristian Bounds, P.E.

Tristian is the owner and principal of Regen AEC, PLLC, the premier decentralized wastewater design firm in Boise, Idaho. He has over 20 years of experience in the wastewater engineering and reuse fields and provides design services to scores of districts, developers, and clients. Having been responsible for facility planning, engineering design, construction oversight, operations and maintenance and system troubleshooting on systems throughout the North America, the Middle East, Central & South Americas, the Caribbean and Pacific Islands. His expertise is in equipment analysis, specification, and design, with many years of experience designing and installing systems in difficult situations such as extreme climates, high groundwater, or nutrient sensitive water bodies, and overseas.

After moving to Boise Idaho in 2017 Tristian partnered with local architects and engineers to develop Regen AEC. Together, the Regen team has specialized in planning, permitting, design and specification, and construction oversight of projects in various parts of the world.

Key Role: Tristian will act as Project Manager for the project and will be the main contact for the project. Tristian will be heavily involved in all aspects of the study, including working directly with community members, managers, key staff, and consultants to ensure the best result possible.

Key Engineer

Design Engineer, Contracted under Regen AEC – Terry Bounds, PE

Terry has over 50 years in the wastewater industry, many of which have been focused on helping to guide small communities secure sustainable wastewater solutions. Terry spent fourteen years as a special studies engineer for the Douglas County, Oregon, Public Works Department. During that time, he worked on a wide variety of engineering projects, most notably the pioneering 2,300-unit effluent sewer (STEP/STEG) system in Glide, Oregon. He did much of the research that led to the decision to use STEP/STEG technology at Glide, and then designed the community's collection and treatment system. Terry currently oversees all operations and management of the Glide Sewer System.

In the early 1980's, Terry became an owner of Orenco Systems Inc., a Roseburg, Oregon, company created to design and manufacture carefully engineered equipment for onsite treatment systems and decentralized effluent collection systems. Terry is arguably the single most well-versed engineer in the world with respect to effluent sewer design.

Key Role: Terry will act as Civil Engineer of Record for the project and will assist Tristian in the development of design drawings, specifications, and technical documents.

Key Partner

President, Digital Infrastructure – Bill Cagle

Principal and senior level project manager with over 30 years of experience in municipal projects. Bill is well acquainted with the special needs of municipalities. He specializes in water and wastewater implementation and strategy, plan reviews, collection system software development, and public and private wastewater system funding. Bill has extensive experience working for municipalities as a consultant and working as a public employee.

Key Role: Bill will aid with the use of GIS software for development of best path analysis for collection system alternatives as well as assist Tristian in the development of value engineering rubric and recommendations.

Key Partner

GIS Specialist & Designer, Digital Infrastructure – Chris Jordan

Senior level special projects manager with over 35 years of experience in GIS and design of wastewater system. Chris has extensive experience in design and drafting of wastewater collection, treatment, and dispersal systems.

Key Role: Chris will aid with the use of GIS software for development of best path analysis for collection system alternatives as well as assist Terry & Tristian in the development of design drawings and specifications.

ENGINEERING COMPENSATION

The client will compensate engineer for the work specified above. Costs shall constitute complete compensation for all direct labor, payroll burden, general and administrative overhead, profit, travel, equipment, and materials necessary to complete the tasks as set forth in the Scope of Work. Fees associated with application and permitting are not included.

Compensation for initial Scope of Work not to exceed:

- | | |
|---|----------|
| 1. Preliminary Sewer Analysis and Development of BOD: | \$30,000 |
| 2. 30 Percent Analysis & Design: | \$40,000 |

Our proposed compensation is a fixed price contract sum of Seventy Thousand dollars (\$70,000).

Our fees do not include permitting costs or industry standard reimbursable costs such as project printing, renderings requested by the owner, travel above maximum proposed trips, and requested changes to the project scope once the design and documentation have been accepted. For those items that are determined to be reimbursable, we will invoice them at 1.10 times the amount from the vendor.

Best Regards,



Tristian Bounds, PE
Regen AEC
tristianb@regenaec.com

APPENDIX A (RESUMES)

NATHAN TRISTIAN BOUNDS, P.E.

REGEN AEC, PLLC | (541) - 580 - 2980 | tristianb@regenaec.com



QUALIFICATIONS

Accomplished civil engineer with significant experience in water and wastewater collection and treatment. Background includes developing new treatment process and equipment, as well as designing state-of-the-art treatment facilities. Developed engineering work experience in a high-tech manufacturing environment. Skilled in staff supervision, collection and treatment systems design, system troubleshooting, technical evaluation, and construction oversight. Experience with customer service, technical sales, international development, and interpersonal social skills.

LICENSE

Professional Engineering License (P.E.)

- State of Oregon, U.S.A. #74747 (December, 2007)
- State of Washington, U.S.A. #47965 (March, 2011)
- State of Utah, U.S.A. #10094202-2202 (September, 2016)
- State of Idaho, U.S.A. #P-18483 (February, 2019)
- State of Texas, U.S.A. #141071 (February, 2021)
- State of Arizona, U.S.A. #78692 (June, 2023)
- State of New Mexico, U.S.A. (August, 2023)

EXPERIENCE RECORD

Principal & Founder

1-1-2019 to Present | Regen AEC, PLLC. | 213 S 11th St., Boise, ID 83702

Character of Work:

- High Performance environmental engineering, wastewater collection and treatment systems design, nitrogen reduction facilities, facility planning; project cost estimating, sustainable wastewater infrastructure specifications, grey water treatment and reuse, blackwater reuse, underground vessel design, and other engineering-related functions including civil engineering, structural engineering, microbiology, etc.

Tasks:

- Complete engineering design, specification, and inspection.
- Specializing in sustainable systems design including alternative materials, energy sources, and water reuse.
- Construction Management.
- Develop facility plans.
- Specializing in difficult wastewater collection system analysis.
- Provide construction oversight and facilitate commissioning of systems as well as operation and maintenance assistance and process troubleshooting.

Research and Development Engineer

1-5-2000 to Present | Orenco System Inc. | 814 Airway Avenue, Sutherlin, OR 97479.

