



POSTED 1-10-2020

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, January 15, 2020, 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

- a. Minutes of 12-11-2019 Regular Meeting

5. DIRECTOR COMMENTS

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

6. PUBLIC COMMENTS

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

Speakers are limited to 3 minutes. Due to the requirements of the Ralph M. Brown Act, the District cannot take action today on any matter not on the agenda, but a matter raised during Public Comments can be referred to District staff for discussion and possible action at a future meeting.

7. INTERIM GENERAL MANAGER REPORT

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

8. BUSINESS ITEMS

A. Report on behalf of the board our District status to LAFCO on Dec 12, 2019.

- B. Report on Project Funding From the County EHS Department**, including Senator Hannah-Beth Jackson set-aside funds for Los Olivos water quality improvement support. Discuss all correspondence and communications with EHS. Three projects proposed for funding at this time are (see draft Memo):

1. Loading Study
2. Groundwater Monitoring Plan
3. Preliminary Environmental Report

Direct next steps moving forward.

C. Budget Update Report from the Finance Committee.

D. Remnant County Parcel Aquisition.

- a. Update, discussion and action/assignments.

E. Project Work Plan and Financial Plan Progress and Planning:

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

F. Benefit Assessment Process.

1. Review Following Schedule and take action as required to complete milestones:
Simplified Milestones
 - a. **The following *minimum* milestones (Board Actions) apply**
 - i. **Order Engineer's Report: NTP issued 12-30-2019**
 - ii. Receive Engineer's Report: 3-30-2020
 - iii. Consider & Approve Engineer's Report: 4-15-2020
 - iv. Consider & Approve Resolution of Intent: 4-15-2020
 - v. Mail Notice of Public Hearing & Assessment Ballot: 4-18-2020
 - vi. Public Hearing: Can Be done at Special or Regular Meeting 6-10-2020
 - vii. Tabulation of Ballots: *after close of public hearing*; ballots remain sealed until this tabulation
 - viii. Adopt Resolution Levying the Assessment: *after tabulation of results*; can occur at following meeting or special meeting

G. Finance Committee Business Summary and Report. Approved for recommendation for payment:

1. 12-20-2020 MNS (November Billings) \$4,500.00

9. Next Regular Meeting:

Wednesday, February 12, 2020, 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.



POSTED 12-6-2019

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, December 11, 2019, 6:00 p.m.
Los Olivos School, Room 602
2540 Alamo Pintado Avenue, Los Olivos, CA 93441

REGULAR MEETING MINUTES

1. CALL TO ORDER

2. ROLL CALL

Present: Directors Fayram, Palmer, O'Neill
Absent: Directors Arme, Kennedy

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MEETING MINUTES

Minutes of 11-13-2019 Regular Meeting Approved. Motion D. Palmer, 2nd D. Fayram, approved 3-0.

5. DIRECTOR COMMENTS

Director Palmer Held a November 22, 2019 meeting with Mary Hayden and discussed potential siting of the WWT package plant. She held a November 26, 2019 meeting with Joe Faust.
Director Fayram indicated he had a conversation with Jeff Hodges, SYCSD and received an invite for Board to tour the Chumash Casino WWTP.

6. PUBLIC COMMENTS

None

7. INTERIM GENERAL MANAGER REPORT

Report given. See Agenda Packet

8. BUSINESS ITEMS

A. Report on behalf of the board our District status to LAFCO on Dec 12, 2019.

D. Fayram authorized to report on behalf of the Board. Motion D. O'Neill, 2nd D. Palmer, Approved 3-0

B. Report on Project Funding From the County EHS Department, including Senator Hannah-Beth Jackson set-aside funds for Los Olivos water quality improvement support.

IGM Pike and D. O'Neill met with Larry Faye on December 8, 2019. D. O'Neill reviewed project description, goals and status, tentatively receiving approval and encouragement to request funds for three elements of the project: Load Study, Geotechnical study, Environmental Checklist/Assessment and Prelim, Design.

C. Budget Update Report from the Finance Committee.

IGM Pike presented several Standard formatted reports, indicated that the Finance committee will be looking at formatting a standard monthly report.

