

Tom Fayram, President
Brad Ross, Vice President
Julie Kennedy, Director
Lisa Palmer, Director
Greg Parks, Director



LOS OLIVOS COMMUNITY SERVICES DISTRICT

Posted: 7-8-2023

REGULAR MEETING

July 12, 2023, 6PM (PDT)

St Mark's in the Valley Episcopal Church, Stacy Hall

2901 Nojoqui Ave, Los Olivos CA 93441

Please observe decorum and instructions from the President

This meeting will be held both in-person and electronically via Zoom meetings. In-person the meeting will be held at the following location:
St Mark's in the Valley Episcopal Church, Stacy Hall - 2901 Nojoqui Ave, Los Olivos CA 93441

The public will also be able to hear and participate electronically by using the following links:

On Zoom:

<https://us06web.zoom.us/j/82515801920?pwd=VHFQd1VDZUVucFZXZEVEEdVhzVjlkQT09>

By Phone:

Meeting ID: 825 1580 1920 Passcode: 378600

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

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 805.500.4098 or email to losolivoscscd@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.

MEETING AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS

Members of the public may address the Board of Directors on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Gov. Code - 54954.3). The public may also request future agenda topics at this time. Speakers are limited to a maximum of 3 minutes. Due to the requirements of the Ralph M. Brown Act, the District cannot take action today on any matter not on the agenda, but a matter raised during Public Comments can be referred to District staff for discussion and possible action at a future meeting.

5. PUBLIC HEARING: CONSIDERATION OF THE PROPOSED FISCAL YEAR 2023-24 BUDGET

In keeping with Board Direction, the General Manager has developed a proposed budget for Board's consideration. The proposed budget for Fiscal Year 2023-24 (FY 2023-24) can be found online at:

<https://www.losolivoscscd.com/fy-2023-24-proposed-budget>

The Board will:

- Receive the report of the General Manager
- Open Public Hearing to receive Public Comment
- Close the Public Hearing
- Deliberate on the General Manager's Proposed Budget Recommendation
- Adopt a Budget for Fiscal Year 2023-24

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

losolivoscscd@gmail.com, www.losolivoscscd.com

ADMINISTRATIVE ITEMS:

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

6. APPROVALS

A. APPROVAL OF MEETING MINUTES

Regular Meeting Minutes of June 14, 2023.

B. APPROVAL PAYMENT OF INVOICES RECEIVED BY JULY 1, 2023.

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

No.	Invoice Date	Invoice #	Provider	Amount
1.	6/21/2023	83478	MNS – Engineering Services	\$ 1,277.50
2.	7/1/2023	20236	Savage – General Manager and District Services	\$ 4,050.00

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit	Moss, Levy & Hartzheim, LLP	\$ 2,500.00	\$ 8,055.00

BUSINESS ITEMS:

7. CONSIDERATION OF RESOLUTION 23-01 - COMMITTEES

Per direction given at the June 14, 2023 regular meeting of the LOCS D Board of Directors, staff has prepared the attached resolution, Resolution 23-01, which rescinds and replaces Resolutions 18-04 and 18-05, and declares all existing committees of the LOCS D to be standing committees as defined by the Brown Act.

8. CONSIDERATION OF RESOLUTION 23-02 – SELECTION OF BOARD OFFICERS

Per direction given at the June 14, 2023 regular meeting of the LOCS D Board of Directors, staff has prepared the attached resolution, Resolution 23-02, regarding the selection of Board Officers. The resolution effectively establishes the District’s annual organizational meeting. The annual organizational meeting is the regular meeting at which the Board of Directors selects its Board Officers (President and Vice President); and appoints membership to committees. Operationally, the annual organizational meeting will generally be the first meeting of the calendar year. However, in those years that immediately follow a general election of new Board members, the organizational meeting will be the first meeting of a newly elected and seated Board of Directors.

9. CONSIDERATION OF THE SELECTION OF A DATE FOR THE AUGUST 2023 REGULAR MEETING

As was noted at the June 14, 2023 regular meeting of the Board, it does not appear the Board will have a quorum for its regular meeting on August 9, 2023. Per Board direction, GM Savage queried Board members individually for potential dates to reschedule the meeting. Based on feedback, all Board members are available August 16 and the week of August 21 (21-25) to attend a regular meeting of the Board.

As part of its actions on this item, the Board will consider cancelling the August 9, 2023 meeting and selecting a new date for an August 2023 meeting of the Board of Directors.

10. DISCUSSION OF DISTRICT BYLAWS VERSUS RULES

At the June 14, 2023 regular meeting of the Board, there was discussion about District Rules versus Bylaws. The LOCS D currently uses Rules; consequently, no Bylaws have been developed and adopted to date. During the June 14 meeting, no specific direction was provided to staff regarding the development or drafting of Bylaws. Should the Board wish to pursue the development of Bylaws, the General Manager recommends that:

1. Staff develop a draft set of Bylaws for consideration,
2. The draft Bylaws be delegated to a committee for further discussion and refinement, and development of a recommended set of Bylaws,
3. The full Board of Directors discuss and potentially adopt the committee’s recommended Bylaws.

INFORMATIONAL ITEMS:

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

11. REPORTS

A. SUBCOMMITTEE REPORTS

Note: Due to actions taken at the June 14, 2023 regular meeting of the Board of Directors for the LOCSD, no subcommittees met during the period between June 14, 2023 and July 7, 2023.

B. GENERAL MANAGER AND DISTRICT ENGINEER COMMENTS

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

12. DIRECTORS COMMENTS

Directors will give reports on any meetings that they attended on behalf of the Board and/or choose to comment on various District-related activities. Directors may also request future agenda topics at this time.

