

Lisa Palmer, President
Tom Fayram, Vice President
Mike Arme, Director
Brian O'Neill, Director
Brad Ross, Director



POSTED 3-12-2021

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Special Board Meeting, March 17, 2021, 6:00 p.m.

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

1. Join from PC, Mac, or Android: <https://meetings.ringcentral.com/j/1442009738>
2. Via telephone: +1(623)404-9000 **144 200 9738**
3. If you choose to access through your browser, visit <https://meetings.ringcentral.com/join> enter Meeting ID: **144 200 9738**, Join Meeting

SPECIAL MEETING AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. 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.

5. 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.*

6. ADMINISTRATIVE AGENDA

All matters listed hereunder constitute a consent agenda, and will be acted upon by a single roll call vote of the Board. Matters listed on the Administrative Agenda will be read only on the request of a member of the Board or the public, in which event the matter shall be removed from the Administrative Agenda and considered as a separate item.

1. **No Items for Administrative Consent Agenda**

7. BUSINESS ITEMS: Discussion and Action on the following:

A. Project Roadmap

1. Review draft Project Roadmap Document- Abbreviated & Detailed.
2. Board discussion on process to get to construction & schedule
3. Discuss Board process to get to Assessment Vote

B. Residential Requirement Flyer Approval

1. Review Draft, comment and approve.

C. DRAFT Siting Feasibility Study

1. Review Progress of Analysis Spreadsheet and Map Prepared by UPC (One Mile criteria).

- a. Board may choose any action appropriate based on level of competeness by meeting time. Full Draft Study report will not be available until Friday 3-19-2021. An Interim draft may be available by meeting time.

D. INFORMATION ITEMS

E. Call for Agenda Items for next Regular Meeting

8. Next Regular Meeting:

Wednesday, April 14, 2021, 6:00 p.m.

Via RingCentral Meeting Link to be posted in the agenda (at the Post Office Bulletin Board & CSD Website www.losolivoscsd.com)

9. 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 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.

Los Olivos Community Services District

WRFP Planning Grant Amount Calculation based on Project "Road Map"

3/15/2021

\$150,000 Grant

\$300,000 Grant

Description	\$150,000 Grant				\$300,000 Grant			
	Estimated Cost	Source of Funds	Start Date	End Date	Estimated Cost	Source of Funds	Start Date	End Date
Goal 1: Development of Residential Onsite Wastewater Treatment System (OWTS) Requirements	N/A	N/A			N/A	N/A		
1. Develop Guidelines for immediate assistance of Residents trying to maintain their existing systems while Phase is being implemented.	In Work	District Funded			In Work	District Funded		
2. Modify County LAMP for the Los Olivos Local Area Management Plan under State Guidelines	In Work	District Funded			In Work	District Funded		
Goal 2: Financial Outreach and Assistance for Program Development, Construction and Operation	N/A	N/A			N/A	N/A		
1. EHS Funding & Management	3000	District			3000	District		
2. District Management of State Water Board SRF Water Recycling Funding Program – 50% match on all studies, Design and Environmental tasks required to “determine Feasibility” of the project	3500	District			3500	District 50% State 50%		
3. Funding for Final Design and Construction: Combination of State SRF low interest Loan, Water Recycling Funding Program, and District Assessment	TBD (see Implementation)	District				District		
5.O&M, Administrative and Debt Service Costs 4. Fair Share Assessments as determined by the Assessment District Engineers Report	TBD	District				District		
Goal 3: Implementation of a Local Groundwater Monitoring Program	N/A	N/A			N/A	N/A		
1. Develop Ground Water Monitoring Plan	In Work	EHS Funding			In Work	EHS Funding		
2. Community Review and Workshop	2000	District			2000	District		
3. Groundwater Sampling wells and sampling Implementation (Build sampling Wells, establish and follow sampling and reporting protocols.)	120000	EHS Funding			120000	EHS Funding		
Goal 4: Phased Collection and Treatment "The Project"	N/A	N/A			N/A	N/A		
Assess Alternatives, Preliminary Studies, Preliminary Design Specifications and Estimates, Preliminary Environmental	See below	See below			See below	See below		
Impliment WRFP Study Report	N/A	N/A			N/A	N/A		
Recycled Water Market Assessment: 1. Potential Buyers and Needs; 2. Distribution system Concept and costs; 3. Cost/Benefit Analysis	15500	District 50% State 50%			15500	District 50% State 50%		
WWTP Site	N/A	N/A			N/A	N/A		
Siting Study	In Work	District Funded			In Work	District Funded		
Preliminary Acquisition or Easements	3000	District			3000	District 50% State 50%		
Geotechnical Study for potential sites - suitability	7500	District 50% State 50%			7500	District 50% State 50%		
Retaining wall Analysis	5000	District 50% State 50%			5000	District 50% State 50%		
Site layout	2000	District 50% State 50%			5000	District 50% State 50%		

