

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



LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Meeting, October 10, 2018, 6:00 p.m.
Los Olivos School, Room 602
2540 Alamo Pintado Avenue, Los Olivos, CA 93441

REGULAR MEETING AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MEETING MINUTES

9-12-2018 Regular Meeting Minutes

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.

8. BUSINESS ITEMS

A. Discussion regarding the City of Solvang Project to Increase Capacity at their Regional WWTP. Correspondence from the City of Solvang's Public Works Director/City Engineer (Matt van der Linden, P.E.) asking if LOCSD is interested in purchasing treatment capacity in the Solvang WWTP. Attached letter from the City of Solvang, Matt van der Linden expected to be present, attached excerpt from Valley Community Plan. Receive information and letter, and add to information to be used during future options analysis for decision making.

B. Discussion and Action Regarding Future Outreach Efforts. Using MailChimp Opt-in Campaign Results with new subscribers, approve preparation of a monthly News and Updates e-mail to subscribers. When appropriate, schedule community work-shops.

- C. **Discussion and Action Regarding LAFCO condition requiring a new assessment next spring unless an extension is granted.** LAFCO conditions require a new assessment next spring unless an extension is granted. Review information provided to the IGM by Paul Hood, LAFCO Executive Officer, and authorize the President to write a letter to LAFCO to request an extension.
- D. **Discussion and Action in Development of a Draft Work Plan.** Discussion on draft outline of the “Master Implementation Plan” with focus on a “First year Plan”. Review of Milestones.
- E. **Discussion and Action on Funding Options.** Discuss progress on Development of funding options and strategy. Review Connection of Funding to Draft Work Plan. Board Direction to continue funding options research and begin preparation of funding applications.
- F. **Formation of Subcommittees.** Authorize the formation of the Finance Subcommittee to focus on specific issues and tasks and facilitate the goals of the District. Review and approve a subcommittee policy (presented by the IGM).

District shall use, as needed, potential ad-hoc committees until they are formally needed. These may include:

- a. Planning Committee (Ad Hoc as Needed)
- b. Project Funding and Grant Committee (Ad Hoc as Needed)
- c. Technical Advisory Committee (Ad Hoc as Needed)
- d. Outreach Committee (Ad Hoc as Needed)

- G. **Appoint Finance Committee Members to Standing Committee.** Select Two Board Members to serve on the District Finance Committee.

9. Next Meeting:

Wednesday, November 8, 2018, 6:00 p.m.

Los Olivos School, Room 602

2540 Alamo Pintado Avenue, Los Olivos, CA 93441

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. 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.

AGENDA ITEM 4

Approval of Minutes

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



LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Meeting, October 10, 2018, 6:00 p.m.
Los Olivos School, Room 602
2540 Alamo Pintado Avenue, Los Olivos, CA 93441

REGULAR MEETING MINUTES

1. CALL TO ORDER

Meeting was called to order at 6:00 P.M.

2. ROLL CALL

Directors Fayram, Palmer, Arme, O'Neill and Kennedy present. No absences.

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MEETING MINUTES

Approve 8-15-2018 Regular Meeting Minutes, and 8-24-2018 Special Meeting Minutes.

Motion: Director Kennedy, Second: Director Fayram, Passed 5-0

5. DIRECTOR COMMENTS

IGM was asked to include approval of Warrants on a monthly basis. Director Kennedy requested CSDA accounts for Directors Fayram, Arme and Mr. Pike. Login info received and instructions attached to IGM's Report.

4. PUBLIC COMMENTS

Several visitors were welcomed, including community members, Jay Freeman, a Board member of the new Isla Vista CSD, and William Skinner from Catalyst Consulting and Acquisition. Inc.

7. INTERIM GENERAL MANAGER REPORT

Interim General Manager Reported that application for insurance is complete and submitted and we are awaiting Invoice.

8. BUSINESS ITEMS

- A. Update on "Dry Period Funding" between the District and the County of Santa Barbara. Resolution No. 2018-03 approved, County Agreement executed. IGM not has FIN web system access and will schedule training.
- B. Update on District membership in the California Special Districts Association (CSDA) and insurance through the SDRMA : Resolution 2018-02 approved, SDRMA Agreement Executed. Invoice will be sent.
- C. Document Management. IGM was authorized to choose and set up a file platform and system.

- D. Discussion and Action Regarding a new assessment. LAFCO conditions require a new assessment next spring unless an extension is granted. Board directed the IGM to contact LAFCO and confirm process and appropriate language for a letter requesting an extension. IGM to run the language by Ross Trindle, Council.
- E. Discussion and Action in Development of a Draft Work Plan. IGM presented a first draft outline of a "Master Implementation Plan" with recommendations for a "First year Plan". This Work Plan addresses goals, schedule, budget, public outreach, and is broken into an annual program of practical and achievable milestones. Board authorized expansion of this plan to include additional milestones and cost milestones as the are identified. Board recommended a draft Gannt Schedule (Microsoft Project) to give an additional, helpful visual to the plan.
- F. Authorize a public information outreach effort. Board assigned and authorized an ad-hoc committee of two Board members (Directors Palmer and Kennedy), and the IGM to author and distribute a Status for public use by 9/21/2018.
Motion: Director Fayram, Second: Director Arme, Passed 5-0
- G. Formation of Subcommittees. Board authorize the formation of a finance subcommittee, and continued use of ad-hoc committees to focus on specific issues and tasks and expedite the goals of the District. Specific committee duties will be prepared with assistance of the IGM, and brought back to the Board at the next meeting. All committee meetings will be held in accordance with the Brown act and shall have agendas posted 72 hours in advance. Ross Trindle and Doug Pike to come back with recommended structure and allocate duties and bring resolution or policy of Board action to approve. Board generally agreed to begin with the following committee recommendations:
 - a. District Finance Committee
 - b. Project Funding and Grant Committee (ad-hoc)
 - c. Technical Advisory Committee (ad-hoc)
 - d. Outreach Committee (ad-hoc)
 - e. Others as needed moving forward

Motion: Director Palmer, Second: Director Fayram, Passed 5-0

9. Next Meeting:

Wednesday, October 10, 2018, 6:00 p.m.

Los Olivos School, Room 602

2540 Alamo Pintado Avenue, Los Olivos, CA 93441

10. ADJOURNMENT

Meeting was adjourned at approximately 7:05 p.m.

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 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.

AGENDA ITEM 8A

Discussion regarding the City of Solvang Project to Increase Capacity at their Regional
WWTP.



September 19, 2018

Mr. Doug Pike
Interim General Manager
Los Olivos Community Services District
P.O. Box 345
Los Olivos, CA 93441

Subject: Proposed Solvang Wastewater Treatment Plant Upgrade/Expansion

Dear Doug:

As you may be aware, several situations arose over the last 2 years leading up to the need for the City of Solvang to upgrade and expand our Wastewater Treatment Plant (WWTP). One of those situations was the RWQCB's informal request that the City modify our treatment process and begin de-nitrifying the wastewater. This (and the increase in wastewater strength over the past several years) has resulted in a reduction of our treatment capacity from 1.5 MGD down to 0.9 MGD. Our proposed WWTP Upgrade/Expansion Project seeks to restore the lost capacity, upgrade the Plant, and possibly expand the Plant capacity.

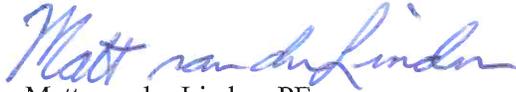
As our first step toward upgrading the Plant, the City hired Pacific Advanced Civil Engineering (PACE) to complete the WWTP Enhanced Treatment Study & Alternatives Analysis. At our City Council's regular meeting of September 10, 2018 staff and PACE presented the findings and recommendations of this Study. The City Council considered the three alternatives of upgrading and expanding the WWTP: 1) Upgrade the existing SBR Plant and restore 1.5 MGD capacity, 2) Add clarifiers, modify Plant and increase Plant capacity to 1.7 MGD, and 3) Upgrade to MBR Plant and increase Plant capacity to 2.0 MGD. The full Study can be found on the City's website. Alternatives 2 and 3 are being considered further. However, prior to making any final decision, the City Council directed staff to conduct some additional research including contacting the Los Olivos Community Services District (LOCSD) to inquire if you are interested in purchasing treatment capacity in the Solvang WWTP.

This letter is written to make that inquiry. Is the LOCSD interested in discussing the possibility of purchasing treatment capacity in the Solvang WWTP, and if so, how much capacity are you interested in? Your response may influence the City's Council's decision between Alternatives 2 and 3. It is our understanding from the AECOM Los Olivos Engineering Report, dated, November 2, 2016 that the projected Average Day Maximum Month Flow for Los Olivos is somewhere in the range of 118,000 gpd to 180,000 gpd. From this Report we also understand that the estimated capital cost of a LOCSD infiltration treatment plant is approximately \$3.8 million, and \$7.4 million for an MBR treatment plant.

The cost estimates in the City's recent Study are preliminary, but assuming Alternative 3 (the MBR option) is implemented at an estimated cost of \$15.3 million, and a capacity of 120,000 gpd is provided to the LOCSD, your capacity and buy-in cost would be in the neighborhood of \$2.5 million. We realize your final decision whether or not to purchase treatment plant capacity from the City of Solvang will require several months to consider. However, we are requesting a response as to your interested in

discussing the possibility of purchasing treatment capacity in the Solvang Plant, and if so, how much capacity are you interested in, and approximately when might you be able to provide the City a firm answer? We look forward to hearing back from you soon. If you have any questions please don't hesitate to contact me at (805) 688-5575.

Sincerely,



Matt van der Linden, PE
Public Works Director/City Engineer

Copy. Brad Vidro, City Manager
Nathan Giacinto, Wastewater Division Supervisor

Santa Ynez Valley Community Plan

Onsite Wastewater Management Plan

An Onsite Wastewater Management Plan is a customized plan to address wastewater constraints in a specific area. Solutions may include a mix of different septic system designs, public sewerage in certain areas, and special maintenance activities. Wastewater management plans are recommended where soil-geologic conditions are reasonably suitable for continued use of septic systems, but where other factors (e.g., total number of systems, localized problems, age of systems, water quality threats) dictate that special management efforts be made to improve and maintain long-term effectiveness of onsite wastewater systems to avoid serious environmental problems. Development of an Onsite Wastewater Management Plan or other alternative solutions should be evaluated for Los Olivos, Ballard and portions of West Santa Ynez.

Community Wastewater Facility

It is recommended that feasibility and environmental studies be undertaken to evaluate the feasibility of developing a community wastewater facility for the downtown core of Los Olivos. The community is sufficiently distant and isolated from the City of Solvang to justify the development of a stand-alone facility to serve the downtown core. The need for a community system stems from the very high density of development in the town combined with soil and groundwater conditions that have resulted in the use of drywell systems that discharge directly into the groundwater strata in the area. Onsite system upgrades using alternative or enhanced treatment and disposal technologies may be feasible for larger lots with deeper groundwater, but not for the majority of the area. In studying the community wastewater facility alternative for the town, more detailed consideration can and should be given to various options, including: (1) defining areas of the town where septic system upgrades may continue to be feasible; (2) various locations and technologies for collection, treatment and disposal and/or wastewater reuse for the town; and (3) potential mandatory septic system maintenance programs.