13. ADJOURNMENT

ITEM 5 – FY 2023-24 BUDGET HEARING

FY 2023-24 BUDGET HEARING

**Los Olivos Community Services District
FY 2023-24 Budget (Proposed)**

Line Item Account	FY 2022-23 Approved Budget	FY 2022-23 YTD Actuals+ Commitments (as of 4/30/23)	PROPOSED FY 2023-24	Notes
Beginning Balance	\$ 136,475	\$ 136,475	\$ 48,678	
Revenues				
Taxes				
3066 -- Special Tax Assessment	\$ 203,121	\$ 227,650	\$ 227,650	Used FY 2022-23 actual
Taxes	\$ 203,121	\$ 227,650	\$ 227,650	
Use of Money and Property				
3380 -- Interest Income	\$ 724	\$ 1,191	\$ 744	Average prior 3 years
3381 -- Unrealized Gain/Loss Invstmnts		\$ -		
Use of Money and Property	\$ 724	\$ 1,191	\$ 744	
Intergovernmental Revenue-Other				
4840 -- Other Governmental Agencies	\$ 169,804	\$ 30,131	\$ -	
Intergovernmental Revenue-Other	\$ 169,804	\$ 30,131	\$ -	
Total Cash & Revenues	\$ 510,124	\$ 395,447	\$ 277,072	
Expenditures				
Services and Supplies				
7090 -- Insurance	\$ 2,500	\$ 2,800	\$ 2,934	Per SDRMA letter 3/27/23
7324 -- Audit and Accounting Fees	\$ 4,000	\$ 7,775	\$ 2,500	1-year est MLH
7325 -- Other Professional Services (Grant Assistance)		\$ -		
7430 -- Memberships	\$ 1,200	\$ 1,287	\$ 1,300	
7450 -- Office Expense	\$ 2,000	\$ -		
7460 -- Professional & Special Service	\$ 189,908	\$ 219,384	\$ 78,886	\$78,886 in unallocated Professional and Special Services funds. There are a number of unfunded efforts on the workplan that Board has expressed interest in completing in FY 2023-24, including: \$90k technical study, \$300k 60% design, \$50k Assessment Engineer report, \$100k (of \$150k) environmental (remaining \$50 would be completed in FY 2024-25), \$50k MHI study
7508 -- Legal Fees	\$ 30,000	\$ 36,481	\$ 45,529	Straight-line (\$3,648/mo), plus increase per contract (4%), plus May, June
7510 -- Contractual Services (GM Contract, Engineer)	\$ 49,000	\$ 79,041	\$ 98,643	Straight-line (\$7,904/mo), plus increase per contract (4%), plus May, June
7530 -- Publications & Legal Notices	\$ 5,000	\$ -	\$ 1,750	Budget notices + 5 workshops mailers, etc. at \$300 per workshop
7671 -- Special Projects	\$ 175,000	\$ -		
7732 -- Training	\$ 1,500	\$ -		
Services and Supplies	\$ 460,108	\$ 346,769	\$ 231,542	
Other Charges	\$ -	\$ -	\$ -	
7894 - Communication Services	\$ -	\$ -	\$ -	
Other Charges	\$ -	\$ -	\$ -	
Reserves			\$ 45,530	20% of Special Tax Revenues, per Policy could be \$27,702 (10%)
Reserves		\$ -	\$ 45,530	
Total Expenditures	\$ 460,108	\$ 346,769	\$ 277,072	
Ending Balance	\$ 49,293	\$ 48,678	\$ 0	



**FY 2023-24
PROPOSED
BUDGET**

BOARD OF DIRECTORS

Tom Fayram, President

Brad Ross, Vice President

Julie Kennedy, Director

Lisa Palmer, Director

Greg Parks, Director

General Manager

Guy Savage

Board of Directors:

The following pages provide an overview of the Proposed Budget for the Los Olivos Community Service District (LOCSD) for the Fiscal Year 2023-24 (FY 2023-24). The LOCSD fiscal year begins on July 1; therefore, FY 2023-24 runs from July 1, 2023 to June 30, 2024. Details of the Proposed Budget can be found on Page 4 of this document and are based on input from your April 12, 2023 Strategic Planning session and your May 10, 2023 Budget Workshop. Inputs from both meetings have been considered and incorporated, with special emphasis on the efforts required to get the LOCSD to a successful Proposition 218 vote by 2025. The efforts are captured in the schedule of activities (work packages) provided at the end this document, in Table 2.

The LOCSD Proposed Budget for FY 2023-24 has been prepared consistent with the current FY 2022-23 budget. By law, the LOCSD is required to develop and adopt a balanced budget. A balanced budget is one where the total expected revenues are equal to total planned spending.

For FY 2023-24, the LOCSD anticipates \$277,072 in total cash and revenues to be available for expenditure during the fiscal year. This includes \$48,678 in fund balance from FY 2022-23, \$744 in Interest Income, and \$227,650 in Special Tax Revenues.

Expenses for FY 2023-24 are anticipated to be \$231,542, including all normal and professional services expenditures.

Reserves are anticipated to be set at \$45,530 for the fiscal year.

FY 2022-23 to FY 2023-24 Comparisons

The Adopted FY 2022-23 budget included \$203,121 in Special Tax Assessment revenues. The FY 2023-24 Proposed Budget assumes \$227,650 in Special Tax Assessments revenues. The FY 2023-24 figure is based on actual receipts in FY 2022-23. Both budgets included less than \$1,000 in Interest Income. In FY 2022-23, the District included \$169,804 in grant funds as a revenue source. No grant funds are assumed for FY 2023-24.

