

Tom Fayram, President  
Lisa Palmer, Vice President  
Julie Kennedy, Secretary  
Mike Arme, Director  
Brian O'Neill, Director



POSTED 5-8-2020

**LOS OLIVOS COMMUNITY SERVICES DISTRICT**  
**Board of Directors Meeting, May 13, 2020, 6:00 p.m.**

The Meeting will be held electronically via RingCentral Meetings. The public will be able to hear and participate.

1. **Join from PC, Mac, Linux, iOS or Android:** <https://meetings.ringcentral.com/j/1498652543> Or iPhone one-tap : US: +1(623)4049000,,1480195204#
2. **I suggest Telephone conference for audio:**  
+1(623)4049000 **Meeting ID: 149 865 2543**
3. If you choose to **access through your browser**, visit <https://meetings.ringcentral.com> , enter meeting ID see above , Join Meeting

**REGULAR MEETING AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL OF MEETING MINUTES**

- a. Minutes of 3-11-2020 & 4-15-2020 Regular Meetings

**5. DIRECTOR COMMENTS**

Directors will give reports on any meetings that they attended on behalf of the District and/or choose to comment on various District activities.

**6. PUBLIC COMMENTS**

Members of the public may address the Board on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Government Code - 54954.3).

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 can be referred to District staff for discussion and possible action at a future meeting.

**7. INTERIM GENERAL MANAGER REPORT**

Interim General Manager Report on current assignments and general District business. See Attached.

**8. BUSINESS ITEMS**

**A. Board Officer Appointments and Committee Assignments:**

1. Since two years has passed, the Board will consider appointing new officers, including President, Vice President, and Board Secretary. The Board may determine duration or term of any new appointments.
2. The Board may also consider current Committee assignments, and make adjustments as they desire (Finance Committee and ad-hoc technical committee.
3. For reference, terms of current Board Members is as follows:
  - a. Director Fayram 2-years ending 2020
  - b. Director Palmer 4-years ending 2022
  - c. Director Kennedy 2-years ending 2020
  - d. Director O'Neill 4-years ending 2022

- e. Director Arne 4-years ending 2022

**B. Election Process Review for Board Members who's positions expire in 2020**

1. G Ross Trindle to present
2. Basic Dates:
  - i. Election Day -Tuesday, November 3, 2020
  - ii. Candidate Filing Period (Declaration of Candidacy and Nomination Paper Period) July 13, 2020 – August 7, 2020
  - iii. Write-in Candidate Filing Period - September 7, 2020 – October 20, 2020
  - iv. First Day Ballots will be Mailed - Monday, October 5, 2020
  - v. Close of Registration - Monday, October 19, 2020
  - vi. Conditional Voter Registration - October 20, 2020 – November 3, 2020
3. Discuss and Adopt a Board Resolution:  
RESOLUTION 20-01, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT CALLING FOR A DISTRICT ELECTION FOR THE PURPOSE OF ELECTING TWO (2) MEMBERS OF THE BOARD OF DIRECTORS, AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA BARBARA TO CONSOLIDATE THE DISTRICT ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020, WITH THE STATEWIDE GENERAL ELECTION ON THE SAME DATE, PURSUANT TO ELECTIONS CODE SECTION 10403

**C. Remnant County Parcel Aquisition.**

1. Update, discussion and action/assignments. (Directors Palmer, O'Neill)

**D. County Funding Agreement Update.**

1. Authorize Board President to execute the new P.O. for \$120,000 in additional Funding when received, as he did the first \$30,000 installment. (IGM Pike)

**E. Consultant Progress Update:**

1. Water Consultancy – Assessment Engineers Report  
Minimum milestones (Board Actions), schedule and take action as required to complete milestones:
  - a. Order Engineer's Report: NTP issued 12-30-2019
  - b. Receive Draft Engineer's Report: 3-30-2020
  - c. Draft Report Review/Directors (**Waiting for WWTP siting, Water use Data from SYWCD**)
  - d. Draft Report Presented at Reg. Meeting, discuss & receive Public Comment
  - e. Revise Engineer's Report & distribute to Board
  - f. Board Consider & Approve Revised Engineer's Report
  - g. Consider & Approve Resolution of Intent
  - h. Mail Notice of Public Hearing & Assessment Ballot
  - i. Public Hearing after 45 days: Can Be done at Special or Regular Meeting
2. Wallace Group – Funding Application
3. Paul Jenzen – Los Olivos CSD LAMP Ammendment