Public Sewer Extension

Public sewerage represents the probable best long-term wastewater management approach for the Janin Acres subdivision due to documented and significant threats to public health and groundwater quality in the area. From a land use perspective, public sewerage appears to be a logical option since the Janin Acres subdivision is nearly built-out and existing sewer lines are located directly north of the subdivision along Highway 246. Extension of sewers to certain areas within West Santa Ynez (e.g., Stadium Drive/Horizon Drive) should be considered where feasible, and consistent with Comprehensive Plan policies. Sewer service to some areas would likely require community pump stations. If connection to the public sewer is ultimately determined to be infeasible, appropriate improvements to onsite septic systems should be considered in a wastewater management plan.

Extending an interceptor sewer connection from the City of Solvang or the Chumash treatment facility to serve Ballard and Los Olivos raises significant policy concerns and potential environmental impacts associated with extending urban services through agricultural lands. Comprehensive Plan policies in the Land Use and Agricultural Elements, as well as Local Agency Formation Commission (LAFCO) policies discourage extending sewer service to rural areas because such extensions can encourage development intensification that is incompatible within agricultural areas. Sewer extension along the Alamo Pintado corridor would also be inconsistent with Santa Ynez Valley Community Plan policies which recognize and support the

Santa Ynez Valley Community Plan

preservation of distinct, and separate urban townships, and the preservation and enhancement of agriculture as a vital component of the Valley's economy and rural character.

4. WASTEWATER GOALS, POLICIES, ACTIONS AND DEVELOPMENT STANDARDS.

GOAL WW-SYV: **Ensure adequate wastewater treatment and disposal throughout the planning area.**

Policy WW-SYV-1: **Development and infrastructure shall achieve a high level of wastewater treatment, in order to best serve the public health and welfare.**

DevStd WW-SYV-1.1: Septic system installations shall only occur on parcels that are free of site characteristics listed under “VIII.D.3.i. Individual, Alternative and Community Systems Prohibitions” in the *Water Quality Control Plan for Central Coast Basin, Region 3* by the Regional Water Quality Control Board. Adherence to Regional Water Quality Control Board and other applicable state standards, applicable zoning regulations and the County Wastewater Ordinance shall constitute a finding of consistency with Land Use Development Policy 4.

DevStd WW-SYV-1.2: To the maximum extent feasible, development requiring private sewage disposal shall utilize gravity flow of wastewater to the septic tank and disposal field to minimize mechanical failure, which may cause surfacing of effluent. For lots of record where gravity flow of effluent is unavailable, pumping may be allowed. For new subdivisions where gravity flow to the public sewer is unavailable, the lift station shall be owned and/or maintained by a public agency such as a community services district. Private operation and maintenance of a shared or community lift station shall be prohibited.

DevStd WW-SYV-1.3: For development proposing public sewer service, prior to approving land use clearance and/or recording final maps, adequate wastewater treatment and disposal capacity (based on County and RWQCB accepted figures) shall be demonstrated for the Santa Ynez Community Services District to serve the specific project along with other approved development.

DevStd WW-SYV-1.4: In the event that improvements are made to sewage treatment facilities within the Plan Area such that recycled water is available on a given construction site, projects disturbing an area of 0.5 acres or more shall use recycled water for dust suppression activities during grading and construction. Recycled water should not be used in or around crops for human consumption.

Santa Ynez Valley Community Plan

DevStd WW-SYV-1.5: For developments in the Plan Area proposed under the Agricultural Industrial Overlay, the siting and design of onsite wastewater treatment and disposal facilities for agricultural industrial operations shall be protective of water resources.

The applicant shall submit engineering drawings of the onsite treatment system for review and approval by Planning and Development and shall demonstrate compliance with Waste Discharge Requirements from the Regional Water Quality Control Board prior to approval of Land Use Permits. Planning and Development shall inspect prior to occupancy clearance.

Policy WW-SYV-2: Pollution of surface and groundwater shall be avoided. Where contribution of potential pollutants of any kind is not prohibited and cannot be avoided, such contribution shall be minimized to the maximum extent practical.

DevStd WW-SYV-2.1: To reduce the possibility of prolonged effluent daylighting, two disposal fields shall be built to serve each septic system as required by Environmental Health Services so that when one field begins to fail, the other field can immediately be put into use. An additional third expansion area shall be set aside where no development can occur, except for driveways on constrained sites as provided below in Development Standard WW-SYV-2.3. In the expansion area, a disposal field should be constructed when any other disposal field is in a state of failure.

DevStd WW-SYV-2.2: For remodels of plumbed structures where the existing septic system must be enlarged, or where septic system repairs are required due to failure, in addition to the enlargement and/or repair of the existing septic system, an additional disposal field shall be installed to the maximum extent feasible.

DevStd WW-SYV-2.3: Where feasible, measures to decrease the amount of nitrates filtering through soil to groundwater shall be required, including:

1. Shallow-rooted non-invasive plants (maximum root depth of four feet) shall be planted above all leach fields to encourage evapotranspiration of effluent and uptake of nitrates. Impervious surfaces, such as paved driveways, shall not be constructed above leach fields. If site constraints require a driveway to be located above a leach field in order to ensure reasonable use of property, turf block or other suitable pervious surface shall be used.

Santa Ynez Valley Community Plan

2. For properties of 5 acres or less and in areas with insufficient separation to groundwater, advanced treatment for the removal of nitrates shall be required on septic systems utilizing drywells as the disposal field. Existing septic systems that utilize drywells that have failed, or that need to be modified, must also install advanced treatment.

DevStd WW-SYV-2.4: Septic systems and other potential sources of water pollution shall be a minimum of 100 feet from the geologic top of bank of tributary or creek banks (reference point as defined by Planning and Development and Environmental Health Services). Modifications to existing sources of potential water pollution shall meet this buffer to the maximum extent feasible.

DevStd WW-SYV-2.5: Development shall not be approved where individual or cumulative impacts of septic systems for new development would cause pollution of creeks unless this would preclude reasonable use of property.

DevStd WW-SYV-2.6: Development shall be designed to reduce runoff from the site by minimizing impervious surfaces, using pervious or porous surfaces, and minimizing contiguous impervious areas.

DevStd WW-SYV-2.7: Development shall incorporate best management practices (BMPs) to reduce pollutants in storm water runoff. The BMPs include, but are not limited to dry wells for roof drainage or other roof downspout infiltration systems, modular paving, unit pavers on sand or other porous pavement for driveways, patios or parking areas, multiple-purpose detention systems, cisterns, structural devices (e.g., grease, silt, sediment, and trash traps), sand filters, or vegetated treatment systems (e.g. bioswales/filters). Drywells, bioswales and other infiltration systems for storm water shall maintain appropriate setbacks from onsite sewage disposal system components.

DevStd WW-SYV-2.8: Construction Site Best Management Practices shall be included on drainage plans and/or erosion and sediment control plans and implemented to prevent contamination of runoff from construction sites. These practices shall include, but are not limited to, appropriate storage areas for pesticides and chemicals, use of washout areas to prevent drainage of wash water to storm drains or surface waters, erosion and sediment control measures, and storage and maintenance of equipment away from storm drains and water courses.

Santa Ynez Valley Community Plan

Policy WW-SYV-3:

Annexation of inner-rural and rural area(s) to a sanitary district or extensions of sewer lines into inner-rural and rural area(s) as defined on the land use plan maps shall not be permitted unless required to prevent adverse impacts on an environmentally sensitive habitat or to protect public health.



Action WW-SYV-3.1:

The County shall work cooperatively with the Regional Water Quality Control Board to pursue feasibility, fiscal, and environmental studies that evaluate the possibility of developing and implementing a community wastewater facility for the downtown core of Los Olivos. In studying the community wastewater facility option, detailed consideration should also be given to alternative solutions, including, but not limited to: (1) defining areas of the town where septic system upgrades may continue to be feasible; (2) various locations and technologies for collection, treatment and disposal and/or wastewater reuse for the town and (3) potential mandatory septic system maintenance programs. Community input shall be sought regarding the content of the studies and potential alternative solutions to be considered.

Action WW-SYV-3.2:

The County shall work cooperatively with the City of Solvang, Santa Ynez Community Service District, and Regional Water Quality Control Board to pursue feasibility, fiscal, and environmental studies to evaluate the feasibility of implementing public sewage service and infrastructure in the Janin Acres subdivision and certain areas West Santa Ynez (e.g., Stadium Drive/Horizon Drive), where feasible, and consistent with Comprehensive Plan policies. Community input shall be sought regarding the content of the studies and potential alternative solutions to be considered.

Action WW-SYV-3.3:

The County shall work cooperatively with the Santa Ynez Community Service District and Regional Water Quality Control Board to pursue feasibility, fiscal, and environmental studies to evaluate the possibility of implementing an Onsite Wastewater Management Plan or other alternative solutions for the town of Los Olivos, Ballard and portions of West Santa Ynez. Community input shall be sought regarding the content of the studies and potential alternative solutions to be considered.

AGENDA ITEM 8C

Discussion and Action Regarding LAFCO condition requiring a new assessment next spring unless an extension is granted

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



October 10, 2018

Paul Hood, Executive Officer
Local Agency Formation Commission
County of Santa Barbara
105 East Anapamu Street, Rm 407
Santa Barbara, CA 93101

RE: Los Olivos Community Services District Assessments Condition

Dear Mr. Hood:

LAFCO officially formed the Los Olivos Community Services District on (DATE) to be the governance structure for Los Olivos to address wastewater treatment requirements in the town.

One of the conditions LAFCO adopted was;

“The District, if formed, shall cease to exist if an assessment to fund a wastewater collection, treatment, and disposal system or systems to serve the community is not approved within one year of the effective date, or Santa Barbara LAFCO otherwise extends such deadline, or other LAFCO approved arrangements are made for funding the District.”

Final approval and the effective date of formation of the District was in January, 2018. Since the Board's first meeting in May 2018, the Board has worked diligently to set up the District and its administrative functions. The actions completed to date include; hiring legal counsel, calculating and submitting assessments to the County for FY 2018-19, securing insurance, approving agreements with the County Auditor for use of FIN for the District finances, hiring an Interim General Manager, and completing a “Dry Period Funding agreement with the County Treasurer's Office.

At our regular meeting of September 12, 2018, the Board approved the transmittal of this request to extend the assessment condition an additional year, allowing for additional accrual of administrative assessment funds into FY 2019-2020. With the limited funding we currently have, including paying back certain costs to the County, the budget does not have sufficient funding to do the necessary Engineering Report to establish a new assessment in conformance with Prop 218. This assessment process will no doubt require a few iterations to get to the point of a final solution to the wastewater issues in Los Olivos. Specifically, we need to refine the prior studies to select a option and then better detail the costs, and start the environmental process.

As such, we request your consideration of our request to extend the assessment condition one year to allow the Board to get the District established, and in a position to move forward.

If you have any questions, please contact Douglas Pike, Interim General Manager, at (805) 331-3553 or dpik@msengineers.com.