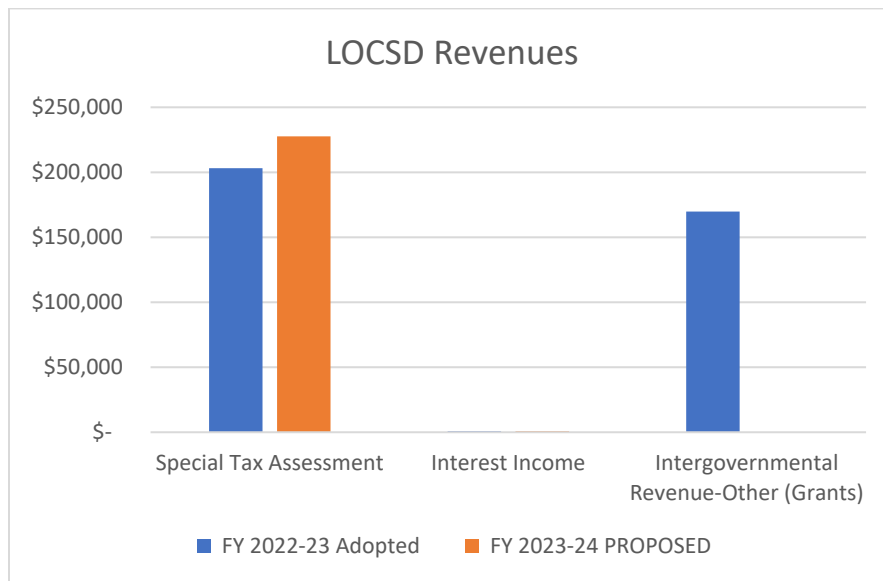


Chart 1 – Comparison of FY 2022-23 to FY 2023-24 Revenue Sources

Revenues

As noted above and can be seen in the charts below, in FY 2022-23, the LOCSD projected significant grant revenues (\$169,804). As of the development of this document, only limited amounts of those grant funds had been received (see Chart 4). For this reason, and as a best practice in budgeting, no grant revenues have been assumed nor are any included in the FY 2023-24 Proposed Budget. This is due to philosophical approach being taken which assumes that unless a grant is “guaranteed” it should not be included as a revenue source. Note that while the revenue charts below round Interest Income to 0%, both budgets include a small amount (less than \$1,000) of Interest Income revenue.

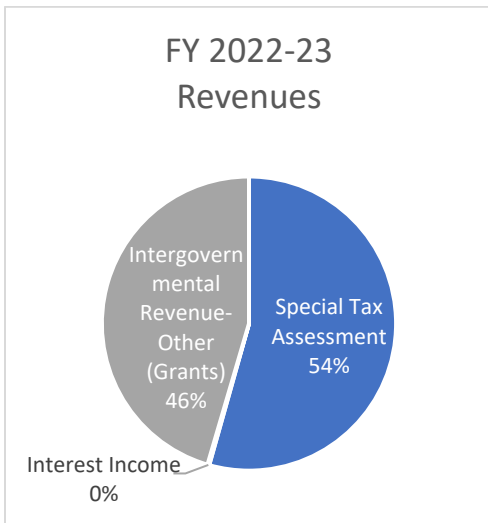


Chart 2 – FY 2022-23 Revenues

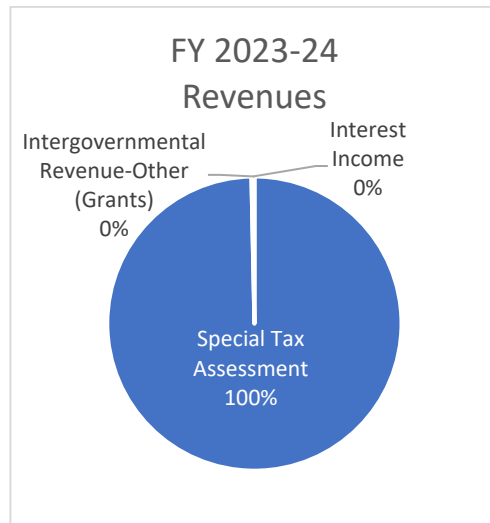


Chart 3 – FY 2023-24 Revenues

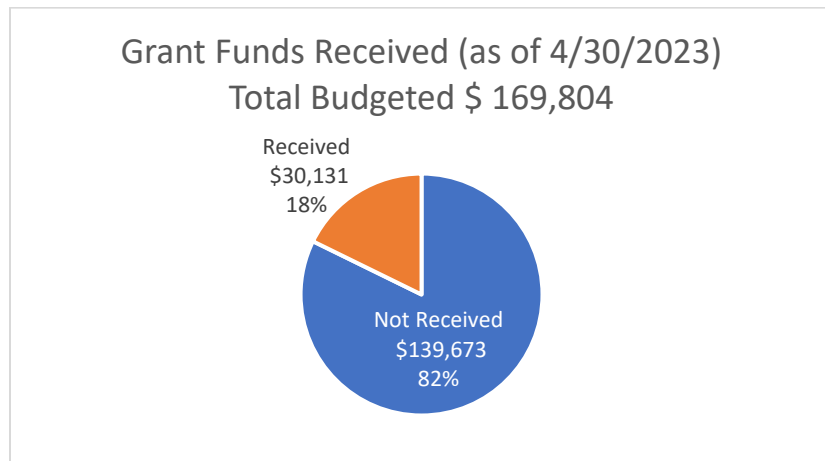


Chart 4 – Grant Revenues FY 2022-23

Expenses

The expenses in the FY 2023-24 Proposed Budget mainly consist of those activities that are required to operate the LOCSD during a typical year.