Character of Work:

- Special studies, Water Reuse process and product design, Nitrogen Process and product design, Product Development.

Tasks:

- Manage Process Research and Development Projects.
- Develop new processes for wastewater treatment.
- Develop new equipment for wastewater treatment, wastewater collection, water treatment, and storm water treatment.

APPENDIX B (INSURANCE)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/06/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Alex Hunt Insurance, LLC 195 North 200 East Logan, UT 84321	CONTACT NAME: Alex Hunt PHONE (A/C, H/O, Ext): 435-753-1573 E-MAIL ADDRESS: alex.hunt@american-national.com	FAX (A/C, H/O): 435-752-0737
	INSURER(S) AFFORDING COVERAGE	
INSURED REGEN PLLC 220 N 10TH STREET BOISE, ID 83702	INSURER A: American National Property & Casualty NAIC # 28401	
	INSURER B: Hartford Casualty Insurance Company	
	INSURER C: HISCOX PRO - Insurance Intermediaries, Inc	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL COVERAGES	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X X	1101E0031	03/18/2021	03/18/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Agg occurrence) \$ MED EXP (Any use person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMPLETED OPS \$ 1,000,000 OTHER \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY & TO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	X	1101C0220	03/18/2021	03/18/2022	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ OTHER \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DEED <input type="checkbox"/> RETENTION \$	X	1101X0599	03/18/2021	03/18/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 2,000,000 OTHER \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EMPLOYEE? (Mandatory in NJ) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A X	45 WEC AD5MGR	06/26/2020	06/26/2021	PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000 Aggregate Limit 1,000,000 Each Claim Limit: 1,000,000
C	HISCOX PRO Professional Liability		ANE4754807.21	03/25/2021	03/25/2022	Aggregate Limit 1,000,000 Each Claim Limit: 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS: VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Owner, Equity LifeStyle Properties, Inc.; Realty Systems, Inc.; their respective subsidiaries, affiliates, shareholders, beneficiaries, partners, nominees, agents, associated entities and trusts; and the respective officers and directors of each to be listed as Additional Insured for both ongoing and completed operations, with respect to Commercial General Liability.

Coverages evidenced above are Primary and Noncontributory. No business use exclusion applies for the Automobile policy.

CERTIFICATE HOLDER	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
---------------------------	---

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APPENDIX C (REFERENCES)

References			
Project Manager	Client	Contact	Project Description
Tristian Bounds	Ten Mile Creek	Chris Finley (208) 867-3884 chris@chrisboise.com	In 2020 Regen began working on a master plan facility plan for the Spring Rock Development for Ten Mile Creek. The development includes 2,000 homes, commercial facilities, and schools
Tristian Bounds	Epic Development	Jarron Langston (208) 724-6239 jarronlangston@gmail.com	In 2021 Regen began working on a multiple water reuse collection, treatment, and irrigation designs for Epic. The work includes permitting through Idaho DEQ, including technical reports, preliminary engineering reports, and plan and specification submittals
Tristian Bounds	Ferber Resorts	Stewart Ferber. (818) 919-9524 ferberresorts@yahoo.com	In 2017 Regen began working on a Marriott Hotel wastewater solution including collection, treatment and dispersal permitted through Utah Water Quality. In 2020 Regen expanded the facility capacity to include collection, treatment, and dispersal for an additional 160 RV spaces and facilities.

APPENDIX D (DRAFT FEE SCHEDULE)

Compensation

If awarded the contract the estimated compensate schedule per phase of project development and for the work specified above will be discussed in detail, but is typically set at 10% of construction costs. Costs shall constitute complete compensation for all direct labor, payroll burden, general and administrative overhead, profit, travel, equipment, and materials necessary to complete the tasks as set forth in the Scope of Work. Fees associated with application and permitting are not included.

2023 Pay Rate Schedule

Professional Classification	Travel Time Hourly Rate	Hourly Rate
Architect/Designer	\$125.00	\$175.00
Professional Engineer	\$125.00	\$250.00
Engineering Review	\$125.00	\$200.00
Intern	\$70.00	\$100.00
Drafting	\$70.00	\$100.00
Construction Manager	\$95.00	\$120.00
Administrative/Clerical Support	\$35.00	\$75.00
Reimbursable Expenses	1.1 x cost	1.1 x cost



PO Box 722
Los Olivos, CA 93441

October 11, 2023

Dear Los Olivos CSD Directors and General Manager,

We are writing to inform you that our board has voted to approve the grant to your district to fund the Regen AEC, PLLC Los Olivos Wastewater System Engineering Services 2023 as specified in the most recent version of the Regen Proposal and including the enclosed clarifying communications that we have had with your general manager Guy Savage over the past few weeks via email. The answers that Guy has provided were essential to provide the additional clarification on the direction that Regen will take which was instrumental in our boards decision to approve this grant. If those responses or approaches are not accurate please do notify us prior to executing the contract or accepting our funds.

Our board is committed to fund the entirety of the up to \$70,000 for the Regen engineering services. This week you will be receiving a check for \$30,000 to fund the first phase of the Regen work Preliminary Sewer Analysis and Development of BOD as specified on page 8 of the Regen proposal. When Regen begins its 30% Analysis and Design work as specified on page 8 of the Regen proposal POLO will fund up to the remaining \$40,000. Our board has decided to engage other residents and property owners in the Los Olivos Community to help fundraise for this second portion of the grant. Payment of the remaining up to \$40,000 will not be dependent on our fundraising performance.

If you have any further question please feel free to reach out to us. We look forward to supporting this important next step in providing the Los Olivos community with information and answers on these various collection and treatment technologies.