D. Consider Committee recommendations, funding availability and Approve and Authorize of the following Contracts:

- a. Proposals considered for Grant Writing Services for the SRF Loan Program Application. Project awarded to Wallace Group for recommended \$5,000 budget. Motion D. Palmer, 2nd D. Fayram, Approved 3-0
- b. Proposal considered from Paul Jenzen to Develop A Local Agency Management Program for the Los Olivos Community Services District. Board accepted the proposal from Paul Jenzen proposing a \$19,200 budget. Because this is a specialty product, and Paul Jenzen has the unique knowledge to perform this work, the Board made the finding that this sole source selection is in the best interest of the District. Motion D. O'Neill, 2nd D. Palmer, Approved 3-0.
- c. Proposals for Benefit Assessment District Engineer's Report. Board considered Technical Committee's recommendation to accept the proposal from Water Consultancy recommending a \$15,280 budget. See Draft Contract attached. Motion D. O'Neill, 2nd D. Palmer, Approved 3-0.

E. Benefit Assessment Process.

1. Review Following Schedule and take action as required to complete milestones:

Simplified Milestones

- a. The following *minimum* milestones (Board Actions) apply
 - i. **Order Engineer's Report:** Starts Process
 - ii. **Receive Engineer's Report:** Can Be done within 1-2 months)
 - iii. **Consider & Approve Engineer's Report:** Can Be done at Special or Regular Meeting
 - iv. **Consider & Approve Resolution of Intent:** Can be done concurrent with iii.
 - v. **Mail Notice of Public Hearing & Assessment Ballot:** *Must Observe noticing requirements*
 - vi. **Public Hearing:** Can Be done at Special or Regular Meeting
 - vii. **Tabulation of Ballots:** *after close of public hearing;* ballots remain sealed until this tabulation
 - viii. **Adopt Resolution Levying the Assessment:** *after tabulation of results;* can occur at following meeting

Board Requested this item, with schedule comments be updated based on contract award.

F. Project Work Plan and Financial Plan Progress and Planning:

1. Review Plan.
2. Comments & discussion.
3. Take Action and direct next steps (see recommendations in Work Plan).
4. Possible items of discussion/action (below):
 - All preliminary project tasks, and future project tasks including Environmental and planning tasks, funding tasks, project siting, phasing, analysis and design tasks.
 - Review and potential action regarding Matteis Project Update and Plans.
 - RWQCB Support.
 - EHS Support
 - Project Funding
 - Report from Ad hoc Technical Committee – Report and Potential Action.
 - Report from Individual Board Members Regarding Project Assignments and Actions– Report and Potential Action.

G. Special Meeting Date & Time

If considered helpful or necessary, set an additional Special Meeting Date and Time. Possible considerations or Agenda Items include Approval of Contracts, work and Committee assignments and reports, project decisions.

H. Finance Committee Business Summary and Report. Approved for recommendation for payment:

1. 12-2-2019 Aleshire & Wynder (Nov. 1-Nov. 14 Services) \$1799.03
2. 11-29-2019 MNS (October Billings) \$7,195.00

Approved Motion D. Palmer, 2nd D. Fayram Passed 3-0

9. Next Regular Meeting:

Wednesday, January 15, 2019, 6:00 p.m.
 Los Olivos School, Room 602
 2540 Alamo Pintado Avenue, Los Olivos, CA 93441

10. ADJOURNMENT 8:12 Motion D. Palmer, 2nd D. Fayram, Passed 3-0.

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

APPROVED

Tom Fayram, President

ATTEST

Julie Kennedy, Secretary

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



1-15-2019 IGM Notes




Informational Items

1. District 2020 Calendar
2. Items To be discussed elsewhere in Agenda:
 - a. Director Fayram Update to LAFCO
 - b. The Benefit Assessment Project (Prop 218) Schedule as shown on the Agenda: Should be revised (thank you Dir. Palmer) to allow for adequate public review and input prior to formal acceptance. This would look more like:
 - i. Order Engineer's Report: NTP issued 12-30-2019
 - ii. Receive Draft Engineer's Report: 3-30-2020
 - iii. Draft Report Review/Directors By: 4-10-2020
 - iv. Draft Report Presented at Reg. Meeting, discuss & receive Public Comment: 4-15-2020
 - v. Revise Engineer's Report & distribute to Board by: 4-29-2020
 - vi. Board Consider & Approve Revised Engineer's Report: 5-13-2020
 - vii. Consider & Approve Resolution of Intent: 5-13-2020
 - viii. Mail Notice of Public Hearing & Assessment Ballot: 5-15-2020
 - ix. Public Hearing after 45 days: Can Be done at Special or Regular Meeting 7-15-2020
 - c. Draft letter from District to County EHS regarding request for funding.
 - d. Correspondence regarding acquisition of ROW Parcel.