Annually incurred expenses such as insurance, audit, and office expenses comprise the majority of the smaller amounts included in the Proposed Budget. The amounts used for these expenses in the FY 2023-24 Proposed Budget were based on quotes from existing service providers or prior year actuals.

Expenses related to Legal Fees and Contractual Services (GM and DE contracts) are based on a straight-line

projection of FY 2022-23 actuals, plus any contractually agreed to increases. Where a contractually agreed increase is expected, a 4% Consumer Price Index (CPI) increase was assumed.

As part of your FY 2023-24 budget discussions, your Board emphasized increased public engagement. For this reason, five public notifications, including mailers to all property owners within the LOCS D, have been assumed. Additionally, the LOCS D is required to provide public notice in a local newspaper for its Budget Hearing. Combined, these Publication and Legal Notice costs are estimated to be \$1,750 for FY 2023-24.

The other expense shown in the FY 2023-24 Proposed Budget is Professional & Special Service. The amount shown is \$78,886. This amount of funds can be allocated by your Board to whatever activities or work packages your Board prioritizes throughout the year. As shown in schedule of activities shown in Table 2, your Board has identified a number of work packages that are necessary to keep the LOCS D on track for a successful Proposition 218 vote by 2025. Working with the District Engineer and Project Management subcommittee, the General Manager has provided estimates for each of the work packages. The work packages and associated estimated costs include:

- Additional technical study - \$90,000
- Additional engineering and design (60% design) - \$300,000
- Assessment Engineer Report - \$50,000
- Median Household Income (MHI) study - \$50,000
- Environmental Review - \$150,000

Of particular note is the Environmental Review work package. This work package is anticipated to straddle FY 2023-24 and FY 2024-25. Based on the actual timing of when the work package is started, it is estimated that approximately \$100,000 will occur in FY 2023-24, and the remaining \$50,000 will occur in FY 2024-25.

Outside of the identified potential work packages identified for FY 2023-24, and not included in this Proposed Budget is the work required to develop and implement additional groundwater monitoring wells. The LOCS D established two groundwater monitoring wells in FY 2022-23. Per Board discussion and agreement, additional groundwater monitoring wells will only be pursued if the non-staff expense for construction, installation, and on-going monitoring is 100% covered by grant funding. It should be noted that the Regional Water Quality Control Board (RWQCB), or Waterboard as it is often referred to, has a keen interest in seeing the LOCS D install and monitor three additional wells within the LOCS D's boundaries. Consequently, it is likely that the LOCS D will receive pressure to install additional wells during FY 2023-24.

The final amount shown on FY 2023-24 Proposed Budget is a Reserve. Per Board Policy, this amount should be budgeted no less than 10% of the current operating budget. If budgeted in this manner, the Reserve would amount to \$27,707. However, given the potential expenses related to the work packages noted above, the amount was conservatively increased in the Proposed Budget to \$45,530, or 20% of the Special Tax Revenues.

**Los Olivos Community Services District
FY 2023-24 Budget (Proposed)**

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Reserves		\$ -	\$ 45,530	
Total Expenditures	\$ 460,108	\$ 346,769	\$ 277,072	
Ending Balance	\$ 49,293	\$ 48,678	\$ 0	

Table 1 – FY 2023-24 Proposed Budget

LOCSO - Septic to Sewer / Water Reclamation Roadmap - WORKING DRAFT					
Task	2023		2024		FY 2023-24 Est. Cost
	Q3	Q4	Q1	Q2	
Board and Public Education					
Public workshops and outreach					\$1.5k
Engineering / Design					
Additional Technical Study / Design					\$90k
60% Design					\$300k
Assessment Engineer Report including benefit factors/rates					\$50k
Environmental Review					
Environmental study, assessment and report (incl. public review)					\$100k
Grants and Financing					
MHI study					\$50k
Monitoring Well(s)					
Find funding for well monitoring program					
Drill three additional monitoring wells					\$150k

Table 2 – FY 2023-24 Potential Activities (Work Packages)

For each of the work packages shown in Table 2, no funding has been allocated in the FY 2023-24 Proposed Budget. Instead, it is assumed that should the LOCSD find other funding mechanisms (eg. grants) to cover the expense of a work package, an amendment will be made to the budget per legally established procedures. It may be that more than one work package is funded by a single funding mechanism or that a single work package relies on more than one funding mechanism to be completed. Therefore, no assumptions about how many budget amendments would be required to complete the entire list of work packages should be made.

FY 2023-24 Budget Timeline

STEP	PROPOSED STEPS	DATE
1	Budget Workshop, after Regular Meeting concludes	5/10/2023
2	GM prepares recommended Draft Budget	5/19/2023
3	Finance Committee prepares and approves recommended Draft Budget to present to Board	6/9/2023
4	Board Approves a preliminary budget at a Regular Meeting and determines a Hearing Date	6/14/2023
5	The District will publish a notice stating that the GM has prepared a proposed final budget which is available for inspection on the website; and include the date, time, and place when the Board will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items. Publication must be at least 2 weeks before Budget adoption meeting in at least one newspaper of general circulation in the district. NOTE: The notice must be PUBLISHED at least two weeks before the hearing, (SY Valley News / Santa Maria Times). It only needs to be published one time. Post Draft Budget on Website.	6/21/2023 publication must be at least 2 weeks before 7/12/2023 meeting
6	Final Budget hearing, part of Regular Meeting	7/12/2023
7	Post Final Budget on website	7/13/2023

Table 3 – FY 2023-24 Budget Timeline

As a resident of the District, I would like to thank you for your ongoing support of the Los Olivos Community Services District’s mission to improve groundwater quality by converting septic systems to a community wastewater collection, treatment, and reclamation facility in the Los Olivos area.