Sincerely,

POLO Board of Directors
Mark Herthel
Rolf Richter
Gerry Spurbeck
Jeanne Hollingsworth

ITEM 11B – GENERAL MANAGER REPORTS

GENERAL MANAGER REPORTS

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

Last Update: 10/12/2023

Task	2023		2024				FY 2023-24 Costs	FY 2023-24 Budgeted?	Total Costs	Well Costs
	Q3	Q4	Q1	Q2	Q3	Q4				
Board and Public Education										
Public workshops and outreach								Y		
Engineering / Design										
Technical Review								Y		
Additional Technical Study / Design							\$90k+	N	\$90k+	
Final Project Description								Y		
60% Design							\$300k+	N	\$300k+	
Assessment Engineer Report including benefit factors/rates							\$50k+	N	\$50k+	
Finalize siting options								Y		
Environmental Review										
Environmental study, assessment and report (incl. public review)							\$100k	N	\$150k+	
Grants and Financing										
MHI study							\$50k+	N	\$50k+	
Develop financing plan								Y		
Seek grants and financing								Y		
Prop 218 - Property Owner vote on proposed project										
Polling for election feasibility								N	\$25K	
Conduct Prop 218 workshops with public								N		
Voting process								N	\$125k	
Monitoring Well(s)										
Find funding for well monitoring program								Y		
Drill three additional monitoring wells								N	\$150k+	
Monitoring of wells, completed every 6 months (5 years)								N	\$150k	
Total							\$590k+		\$790k+	\$300k+

By Funded / Unfunded

Last Update: 10/12/2023

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

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

Summary Project Status Report

Audit (Moss, Levy & Hartzheim)	Budget:		Schedule:	
Waiting for bills from M, L & H – work complete				

Other:

Presented update (see attached) to LAFCO on October 5, 2023.

County of Santa Barbara MW-1 and MW-2 well depth samples completed in early October.

MW1 - 10/02/2023 @ 1055

44.40 feet below land surface

A change of -5.63 ft from May 2023.

MW2 - 10/02/2023 @ 1105

46.90 feet below land surface

A change of -5.66 ft from May 2023.

Cash Balances

As of: 9/30/2023
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund	9/1/2023 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	9/30/2023 Ending Balance
3490 -- Los Olivos CSD	137,170.23	0.00	0.00	0.00	23,116.10	114,054.13
Total Report	137,170.23	0.00	0.00	0.00	23,116.10	114,054.13

Financial Status

As of: 9/30/2023 (25% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2024 Fiscal Year Adjusted Budget	9/30/2023 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
Revenues				
Taxes				
3066 -- Special Tax Assessment	227,650.00	-6.50	-227,656.50	0.00 %
Taxes	227,650.00	-6.50	-227,656.50	0.00 %
Use of Money and Property				
3380 -- Interest Income	744.00	0.00	-744.00	0.00 %
Use of Money and Property	744.00	0.00	-744.00	0.00 %
Revenues	228,394.00	-6.50	-228,400.50	0.00 %
Expenditures				
Services and Supplies				
7090 -- Insurance	2,934.00	0.00	2,934.00	0.00 %
7324 -- Audit and Accounting Fees	2,500.00	352.75	2,147.25	14.11 %
7430 -- Memberships	1,300.00	0.00	1,300.00	0.00 %
7460 -- Professional & Special Service	78,886.00	2,016.00	76,870.00	2.56 %
7508 -- Legal Fees	45,529.00	10,552.76	34,976.24	23.18 %
7510 -- Contractual Services	98,643.00	27,811.61	70,831.39	28.19 %
7530 -- Publications & Legal Notices	1,750.00	0.00	1,750.00	0.00 %
Services and Supplies	231,542.00	40,733.12	190,808.88	17.59 %
Expenditures	231,542.00	40,733.12	190,808.88	17.59 %
Changes to Fund Balances				
Decrease to Residual Fund Balance				
9601 -- Residual Fund Balance-Inc/Dec	3,148.00	0.00	-3,148.00	0.00 %
Decrease to Residual Fund Balance	3,148.00	0.00	-3,148.00	0.00 %
Changes to Fund Balances	3,148.00	0.00	-3,148.00	0.00 %
Los Olivos CSD	0.00	-40,739.62	-40,739.62	--

Financial Status

As of: 9/30/2023 (25% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2024 Fiscal Year Adjusted Budget	9/30/2023 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
Net Financial Impact	0.00	-40,739.62	-40,739.62	--

