

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



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

**Posted: 7-20-2023**

**July 24, 2023 – 4:00 PM**

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

**Please observe decorum and instructions from the Subcommittee Chair**

**Subcommittee Members: Vice President Ross, Director Palmer, and General Manager Guy Savage**

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

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

Zoom: <https://us06web.zoom.us/j/81937722522?pwd=SWpSU0RYZFliZTBLNGphZG41TGs4dz09>  
By Phone: +1 669 900 6833 US (San Jose) Meeting ID: 819 3772 2522 Passcode: 914085  
One tap mobile: +14086380968,,81937722522#,,,,\*914085# US (San Jose)

The Los Olivos Community Services District is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please call 805.500.4098 or email to [losolivoscscsd@gmail.com](mailto:losolivoscscsd@gmail.com). Any public records, which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at a location to be determined in Los Olivos, California 93441.

## **MEETING AGENDA**

### **1. CALL TO ORDER**

### **2. ROLL CALL**

### **3. PUBLIC COMMENTS**

Members of the public may address the Subcommittee on any items of interest within the subject matter and jurisdiction of the Subcommittee 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 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 may be referred to District staff for discussion and possible action at a future meeting.

### **ADMINISTRATIVE ITEMS:**

All matters listed hereunder constitute an administrative / consent agenda and will be acted upon by a single vote of the Subcommittee. Matters listed on the Administrative Agenda will be read only on the request of a member of the Subcommittee, in which event the matter may be removed from the Administrative Agenda and considered as a separate item. A single public comment period will be heard for all the matters on the Administrative Agenda.

### **BUSINESS ITEMS:**

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

### **4. SELECTION OF A SUBCOMMITTEE CHAIR**

The Subcommittee will select a chair who will preside over meetings and lead the reporting on Subcommittee activities at full Board of Directors meetings.

**Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 500-4098**  
[losolivoscscsd@gmail.com](mailto:losolivoscscsd@gmail.com), [www.losolivoscscsd.com](http://www.losolivoscscsd.com)

**5. CONSIDERATION OF A REGULAR MEETING DATE AND TIME**

The Subcommittee is slated to meet on an as-needed basis. As part of this item, the Subcommittee will discuss the possibility of setting a regular (quarterly?) date and time for its meetings. Final selection of dates and times will be subject to the availability and confirmation of a suitable facility.

**6. DISCUSSION OF PROJECT SCHEDULE**

The Subcommittee will discuss the most recent project schedule.

**7. DISCUSSION OF SBLAFCO / COMMUNITY UPDATE**

The Subcommittee will discuss the July 2023 update to the Santa Barbara County Local Agency Formation Commission (SBLAFCO).

**8. ADDED ITEM - DISCUSSION OF ROSENBERG'S RULES OF ORDER AS IT RELATES TO THE LOCSD**

At its July 12, 2023 Regular Board meeting, Director Palmer made a motion, and Director Parks seconded, to "direct staff to prepare a Resolution proposing Rosenberg's Rules of Order or Rules to be adopted consistent with 61045(f) and refer to the Project Management Committee for further review." The related discussion covered Project Management Subcommittee review of Rosenberg's Rules or Order to determine if there was a need for additional policies within the LOCSD. The subcommittee will discuss the rules, and whether or not to make a recommendation on further policy needs to the full Board of Directors. For purposes of the discussion, the subcommittee will use the California Cities version of Rosenberg's Rules. It can be found at:

<https://www.calcities.org/resource/rosenberg's-rules-of-order-simple-rules-of-parliamentary-procedure-for-the-21st-century>

**INFORMATIONAL ITEMS:**

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

**9. SUBCOMMITTEE MEMBER COMMENTS**

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

**10. ADJOURNMENT**

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

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