**F. RFQ/RFP Progress Report for:**

1. Project Design (Load Study) Consultant Selection
2. Groundwater Monitoring Plan Consultant Selection
3. Preliminary Environmental Report Consultant Selection

**G. Budget Process Review:**

1. The Board Will review a "preliminary draft" at the Regular Meeting on May 13, 2020.
2. The Board Will approve a preliminary budget at the Regular Meeting on June 10, 2020.
3. The District will publish a notice stating that the GM has prepared a proposed final budget which is available for inspection on the website;and include the date, time, and place when the Board will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items.
4. This notice must be published at least two weeks before the hearing in at least one newspaper of general circulation in the district. NOTE: The notice must be PUBLISHED at least two weeks before the hearing, (SY Valley News). It only needs to be published one time.
5. Final budget will be adopted at the Regular Meeting on July 15, 2020.

#### **H. 2019-20 Secured Property Tax Bill Process Review**

1. Approve Preparation and signature Agreement to Place Direct Charges on the 2020-21 Secured Tax Bills
2. Authorize Preparation and signature on Annual Certification Of Direct Charge
3. Approve a resolution authorizing tax levy with CPI increase, and providing for collection via direct charge by the Santa Barbara County Auditor-Controller via placement on the secured tax bill of all parcels in the district, excluding exempt or partially exempt parcels pursuant to past action by the board of directors

#### **I. Benefit Assessment Process. Preliminary Report from Lynn Takaichi (Water Consultancy on Engineer's Report Outline.**

1. Review Following minimum milestones (Board Actions), schedule and take action as required to complete milestones:
  - j. Order Engineer's Report: NTP issued 12-30-2019
  - k. Receive Draft Engineer's Report: 3-30-2020
  - l. Draft Report Review/Directors
  - m. Draft Report Presented at Reg. Meeting, discuss & receive Public Comment
  - n. Revise Engineer's Report & distribute to Board
  - o. Board Consider & Approve Revised Engineer's Report
  - p. Consider & Approve Resolution of Intent
  - q. Mail Notice of Public Hearing & Assessment Ballot
  - r. Public Hearing after 45 days: Can Be done at Special or Regular Meeting

#### **J. Project Work Plan and Financial Plan Progress and Planning:**

1. Review Project Plan, Financial Plan, Project progress, discussion direct action.
2. Possible items of discussion/action (below):
  - All preliminary project tasks, and future project tasks including Environmental and planning tasks, funding tasks, project siting, phasing, analysis and design tasks. Proposition 218 related items.
  - Review and potential action regarding Mattei's Project Update and Cooperation with the District.
  - RWQCB and EHS Support.
  - Project Funding
  - LAFCO Status and Actions
  - Open Consultant Contract discussion, comments direct action (Engineer's Report – Water Consultancy, Grant Writing Services – Wallace Group, Local LAMP – Paul Jenzen)
  - Reports from Ad hoc Technical Committee – Report and Potential Action.
  - Report from Individual Board Members Regarding Project Assignments and Actions– Report and Potential Action.

#### **K. Finance Committee Business Summary and Report. Approved for recommendation for payment:**

1. 4-16-2020 MNS Invoice 75033 (March Services) \$6,727.50
2. 4-30-2020 Wallace Group Invoice 50791 (March services) \$1,505.00
3. SDRMA Special Certificate Fee (Add additional insured/EHS Funding Agreement) \$50.00

#### **9. Next Regular Meeting:**

Wednesday, June 10, 2020, 6:00 p.m.

Via RingCentral Meeting Link to be posted in the agenda (at the Post Office Bulletin Board & CSD Website [www.losolivoscscsd.com](http://www.losolivoscscsd.com))

#### **10. ADJOURNMENT**

*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 805.946.0431 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.*

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