Sincerely,

 Guy W. Savage
 General Manager
 Los Olivos Community Services District



PUBLIC NOTICE
LOS OLIVOS COMMUNITY SERVICES DISTRICT
NOTICE OF PUBLIC HEARING
PROPOSED BUDGET FOR FISCAL YEAR 2023-2024

NOTICE IS HEREBY GIVEN that, in accordance with Government Code section 61110, the General Manager of the Los Olivos Community Services District (LOCSD) has prepared a proposed final budget for Fiscal Year 2023-2024 (FY 2023-24). The LOCSD FY 2023-24 runs from July 1, 2023 to June 30, 2024. The final budget will be considered for possible approval by the Board of Directors during a public hearing as provided below. Any person may appear and be heard regarding any item in the final proposed budget or regarding the addition of other items. Comments regarding the proposed budget may be submitted in writing before, during, or after the hearing, which will take place as follows:

DATE: July 12, 2023
TIME: 6:00 P.M.
LOCATION: St Mark's in the Valley Episcopal Church, Stacy Hall
2901 Nojoqui Ave, Los Olivos, CA 93441

The General Manager's proposed final budget for FY 2023-24 may be inspected on-line at www.losolivoscscsd.com/fy-2023-24-budget. Individual paper copies may be ordered in advance by sending a check for \$1.87 per request to the LOCSD at PO Box 345, Los Olivos, CA 93441. Requests for individual electronic copies may be requested by email at: gm.locsd@gmail.com. Note that requests for copies may take up to 3 business days for processing, plus any applicable USPS mailing time.

Contact Guy Savage, LOCSD General Manager, at gm.locsd@gmail.com or (805) 500-4098 for further information.

ITEM 6A – MEETING MINUTES FOR APPROVAL

MEETING MINUTES FOR APPROVAL

Tom Fayram, President
Brad Ross, Vice-President
Julie Kennedy, Director
Lisa Palmer, Director
Greg Parks, Director



**LOS OLIVOS COMMUNITY SERVICES DISTRICT
REGULAR MEETING**

Posted: 6-9-2023

June 14, 2023, 6PM (PDT)

**St Mark's in the Valley Episcopal Church, Stacy Hall
2901 Nojoqui Ave, Los Olivos CA 93441**

Please observe decorum and instructions from the President

Please note that Director Palmer will be attending via Zoom. She will be located at:

Business Center
Waimea Plantation Cottages
9400 Kaunualii Highway
Waimea, Kauai, HI 96796

Members of the public may join her at that location.

Note that the meeting will be held according to the time in California, 6PM Pacific Daylight Time (UTC-7)

This meeting will be held both in-person and electronically via Zoom meetings. In-person the meeting will be held at the following location:
St Mark's in the Valley Episcopal Church, Stacy Hall - 2901 Nojoqui Ave, Los Olivos CA 93441

The public will also be able to hear and participate electronically by using the following links:

On Zoom:

<https://us06web.zoom.us/j/82515801920?pwd=VHFQd1VDZUVucFZXZEVEEdVhzVjhhOT09>

By Phone:

Meeting ID: 825 1580 1920 Passcode: 378600

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

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MEETING AGENDA

1. CALL TO ORDER

Meeting was called to order at 6:02PM.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS

Members of the public may address the Board of Directors on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Gov. Code - 54954.3). The public may also request future agenda topics at this time. Speakers are limited to a maximum of 3 minutes. Due to the requirements of the Ralph M. Brown Act, the District cannot take action today on any matter not on the agenda, but a matter raised during Public Comments can be referred to District staff for discussion and possible action at a future meeting.

President Fayram opens the floor to public comment.

Paul Rohrer, Kathryn Rohrer, and Anne Marie Gott speak.

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

losolivoscscd@gmail.com, www.losolivoscscd.com

GM Savage requests and is granted permission from President Fayram to respond to commentary regarding formation of the District and filings with the Secretary of State and State Controller’s Office. GM Savage notes that he believes that all necessary paperwork has been filed, but he will not be entirely certain until the State updates its websites with current information, he receives some sort of written confirmation, or that he receives another letter indicating more work is required. GM Savage provides an example of his efforts with the Secretary of State’s office. He notes that first filed paperwork in December 2022. He received a response around March 2023 requesting corrections to the paperwork. He immediately filed the changes and then heard from the State again in May 2023. Following more phone calls and paperwork, GM Savage believes everything has been properly filed. He adds similar interactions with multiple people from the State Controller’s Office (SCO) have been held. GM Savage adds that all of the audits of the LOCSD have been filed with the SCO.

ADMINISTRATIVE ITEMS:

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

President Fayram opens the floor to public comment.

Anna Marie Gott speaks.

Motion to approve item 5.

Motion by: Vice President Ross, Second: Director Kennedy

Roll call vote (4-0-1), with Director Parks abstaining

5. APPROVALS

A. APPROVAL OF MEETING MINUTES

Regular Meeting Minutes of May 10, 2023.
Budget Workshop Minutes of May 10, 2023.

