

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



**LOS OLIVOS COMMUNITY SERVICES DISTRICT**

**Posted: 11-10-2023**

**REGULAR MEETING**

**November 15, 2023, 6PM (PST)**

**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=VHFQd1VDZUVucFZXZEVEEdVhzVjhhOT09>

By Phone:

Meeting ID: 825 1580 1920 Passcode: 378600

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

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**MEETING AGENDA**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

**Present: President Fayram, Director Palmer, Director Parks**

**Absent: Vice President Kennedy (travel issues due to weather), Director Stormo (travel issues as well)**

**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.**

Anna Marie Gott speaks.

While the General Manager / Board addresses the technical issues with Zoom, Counsel O'Neill responds the commentary from Ms. Gott.

Due to the technical issue, President Fayram restarts Ms. Gott's time and allows her a "new" three minutes to provide public comment. Ms. Gott speaks.

**INFORMATIONAL ITEM:**

Per public request, a brief report from the General Manager that conveys District status and updates is being added at

**Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 500-4098**

[losolivoscsd@gmail.com](mailto:losolivoscsd@gmail.com), [www.losolivoscsd.com](http://www.losolivoscsd.com)

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 asks Counsel O’Neill to address a question submitted by the public regarding public comment on Informational Items. Following Counsel’s commentary, GM Savage notes that there are two significant activities being worked at the current time:

1. Regen Contract – 30% design related to a hybrid collection system, where such a collection system would include both gravity fed and effluent only collection.
2. Groundwater Monitoring Wells – Initial site surveys were completed with a focus on the southwest corner of Olivet / Santa Barbara for MW #3, southwest corner of Olivet and San Marcos for MW #4, and the west side of Grand, near Alamo Pintado for MW #5. Following a question from Director Palmer, GM Savage confirms that the groundwater monitoring well locations were selected in collaboration with the Central Coast Regional Water Quality Control Board.

**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. Meeting Minutes of October 16, 2023.
- ii. Meeting Minutes of October 24, 2023.

**B. APPROVAL PAYMENT OF INVOICES RECEIVED BY NOVEMBER 1, 2023.**

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

No.	Invoice Date	Invoice #	Provider	Amount
1	10/24/2023	84600	MNS – Engineering and Support Services	\$ 1,488.75
2	06/19/2023	74160	SDRMA – Insurance	\$ 2,932.81
3	10/06/2023	80599	Aleshire and Wynder - Legal Services	\$ 2,046.00
4	10/31/2023	202310	Savage – General Manager Services	\$ 4,050.00

Project	Vendor	To Date (inc. Above)	Remaining Authorization
Audit	Moss, Levy & Hartzheim, LLP	\$ 2,780.00	\$ 4,995.00

GM Savage provides a very brief overview, noting there is nothing particularly new or unexpected in either the minutes or invoices that have been received. He adds that the SDRMA insurance bill came in about as expected.

**President Fayram opens the floor to public comment.**

No requests speak.

**Motion to approve items 6A and 6B as presented.**

**Motion by: Director Palmer, second: Director Parks**

**Voice vote 3-0**

**BUSINESS ITEMS:**

**7. AUTHORIZATION FOR PRESIDENT AND/OR GENERAL MANAGER TO SIGN DOCUMENTS AND CONTRACTS RELATED TO OCTOBER 16, 2023 GRANT APPLICATION TO THE COUNTY OF SANTA BARBARA, ENVIRONMENTAL HEALTH SERVICES (EHS)**

On October 16, 2023, your Board approved submittal of a grant application to the County of Santa Barbara, Environmental Health Services (EHS). The grant application, in the amount of \$121,445, is for (1) the installation of three new groundwater monitoring wells and (2) testing of the three new wells plus two existing wells. Details of the application, including cost estimates and schedule can be found in the October 16, 2023 agenda packet at:

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

The execution of the grant application and related contracts noted in the October 16, 2023 agenda item require signatures from the District. This item requests authority for the President and/or General Manager to sign all related application and contract documents, including, but not limited to, those shown in Table 1 below. Per existing expenditure processes, actual expenses will be brought to both the Finance Subcommittee and full Board of Directors for review and approval.

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
	<b>Subtotal</b>	<b>\$ 115,662</b>
Project Reserve (5%)		\$ 5,783
	<b>Project Total</b>	<b>\$ 121,445</b>

Table 1 - Anticipated expenses for Groundwater Monitoring Wells

GM Savage provides a brief overview. He notes that the item is being brought to help eliminate the usual bureaucracy that often ensues with grants and the execution of contracts for a project such as groundwater monitoring wells. He notes that there is one outstanding signature, due to the County of Santa Barbara, related to “acceptance” of the grant. GM Savage adds that he listed the signature authority generically to the President since he anticipates there will be a new President before the project is closed out.