Sincerely,
Los Olivos CSD

Douglas Pike, P.E.
Interim General Manager

Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 946-0431
losolivoscscd@gmail.com, www.losolivoscscd.com

AGENDA ITEM 8D

Discussion and Action in Development of a Draft Work Plan.

LOS OLIVOS COMMUNITY SERVICES DISTRICT
WW Treatment, Treatment and Reclamation
1st Year Work Plan
(2nd year and beyond shaded)

Task	Description	Notes	Cost/Budget	ACTION	WHO	DEAD-LINE
A	Administrative Organization Steps					
1	Interim Meeting Location, Brown Act Training,			Conducted by Counsel	Board	COMPLETE
2	Secure CSD Attorney Services		\$20,000	Select and Contract with legal Counsel	Board	COMPLETE
3	Accounting and warrant issue services selection of County Auditor/Controller		\$	Contract with County to use the Online County Financial System	Fayram/Board	COMPLETE
4	Secure CSD Interim General Manager		\$25,000	Select and Contract with IGM	O'Neill	COMPLETE
5	Complete "Dry Period Funding" Agreement with County		.5% on funds used	Approve \$50,000 in advance funding.	Fayram	COMPLETE
6	Obtain District Liability and Loss Insurance		\$2,180		Arme	COMPLETE
7	Obtain CSDA Membership		\$587		Arme	COMPLETE
8	Engage Chamber of Commerce			Regular contact with Chamber	Palmer	On-going
9	Complete Community Update/MailChimp Opt-In Contact List Campaign			Create Mailing List for Outreachj	Palmer/Pike	COMPLETE
10	Organize Board Committees			Approve Policy and adopt by resolution	Pike/Board	10-10-2018
11	IRWM Participation		\$700-\$800	Board to vote on membership	Pike/Board	11-9-2018
12	Develop Plan for Hiring Permanent Part-time GM				Ad Hoc Committee?	Date:
B	Proposition 118 Steps Integrated with Planning, Environmental, Preliminary Design, Final Design and Construction					
1	PLANNING					
a	Complete LAFCO Extension Letter	LAFCO Requirement		Submit Request for extension of one-year assessment requirement	Fayram/Pike	Before November Meeting
b	Inventory & summary of planning docs prepared to date			List and Summarize	Pike	November Meeting
c	Pursue a State planning grants/loans.	Prop 218 Step		Prepare List of active grant options	Project Funding and	October Meeting

LOS OLIVOS COMMUNITY SERVICES DISTRICT
WW Treatment, Treatment and Reclamation
1st Year Work Plan
(2nd year and beyond shaded)

					Grant Committee	
d	Pursue Capital Project Construction funding grants and loans.			Prepare List of active grant options	Project Funding and Grant Committee	Ongoing
e	Work with legal counsel to provide written advice to board on what options are available for CSD to support a public restroom solution in DT LO				Ad Hoc Committee	Date:
c	Prepare a facilities plan which develops the capital and O&M costs that will form the basis of the assessment and financing.	Prop 218 Step			Technical Advisory Committee	
d	Consider adequacy of existing studies.		\$5,000-\$10,000		Technical Advisory Committee	
e	Initiate a Prop 218 public outreach program.	Prop 218 Step			Outreach Committee	
2	CONCEPT SELECTION					
a	Option Selection Process Step 1. Suggest narrow to no more than 3 options based on existing studies, with some supplemental information.				Technical Advisory Committee	
b	Develop a funding and financing plan for the costs.	Prop 218 Step				
c	If the funding and financing plan includes the pursuit of State low interest loans/grants, meet with the State Water Resources Control Board staff to discuss the project, obtain Board approval to submit a funding application, and prepare the necessary funding application which will include a financial feasibility analysis.	Prop 218 Step				
d	Option Selection Step 2. Choose Preferred Option, pending environmental review.		\$2,500			
3	CONCEPT/PRELIMINARY DESIGN					
a	30% Design, prepare estimates for total project costs					
b	Prepare Draft Environmental Exhibits (i.e Area of Potential Impact (APE) map, simplified exhibit maps as needed for Environmental Studies)		\$3,000-\$5,000			
4	ENVIRONMENTAL DOCUMENT					
a	Consider using professional environmental services consultant.					

LOS OLIVOS COMMUNITY SERVICES DISTRICT
WW Treatment, Treatment and Reclamation
1st Year Work Plan
(2nd year and beyond shaded)

b	Prepare preliminary Environmental Assessment and determine appropriate environmental Document to pursue.		\$20,000			
c	Document Options considered/reference all studies in environmental document.					
d	Prepare CEQA compliance document, distribute for review, hold public hearing and certify.	Prop 218 Step	\$60,000-\$150,000			
5	FINAL DESIGN					
a	Complete 95% design plans, Specifications and Estimates. 100% pending agency permit completion.					
b	Work can be phased.					
6	PERMITTING					
a	Prepare, submit, negotiate and obtain Environmental Agency Permits: RWQCB, County Encroachment Permit, Possible ACOE, CADFWL.		\$25,000			
7	PROP 118 STEPS REMAINING					
a	Adopt a preliminary District budget.	Prop 218 Step				
b	Enact a Resolution of Intent to levy the assessment, authorize the Engineer's Report, and set the date for a public hearing.	Prop 218 Step				
c	Prepare an Engineer's Report to allocate the costs to each parcel.	Prop 218 Step				
d	Provide notice of the public hearing.	Prop 218 Step				
e	Conduct a public hearing and majority protest vote.	Prop 218 Step				
f	Board vote for approval to levy the assessment.	Prop 218 Step				
g	Report the amount of each assessment to the County Assessor's Office so that they can be incorporated into the next property tax roll.	Prop 218 Step				
8	ADVERTISE AND AWARD FOR CONSTRUCTION					
a	Select CM/Inspection Services Consultant					
b	Advertise Minimum of two weeks with three published announcements in three publications with two having regional circulation. (Usually advertise 21-28 days)					
c	Bid Opening, bid evaluation, Board action for award & execution of Contract.					
9	CONSTRUCTION					

**LOS OLIVOS COMMUNITY SERVICES DISTRICT
 WW Treatment, Treatment and Reclamation
 1st Year Work Plan
 (2nd year and beyond shaded)**

a	Noticing					
b	Construction					
c	Environmental Monitoring During Construction		\$50,000			
10	OPERATIONAL START-UP AND OPERATIONS					
a	Plant Start-up					
b	Operations and Maintenance Phase Including Operating permits, Sludge Testing, Hauling Permits		\$5,000 per year			
C	ADVANCED SEPTIC IMPLEMENTATION PLAN FOR NON-CENTRALIZED TREATMENT DISTRICT RESIDENTS					

Los Olivos Community Services District
Wastewater Master Schedule
DRAFT

ID	Task Name	Duration	Start	Finish	4/18	7/18	10/18	1/19	4/19	7/19	10/19	1/20	4/20	7/20	10/20	1/21	4/21	7/21	10/21
1	ADMINISTRATIVE ORGANIZATIONAL STEPS	186 days?	Tue 5/1/18	Tue 1/15/19															
2	Interim Meeting Location, Brown Act Training,	1 day	Tue 5/1/18	Tue 5/1/18															
3	Secure CSD Attorney Services	14 days	Wed 8/1/18	Mon 8/20/18															
4	Secure CSD Interim General Manager	45 days	Wed 8/1/18	Tue 10/2/18															
5	Complete "Dry Period Funding" Agreement with County	45 days	Wed 8/1/18	Tue 10/2/18															
6	Obtain District Liability and Loss Insurance	30 days	Thu 8/16/18	Wed 9/26/18															
7	Obtain CSDA Membership	30 days	Thu 8/16/18	Wed 9/26/18															
8	Engage Chamber of Commerce																		
9	Complete Community Update/MailChimp Opt-In Contact List	5 days	Thu 9/27/18	Wed 10/3/18															
10	Organize Board Committees	90 days	Wed 9/12/18	Tue 1/15/19															
11	Accounting and warrant issue services contract with County Auditor/Controller	30 days	Mon 10/1/18	Fri 11/9/18															
12	IRWM Participation	30 days	Tue 10/9/18	Mon 11/19/18															
13	Develop Plan for Hiring Permanent Part-time GM																		
14																			
15	PROPOSITION 118 STEPS INTEGRATED WITH PLANNING, ENVIRONMENTAL, PRELIMINARY DESIGN, FINAL DESIGN AND CONSTRUCTION																		
16	PLANNING	398 days?	Tue 10/9/18	Thu 4/16/20															
17	Complete LAFCO Extension Letter	5 days	Tue 10/9/18	Mon 10/15/18															
18	Inventory & summary of planning docs prepared to date	30 days	Tue 10/9/18	Mon 11/19/18															
19	Pursue a State planning grants/loans.	90 days	Tue 10/9/18	Mon 2/11/19															
20	Pursue Capital Project Construction funding grants and loans.	180 days	Tue 10/9/18	Mon 6/17/19															
21	Work with legal counsel to provide written advice to board on what options are available for CSD to support a public restroom solution in DT LO																		
22	Consider adequacy of existing studies.	45 days	Tue 10/9/18	Mon 12/10/18															
23	Initiate a Prop 218 public outreach program.	360 days	Sat 12/1/18	Thu 4/16/20															
24	Prepare a facilities plan which develops the capital and O&M costs that will form the basis of the assessment and financing.	30 days	Wed 1/16/19	Tue 2/26/19															
25																			
26	CONCEPT SELECTION	150 days	Tue 10/9/18	Mon 5/6/19															
27	Develop a funding and financing plan for the costs.	150 days	Tue 10/9/18	Mon 5/6/19															
28	If the funding and financing plan includes the pursuit of State low interest loans/grants, meet with the State Water Resources Control Board staff to discuss the project, obtain Board approval to submit a funding application	30 days	Mon 11/26/18	Fri 1/4/19															
29	Option Selection Process Step 1. Suggest narrow to no more than 3 options based on existing studies, with some	45 days	Mon 12/3/18	Fri 2/1/19															
30	Option Selection Step 2. Choose Preferred Option, pending environmental review.	30 days	Fri 2/1/19	Thu 3/14/19															
31																			
32	CONCEPT/PRELIMINARY DESIGN																		
33	30% Design, prepare estimates for total project costs	90 days	Fri 2/1/19	Thu 6/6/19															
34	Prepare Draft Environmental Exhibits (i.e Area of Potential Impact (APE) map, simplified exhibit maps as needed for Environmental Studies)	90 days	Fri 2/1/19	Thu 6/6/19															
35																			
36	ENVIRONMENTAL DOCUMENT	179 days	Thu 1/31/19	Tue 10/8/19															
37	Hire professional environmental services consultant.	30 days	Thu 1/31/19	Wed 3/13/19															