B. APPROVAL PAYMENT OF INVOICES RECEIVED BY JUNE 1, 2023.

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

No.	Invoice Date	Invoice #	Provider	Amount
1.	5/4/2023	83015	MNS – Engineering Services	\$ 2,452.50
2.	5/4/2023	75423	Aleshire & Wynder – Legal Services	\$ 2,914.01
3.	5/12/2023	83166	MNS – Engineering Services	\$ 1,277.50
4.	5/31/2023	20235	Savage – General Manager and District Services	\$ 4,050.00

Project	Vendor	To Date (inc. above)	Remaining Authorization
Effluent Study	GSI	\$ 15,317.50	\$ 4,182.50
Effluent Study	ConfluenceES	\$ 19,421.20	\$ 1,028.80
Audit	Moss, Levy & Hartzheim, LLP	\$ 2,500.00	\$ 8,055.00

C. AUDIT REPORTS FOR FISCAL YEARS 2019-20, 2020-21, AND 2021-22.

The Board will receive and file the prior three years’ worth of audit reports from the District’s independent auditor, Moss, Levy & Hartzheim. Fiscal Year 2018-19 was received and filed on March 15, 2023. All audit reports can be found at: <https://www.losolivoscsd.com/district-financial-information>

BUSINESS ITEMS:

6. FISCAL YEAR 2023-24 BUDGET

The Board will review the Proposed Budget for Fiscal Year 2023-24 (FY 2023-24). The District’s FY 2023-24 will run from July 1, 2023 through June 30, 2024. As part of their deliberations, the Board may set the date and time for hearing the FY 2023-24 Budget. In keeping with the State law, notice of the Hearing must be posted more than two weeks prior to the Hearing being held. The FY 2023-24 Proposed Budget can be found at:

<https://www.losolivoscsd.com/fy-2023-24-proposed-budget>

GM Savage introduces the budget document provided on the website and as part of the agenda packet.

President Fayram opens the floor to public comment.

Paul Rohrer speaks.

Under Board discussion and partially in response to Mr. Rohrer’s public comment, Director Parks describes his understanding of what happened when the RWQCB presented a few months ago. He believes that the waterboard said was that to some extent it doesn’t matter what the wells would tell us, the density of septic systems in our community are sufficient for the district to need a wastewater solution.

Vice President Ross notes that he believes half of the funds for the State matching grant (\$75,000) should be forthcoming and that he wants to be sure we have set aside sufficient funds to ensure that any additional work required to obtain the second half of the grant (an additional \$75,000) is available in the budget.

Director Kennedy notes her desire to find funding to accomplish the work before us.

President Fayram echoes Director Kennedy’s comments about finding grants. He adds that many grants require you to pay for it first and then you get reimbursed, but you must have the funding up-front. He also notes that this is in addition to any match the District would be required to make.

Director Palmer echoes Director Parks’ comments that it is not the case that the monitoring isn’t important, it is. She adds that we need to focus on solving the groundwater problem. She adds her hope that there is sufficient flexibility in the budget that would allow funds to be shifted in such a manner that we can do both.

Brief discussion about cost of previously installed wells follows.

Motion to set the Budget Hearing for July 12, 2023 and direct the GM to publish a notice in a local newspaper in accordance with established law.

Motion by: Director Kennedy, Second: Director Parks

Roll call vote (5-0)

AGENDA SHIFT

At the recommendation of GM Savage, and with full concurrence of the Board, Item 9 DISTRICT OFFICER ELECTIONS was heard at this point during the meeting.

7. (agendized as item 9) DISTRICT OFFICER ELECTIONS

The Board will review its prior actions regarding the election of its officers and appointments to subcommittees.

GM Savage introduces the item and covers prior actions taken by the Board. Upon request from President Fayram, Counsel Trindle provides a brief overview of the Brown Act requirements regarding ad hoc and standing committees. He notes that the Brown Act does not directly address how long an ad hoc committee can exist nor the scope of what an ad hoc committee can cover.

President Fayram opens to floor to public comment.

Kathryn Rohrer and Anne Marie Gott speak.

Director Palmer expresses her frustration with the situation. She suggests that she would like to see all of the committee meetings be handled as standing committees and is anxious to resolve the issue. Her focus is on the solution as opposed to dealing with administrative distractions.

Director Parks asks about Bylaws and says he is fine with public participation and posting existing meetings as a standing meeting.

Vice President Ross asks if the District has Bylaws. GM Savage responds that the District does not have Bylaws.

Counsel Trindle adds that Bylaws OR Rules are required. Staff clarifies that the District has Rules.

Vice President Ross seeks clarification about when election of officers would be held.

Director Kennedy notes she is in favor of making all of the committees into standing committees. She asks about requirements for staff support of standing meetings. She adds that she Likes the idea of holding elections annually in January. She would like to see an annual calendar moving forward in order to tighten things up. Director Kennedy comments on Bylaws and Rules. DE Pike adds that there are nine policies (six that are posted on the District’s website).

Vice President Ross asks what the role of the public would be in the proposed standing meetings. Counsel Trindle responds saying the public would have the opportunity to provide input much as they do at the District’s regular meetings.

Motion to direct staff to create a Resolution for annual election of officers to be held in January, starting January 2024.

Motion by: Director Kennedy, Second: Director Palmer

GM Savage and Counsel Trindle provide clarification about what would happen in practice regarding the proposed motion. They clarify with both the motion maker and second that the intent of the motion is that in an election year, that officer elections would occur at the first regular meeting of the Board following the seating of newly elected Board members. Given the time to certify elections by County of Santa Barbara Election officials, this could mean that District Officers elections would not occur until February. Thus, in a non-election year such as 2024, the District Officer elections would occur in January. But, in an election year such as 2025, District Officer elections would most likely occur in February.

Roll call vote (5-0)

Counsel Trindle provides a suggestion about a potential path forward related to committees.