General Ledger Trial Balance

As of: 9/30/2023
Accounting Period: OPEN

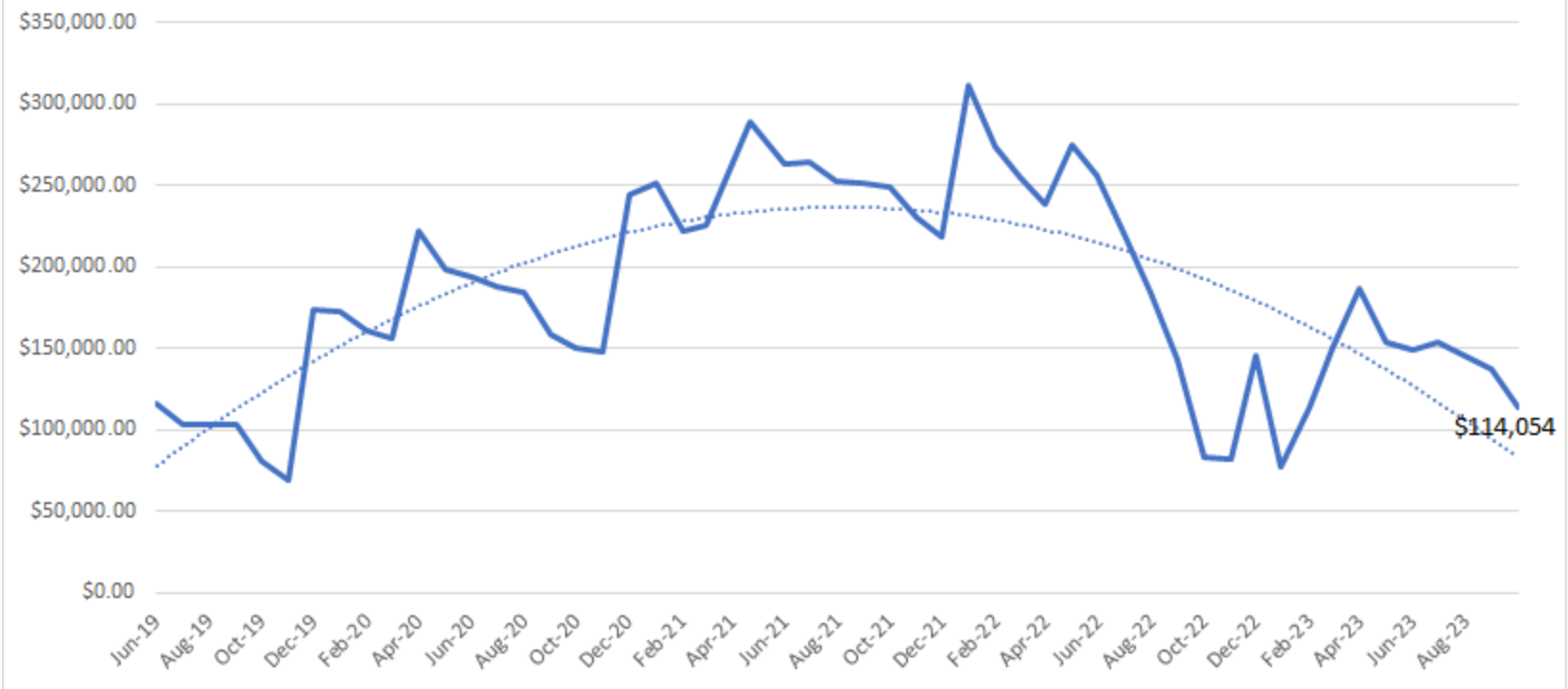
Selection Criteria: Fund = 3490

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

Fund 3490 -- Los Olivos CSD

	Beginning Balance 7/1/2023	Year-To-Date Debits	Year-To-Date Credits	Ending Balance 9/30/2023
Assets & Other Debits				
Assets				
0110 -- Cash in Treasury	154,050.07	4,812.03	44,807.97	114,054.13
0240 -- Interest Receivable	743.68	0.00	743.68	0.00
Total Assets	154,793.75	4,812.03	45,551.65	114,054.13
Total Assets & Other Debits	154,793.75	4,812.03	45,551.65	114,054.13
Liabilities, Equity & Other Credits				
Liabilities				
1010 -- Warrants Payable	0.00	2,296.00	2,296.00	0.00
1015 -- EFT Payable	0.00	38,364.37	38,364.37	0.00
1210 -- Accounts Payable	0.00	40,660.37	40,660.37	0.00
Total Liabilities	0.00	81,320.74	81,320.74	0.00
Equity				
2200 -- Fund Balance-Residual	-154,793.75	0.00	0.00	-154,793.75
2410 -- Est Revenues/Oth Fin Src	0.00	231,542.00	0.00	231,542.00
2510 -- Appropriations/Oth Fin Use	0.00	0.00	231,542.00	-231,542.00
2710 -- Revenues/Other Fin Sources	0.00	4,074.85	4,068.35	6.50
2810 -- Expenditures/Other Fin Uses	0.00	40,733.12	0.00	40,733.12
Total Equity	-154,793.75	276,349.97	235,610.35	-114,054.13
Total Liabilities, Equity & Other Credits	-154,793.75	357,670.71	316,931.09	-114,054.13
Total Los Olivos CSD	0.00	362,482.74	362,482.74	0.00