Los Olivos Community Services District
Wastewater Master Schedule
DRAFT

ID	Task Name	Duration	Start	Finish	4/18	7/18	10/18	1/19	4/19	7/19	10/19	1/20	4/20	7/20	10/20	1/21	4/21	7/21	10/21
38	Prepare preliminary Environmental Assessment and determine appropriate environmental Document to pursue.	7 days	Wed 3/13/19	Thu 3/21/19					■										
39	Document Options considered/reference all studies in environmental document.	30 days	Wed 3/13/19	Tue 4/23/19					■										
40	Prepare CEQA compliance document, distribute for review, hold public hearing and certify.	150 days	Wed 3/13/19	Tue 10/8/19					■										
41																			
42	FINAL DESIGN	119 days	Sun 9/8/19	Thu 2/20/20															
43	Complete 95% design plans, Specifications and Estimates. 100% pending agency permit completion.	120 days	Sun 9/8/19	Thu 2/20/20															
44																			
45	PERMITTING	120 days	Thu 6/6/19	Wed 11/20/19															
46	Prepare, submit, negotiate and obtain Environmental Agency Permits: RWQCB, County Encroachment Permit, Possible	120 days	Thu 6/6/19	Wed 11/20/19															
47																			
48	PROP 118 STEPS REMAINING	403 days	Wed 3/13/19	Fri 9/25/20															
49	Adopt a preliminary District budget.	30 days	Wed 3/13/19	Tue 4/23/19					■										
50	Enact a Resolution of Intent to levy the assessment, authorize the Engineer's Report, and set the date for a public hearing.	30 days	Wed 3/11/20	Tue 4/21/20															
51	Prepare an Engineer's Report to allocate the costs to each parcel	90 days	Wed 3/11/20	Tue 7/14/20															
52	Provide notice of the public hearing.	7 days	Tue 7/14/20	Wed 7/22/20															
53	Conduct a public hearing and majority protest vote.	7 days	Wed 8/12/20	Thu 8/20/20															
54	Board vote for approval to levy the assessment.	7 days	Wed 9/9/20	Thu 9/17/20															
55	Report the amount of each assessment to the County Assessor's Office so that they can be incorporated into the next	7 days	Thu 9/17/20	Fri 9/25/20															
56																			
57	ADVERTISE AND AWARD FOR CONSTRUCTION	36 days	Wed 9/9/20	Wed 10/28/20															
58	Select CM/Inspection Services Consultant	14 days	Wed 9/9/20	Mon 9/28/20															
59	Advertise Minimum of two weeks with three published announcements in three publications with two having regional circulation. (Usually advertise 21-28 days)	30 days	Thu 9/17/20	Wed 10/28/20															
60	Bid Opening, bid evaluation, Board action for award & execution of Contract.	1 day	Wed 10/28/20	Wed 10/28/20															
61																			
62	CONSTRUCTION	240 days	Wed 10/28/20	Tue 9/28/21															
63	Noticing	7 days	Wed 10/28/20	Thu 11/5/20															
64	Construction	240 days	Wed 10/28/20	Tue 9/28/21															
65																			
66	START-UP AND OPERATIONS	14 days	Tue 9/28/21	Fri 10/15/21															
67	Plant Start-up	14 days	Tue 9/28/21	Fri 10/15/21															
68	Operations and Maintenance Phase	1 day	Tue 9/28/21	Tue 9/28/21															
69																			
70	ADVANCED SEPTIC IMPLEMENTATION PLAN FOR NON-CENTRAL	761 days	Sat 12/1/18	Mon 11/1/21															
71																			
72																			
73																			
74																			
75																			

AGENDA ITEM 8E

Discussion and Action on Funding Options.

Los Olivos Community Services District Potential Funding for Facilities Development

October 5, 2018

The Los Olivos Community Services District (LOCSD) was recently established in 2018 to address compliance with recently enacted State and local regulations governing the use of onsite wastewater treatment systems and the conversion of these systems to a sewage collection system that would convey wastewater flows to a treatment facility. LOCSD is seeking funding for the development of the collection and treatment system.

A variety of grant and loan funding programs are available through various Federal and State agencies for the purpose of and ability to fund the facilities LOCSD seeks to develop. The following is a summary of funding programs for LOCSD's consideration.

United States Department of Agriculture – Rural Development

Water and Waste Disposal Loan and Grant Program

The USDA-RD Water and Waste Disposal Program provides funding for sanitary sewage disposal systems among other project categories. The program is typically aimed at applicants who would have difficulty obtaining commercial credit with reasonable terms. Key features of this program are as follows:

- Eligible areas having population of 10,000 or less
- Typical 40-year loan term
- Fixed interest rate based on project need and median household income
- Grant can be combined with loan if funds available

State Water Resources Control Board (SWRCB)

Clean Water State Revolving Fund (CWSRF)

The CWSRF is a loan assistance program specifically for funding construction of municipal wastewater facilities, non-point source pollution, and storm drainage pollution control. The program provides below-market rate financing for terms tied to the life of the project. Key features of this program are as follows:

- Applications accepted on a continuous basis
- 30-year financing
- No cap on financing amount; depends on applicant's ability to repay
- Repayment begins one year after construction completion
- Application can be made online

Significant changes to the program guidelines are anticipated to be proposed by the SWRCB in September 2018 and will need to be monitored to determine how such changes affect LOCSD's ability to utilize the program. A public comment period will open for the proposed guidelines changes and LOCSD will have an opportunity to provide comments.

Proposition 1 Groundwater Grant Program

Proposition 1 of 2014 made available \$900 million for a Groundwater Sustainability Program and the Proposition 1 Groundwater Grant Program. The first round of grant awards were a mix of planning and implementation grants. The Round 2 process is underway as of the date of this report. Depending on the award levels for Round 2, it remains to be seen if a Round 3 will be offered. Starting with Round 2, the



program guidelines were adjusted to include septic-to-sewer projects as eligible. If a Round 3 becomes available, concept applications would be submitted no earlier than Summer 2019.

California Statewide Communities Development Authority (CSCDA)

The CSCDA is a joint powers authority (JPA) created by the League of California Cities and the California State Association of Counties in 1988 to provide California's local governments with an effective tool for the timely financing of community-based public benefit projects. The CSCDA currently has more than 500 cities, counties, and special districts as members. LOCS D can join CSCDA at no cost by simply executing their JPA agreement which can be downloaded from the CSCDA website.

Community Facilities (Mello-Roos) District (CFD) Financing

The Mello-Roos Community Facilities Act of 1982 permits CSCDA to establish a Mello-Roos Community Facilities District (a "CFD") which allows for financing of public improvements and services. The services and improvements that Mello-Roos CFDs can finance sewer systems. Key features of this program are as follows:

- Requires a petition signed by 100% of the property owners in the proposed CFD
- Facilities needed to serve approved development which is deficient in infrastructure needed to develop the area as planned

Water and Wastewater Bond Program

This low-cost program is relatively easy to execute and can fund projects in the range of \$8 million to \$45 million. Key features of this program are as follows:

- Must become a member of CSCDA
- Must adopt a Resolution authorizing CSCDA to issue the bonds, and to approve a form of installment sale agreement, which is the underlying security for the bonds
- Net revenues must be at least 1.25x annual debt service
- The Enterprise must have at least 1,000 connections
- No one, single customer shall account for greater than 30% of revenues
- Aggregate top ten customers should not exceed 60% of revenues
- Enterprise has historically maintained 90 days cash on hand for operating expenses
- Debt levels should generally not exceed \$8,000 per customer account

California Infrastructure and Economic Development Bank (IBank)

Infrastructure State Revolving Fund (ISRF)

The IBank ISRF program is conceivably the most flexible and accessible of financing programs in California with the least amount of restrictions and conditions placed on the applicant. Funding is available in amounts ranging from \$50,000 and \$25 million.

- Loan terms for the useful life of the project up to a maximum of 30 years
- Readiness and feasibility to complete construction within 2 years after the IBank's financing approval
- Evidence of application for permits
- Project is consistent with General Plan

RECOMMENDATION

The SWRCB recently drafted new a policy for selecting projects to finance through the CWSRF along with a new application process. Agencies are welcome to submit applications now to get their projects on a fundable list under the new policy if SWRCB receives the applications by December 31, 2018. Eligible



categories for application include a CWSRF loan for planning and design. An agency as new as Los Olivos CSD would benefit from a low-interest CWRSF loan so it can conduct initial stages of master planning and design for some of its highest priority projects. Early and immediate strategic planning and design will position Los Olivos CSD for upcoming grant funding resources that will be made available through recent passage of Proposition 68 and pending passage of Proposition 3 in November. Demonstrable progress in planning and design also has a strategic benefit of keeping regulatory action in check as the Central Coast Regional Water Quality Control Board oversees the progress of the District.

It is recommended that the Los Olivos CSD submit an application to the SWRCB for and CWSRF loan for planning and design to fund the following:

• Retainer for Bond Counsel	\$200,000
• Sewer Master Plan	\$150,000
• Cost of Service Study	\$150,000
• Wastewater Treatment Plant Preliminary Design Report (30% Design)	\$300,000
• Right of Way Study	\$100,000
• Preliminary Environmental Study	\$100,000
TOTAL	\$1,000,000



AGENDA ITEM 8F

Formation of Subcommittees.

Policy on Committees
To be incorporated into District Policy Manual (Under Development)

Standing Committees:

The Board of Directors shall agree upon and shall appoint the members of committees as deemed necessary and proper. Committee members shall meet at such times and places as directed by the Chair or as deemed convenient by the members of the committee. Committees shall elect the Chair in their discretion and shall select the rules by which the work of the committee shall be done.

RULES GOVERNING COMMITTEES:

Definitions:

Unless otherwise qualified in this section, the term “committee” includes standing committee, special committee, ad hoc committee, and subcommittee.

Definitions of Committee types:

- a) **Standing Committee.** A Standing committee consists of two Board members supported by the General Manager. A Standing committee will meet with District Staff and consultants on a regular schedule in order to fulfill the needs of the Board, consistent with the subject area/jurisdiction established by the Board. Standing Committees generally have a duration longer than six (6) months and are intended to provide information to the Board within the subject area/jurisdiction established by the Board, on a regular basis. Standing Committees are a Brown Act body and must comply with its provisions.
- b) **Ad Hoc Committee.** An Ad Hoc committee consists of two Board members selected during a Regular Board meeting to meet with District Staff and consultants to discuss and provide recommendation to the Board regarding a specific item not covered by a Standing Committee. Ad Hoc Committees meet infrequently and on an as-needed basis. The duration of an Ad Hoc Committee generally will not exceed six (6) months in duration. For Ad Hoc committees, the committee will be deemed dissolved after its final report is made to the Board.

Special Meetings:

Special meetings of any Ad Hoc Committee may be called upon request of two (2) members of the Ad Hoc Committee. Special Meetings of any Standing Committee may be called as provided in the Brown Act.

Scope of Responsibility:

Committees shall gather information, explore alternatives, examine implications, and offer recommendations to the full Board for possible further action. Committee may meet with staff and/or District consultants, but are not empowered to direct staff or consultants inconsistent with their duties as determined by the Board.

Limits on Authority:

Unless otherwise delegated by the Board via a formal action, the Board retains all powers and authority provided to it by law. Committees shall not purport to speak or act on behalf of the Board or District, shall not conflict with authority delegated to staff by the Board, and shall not attempt to exercise authority over staff inconsistent with Board direction.