Motion to direct staff to prepare a resolution that rescinds Resolution 18-04 and makes the Finance, Technical, Project Management and Grants committee into standing committees.

Motion by: Director Kennedy, Second: Director Parks

Roll call vote (5-0)

Motion to direct staff to prepare a policy that committee appointments are reviewed each January.

Motion by: Vice President Ross, Second: Director Kennedy

Roll call vote (5-0)

7. TECHNICAL SUBCOMMITTEE - COLLECTION CONCEPTS

The ad hoc technical subcommittee of the Board has been meeting to develop potential concepts for the collection of wastewater within the District. A draft concept is being brought to the entire Board for discussion and input. As part of the discussion, the Board may choose to set a date and time for a community workshop to further discuss solutions for collection of wastewater.

Counsel Trindle recommends that item 7 be pulled from the agenda. President Fayram concurs that given the prior conversations pulling the item is probably best.

Vice President Ross dissents and comments that he believes we are wasting time. He asks why the recommendation to pull the item. Counsel Trindle responds that a lot of public comment has been heard about the actions of the ad hoc Technical Committee. VP Ross comments that the Board has been criticized for not getting work done previously. His desire is to get public comment on the work completed by the Technical Committee.

Motion to remove Item 7 and refer it back to committee after the Board has taken action on the prior resolutions.

Motion by: Director Kennedy, Second: Director Parks

President Fayram opens the floor to public comment.

Paul Rohrer, Kathryn Rohrer, and Anna Marie Gott speak.

Roll call vote (4-1), with Vice President Ross voting no.

8. REQUIREMENT TO INSTALL AND SAMPLE GROUNDWATER MONITORING WELLS

The District received a letter from the Central Coast Regional Water Quality Control Board regarding groundwater monitoring wells. The letter titled, "LOS OLIVOS COMMUNITY SERVICES DISTRICT, LOS OLIVOS, SANTA BARBARA COUNTY – REQUIREMENT TO INSTALL AND SAMPLE GROUNDWATER MONITORING WELLS" will be discussed. The Board may provide direction to staff regarding the General Manager's proposed response to the letter. Additionally, the District received a communication from Central Coast Regional Water Quality Control Board staff regarding testing regularity and constituents the District should consider testing to find.

GM Savage introduces the item, describes the context of the CCRWQCB letter, and walks through the draft response letter. As part of his comments, GM Savage notes that the CCRWQCB has the authority to require the District to install the monitoring wells; he adds that despite their ability to require them, his opinion is that given

the partnership that has been built, he doubts they would require them to be installed over other work the District is pursuing to solve existing groundwater issues.

President Fayram emphasizes the impact of the cost of this effort. He describes efforts to get the County to help the District with testing. GM Savage notes that the County has performed water depth testing.

President Fayram opens the floor to public comment.

Paul Rohrer, Mike Brady, Lynn Golden, and Matt Loudon speak.

President Fayram describes the cooperative engagement we have had with the CCRWQCB and County EHS. Director Parks responds to public comment saying that the waterboard is going to help us and they recognize that we cannot spend all of our funding just drilling and sampling wells.

Vice President Ross notes that the Board gave monitoring a low priority because of the eight factors / consideration that are reasons for us being a Special Problems Area. He rhetorically asks if we would cease to be a Special Problems Area if the testing showed low numbers. He believes the answer is no, the other seven considerations would cause us to still be a Special Problems Area. He adds that he believes we can include a schedule for installing and monitoring of wells.

Director Kennedy comments on the difficulties of trying to install wells and solve the priorities in front of us. She asks if other local CSDs have well installation and monitoring requirements.

President Fayram interjects that the SY CSD may have monitoring wells and requirements. President Fayram asks Mr. Paeter Garcia (ID1) if he knows. Mr. Garcia responds that he doesn't have any information on Santa Ynez.

President Fayram adds that the CCRWQCB does expect a community solution.

Director Palmer notes that we have performed the first monitoring in decades. She thinks it is a regional issue, so partnering with the CCRWQCB and County is a good thing.

Motion that President Fayram send the letter as drafted.

Motion by: Director Kennedy, Second: Director Parks

Under discussion, Vice President Ross notes that there is not a schedule and thinks one should be included. GM Savage adds that he could put together a sample schedule that is not tied to a specific set of dates, rather a sample of the activities and expected timelines for each action required to install the wells.

Director Kennedy amends her motion to amend the motion to include installation and monitoring schedule.

Director Parks concurs with the amendment.

Roll call vote (5-0)

INFORMATIONAL ITEMS:

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

9. REPORTS

A. SUBCOMMITTEE REPORTS

Given prior discussion in the meeting, subcommittee reports are held for future meetings.

B. GENERAL MANAGER AND DISTRICT ENGINEER COMMENTS

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

GM Savage goes through the documents included in the agenda packet. He walks the Board and public through activities and costs targeted for FY 2023-24, different views of the data that attempt to show what could be done prior to a final project description, and what is funded versus not funded. As part of his commentary and looking forward to the coming months, he notes there will not be a quorum for the August meeting.

In response to GM Savage's comments about the August meeting. The Board directs GM Savage to query the Board individually on availability for an August meeting on a date other than previously planned.

DE Pike describes efforts related to the WRF planning grant. He notes that he began the description of water recycling (tertiary treated water) in the District. He adds that the draft is required for the WRF grant and begins to meet sustainability requirements often required by the RWQCB.

10. DIRECTORS COMMENTS

Directors will give reports on any meetings that they attended on behalf of the Board and/or choose to comment on various District-related activities. Directors may also request future agenda topics at this time.

Director Parks notes that Rogelio Rodriguez with WaterFX has been watching the meeting. He is part of a group that helps with grant funding.