Los Olivos CSD Cash Balance History





Los Olivos Community Services District

Santa Barbara



Tom Fayram, President
Guy Savage, General Manager

October 5, 2023

THE DISTRICT

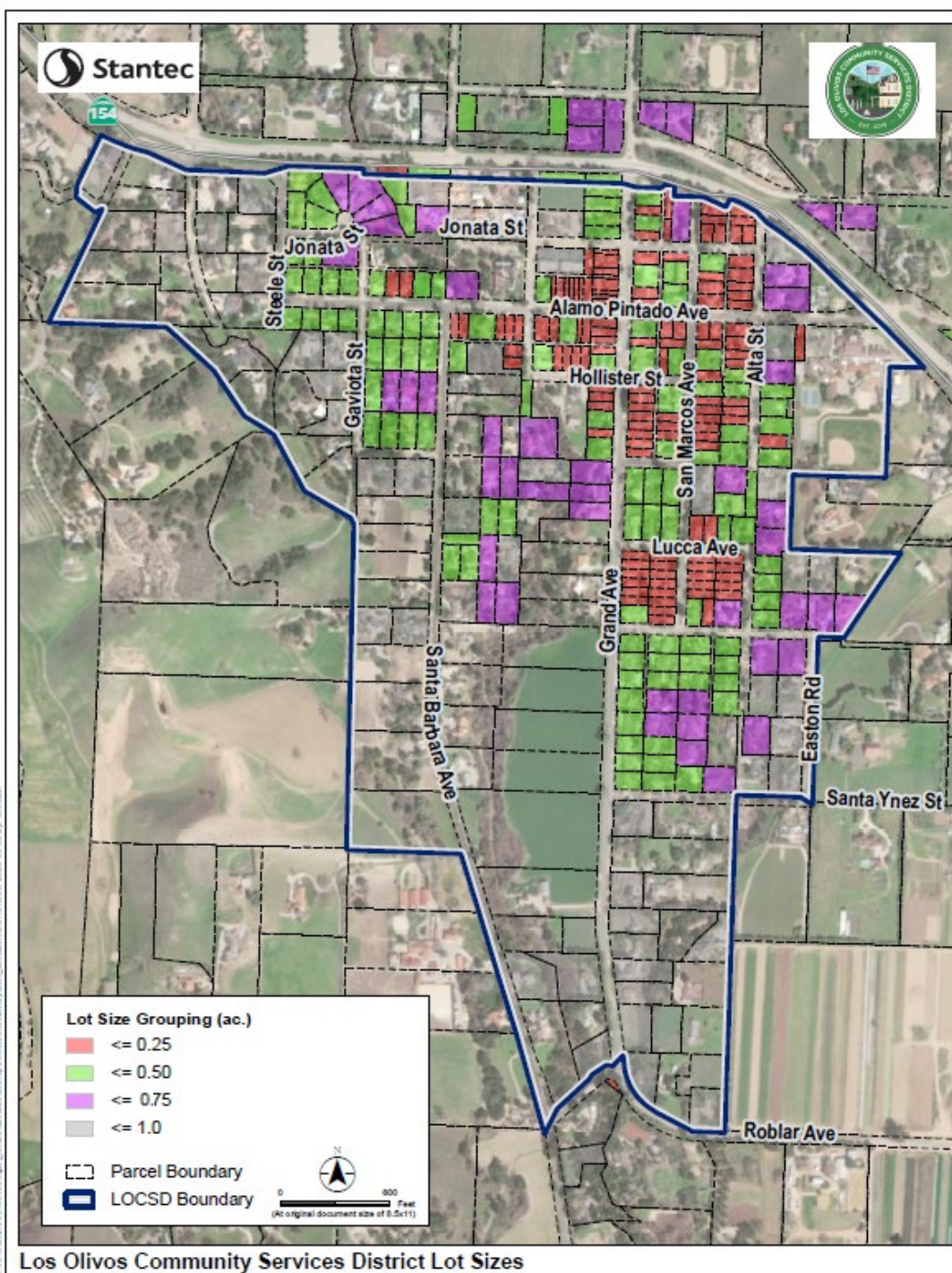
376 Parcels

~40 Commercial

~336 Residential

Annual Budget
(FY 2023-24)

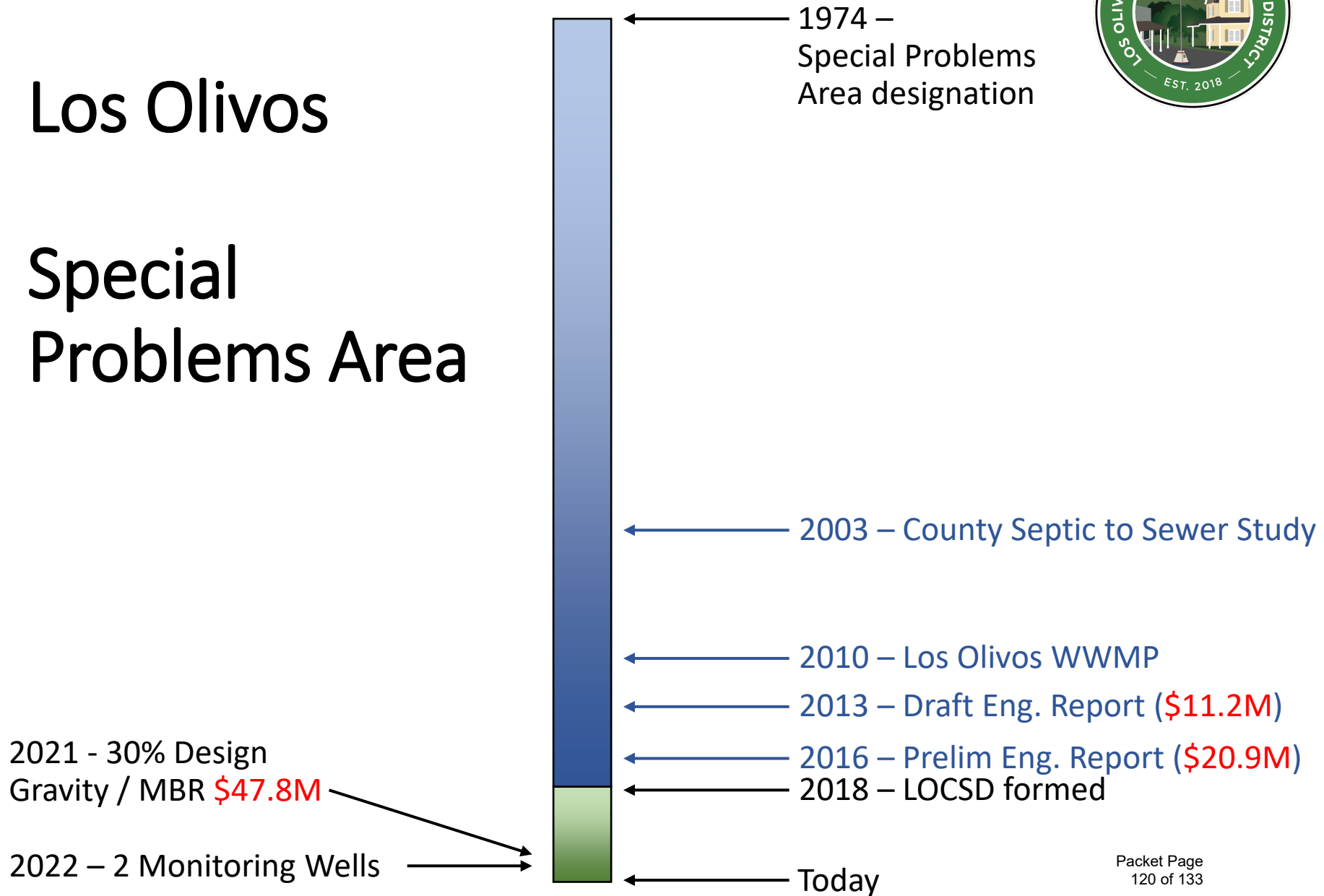
\$227,650





Los Olivos

Special Problems Area





Community Input for Successful Prop 218

Focus on (prioritized order):

- Cost (Construction and O&M)
- Ownership (District / Individual)
- Plant Location (Siting)
- No Growth Inducement
- Odors
- Viewshed Impacts

Underlying assumption that solution meets regulatory requirements and fixes groundwater issues



30% Design Documents

Gravity fed collection + MBR treatment Option

	North Option	South Option
Zone 1	\$30,300,000	\$28,700,000
Zone 2	\$ 1,700,000	\$ 1,700,000
Zone 3	\$15,800,000	\$15,800,000
Total	\$47,800,000	\$46,200,000

*Does not include laterals from homes, septic system removal

\$125,000 per parcel,
PLUS: laterals, removal of existing
septic system, effluent disposal



What are we doing now?