Director Parks asks if this is a carte blanche for all approvals. GM Savage responds that this is specific to this particular groundwater monitoring well grant and the related work. Director Palmer comments that this is essentially a clean-up from the item approved at the October meeting. President Fayram comments that it includes all of the items related to the implementation of the grant, including items such as the encroachment permits from the County of Santa Barbara.

**President Fayram opens the floor to public comment.**

No requests to speak were received.

**Motion to approve item 7 giving the President and/or General Manager authority to sign documents and contracts related to the groundwater monitoring well grant application.**

**Motion by: Director Palmer, second: Director Parks**

**Voice vote 3-0**

**INFORMATIONAL ITEMS:**

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

**8. REPORTS**

**A. SUBCOMMITTEE REPORTS**

**Finance Subcommittee (Vice President Kennedy Chair)**

Standing in for Vice President Kennedy, GM Savage notes that the Finance subcommittee met earlier in the month. The invoices above were all recommended for approval.

**Grants Subcommittee (Vice President Kennedy Chair)**

Standing in for Vice President Kennedy, GM Savage notes that the Grants subcommittee will be meeting Friday. The meeting was originally scheduled for last Friday but was moved to accommodate shifting schedules. The meeting may need to be moved again.

**Project Management Subcommittee (Director Palmer Chair)**

Director Palmer notes that the Project Management subcommittee met earlier in the month. Worked to update the project schedule, including public workshop envisioning for the coming year. The subcommittee also worked on the quarterly updates. The subcommittee discussed whether a second monthly meeting would be appropriate through next year, given the workload coming up.

**Technical Subcommittee (President Fayram Chair)**

President Fayram notes that the Technical subcommittee met earlier in the month. He comments that a report was received from REGEN and that there was discussion related to wastewater treatment solutions, including connectivity to the City of Solvang’s wastewater treatment plant.

**B. GENERAL MANAGER AND DISTRICT ENGINEER COMMENTS**

The GM and DE will give reports on any meetings that they attended on behalf of the District, report on various District-related activities and/or provide status on projects. The GM may also review Budget Reports. See the packet for more details.

Notable upcoming meeting items:

December 2023 – Calendar year 2024 regular meeting schedule

January 2024 – Officer and subcommittee member selection / appointments

GM Savage opens by noting the slight change to the agenda. He intends to include any upcoming notable items moving forward. His general approach will be to provide a “look forward” of a couple of months. Related to the December meeting, he notes that between now and the meeting, he would like the Board to think about scheduling per the District’s usual approach (Wednesday following the second Tuesday); but also a second meeting each month to keep critical items moving.

GM Savage then walks through the attached high-level project schedule and status updates. Director Palmer asks GM Savage about the Assessment Engineer’s efforts, commenting on polling of property owners and 60% design. GM Savage responds that the original Assessment Engineer’s report was essentially a spreadsheet model that uses parcel size as a stand-in for cost distribution. A brief, clarifying discussion regarding the timing of reengagement of the Assessment Engineer and related costs to each parcel owner ensues.

GM Savage then notes that he met with Solvang City Manager Randy Murphy and that he has meetings with Santa Ynez CSD GM Loch Dreizler and other GMs tomorrow and the CCRWQCB next week.

GM Savage then notes that he has filled out the necessary forms to get the WRF grant reimbursement for the draft report, in an amount of \$75,000. He notes that the increase in funding shown in the attached financial slides is due to the Preservation of Los Olivos grant funds being deposited. GM Savage then notes that the County’s Workday implementation is on-going. He draws attention to the implementation timeline slides included with the agenda packet, at the end of his report. As part of his financial commentary he comments that has notified our vendors, who would normally receive payments, that things will be delayed until payment processing is opened back up. That is anticipated to occur on December 5. He closes with a comment that he did receive a check from former Director Ross for his 71 seconds of commentary.

GM Savage then briefly notes that the quarterly report, required by LAFCO, has been mailed and a similar version sent to all of those who have signed up to receive District updates via email. He notes that the version he sent to LAFCO was shorter than the one that went to the community.

In closes his comments by highlighting that he will again be giving a “State of the District” presentation to the general public. The presentation will be December 5, 6PM, Los Olivos Grange Hall. He notes that this is a community meeting, not a Board of Directors meeting.

Director Palmer asks about treatment options, with President Fayram responding that REGEN will be providing more information and that it will be brought to the full Board after further discussion at the Technical Subcommittee.

**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 Parks – Happy that progress is being made and looking for more information from REGEN.

Director Palmer – Echoes Director Parks’ comments. She is looking forward to the items that will cascade from REGEN’s information and related report.

President Fayram – Nothing.

**9. ADJOURNMENT**

**Motion to adjourn at 6:48 PM**

**Motion by: Director Parks, second: Palmer**

**Voice vote 3-0**

Respectfully submitted:

A handwritten signature in blue ink, appearing to read "Guy W. Savage".

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

Approved:

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President Fayram  
Director – Los Olivos Community Services District