Decorum, Ethics, and Professionalism:

All meetings of Standing Committees shall conform to the open meeting laws that pertain to meeting of the Board of Directors—i.e., the Brown Act. Board Members are constantly being observed by the community every day that they serve in office, whether in a formal meeting setting or while in public. Their behaviors and comments must serve as models of leadership, civility, and transparency for the District. To avoid the perception of impropriety, no more than the two members of the Board appointed to a Committee shall attend a Committee meeting, unless legal clearance is sought and obtained from the General Manager and District Counsel.

Reports:

The reports of the committee may be in writing: provided, however, that oral reports shall be permitted on confidential personnel or other sensitive matters which may be discussed in lawful closed sessions of the full Board. Reports of standing, special and ad hoc committee shall be addressed to the Board of Directors; reports of a subcommittee shall be addressed to its parent standing committee.

Record of Actions:

Committee meetings shall be held in open public session, and a record shall be kept of the actions taken; provided, however, that within the sound discretion of the committee meetings on the subject matter is confidential or if a closed session will serve the District's best interest.

Quorum:

A quorum of a committee shall be a majority of the membership of a committee. Committee shall function in the absence of a quorum.

Adjournment of Meetings:

AT each Committee meeting, one Board Member shall function as Chair and clerk of the committee by consensus agreement, and may be assisted by the GM in documenting meetings and producing minutes. The Chair may declare regular or adjourned regular meetings of committee adjourned when no committee members are present at such meetings. The GM shall give notice of committee meeting adjournment as directed by the committee Chair and shall assist in function as clerk of the committee as requested.

Attendance of Committee:

Insofar as possible all committees shall meet at their scheduled time.

Obligation of Staff:

All references and assignments to Board committee include, the request to District's staff to render assistance and perform such functions and services to the committee as may be requested.

Authorized Standing Committees:

The following Standing Committees are authorized:

1. Finance Committee

Duties: The Finance Committee shall be concerned with the financial management of the District, including:

- a. The preparation of an annual budget and major expenditures for review and action by the full Board.
- b. Reviewing expenditures and invoices and recommending payment top the full Board.
- c. Periodic review of the budget to assess fiscal progress and health of the District and make recommendations.
- d. Members shall be authorized and able to access the County Financial System and authorize deposits and expenditures as directed by the full Board.

RESOLUTION NO. 18-04

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS
COMMUNITY SERVICES DISTRICT ADOPTING A POLICY ON
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 wishes to create standing committees and ad hoc committees to facilitate with carrying out the District’s business by obtaining and analyzing information to report back to the full Board on designated topic areas and as designated by the Board; and

WHEREAS, the Board wishes provide transparency to the public and efficient use of public funds; and

WHEREAS, the Board wishes adopt a uniform policy governing the creation and operation of all standing and ad hoc 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; and
2. The Board of Directors hereby adopts the Policy on Committees, attached hereto as Exhibit “1” and incorporated herein by this reference. (See Exhibit “1”.)

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 10th day of October 2018, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

ATTEST:

JULIE KENNEDY, Board Secretary

LOS OLIVOS COMMUNITY SERVICES DISTRICT

By: TOM FAYRAM, Board President

APPROVED AS TO FORM:

By: G. ROSS TRINDLE, III, District Counsel

I, _____, Board Secretary 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.

EXHIBIT “1”

Policy on Committees

RESOLUTION NO. 18-5

RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT ESTABLISHING A STANDING COMMITTEE ON FINANCE, INCLUDING COMMITTEE MEMBERSHIP, RESPONSIBILITIES, AND POWERS

WHEREAS, the Los Olivos Community Services District (“District”) has adopted a policy for the creation of standing and ad hoc committees to assist in carrying out the District’s purpose; and

WHEREAS, the Board wishes to provide openness, transparency, and clarity to the public, and to avoid any confusion regarding the establishment, membership, responsibilities, and powers related to the creation of a Standing Committee on Finance, as defined herein; and

WHEREAS, the Board wishes to create a Standing Committee to consider and provide recommendations to the Board in the formulation, prioritization, and allocation of funding for the District’s budgets, and set the membership, responsibilities, and powers of the Standing Committee on Finance, as defined herein.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE:

1. **Recitals**.. The above recitals are true and correct and incorporated herein by reference.
2. **Standing Committee on Finance**. The Standing Committee on Finance is hereby established as follows:
 - 2.1 The title of the committee shall be the “Standing Committee on Finance.”
 - 2.2 The Standing Committee on Finance shall be a Standing Committee, as defined in the District’s Policy on Committees, comprised of no more than two (2) members of the Board, the Interim General Manager, and assisted by any District staff or consultants that may be required to carry out the functions of the committee.
 - 2.3 The members of the Standing Committee on Finance shall be selected by the President of the Board, in consultation with the Board. The members of the Standing Committee on Finance Ad Hoc shall select a Chair from its membership, and may select a different Chair in its discretion.
 - 2.3.1 The President of the Board shall make appointments to fill any vacancies.

2.3.2 Subject to approval by a majority vote of the Board, the President may appoint up to one (1) member of the public to the Standing Committee on Finance, provided such member of the public is a resident and/or property owner within the District. The President of the Board shall have the power to remove any public member of the Standing Committee on Finance, in the President's sole discretion.

2.4 The Standing Committee on Finance shall conduct itself consistent with agreed upon rules of parliamentary procedure, all applicable policies of the District, and in accordance with California law, including the Ralph M. Brown Act.

2.5 The scope of Standing Committee on Finance functions shall include: consideration of the District's finances for development of District budgets; proposed budget allocations; and engaging in any other related activities as might be necessary and proper in carrying out the scope of its functions set forth herein.

2.6 No other power of the Board, whether express or implied, is delegated to the Standing Committee on Finance.

2.7 The Standing Committee on Finance shall meet regularly and as necessary to carry out its purpose and shall dissolve only upon subsequent action taken by the Board.

3. **Effective Date.** The provisions of this Resolution shall take effect immediately upon adoption.

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 10th day of October 2018, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

AGENDA ITEM 7

IGM Notes

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



10-10-2018 IGM Notes

Report on Mailchimp “Opt-In” Campaign (Directors Palmer and Kennedy)

An email was sent through MailChimp on 9-24-2018 to 218 e-mail recipients from our various contact lists. The purpose was to update interested parties on progress and accomplishments and to request those interested to “opt-in” for future Updates and News. In addition to e-mails, MailChimp collects names, addresses, phone numbers, property owner and resident. Results:

Los Olivos CSD Subscribers

[Switch report](#) ▾

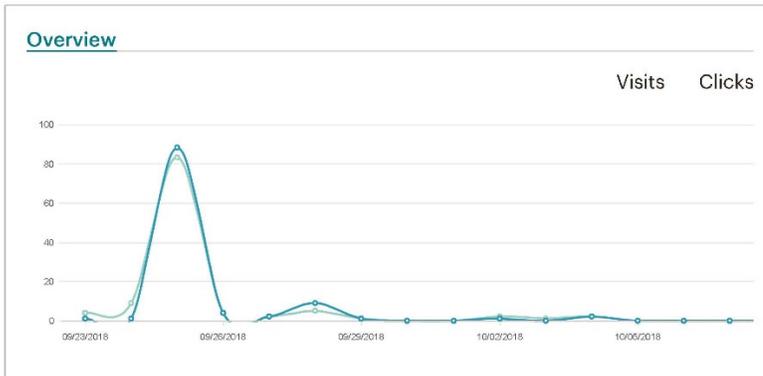
List: Los Olivos CSD

Published: Mon, Sep 24, 2018 5:51 pm

URL:
https://mailchi.mp/27b7cf6c332a/losolivo_in_newsandupdates

114 Visits	102 <u>Unique Visits</u>	109 <u>Clicks</u>	79 <u>Subscribers</u>	77.5% <u>Conversion Rate</u>
----------------------	------------------------------------	-----------------------------	---------------------------------	--

Landing page performance



Report on Dry Period Funding (Director Kennedy)

Director Kennedy followed up on 9-24-2018 with Harry Hagen and Kim Tesoro at the County on the status of the dry funding availability and the account set-up for the FIN Web system. 9-25-2018 Harry Hagen indicated everything should be in place from the Treasury perspective regarding the dry period funding. He is not sure if the auditor-controller set us up yet on FIN. He asked Kim to give Julie a call and see if she can give us a hand. Harry gave Ed Price a copy of the District resolution and funding agreement and asked Kim to get him involved as needed. IGM Pike is now authorized to access the system.

Cloud Storage/Filing Cabinet (Doug Pike, IGM)

Dropbox folder created, with link and password sent to the directors and attorney. All files can be accessed by logging in under the account losolivoscscd@gmail.com and providing the password. If you have your own Dropbox account (They are free and can be set up under your email address), IGM can “share” the folder for you to access through your own account.

Report on Mattei’s Tavern Proposed Development (Director Palmer)

Invite by Brian and Shamra Strang regarding the history and re-opening of the restored and enhanced Historic 1886 Mattei’s Tavern on Sunday, October 21st, 2018.

County Planner Web-page: <http://www.sbcountyplanning.org/projects/09DVP-00019/index.cfm>

The project consists of a 64-guest-room cottage hotel, 1,052 s.f. gym, 4,287 s.f. spa, swimming pool (22' x 65') and a meeting/banquet room located adjacent to the existing Mattei's Tavern Inn. Individual cottages range in size from 552 s.f. to 2,076 s.f. The applicant has also submitted an application to the County to request abandonment of existing road easements located on: 1) Railway Ave.; 2) Santa Barbara Ave.; and, an unnamed alley off of Santa Barbara Ave.

Project Status: The project was approved by the County Planning Commission on January 30, 2013. IGM has requested an informal meeting with the owners, Brian Strang, by Directors Fayram & Palmer and the IGM.

SDRMA Free Training (CA Compliance Training) (Director Arme)

Karly Arnold-Andrade, Account Specialist | Public Sector, karly.andrade@vectorsolutions.com 858.376.1615(Direct) is the TargetSolutions Account Specialist for SDRMA members. This free service is included as part of our policy to help with risk mitigation. And offers free training for both the two legislatively required courses (CA Ethics and Sexual Harassment Prevention) as well as helpful optional safety training.

This is all offered on an online training platform, with courses set-up and assigned by the IGM/TargetSolutions. Courses are listed in course catalogue. General orientation is offered every Tuesday at 2:00 pm. IGM participated on 10-3-2018 and received instruction on using the training platform with assignment and tracking capabilities.

Required CA Compliance Courses:

CA Local Agency Ethics

CA Harassment Training

Other Training Directly Applicable that is available:

Safety and Technical Training: WW Treatment Operators Grades T 1-5, D 1-5, CWEA 1-5

Many Safety Training Courses: First aid, Hazwoper, etc.