- Focus on collection
 - Gravity
 - Effluent Sewer (STEP)
 - Advanced On-site
- Additional monitoring wells

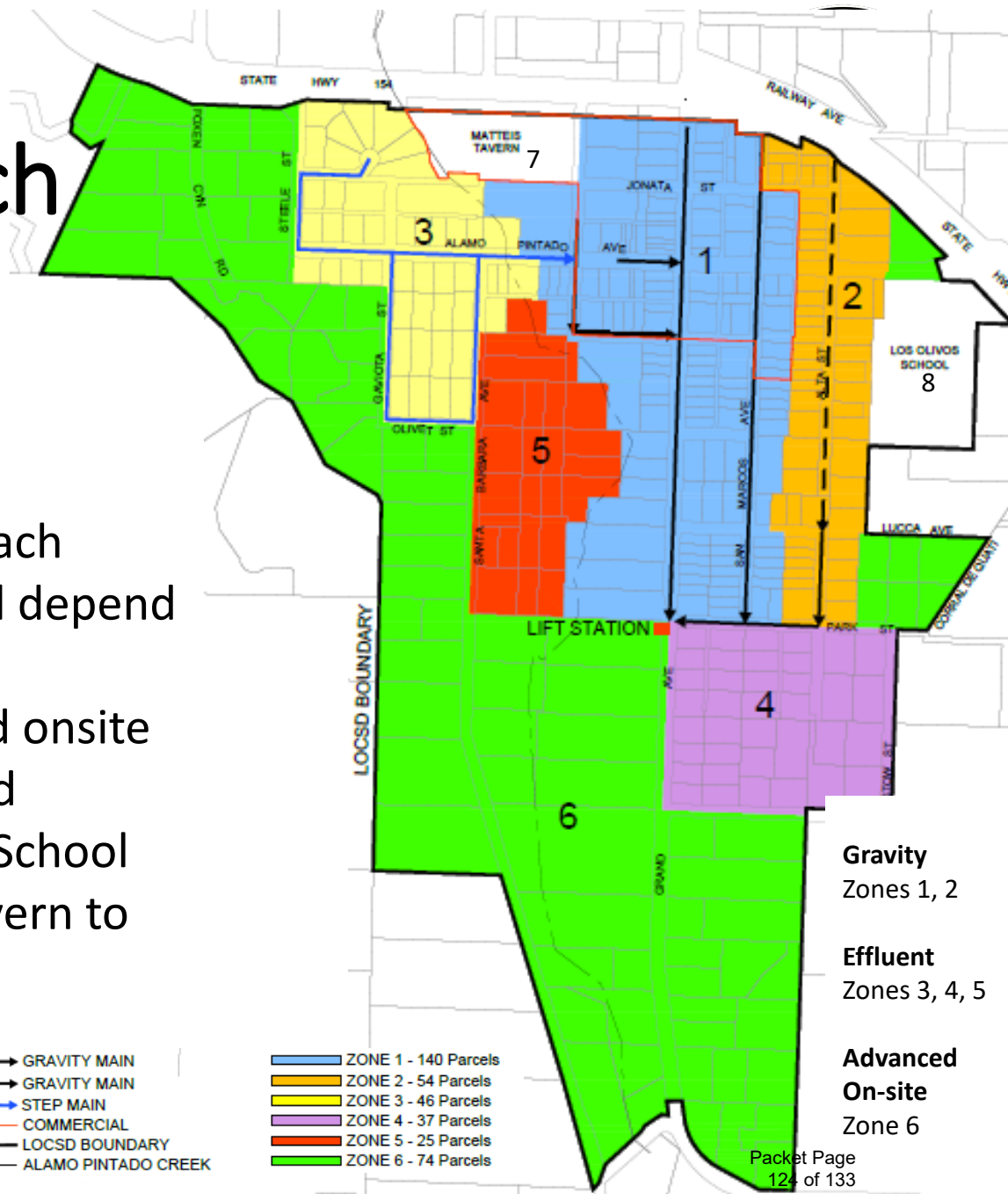


Hybrid approach

- Eight zones
- Three technologies
- Number of zones within each implementation phase will depend on grant funding
- Use of individual advanced onsite systems in zone 6 is limited
- Technology for Los Olivos School and the Inn at Mattei's Tavern to be determined

- - - - GRAVITY MAIN
 ——— GRAVITY MAIN
 ——— STEP MAIN
 ——— COMMERCIAL
 ——— LOCSD BOUNDARY
 - - - - ALAMO PINTADO CREEK

——— ZONE 1 - 140 Parcels
 ——— ZONE 2 - 54 Parcels
 ——— ZONE 3 - 46 Parcels
 ——— ZONE 4 - 37 Parcels
 ——— ZONE 5 - 25 Parcels
 ——— ZONE 6 - 74 Parcels