LOS OLIVOS COMMUNITY SERVICES DISTRICT

Calendar 2020

(Rev. 1-2-2020)

-  REGULAR MEETING
-  FINANCE COMMITTEE MEETING
-  HOLIDAY

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Report : Financial Status

Last Updated: 1/13/2020 5:57:25 AM

As of: 1/13/2020 (54% Elapsed) Accounting Period: OPEN

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2020 Fiscal Year Adjusted Budget	1/13/2020 Year-To-Date Actual	6/30/2020 Fiscal Year Variance	6/30/2020 Fiscal Year Pct of Budget
Revenues				
Taxes				
3066 -- Special Tax Assessment	184,386.00	113,362.25	-71,023.75	61.48 %
Taxes	184,386.00	113,362.25	-71,023.75	61.48 %
Use of Money and Property				
3380 -- Interest Income	0.00	930.43	930.43	--
3381 -- Unrealized Gain/Loss Invstmnts	-57.00	-56.64	0.36	99.37 %
Use of Money and Property	-57.00	873.79	930.79	-1,532.96 %
Revenues	184,329.00	114,236.04	-70,092.96	61.97 %
Expenditures				
Services and Supplies				
7090 -- Insurance	1,850.00	2,209.66	-359.66	119.44 % From FY 2018-19
7324 -- Audit and Accounting Fees	10,000.00	500.00	9,500.00	5.00 %
7430 -- Memberships	3,000.00	1,024.00	1,976.00	34.13 %
7450 -- Office Expense	2,000.00	230.24	1,769.76	11.51 %
7460 -- Professional & Special Service (MNS)	65,000.00	25,840.71	39,159.29	39.75% \$14,907 From FY 2018-19
7508 -- Legal Fees	26,500.00	14,621.27	11,878.73	55.17 %
7510 -- Contractual Services	72,000.00	0.00	72,000.00	0.00%
7530 -- Publications & Legal Notices	1,000.00	39.48	960.52	3.95 %
7732 -- Training	5,000.00	0.00	5,000.00	0.00 %
Services and Supplies	186,350.00	44,465.36	141,884.64	23.86 %
Other Charges				
7894 -- Communication Services	1,500.00	0.00	1,500.00	0.00 %
Other Charges	1,500.00	0.00	1,500.00	0.00 %
Expenditures	187,850.00	44,465.36	143,384.64	23.67 %
Changes to Fund Balances				
Decrease to Restricted				
9797 -- Unrealized Gains	128.00	127.31	-0.69	99.46 %
Decrease to Restricted	128.00	127.31	-0.69	99.46 %

Decrease to Residual Fund Balance

9601 -- Residual Fund Balance-Inc/Dec	3,464.00	0.00	-3,464.00	0.00 %
Decrease to Residual Fund Balance	3,464.00	0.00	-3,464.00	0.00 %

Increase to Restricted

9797 -- Unrealized Gains	71.00	70.67	0.33	99.54 %
Increase to Restricted	71.00	70.67	0.33	99.54 %
Changes to Fund Balances	3,521.00	56.64	-3,464.36	1.61 %
Los Olivos CSD	0.00	69,827.32	69,827.32	--
Net Financial Impact	0.00	69,827.32	69,827.32	--

Cash Balance

Fund	Beginning Balance	Month-To-Date Treasury Credits (+)	Month-To-Date Treasury Debits (-)	Ending Balance
3490 -- Los Olivos CSD				
6/1/2019 - 6/30/2019 (FY 2018-19)	112,073.98	189,600.16	184,868.00	116,806.14
7/1/2019 - 7/31/2019 (FY 2019-20)	116,806.14	568.10	14,530.44	102,843.80
8/1/2019 - 8/31/2019 (FY 2019-20)	102,843.80	0.00	0.00	102,843.80
9/1/2019 - 9/30/2019 (FY 2019-20)	102,843.80	0.00	0.00	102,843.80
10/1/2019 - 10/31/2019 (FY 2019-20)	102,843.80	502.03	21,826.18	81,519.65
11/1/2019 - 11/30/2019 (FY 2019-20)	81,519.65	0.00	12,726.68	68,792.97
12/1/2019 - 12/31/2019 (FY 2019-20)	68,792.97	118,021.75	12,772.97	174,041.75
12/31/2019 - 1/13/2020 (FY 2019-20)	174,041.75	0.00	1,799.03	172,242.72