Report on Cloacina Factory Visit (Director Arme)

Attending were Director Mike Arme, IGM Doug Pike, Chris Nally, Cloacina, Troy Ellison, Cloacina Bill and Tyler Skinner, Catalyst Consulting. We toured the Cloacina Package WWTP factory in Arroyo Grande on Sept. 26, 2018. Director Arme and I feel that every Board member should tour

this facility. IGM can arrange, with only groups of two (Brown Act) attending at one time. Take-aways regarding this local vendor based on our fact-finding:

1. All work performed in-plant, not requiring prevailing wage.
2. Complete plant, customized according to client's desires
3. Fully tested at plant, 6-day install/activation time.
4. SCADA with remote operation and status access available on any smart device.
5. All stainless-steel tanks and structural components.
6. Has built plants up to 416,000 g/d.
7. Local delivery.
8. Can build and deliver treatment capacity in a single unit or multiple units at multiple locations.
9. Provide tertiary treatment, and can provide an optional skid treating to drinking water standards.
10. Can comply with treatment standards for stream dumping of effluent, recycled water uses.
11. Can be installed low profile for fence concealment.
12. WAG Cost for 120,000 gallons/day treatment plant: 1.3-1.4 Million
13. Vendor has close relationship with local RWCB.
14. Can provide any level of locally manned O&M desired by contract.
15. Single manufacturer liability and warrantee for assembly and function.

California Special Districts Association Membership (Doug Pike, IGM)

The Los Olivos CSD was welcomed along with 12 other new members into the association at the Annual Conference. All files can be accessed by logging in under the account losolivoscscsd@gmail.com and providing the password.

IRWM Participation: (Doug Pike, IGM)

Per Jane Gray, staff support for IRWM, the IRWM program requires adoption of an MOU and agreement to financial participation in support of the program. Attached is a copy of the most recent MOU signed by the other Cooperating Partners. The MOU will be going to the IRWM Board along with a IRWM Plan Update likely sometime in January, so if the Los Olivos CSD is interested in becoming a partner IRWM would appreciate an executed copy by early December if possible. Otherwise the CSD can certainly opt to join at any time.

The Water Agency pays 50% of the costs to administer the program with the remaining 50% allocated among the Cooperating Partners based on their service area population. Costs can fluctuate year to year based on grant activities and other administrative needs and requirements, but for the last few years have remained fairly constant. IRWM anticipates the CSD's annual contribution to be in the range of \$700-\$800 per year.

Calendar

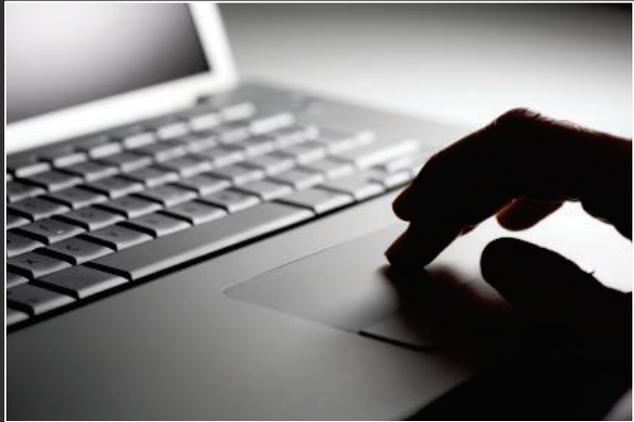
- 10/16/2018 SDRMA members, 20-minute "TargetSolutions Overview Webinar for SDRMA Members" that takes place on Tuesdays at 2:00-2:30 pm PST. To register for the next session, please visit:
<https://vectorsolutions.webex.com/vectorsolutions/k2/j.php?MTID=te18e3e4d96913e7670509990720360b3>.
- 11/1/2018 CSDA Webinar: Special Districts 101: What are Special Districts? 11/1/2018, 1-2 PM. Presenter: Kyle Packham, CSDA. This webinar will walk through the basic messaging about special districts while teaching the fundamentals about what special districts are, what types of districts exist, and what makes special districts so special. This webinar is also a must see if you were: 1) recently elected or appointed to a special district board; 2) recently hired by a special district; or 3) you work with special districts, or would like to do work with special districts.
- Open Cloacina Tour. Contact IGM Doug Pike. Director Fayram may go this Friday afternoon. Can take one other>
- 10/17/2018 IRWM Meeting: 10:00 am to 11:30 am
Vandenberg Village Community Services District
3745 Constellation Road, Lompoc, CA 93436
Conference Call 1-877-658-6272 PIN 805.308.8515



TARGETSOLUTIONS
BY VECTOR SOLUTIONS

FIREFIGHTER TRAINING ONLINE COURSE CATALOG





Preparation is vital in keeping firefighters effective and safe. That’s why TargetSolutions is committed to building innovative solutions that increase productivity for the fire service.

ONLINE COURSE CATALOG :: TABLE OF CONTENTS

TargetSolutions’ online training catalog delivers more than 250 hours of Fire & EMS recertification courses that have met stringent accreditation standards for emergency responders. Courses are based on the NFPA codes and standards, including NFPA 1001, 1021 and the 1500 Series. Courses allow first responders, EMT-Basics, EMT-Intermediates and EMT-Paramedics to complete their continuing education in an engaging format.

- EMERGENCY MEDICAL SERVICES 3**
 - Preparatory 3
 - Airway 3
 - Patient Assessment 3
 - Medical 3
 - Trauma 3
 - Special Considerations 4
 - Operations 4

- EMERGENCY VEHICLE OPERATOR TRAINING 5**
 - Driver Curriculum 5

- FIRE 6**
 - NFPA 1001 Series | Firefighter I & II 6
 - NFPA 1021 Series | Company Officer 6
 - NFPA 1410 Series 6
 - NFPA 1500 Series 6
 - General 6
 - Wildland Firefighting 7
 - ARFF Training 7
 - Partnered Content 7

EMERGENCY MEDICAL SERVICES

TargetSolutions offers a comprehensive catalog of online EMS continuing education courses that are accepted in most states. Our courses allow first responders, EMT-Basics, EMT-Intermediates and EMT-Paramedics to complete their continuing education requirements in an engaging and easy-to-use format.

PREPARATORY

- Clinical Decision-Making
- Common Infectious Pathogens
- Communication and Documentation
- Cultural Diversity for EMS Providers
- Diet & Nutrition
- Health & Wellness
- HIPAA Awareness
- Infectious Disease Control
- Medical, Ethical, and Legal Issues
- Protecting Yourself from Influenza
- Therapeutic Communications
- Workplace Stress

AIRWAY

- Advanced Airways: Intubation and Beyond (2 hours)
- Airway Management Advanced (2 hours)
- Airway Management Basic
- Blind Nasotracheal Intubation
- Capnography
- Mechanics of Breathing
- Orotracheal Intubation
- Respiratory System A&P Review
- Suctioning the Patient Airway
- Supplemental Oxygen
- Tracheostomies Advanced

PATIENT ASSESSMENT

- Assessing the Patient with Major Trauma
- Patient Assessment Advanced
- Patient Assessment Basic
- Rapid Secondary Assessment
- Special Challenges in Patient Assessment

MEDICAL

- Acute Respiratory Distress Syndrome Advanced
- Allergies and Anaphylaxis Advanced
- Allergies and Anaphylaxis Basic
- Altered Mental Status Advanced
- Altitude Emergencies
- Aquatic Emergencies
- Asthma Advanced
- Behavioral Emergencies Advanced
- Behavioral Emergencies Basic
- Carbon Monoxide Poisoning

- Cardiac Emergencies Advanced
- Cardiac Emergencies Basic
- Cardiovascular Anatomy & Physiology Review
- Complete Resuscitation: Integrating Post-Care Advanced
- Date Rape Drugs
- Diabetic Ketoacidosis Advanced
- Endocrine System Emergencies Advanced
- Epilepsy
- Fundamentals of 12 Lead ECG Operation and Interpretation
- H1N1 (Swine Flu)
- Heat Illness and Emergencies
- Hematology
- HIV/AIDS Awareness
- Intraosseous Infusion Advanced
- Intro to Arrhythmias: Escape Rhythms and Premature Complexes
- Intro to Arrhythmias: Tachy-arrhythmias and Fibrillation
- Managing Cardiac Arrest: During and After Resuscitation
- Medication Errors
- Methamphetamine
- MRSA Infections
- Non-Traumatic Abdominal Injuries
- Non-Traumatic Chest Pain
- Obstetrical Emergencies Advanced (2 hours)
- Operating an AED
- Pharmacology Advanced
- Pharmacology Basic
- Poisoning and Overdose
- Prehospital Pulmonary Embolism Care
- Renal Failure Advanced
- Respiratory Emergencies Advanced
- Respiratory Emergencies Basic
- Toxicology and Substance Abuse Advanced
- Understanding the Basics of ECGs

TRAUMA

- Abdominal Trauma Advanced
- Abdominal Trauma Basic
- Amputation Injuries Advanced
- Bleeding and Shock Advanced
- Bleeding and Shock Basic
- Bomb Blast Injuries Advanced
- Burn Management Advanced
- Burn Management Basic
- CNS Injuries Advanced
- CNS Injuries Basic
- Environmental Emergencies Advanced
- Environmental Emergencies Basic
- Femur Fractures
- Gunshot Wounds
- Head and Facial Injuries Advanced
- Injuries and Infections of the Eye
- Kinematics of Trauma
- Musculoskeletal Injuries Advanced
- Musculoskeletal Injuries Basic
- Pelvic Fractures Advanced
- Spinal Cord Injuries

- Thoracic Emergencies Advanced
- Thoracic Emergencies Basic
- Traumatic Head and Brain Injuries Advanced
- Traumatic Injury During Pregnancy

SPECIAL CONSIDERATIONS

- Bariatric Patients
- Geriatric Behavioral Emergencies
- Geriatric Emergencies Advanced
- Geriatric Emergencies Basic
- Geriatric Hip Injuries
- Managing Chronic Care Patients
- Neonatology Advanced
- Obstetrical Emergencies Advanced (2 hour)
- Obstetrical Emergencies Basic
- Patient Abuse and Assault
- Patients with Special Challenges
- Pediatric Airway Management Advanced
- Pediatric Assessment
- Pediatric Burns Advanced
- Pediatric Cardiac Arrest Advanced
- Pediatric Emergencies Advanced
- Pediatric Emergencies Basic
- Pediatric Shock Advanced (2 hours)
- Pediatric Trauma Advanced
- Sudden Infant Death Syndrome (SIDS)

OPERATIONS

- Back Injury Prevention
- Confined-Space Entry
- Crime Scene Awareness
- Driving Safety
- Emergency Response to Terrorism (Modules 1–4)
- Fire & EMS Grant Writing
- First Responder Operations Level Refresher
(Modules 1–4)
- Incident Command
- Introduction to Hazardous Materials
- Managing Multiple Casualty Incidents
- Medical Extrication & Rescue
- Right to Know (Hazard Communication)

EMERGENCY VEHICLE OPERATIONS

TargetSolutions' course catalog features Emergency Vehicle Operator courses that offer departments a convenient, easy-to-use, and time-saving solution to reduce motor vehicle losses, one of the costliest but least addressed losses in the workplace.