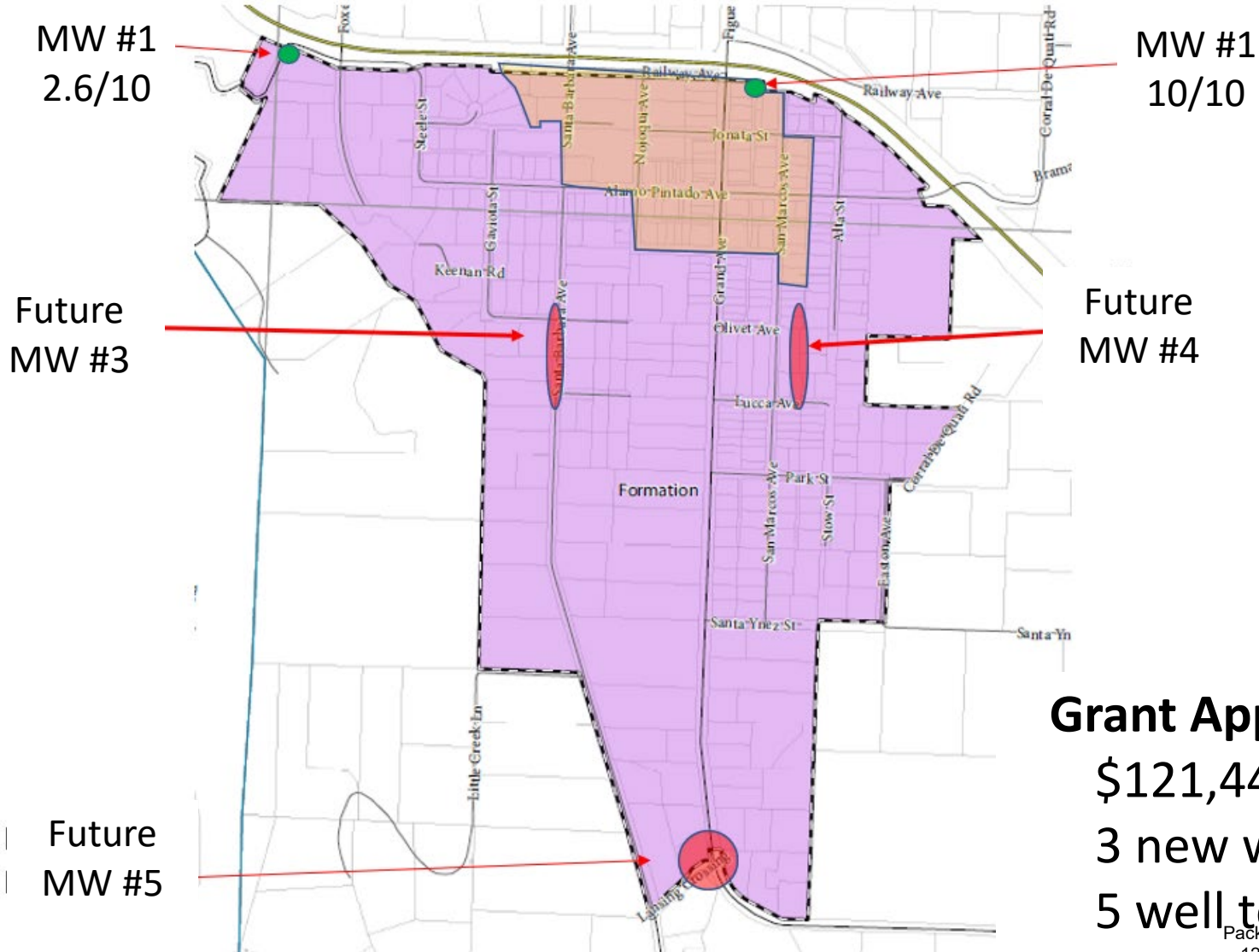


Gravity
Zones 1, 2

Effluent
Zones 3, 4, 5

Advanced On-site
Zone 6

MONITORING WELLS



Grant Application
\$121,445
3 new wells
5 well tests



What's Next?

- Technical evaluation and related cost
 - Collection (120 day contract)
 - Treatment (concurrent with collection, Solvang?)
- Additional Public Workshops and Outreach
- Final Project Description
- Pursue Grants
- Environmental
- Hold Benefit Assessment Vote



Questions and Discussion

- Visit us at:
www.losolivoscscsd.com
- Subscribe to our updates:
www.losolivoscscsd.com/subscribe
- Contact us:
LosOlivosCSD@gmail.com
(805) 500-4098





Los Olivos Community Services District Board

- Tom Fayram, President (2024)
- Nina Stormo* (2024)
- Julie Kennedy (2026)
- Lisa Palmer (2026)
- Greg Parks (2026)

*Appointed 9/2023

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



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

Guy Savage, General Manager

October 10, 2023

Thea Tryon
Assistant Executive Officer
Central Coast Regional Water Quality Control Board
895 Aerovista Place, Suite 101
San Luis Obispo, CA 93401
Email: Thea.Tryon@waterboards.ca.gov (via electronic mail)

Subject: September / October Groundwater Monitoring Well Update

Dear Ms. Tryon,

Per your August 29, 2023 letter, I am providing the requested monthly update report related to the installation and testing of three new groundwater monitoring wells.

In September, the Grant Subcommittee for the Los Olivos Community Services District (LOCSO) reviewed and is recommending to the full Board of Directors, approval of a draft grant application. The draft grant request is attached to this letter. Consideration of the grant request is agendaized for the October 16, 2023 meeting of the LOCSO Board of Directors. The agenda for the October 16, 2023 meeting can be found at:

<https://www.losolivoscsd.com/2023-10-16-regular-board-meeting>

If approved, it will be forwarded to the County of Santa Barbara, Environmental Health Services.

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 and monitoring of the shallow groundwater aquifer. If you have any questions, please contact me at (805) 500-4098 or gm.locsd@gmail.com.

Sincerely,

A handwritten signature in blue ink that reads 'Guy Savage'. The signature is written over a horizontal line.

Guy Savage
General Manager, LOCSO

Attachment – Draft Grant Request

cc:

Harvey Packard, Manager, CCRWQCB

Cecile Blancarte, Water Resources Control Engineer, CCRWQCB

Lars Siefert, Environmental Health Services (EHS) Director, County of Santa Barbara

Jason Johnston, Supervising Environmental Health Specialist, Environmental Health
Services, County of Santa Barbara

Board of Directors, LOCSD

October 11, 2023

Jason Johnston
County of Santa Barbara – Environmental Health Services
2125 Centerpointe Parkway, Rm. 333
Santa Maria, CA 93455
Via email: Jason.Johnston@sbcphd.org

Subject: Request for Funding Assistance for the Installation and Testing of Groundwater Monitoring Wells in the Amount of \$121,445

Mr. Johnston,

Per prior discussions between County of Santa Barbara Environmental Health Services (EHS), Central Coast Regional Water Quality Control Board (CCRWQCB) and Los Olivos Community Services District (LOCSD) staff, the LOCSD is requesting funding assistance in the amount of \$121,445 for the installation of three (3) new groundwater monitoring wells, plus one-time testing of the three (3) new wells and two (2) existing wells (five total wells).

Background

The Los Olivos area was designated a Special Problems Area (SPA) in 1974 due to excessive nitrates in the shallow groundwater table, which have the potential to further pollute deeper drinking groundwater tables. One of the key reasons for the excess of nitrates is the concentration of septic tanks in the Los Olivos area.