201 N. Calle Cesar Chavez, Suite 300
 Santa Barbara, CA 93103

ENGINEERING
 PLANNING
 SURVEYING
 CONSTRUCTION MANAGEMENT

December 20, 2019

Project No: LOCSD.180392.00

Invoice No: 74206

Los Olivos Community Services District
 P.O. Box 553
 Los Olivos, CA 93441

Principal Jeffrey Edwards
 Project Manager Douglas Pike
 Project LOCSD.180392.00 General Manager Services

Professional Services for the Period: November 1, 2019 to November 30, 2019

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Project Management				
Project Coordinator	10.00	120.00	1,200.00	
District Manager	16.50	200.00	3,300.00	
Totals	26.50		4,500.00	
Total Labor				4,500.00
				Level 2 Subtotal
				\$4,500.00
				Current Invoice Amount
				\$4,500.00

Outstanding Invoices

Number	Date	Balance
73947	11/29/2019	7,195.00
Total		7,195.00

Billing Backup

Friday, December 20, 2019

MNS Engineers, Inc.

Invoice 74206 Dated 12/20/2019

4:59:42 PM

Project	LOCS.D.180392.00	General Manager Services
Level 2	TASK01	District Management

Professional Personnel

		Hours	Rate	Amount
Project Management				
Project Coordinator				
Zepeda, Mary	11/4/2019	.50	120.00	60.00
Assist DP with Budget Planning Spreadsheet				
Zepeda, Mary	11/12/2019	1.50	120.00	180.00
Update Binders to include Regular Meeting Agenda and Agenda Packet (11/13/19) and print extra copies for meeting agenda (including sign-in sheet); Print new Binder Tabs; Remove Binder Documents prior to Sept 19 for Archiving per DP request				
Zepeda, Mary	11/18/2019	5.00	120.00	600.00
Create A&W, MNS and CSDA Invoices Attachment Files for FIN and Update Budget Tracking Logs				
Zepeda, Mary	11/25/2019	3.00	120.00	360.00
Create Fin Single Payment Claim Form for payment of CSDA Invoice and Multiple Payment Claim Form for payment of A&W and MNS Invoices				
District Manager				
Pike, Douglas	11/6/2019	2.00	200.00	400.00
Regular Meeting Agenda, 11-8-2019 Finance Committee Meeting Agenda				
Pike, Douglas	11/8/2019	4.50	200.00	900.00
Larry Faye Meeting (1)				
Finance Committe Mtg (1)				
Regular Meeting Agenda, Grant Writing Proposals, Engineers Report Proposals (2)				
Pike, Douglas	11/12/2019	1.50	200.00	300.00
Regular Meeting Packet				
Pike, Douglas	11/13/2019	2.50	200.00	500.00
Regular Meeting Prep & Attend				
Pike, Douglas	11/15/2019	1.50	200.00	300.00
Proposed Phase 1 lots, Draft LAMP Proposal Scope of Work				
Pike, Douglas	11/25/2019	2.00	200.00	400.00
County Road Parcel research and communications with Carlo Achdjian, Real Property Agent (1.5)				
Pay Invoices (.5)				
Pike, Douglas	11/26/2019	1.00	200.00	200.00
Meeting With Matteis Development Team				

Project	LOCSD.180392.00	General Manager Services			Invoice	74206
Pike, Douglas		11/27/2019	1.50	200.00	300.00	
		Minutes from Meeting with Matteis development Team (.5)				
		Letter response to 2575 Park Street, Los Olivos / APN 135-220-048 (.5)				
		Send out Status Email to all on our contact list (.5)				
		Totals	26.50		4,500.00	
		Total Labor				4,500.00
					Level 2 Subtotal	\$4,500.00
					Project Total	\$4,500.00
					Total this Report	\$4,500.00