Access Layout	1500	District			3500	District 50% State 50%		
WWTP	N/A	N/A			N/A	N/A		
Load Study	In Work	District Funded			In Work	District Funded		
Collection System Model	5000	District 50% State 50%			8000	District 50% State 50%		
Concept WWTP Design– Coordination with Pkg Plant Mfg's	3000	District 50% State 50%			6000	District 50% State 50%		
Draft Water Discharge Requirements (WDR's)	2500	District			2500	District 50% State 50%		
Influent metering tank sizing	1000	District 50% State 50%			1000	District 50% State 50%		
Effluent Metering tank sizing	1000	District 50% State 50%			1000	District 50% State 50%		
Sludge and Brine storage requirements and plan	2000	District 50% State 50%			2000	District 50% State 50%		
Layout Provision for future Recycled water storage & delivery	2000	District 50% State 50%			2000	District 50% State 50%		
Contract Operation and maintenance options & study	2500	District			2500	District 50% State 50%		
By-product disposal study:	2000	District			2000	District 50% State 50%		
Sludge/slurry Hauling Receivers & costs	2000	District			2000	District 50% State 50%		
Backwash Brine Hauling Receivers & costs	2000	District 50% State 50%			2000	District 50% State 50%		
Effluent Disposal	N/A	N/A			N/A	N/A		
Injection Concept Study	In Work	EHS Funding			In Work	EHS Funding		
EPA Requirements Determination	In Work	EHS Funding			In Work	EHS Funding		
Location for feasible injection	In Work	EHS Funding			In Work	EHS Funding		
Study to ensure a 12 log reduction of pathogens, evaluate antidegradation to groundwater conditions, evaluate groundwater travel time to the nearest receptors. Initiate EPA Application for Injection Well	50000	District 50% State 50%			50000	District 50% State 50%		
Injection Well Preliminary Design site layout	3000	District			4000	District 50% State 50%		
CEQA Considerations determination for feasibility	1000	District 50% State 50%			3000	District 50% State 50%		
Infiltration Chambers Concept Study	In Work	EHS Funding			In Work	EHS Funding		
Location feasible for chambers	In Work	EHS Funding			In Work	EHS Funding		
Recycled water Storage & Distribution System study	3500	District			5000	District 50% State 50%		
Collection System	N/A	N/A			N/A	N/A		
Phased Concept/Prelim layouts for feasibility (Horiz & vertical)	11000	District 50% State 50%			12000	District 50% State 50%		
Comprehensive Survey required to scope & Cost options	40000	District			45000	District 50% State 50%		

Lateral compatibility (gravity flow) study	2000	District 50% State 50%			8000	District 50% State 50%		
Set feasible depths (Laterals and Mains)	4000	District 50% State 50%			4000	District 50% State 50%		
Determine lift stations locations and options	2000	District 50% State 50%			2000	District 50% State 50%		
ID 1 water main coordination for feasible routing	2500	District			2500	District 50% State 50%		
Geotechnical Study for underground system	7500	District			12000	District 50% State 50%		
County Roads coordination	2500	District			2500	District 50% State 50%		
Other Preliminary/Concept Design Study Tasks	3000	District			5000	District 50% State 50%		
Laterals	N/A	N/A			N/A	N/A		
Layouts and design to determine feasibility and cost	4500	District			7500	District 50% State 50%		
Environmental Studies	N/A	N/A			N/A	N/A		
Preliminary Environmental Assessment	In Work	EHS Funding			In Work	EHS Funding		
Determine potential Mitigations	In Work	EHS Funding			In Work	EHS Funding		
Permitting - Initial Regulatory Agency queries and consultation	2500	District			2500	District 50% State 50%		
Determine Required general conditions and mitigations	3000	District			3000	District 50% State 50%		
Evaluate Water Rights, Legal and institutional Issues	N/A	N/A			N/A	N/A		
Institutional Issues Evaluation - Attorney Review	4000	District			4000	District 50% State 50%		
Planning for Implementation and Financing	N/A	N/A			N/A	N/A		
O&M Feasibility and Costs	2000	District			2000	District 50% State 50%		
Administration Feasibility and costs	2000	District			2000	District 50% State 50%		
Cost Estimation	N/A	N/A			N/A	N/A		
Estimate Cost for Final Design	1000	District 50% State 50%			1000	District 50% State 50%		
Estimate cost for final Environmental	1000	District 50% State 50%			1000	District 50% State 50%		
Estimate cost for Right-of-way	2000	District 50% State 50%			2000	District 50% State 50%		
Estimate cost for Permitting	1000	District 50% State 50%			1000	District 50% State 50%		
Estimate cost for Construction, Start-up	2500	District 50% State 50%			2500	District 50% State 50%		
Estimate cost for Project Management	1000	District			1000	District 50% State 50%		
WRFP Report & Assessment Engineer's Report	N/A	N/A			N/A	N/A		