The LOCSD was formed in 2018 in an effort to design and construct a Wastewater Collection, Treatment and Reclamation Project (Project) in the Los Olivos area. The LOCSD boundaries are smaller than the Los Olivos SPA, but includes the commercial core and small lots believed to be causing the majority of the septic tank discharge issues. Early design has been completed and additional design efforts are underway to realize the Project. The LOCSD is currently expending the majority of its funds on additional design and other required processes to further the Project and begin to alleviate the pollution of the shallow groundwater table while further protecting deeper groundwater. The LOCSD's Project has been endorsed by citizens within the SBLAFCO define boundaries of the district, has undergone numerous public workshops, is supported by the CCRWQCB, and is designed to address the water quality issues within our district boundaries. Successful implementation of the Project will result in significant benefit to the community and advance ongoing efforts to improve long term water quality throughout the Santa Ynez Valley.

The LOCSD installed two groundwater monitoring wells in November of 2022. The two groundwater monitoring wells are located along the northern boundary of the district. Once installed, the wells were

tested. The testing from the well (MW-1) located in the northwest corner of the district suggested a nitrate reading within maximum contaminate levels (MCLs) when it tested at 2.6 (Nitrate as N) out of an MCL of 10. The northeast well (MW-2) tested at 10 (Nitrate as N) or right at MCL. MW-1 is located in a residentially zoned area near Highway 154 and Ballard Canyon Road. MW-2 is located at the northern boundary of the LOCS D commercial area east of Grand Avenue, also near Highway 154.

Hydrology in the Los Olivos area generally flows north-to-south. Consequently, the two existing wells primarily capture contaminate levels of subsurface water entering the district and those parcels surrounding the wells. Since the initial testing, the LOCS D has been in regular conversation with EHS and CCRWQCB staff to determine the next steps. All three agencies agree testing further south within the district would provide test data that will be indicative of what is happening within the district, particularly nitrates being introduced by the commercial area and smaller lots located on the eastern half of the district.

On May 31, 2023, the CCRWQCB directed the LOCS D to install three additional groundwater monitoring wells (see attachment 1). In its June 16, 2023 response letter (see attachment 2), the LOCS D agreed to install the wells if funding could be found to cover the expense, as the LOCS D does not have sufficient funds to install the wells and continue executing engineering and other studies that will lead to the implementation of a project that is intended to solve the groundwater contamination problem. More recently, conversations between the CCRWQCB and LOCS D have led to agreement on the location of the additional three wells (see attachment 3). The additional wells are aligned with the LOCS D’s previously completed Groundwater Monitoring Plan from 2021, which can be found at:

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

Detailed Costs and Schedule

Cost estimates have been gathered from consultants and contractors who will be involved in the implementation of the three new wells, plus testing of all five of the LOCS D’s wells. Copies of the relevant quotes can be found in attachment 4. A summary cost breakdown can be seen in Table 1.

Activity	Entity or Contractor	Cost
Administration and project management	LOCS D	\$ 2,700
Well site location identification and project management	MNS Engineering	\$ 4,225
Encroachment Permits	County of Santa Barbara	\$ 1,200
Safety equipment - road signage and barriers	To be purchased	\$ 1,215
Installation oversight, reporting, coordination	GSI	\$ 33,200
Drilling and installation wells 3-5	BC2	\$ 69,673
Well testing wells 1-5	GSI	\$ 6,150
	Subtotal	\$ 115,662
Project Reserve (5%)		\$ 5,783
	Project Total	\$ 121,445

Table 1 – Groundwater Monitoring Well Installation and Testing Costs

Installation of the three new wells, and the related testing, are anticipated to be completed consistent with the LOCS D’s previously stated timelines, see Diagram 1.

		Month 1	Month 2	Month 3	Month 4	Month 5															
		Week																			
Activity	Duration	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Finalize locations	2 weeks	X	X																		
Obtain permits from County	5 weeks			X	X	X	X	X													
Obtain bids from drilling firms	2 weeks			X	X																
Contract with drilling firm	3 weeks					X	X	X													
Well drilling and development	2 weeks											X	X								
Obtain samples	1 day												X								
Testing	6 weeks													X	X	X	X	X	X		
Final Test Report	2 weeks																			X	X

Diagram 1 – Anticipated Timeline for New Groundwater Well Installation and Testing

The LOCSD would begin the tasks necessary to construct the wells immediately upon approval of its request for funding assistance. The LOCSD anticipates that various dates may need to be adjusted to accommodate County Board of Supervisors action at a regularly scheduled County BOS meeting. Dates may also need to be adjusted to accommodate contractor availability, particularly the well drilling firm.

Procurement of Consultant / Contractor / Construction Services

The LOCSD understands that any funding would be managed through an agreement between the County and the LOCSD. The LOCSD would, in turn, contract professional or construction services. The LOCSD has adopted a Procurement Policy through its Resolution 19-06, which details the process used in selection and contract of services (see attachment 5).

The LOCSD is very appreciative of any and all support the County can provide related to this request for funding assistance. We are committed to the Community and to working hard to maintain our successful relationship with the County and State throughout this process. If you have any questions, please contact me at gm.locsd@gmail.com or (805) 500-4098, or Tom Fayram, LOCSD Board President, at Tom.Fayram.LOCSD@gmail.com.

Sincerely,



General Manager
Los Olivos Community Services District

Attachments:

1. May 31, 2023 – CCRWQCB Directive to LOCSD letter
2. June 16, 2023 – LOCSD Response to CCRWQCB letter
3. August 29, 2023 – CCRWQCB Concurrence on Well Locations letter
4. Consultant and Construction Quotes
5. LOCSD Resolution 19-06 and Procurement Policy

Cc: (via email)

- Joan Harmann – County of Santa Barbara Supervisor – District 3
- Matt Keeling – Executive Officer – CCRWQCB
- Thea Tryon - Assistant Executive Officer – CCRWQCB
- Lars Seifer – Director – County of Santa Barbara EHS
- LOCSD Board of Directors
- Doug Pike, District Engineer (MNS Engineering) – LOCSD