- Accidents & Emergencies for Emergency Vehicle Operators
- Adjusting to Changing Conditions for Emergency Vehicle Operators
- Dangers of Speeding for Emergency Vehicle Operators
- Defensive Driving Strategies for Emergency Vehicle Operators
- Distracted Driving for Emergency Vehicle Operators
- Driver Safety Orientation for Emergency Vehicle Operators
- Emergency Vehicle Characteristics
- Emergency Vehicle Operations
- Impaired Driving for Emergency Vehicle Operators
- Intersection Safety for Emergency Vehicle Operators
- Legal Considerations for Emergency Vehicle Operators
- Safe Backing for Emergency Vehicle Operators
- Seat Belt & Airbag Safety for Emergency Vehicle Operators
- Securing Materials for Transportation for Emergency Vehicle Operators
- Vehicle Inspection and Maintenance for Emergency Vehicle Operators
- Fleet Program Vehicle Safety and Security for Emergency Vehicle Operators

FIRE

TargetSolutions' course catalog delivers more than 250 hours of recertification courses for emergency responders. Courses based on the NFPA codes and standards, including NFPA 1001, 1021 and the 1500 Series. Courses also cover wildland fire, response to terrorism and much more.

NFPA 1001 SERIES | FIREFIGHTER I & II

TargetSolutions has a complete library of Firefighter I & II awareness and refresher level courses based on NFPA codes and standards.

- Building Construction
- Fire Behavior
- Fire Control
- Fire Department Communications
- Fire Detection, Alarm & Suppression Systems
- Fire Hose
- Fire Prevention and Public Education
- Fire Streams
- Firefighter Orientation and Safety
- Firefighter Personal Protective Equipment
- Firefighting Foams
- Forcible Entry into a Structure
- Ground Ladders
- Loss Control
- Portable Extinguishers
- Protection of Evidence of Fire Origin & Cause
- Rescue and Extrication
- Self-Contained Breathing Apparatus
- Vehicle Extrication
- Ventilation
- Water Supply

NFPA 1021 SERIES | COMPANY OFFICER

TargetSolutions has developed a complete line of company officer awareness and refresher level courses based on NFPA codes and standards.

- Action Plan Implementation
- Assuming the Role of Company Officer
- Budgeting
- Community Awareness
- Company-Level Training
- Elements of Supervision and Management
- Fire and Life Safety Inspections
- Fire Department Communications
- Fire Department Structure
- Fire Investigation
- Firefighter Safety and Health
- Government Structure
- Incident Response Safety
- Incident Scene Communications
- Incident Scene Management
- Information Management
- Labor Relations

- Leadership as a Group Influence
- Legal Responsibilities and Liabilities
- Pre-Incident Planning
- Professional Ethics
- Public Education Programs

NFPA 1410 SERIES

TargetSolutions' NFPA 1410 training series illustrates the most commonly practiced fireground evolutions. These video-based courses are written to the NFPA firefighter training standard.

- Evolution 1
- Evolution 2
- Evolution 3
- Evolution 4
- Evolution 5
- Evolution 6
- Evolution 7
- Evolution 8
- Evolution 9
- Evolution 10
- Evolution 11
- Evolution 12
- Evolution 13
- Evolution 14

NFPA 1500 SERIES

This series of courses is designed specifically for the fire industry and meets the NFPA 1500 code requirements. These courses were developed in conjunction with the NFPA, and specific content experts at the NFPA participated in their creation.

- Advanced HAZWOPER Awareness (Modules 1–4)
- Bloodborne Pathogens Safety
- Combustible & Flammable Liquids
- Compressed Gas Safety
- Confined Space Entry
- CPR Academic
- Driving Safety
- HAZMAT Spill Prevention & Control
- HAZMAT Transportation
- Laboratory Safety
- Materials Handling, Storage, Use & Disposal
- Personal Protective Equipment
- Respiratory Protection
- Hazard Communication
- Welding Safety

GENERAL

- Customer Service for Fire Department Personnel
- Emergency Response to Terrorism (Modules 1–4)
- Fire & EMS Grant Writing
- Fire Industry Driver Intersection Safety
- Fire Industry Driver Operator
- Fire Industry Introduction to Wildland Fire Behavior

- First Responder Hybrid Vehicle Incidents
- First Responder Operations Level Refresher (Modules 1–4)
- Firefighter Rehabilitation (Modules 1 and 2)
- Fire Service: Health & Safety (Parts 1 and 2)
- NFPA 1041 Instructors Training (Parts 1-3)
- NFPA 1403 Live Fire Training Evolutions
- NFPA 1584 Firefighter Rehabilitation

WILDLAND FIREFIGHTING

- RT-130 Annual Wildland Fire Safety Refresher (Modules 1–4)
- S-190 Introduction to Wildland Fire Behavior (Modules 1–4)

ARFF TRAINING

TargetSolutions is pleased to offer valuable training for airport firefighters. The 17-course bundle delivers 13 hours of training featuring video- and scenario-based lessons.

- Adapting and Using Structural Equipment
- Aircraft Cargo Hazards (Parts 1-2)
- Aircraft Familiarization
- Aircraft Rescue - Emergency Communications
- Airport Rescue And Firefighting Ops
- Application of Extinguishing Agents (Parts 1-4)
- Aviation Incident Response/Crash Rescue Management
- Command and Control of Aircraft Incidents
- Emergency Aircraft Evacuation
- Out of the Blue
- Personnel Safety
- Vehicle Rescue
- Water Rescue

PARTNERED CONTENT

- MSA G1 SCBA Care & Use
- MSA ALTAIR 4X Multigas Detector Care & Use
- MSA ALTAIR 5X Multigas Detector Care & Use

Memorandum of Understanding (MOU)
To participate in the Statewide and Countywide
Integrated Regional Water Management (IRWM) Program
In Santa Barbara County

This Memorandum of Understanding (MOU) is entered into by and between local government agencies, special districts, and non-governmental organizations (NGOs), organizations qualified under 501 (c) (3), 501 (c) (4) or 501 (c) (5) as defined by the Internal Revenue Code) within Santa Barbara County, as listed in Appendix A, and hereinafter referred to as “Cooperating Partners.”

1. Purpose of this MOU

Under this MOU, the Cooperating Partners commit to participate in, and make a financial and/or service oriented contribution toward, the ongoing participation in the process established for the purposes of ongoing program development and Integrated Regional Water Management (IRWM) Plan updates pursuant to the Countywide IRWM Program.

The Countywide IRWM Program, administered by the Department of Water Resources (DWR), requires an adopted IRWM Plan that meets the statewide guidance requirements and legislative requirements and provides funding for projects that support goals, which include, but are not limited to, the following:

- Help water infrastructure systems adapt to Climate Change;
- Assist communities of various socio-economic levels (Disadvantaged Communities (DAC), Severely Disadvantaged Communities (SDAC), Economically Distressed Areas (EDA));
- Improve self-reliance/reduce reliance on the Sacramento San Joaquin Delta;
- Provide incentives for collaboration to:
 - Better manage water resources;
 - Set regional priorities for water infrastructure.

2. Background

Through voter-approved bond measures, the DWR provides funding for a range of water related plans and projects. Santa Barbara Countywide interests successfully prepare and update IRWM Plans. The Santa Barbara Region is with the Central Coast Funding Area and works in collaboration with this funding region through a Memorandum of Agreement (MOA) for the equitable allocation of IRWM Funding as well as to address the water management needs of the Central Coast Hydrologic Area.

3. Principles

Recognizing the importance of a comprehensive IRWM Program, and consistent with previous MOUs for the IRWM Plan and Program, the Cooperating Partners endorse the following *Principles* for integrated regional water management planning.

- 3.1 Be consistent with the State of California’s (State’s) standards for IRWM Plans, as specified in Division 43 of the Public Resources Code and related guidelines, and meet or exceed the expected scoring criteria used by the State in its IRWM Plan approval process.
- 3.2 Establish a process for on-going decision-making among cooperating partners, with inclusive and participatory public involvement to ensure meaningful input.

- 3.3 Share the costs of IRWM planning, analysis, coordination, and product development through both monetary contributions and staff time/in-kind services. NGOs, as specified herein, meeting certain time commitment requests, will be exempted from the monetary contributions afforded all other members of the Cooperating Partners.
- 3.4 Adopt a regional approach which coordinates water planning across jurisdictional boundaries in Santa Barbara County, sets priorities on a regional basis, and considers issues common to regionally shared watersheds.
- 3.5 Adopt an integrated approach to address the complex inter-relationships across strategies for: water supply, demand management, water quality, source water protection, drought management, flood control, and other water management issues as well as sensitivity to water provision and resources in the context of global climate change.
- 3.6 Consider the State's "program preferences" (as specified in the California Water Code and implementing legislation) as well as "Statewide priorities" (as specified in the IRWM Guidelines) during the IRWM planning process.
- 3.7 Incorporate an appropriate level of scientific watershed assessment information.
- 3.8 Modify the IRWM Plan to continue as an informational "roadmap" toward meeting objectives, but not as a regulatory or enforceable mandate.
- 3.9 Recognize the need for a long-term perspective, which includes monitoring of project and plan implementation.
- 3.10 Provide for adaptive management for future revisions to the IRWM Plan.
- 3.11 Provide for coordination with other IRWM planning efforts in the Central Coast Region.
- 3.12 Provide an inclusive process which seeks involvement from, and opportunities to collaborate with, a wide range of interests including the general public, agriculture, environmental groups, watershed groups, wetlands groups, academic institutions, adjacent region representatives, and non-governmental organizations (NGOs).

4. Scope of an IRWM Plan

The Cooperating Partners understand and accept a final IRWM Plan must consider a range of water management strategies to meet the IRWM Plan's objectives. These strategies must cover certain State-specified categories and may include other categories. Consistent with the State's expected IRWM guidelines, the IRWM Plan must consider strategies that:

- 4.1 Reduce Water Demand
- 4.2 Improve Operational Efficiency & Transfers
- 4.3 Increase Water Supply
- 4.4 Improve Flood Management
- 4.5 Improve Water Quality
- 4.6 Practice Resource Stewardship
- 4.7 Address Climate Change (Reduce and/or minimize any adverse impact to the climate)

As part of its development, the IRWM Plan should consider, but not be limited to, the

following strategy elements:

- 4.8 Water supply reliability
- 4.9 Storm water capture and management
- 4.10 Groundwater management
- 4.11 Water recycling
- 4.12 Water conservation
- 4.13 Flood management
- 4.14 Water quality protection and improvement
- 4.15 Ecosystem restoration
- 4.16 Environmental and habitat protection and improvement
- 4.17 Wetlands enhancement and creation
- 4.18 Recreation and public access
- 4.19 Conjunctive use
- 4.20 Surface storage
- 4.21 Non-point source pollution control
- 4.22 Low impact development
- 4.23 Water and wastewater treatment
- 4.24 Watershed planning
- 4.25 Desalination
- 4.26 Imported water and water transfers
- 4.27 Land use planning

5. Roles and Responsibilities

In order to develop an effective IRWM Plan, the Cooperating Partners agree to continue the ongoing planning effort initiated formally in 2006, and reaffirmed and recommitted to in 2010 and 2012. The Santa Barbara County Water Agency (Agency) shall again act as the single eligible contracting entity. The Agency may engage a consultant to serve as Project Manager for IRWM Plan development, including data collection, analysis, coordinating stakeholder and public involvement, and overall coordination of plan and grant application preparation. Prior to hiring the consultant, the Agency will obtain advance concurrence of a majority of the Cooperating Partners as to the consultant qualifications and terms of contract.