Prepare Financial Plan	13000	District 50% State 50%			15000	District 50% State 50%		
Fair share analysis	3500	District			3500	District 50% State 50%		
Lateral and Connection requirements & Costs	2500	District			5000	District 50% State 50%		
Prepare WRF Report	6000	District 50% State 50%			8000	District 50% State 50%		
Coordination, Management, and Quality Control	4000	District			8000	District 50% State 50%		
WRF GRANT EFFORT ANALYSIS - OPTIONS	Grant Total	District Participation	State Participation	Total				
WRF Effort - \$150,000 Grant (30% Design Complete Equivalent)	150000	113000	75000	188000				
WRF Effort - \$150,000 Grant (60% Design Complete Equivalent)		230000	75000	305000				
					Grant Total	District Participation	State Participation	Total
WRF Effort - \$300,000 Grant (60% Design Complete Equivalent)					300000	155000	150000	305000
Impliment WRF Special Assessment Vote								
Complete Cost analysis, fair share assessment, adopt Engineer's Report								
District and LAFCO Review								
Public Outreach and Review								
Vote Outcome Polling								
Assessment Vote								
Final Design, PS&E's								
Pot-hole existing utilities								
Engineering Final Design Plans, Specifications and Estimates for Bid								
Final Environmental								
Final Environmental								
Document Public Review								
Certification								
Project Permitting								
Final Permits & Fees								
Construction								
Procure Construction Funding								
Funding Agreements								
Construction Bonds (as req'd by County)								
Advertise and Award								
Construct								
Construction Management								
Inspection and Materials Testing								
Project Acceptance								
WWTP Startup, O&M								

WWTP Startup								
Operations and Maintenance								
Operator Contract								
Disposal & Hauler Agreements								
District Administration								
District Administration								
Employee								

Los Olivos Community Services District
WRF Planning Grant Cash Flow Estimate

WRF Effort - \$150,000 Grant (30% Design Complete Equivalent)

3/15/2021 Check

Date	3/1/2021	4/1/2021	5/1/2021	6/1/2021	7/1/2021	8/1/2021	9/1/2021	10/1/2021	11/1/2021	12/1/2021	1/1/2022	2/1/2022	3/1/2022	4/1/2022	5/1/2022	6/1/2022	7/1/2022	8/1/2022	9/1/2022	10/1/2022	11/1/2022	12/1/2022	1/1/2022	
Starting Cash	222,500	214,200	193,400	249,600	241,300	233,000	224,700	216,400	193,100	164,800	246,500	213,200	217,400	184,100	150,800	232,000	215,700	207,400	199,100	190,800	172,500	164,200	270,900	
Tax Revenue			72,000							115,000					72,000							115,000		
GM & Atty Costs	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	
Engineering PM Costs	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	
Current Contract Consultant Costs (not reimbursed)		-12,500	-7,500																			-10,000		
WRF Project Costs (to \$150,000)								-15,000	-20,000	-20,000	-20,000	-20,000	-20,000	-20,000	-15,000									-150,000
District's additional costs (to \$188,000 total)										-5,000	-5,000	-5,000	-5,000	-5,000	-5,000	-8,000								-38,000
WRF Reimbursement (to \$75,000)												37,500			37,500									-188,000
Cash in the Bank	214,200	193,400	249,600	241,300	233,000	224,700	216,400	193,100	164,800	246,500	213,200	217,400	184,100	150,800	232,000	215,700	207,400	199,100	190,800	172,500	164,200	270,900	262,600	

WRF Effort - \$150,000 Grant (60% Design Complete Equivalent)

Date	3/1/2021	4/1/2021	5/1/2021	6/1/2021	7/1/2021	8/1/2021	9/1/2021	10/1/2021	11/1/2021	12/1/2021	1/1/2022	2/1/2022	3/1/2022	4/1/2022	5/1/2022	6/1/2022	7/1/2022	8/1/2022	9/1/2022	10/1/2022	11/1/2022	12/1/2022	1/1/2022	
Starting Cash	222,500	214,200	193,400	249,600	241,300	233,000	224,700	216,400	193,100	164,800	244,000	205,700	162,400	119,100	75,800	147,000	123,700	100,400	77,100	91,300	55,500	47,200	153,900	
Tax Revenue			72,000							115,000					72,000								115,000	
GM & Atty Costs	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	
Engineering PM Costs	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	
Current Contract Consultant Costs (not reimbursed)		-12,500	-7,500																			-10,000		
WRF Project Costs (to \$150,000)								-15,000	-20,000	-20,000	-20,000	-20,000	-20,000	-20,000	-15,000									-150,000
District's additional costs (to \$305,000)										-7,500	-10,000	-15,000	-15,000	-15,000	-15,000	-15,000	-15,000	-15,000	-15,000	-17,500				-155,000
WRF Reimbursement (to \$75,000)															37,500					37,500				-305,000
Cash in the Bank	214,200	193,400	249,600	241,300	233,000	224,700	216,400	193,100	164,800	244,000	205,700	162,400	119,100	75,800	147,000	123,700	100,400	77,100	91,300	55,500	47,200	153,900	145,600	

WRF Effort - \$300,000 Grant (60% Design Complete Equivalent)

Date	3/1/2021	4/1/2021	5/1/2021	6/1/2021	7/1/2021	8/1/2021	9/1/2021	10/1/2021	11/1/2021	12/1/2021	1/1/2022	2/1/2022	3/1/2022	4/1/2022	5/1/2022	6/1/2022	7/1/2022	8/1/2022	9/1/2022	10/1/2022	11/1/2022	12/1/2022	1/1/2022	
Starting Cash	222,500	214,200	193,400	249,600	241,300	233,000	224,700	216,400	193,100	164,800	241,500	203,200	164,900	126,600	88,300	197,000	158,700	120,400	157,100	148,800	130,500	122,200	228,900	
Tax Revenue			72,000							115,000					72,000								115,000	
GM & Atty Costs	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	-6,500	
Engineering PM Costs	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	-1,800	
Current Contract Consultant Costs (not reimbursed)		-12,500	-7,500																			-10,000		
Additional District Costs																								-5,000
WRF Project Costs (to \$300,000)								-15,000	-20,000	-30,000	-30,000	-30,000	-30,000	-30,000	-30,000	-30,000	-30,000	-25,000						-300,000
WRF Reimbursement (to \$150,000)															75,000			75,000						-305,000
Cash in the Bank	214,200	193,400	249,600	241,300	233,000	224,700	216,400	193,100	164,800	241,500	203,200	164,900	126,600	88,300	197,000	158,700	120,400	157,100	148,800	130,500	122,200	228,900	220,600	

Los Olivos Community Services District (LOCS D) On-Site Wastewater Treatment System (OWTS) to Sewer Transition Period



Your Community Services District is working on developing a community wastew

- The system will be phased, with the Commercial Zone included in Phase 1. Residential small lots will be Phase 2, with concentrated residential developments and larger lots in the remaining phases.

Maintain Your Septic System

- Continue to follow good practices in use and maintenance of your system
- Maintenance will help ensure your system remains functional until sewer connection is available

Avoid Costly Repairs During the Transition

- Get a second opinion, and verify timing required to make repairs.

QUICK GUIDE

Your Situation	Response
OWTS is functioning properly	Routine Maintenance
Minor Damage to Septic Tank	Continue with Routine Maintenance And Annual Inspections
Suspected Deteriorated or Severely-Damaged Septic Tank	Get A 2 nd Opinion from Qualified Contractor Or Engineer To Determine Appropriate Inspection Frequency. Continue with Routine Maintenance and Inspection Frequency As Recommended By Professional
Failing/failed Tank	Replace as Required By County EHS. Consult with The District To Help Communicate With The County If Desired
Failed dispersal field	Replace with New Field, Ok To Consult With Sb County Ehs On Timing Of Replacement. Consult with The District To Help Communicate With The County If Desired

Be Aware:

- Modification to Increase OWTS Capacity or Move OWTS will be treated the same as a new OWTS by the County