The IRWM planning and implementation process will include the Project Manager, Cooperating Partners and Stakeholders. Each will be responsible for, and participate in the IRWM Program and any application processes as follows:

5.1 Project Manager

The Agency shall act as or engage a Project Manager to provide overall coordination of the IRWM Program and Plan efforts. The Project Manager shall prepare agendas and chair the Cooperating Partners meetings. In addition, the Project Manager shall implement a public participation process that shall include regular workshops for stakeholders and other interested parties as well as establishing and maintaining a website pertaining to the various funding Propositions that is accessible to the Cooperating Partners and the public. The project manager shall be responsible for the monitoring of

State Propositions involving IRWM and informing the Cooperating Partners regarding developments.

The Project Manager will participate in the interagency process involving DWR and/or Central Coast interests relating to the IRWM Program as appropriate. This participation may include review and comment on draft guidelines for PSPs, Guidelines program changes, attendance at DWR workshops and meetings and meetings with other Central Coast Region IRWM planning areas. The Project Manager will keep the Cooperating Partners apprised of relevant issues and developments.

5.2 Cooperating Partners

The Cooperating Partners shall consist of those local government agencies, special districts, and non-governmental organizations (NGOs) within the Santa Barbara County IRWM Region, listed in Appendix A. Appendix A may be revised from time to time to reflect current membership. Cooperating partners' meetings are open to the public. A forum for public comment will be provided at each Cooperating Partners meeting. Decisions by the Cooperating Partners will be based on consensus whenever possible, or, at a minimum, by a vote of a simple majority of all members participating in a meeting, with each entity that is signatory to this MOU having one vote. Cooperating Partners shall participate in regular meetings and take part in decisions pertaining to the IRWM planning process, project finances, consultant selection, revision of the IRWM Plan, and planning grant proposals.

5.3 Stakeholders

Stakeholders shall be defined as all interested parties that are not participating in the process as Cooperating Partners. Stakeholders may fall into the following categories as defined in IRWM legislation: (1) Wholesale and retail water purveyors, including a local agency, mutual water company, or a water corporation as defined in Section 241 of the Public Utilities Code; (2) wastewater agencies; (3) flood control agencies; (4) municipal and county governments and special districts; (5) electrical corporations, as defined in Section 218 of the Public Utilities Code; (6) Native American tribes that have lands within the region; (7) self-supplied water users, including agricultural, industrial, residential, park districts, school districts, colleges and universities, and others; (8) environmental stewardship organizations, including watershed groups, fishing groups, land conservancies, and environmental groups; (9) community organizations, including landowner organizations, taxpayer groups, and recreational interests; (10) industry organizations representing agriculture, developers, and other industries appropriate to the region; (11) State, federal, and regional agencies or universities, with specific responsibilities or knowledge within the region; (12) Disadvantaged Community members and representatives, including environmental justice organizations, neighborhood councils, and social justice organizations; (13) any other interested groups appropriate to the region.

Stakeholder involvement will be actively solicited through web-sites, media noticing, personal contact, and the posting of notices. Solicitation of Stakeholders shall be among the responsibilities of Cooperating Partners members.

6. Financial Considerations

Each of the Cooperating Partners, respectively except for NGOs that qualify for an exemption from monetary participation, agree to in-kind time and materials commitments, and shall be solely responsible for costs for staff time devoted to the revision of an IRWM Plan and potentially for making application for grant funding. In addition, there will be extramural costs for hiring a Project Manager and/or consultants for at least one year, with duties for coordination, analysis, outreach, plan revision and updates pursuant to DWR guidelines, and grant applications as outlined in the “Roles and Responsibilities” section of this MOU. There will also be extramural costs for administrative services including those conducted by the Santa Barbara County and Water Agency staff including accounting services, web services, project oversight, and legal services, as necessary. Extramural costs, after deduction of funds remaining in the IRWM account and the County’s **50%** cost share.

The Cooperating Partners agree to generally allocate costs by approximate service area population and services. The Cooperating Partners agree to actively encourage participation by all public agencies with a direct or indirect interest in water resources.

6.1 Non-Governmental Organizations

It is recognized some organizations that wish to participate in the as Cooperating Partners may not have the means by which to make a financial contribution. In lieu of a financial contribution, these organizations may make an “in kind” contribution consisting of the commitment of time and labor in support of the IRWM process. Pursuant to language codified in DWR’s IRWM Program Guidelines, Integrated Regional Water Management, Nonprofit Organizations are defined as "any nonprofit corporation qualified to do business in California, and qualified under Section 501 (c) 3, 501 (c) (4) or 501 (c) (5) of the Internal Revenue Code." The option of “in-kind” service in lieu of a financial contribution will extend only to those meeting this definition.

Examples of “In-kind” contributions include but are not limited to:

- 6.1.1 Attendance at and participation in Cooperating Partners meetings.
- 6.1.2 Organization and/or conducting of informational, workshops and meetings.
- 6.1.3 Production and/or distribution of written materials necessary to conduct business relevant to the IRWM process.
- 6.1.4 Solicitation of involvement by Stakeholders.
- 6.1.5 Review of, and comment on, documents produced as part of the IRWM process.

6.2 Financial Management

- 6.2.1 The Agency has established an IRWM Administration account for handling the monetary contributions from those Cooperating Partners responsible for making a financial contribution (Financially Responsible Cooperating Partners). Each Financially Responsible Cooperating Partner shall contribute funds to this IRWM account. Subject to appropriation by the Board of Supervisors, the Agency will contribute **50%** of the cost for hiring consultants for IRWM Plan preparation and grant application which may include, but is not limited to, project selection, project management, and administrative support. The Agency will also contribute **50%** of the cost of its staff time for project management and administration for general IRWM Plan coordination and grant application. The Cooperating Partners shall reimburse the Agency for the remaining **50%** of all of the costs as described above.
- 6.2.2 Financially Responsible Cooperating Partners shall pay their respective contributions to the Agency.
- 6.2.3. Each year the Agency will provide an accounting of the IRWM fund. If funds received are in excess of the cost of actual plan coordination and preparation services, then the Agency will carry forward the balance for use in the next year's IRWM activities. If the IRWM process is completed or terminated, then the Agency will refund monies to Cooperating Partners on a pro-rated basis according to each partner's contribution.
- 6.2.4. If the estimated costs of coordination and plan preparation exceed the funds available to the Agency under this MOU, then the Agency may ask all Cooperating Partners to provide supplemental funds. If individual Partners refuse to provide the supplemental funds, then the shortfall will be spread over the remaining partners on a voluntary basis. If such shortfalls are not made up, then all planning efforts and obligations shall automatically terminate. The planning effort may also be terminated with the concurrence of a majority of the Cooperating Partners.

7. Termination of Participation

Any signatory to the MOU may terminate its participation in this MOU after 30- days' written notification to all other signatories. Any entity terminating participation that later wishes to participate in this MOU shall first make payment of any funding due from such party at the time of its termination, and also pay its share of any expenses for which it otherwise would have been obligated absent such termination, as determined by the Cooperating Partners.

8. Addition of Parties

Entities may join the Proposition 1/IRWM Cooperating Partners by submitting a written request to the Cooperating Partners and receiving their approval following a majority vote of approval. Entities joining the Cooperating Partners will be subject to all of the

provisions of, and be required to make a financial or in-kind contribution in accordance with this MOU. Each paying participant's financial obligation will be reduced proportionally with the addition of funds from any joining entity and applied as a credit to the existing participant's account.

9. Defend and Hold Harmless

Tort Liability. Government Code Section 895.2 imposes certain tort liability jointly upon public agencies solely by reason of such public agencies being parties to an agreement as defined in Government Code Section 895. Therefore, the Parties hereto, as between themselves, pursuant to the authorization contained in Government Code Sections 895.4 and 895.6, each assumes the full liability imposed upon it or any of its officers, agents, representatives or employees by law for injury caused by a negligent or wrongful act or omission occurring in the performance of this MOU, to the same extent such liability would be imposed in the absence of Government Code Section 895.2. To achieve this purpose, each Party indemnifies and holds harmless each other Party for any loss, cost, or expense, including reasonable attorneys' fees that may be imposed upon or incurred by such other Party solely by virtue of Government Code Section 895.2.

10. Term of this MOU

The provisions of this MOU will end when Cooperating Partners sign a new MOU that specifically covers ongoing coordination of the IRWM Program process.

11. Counterparts

This MOU may be executed in any number of counterparts, each of which shall for all purposes be deemed to be an original and all of which shall together constitute but one and the same instrument.

12. Notices

All notices or other official correspondence relating to MOU matters between the Cooperating Partners shall be addressed to:

Fray A. Crease, Manager
Santa Barbara County Water Agency
130 E. Victoria Street, Suite 200
Santa Barbara, CA 93101

13. Severability

If any section, paragraph, sentence, clause or provision of this MOU shall, for any reason, be held to be invalid or unenforceable, then the invalidity or unenforceability of such section, paragraph, sentence, clause or provision shall not affect any of the remaining provisions of this MOU.

14. Applicable Law

This MOU shall be governed by and construed in accordance with the laws of the State of California.

15. Amendments

This MOU may only be amended in a writing approved and signed by all Parties.

In witness whereof, the Cooperating Partners hereto have executed this MOU effective at the time a majority of the parties listed in Appendix A have approved and executed this MOU.

SANTA BARBARA COUNTY WATER AGENCY
SCOTT D. MCGOLPIN
PUBLIC WORKS DIRECTOR
BY: _____

DATE: _____

APPROVED AS TO FORM:
MICHAEL C. GHIZZONI
COUNTY COUNSEL

BY: _____
Deputy

APPROVED AS TO INSURANCE:
RAY ARMATORIO, ARM, AIC
RISK PROGRAM ADMINISTRATOR

BY: _____
Risk Management

APPROVE AS TO ACCOUNTING:
THEODORE A. FALLATI, CPA
AUDITOR-CONTROLLER

BY: _____
Deputy

SIGNATURE OF COOPERATING PARTNER

BY: _____

NAME: _____

TITLE: _____

AGENCY/ORGANIZATION: _____

DATE: _____

Appendix A: List of Cooperating Partners

The list below is of potential Cooperating Partners. A final list will be prepared based on the actual signatories to the MOU.

County Agencies:

- Flood Control and Water Conservation District - Santa Barbara County
- Water Agency – Santa Barbara County
- Laguna County Sanitation District – Santa Barbara County

Cities:

- City of Buellton
- City of Carpinteria
- City of Goleta
- City of Guadalupe
- City of Lompoc
- City Santa Barbara
- City of Santa Maria
- City of Solvang

Water Districts:

- Carpinteria Valley Water District
- Goleta Water District
- Montecito Water District
- Santa Ynez River Water Conservation District
- Santa Ynez River Water Conservation District, ID #1

Non Governmental Organizations:

- Heal the Ocean

Sanitary Districts:

- Carpinteria Sanitary District
- Goleta Sanitary District
- Goleta West Sanitary District

Community Services Districts:

- Cuyama Community Services District
- Santa Ynez Community Services District
- Vandenberg Village Community Services District

Joint Powers Agencies:

- Cachuma Operations and Maintenance Board (COMB)
- Central Coast Water Authority (CCWA)