Vice President Ross thanks GM Savage and the public for their efforts.

Director Kennedy notes that she did a lot of work on grants.

President Fayram thanks Director Palmer for her remote participations.

Director Palmer notes that she held a conversation with Meighan Deitenhoffer, the County will be holding a meeting on parking in the community. When a date is known, she will share the information. Counsel Trindle is asked about Board attendance at such a meeting. Counsel Trindle confirms that three or more Board members can attend.

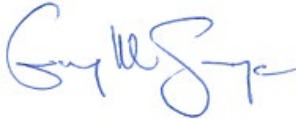
11. ADJOURNMENT

Motion to adjourn at 8:10PM

Motion By: Director Kennedy, Second: Director Parks

Roll call vote 5-0

Respectfully submitted:



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

Approved:

Tom Fayram
President – Los Olivos Community Services District

ITEM 6B – INVOICES

INVOICES



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

Main: 805 692 6921

WWW.MNSENGINEERS.COM

- > CIVIL ENGINEERING
- > CONSTRUCTION MANAGEMENT
- > LAND SURVEYING

June 21, 2023
 Project No: LOCSD.180392.00
 Invoice No: 83478

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

Principal Jeffrey Edwards
 Project Manager Douglas Pike
 Project LOCSD.180392.00 District Support Services

This Invoice includes:

- 1. General District Support Tasks: \$420.00
- 2. Engineering Tasks:
 - a. General Support Tasks: Attend Meeting \$1,535.00
 - b. General Engineering Tasks GIS/CAD Exhibits: \$1,755.00
- 3. PRA Request: \$0.00

Professional Services for the Period: May 1, 2023 to May 31, 2023

Level 2 TASK01 District Management

	Hours	Rate	Amount
Professional Personnel			
Administrative Support			
Project Coordinator	4.00	105.00	420.00
Totals	4.00		420.00
Total Labor			420.00
Level 2 Subtotal			\$420.00

Level 2 TASK02 Engineering Tasks

	Hours	Rate	Amount
Professional Personnel			
Project Management			
District Engineer	1.00	185.00	185.00
Fund Development/Grant Applications			
Senior Project Engineer	7.50	180.00	1,350.00
Totals	8.50		1,535.00
Total Labor			1,535.00

Level 2 Subtotal	\$1,535.00
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Level 2 TASK03 Survey Tasks

Professional Personnel

	Hours	Rate	Amount	
Exhibits				
Supervising Technician	13.00	135.00	1,755.00	
Totals	13.00		1,755.00	
Total Labor				1,755.00
				Level 2 Subtotal
				\$1,755.00
				Current Invoice Amount
				\$3,710.00

Outstanding Invoices

Number	Date	Balance
83015	5/4/2023	2,452.50
83166	5/12/2023	1,277.50
Total		3,730.00

Billing Backup

Wednesday, June 21, 2023

MNS Engineers, Inc.

Invoice 83478 Dated 6/21/2023

9:36:57 AM

Project	LOCSD.180392.00	District Support Services
Level 2	TASK01	District Management

Professional Personnel

			Hours	Rate	Amount
Administrative Support					
Project Coordinator					
Zepeda, Mary	5/8/2023		.75	105.00	78.75
File A&W, GWS and MNS Invoice; Update Budget Tracking Log; Follow-up with GS re Streamline Invoice					
Zepeda, Mary	5/15/2023		.75	105.00	78.75
File Stantec Invoice; Prepare A&W, GSI, GWS, and Stantec Invoices for payment via FIN; Update Budget Tracking Log					
Zepeda, Mary	5/16/2023		2.00	105.00	210.00
Create and Process Single Payment Claims for A&W, Confluence and GWS Invoices for DP; Update Budget Tracking Log					
Zepeda, Mary	5/17/2023		.50	105.00	52.50
Provide GW EHS Reimbursement Information for Grant Fund; Process FIN Invoice Payment Approval for DP; File and Forward SBC Election Charges JE Payment Invoice to GW					
Totals			4.00		420.00
Total Labor					420.00
Level 2 Subtotal					\$420.00

Level 2	TASK02	Engineering Tasks
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Professional Personnel

			Hours	Rate	Amount
Project Management					
District Engineer					
Pike, Douglas	5/8/2023		1.00	185.00	185.00
Attend Technical Committee Meeting					
Fund Development/Grant Applications					
Senior Project Engineer					
Mak, Gabriella	5/16/2023		7.50	180.00	1,350.00
Assist with WRF Grant Draft Report					
Totals			8.50		1,535.00
Total Labor					1,535.00
Level 2 Subtotal					\$1,535.00

Level 2	TASK03	Survey Tasks
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Professional Personnel

			Hours	Rate	Amount
Exhibits					
Supervising Technician					
Starr, Robert	5/23/2023		.50	135.00	67.50

Project	LOCSD.180392.00	District Support Services		Invoice	83478
		Review project with project engineer.			
Starr, Robert		5/24/2023	8.00	135.00	1,080.00
		Create exhibit maps.			
Starr, Robert		5/25/2023	2.00	135.00	270.00
		Create exhibit maps.			
Starr, Robert		5/31/2023	2.50	135.00	337.50
		Create exhibit maps.			
		Totals	13.00		1,755.00
		Total Labor			1,755.00
				Level 2 Subtotal	\$1,755.00
				Project Total	\$3,710.00
				Total this Report	\$3,710.00

INVOICE

FROM:

Guy W. Savage
PO Box 894
Los Olivos, Ca 93441

BILL TO:

Via electronic delivery
President Thomas Fayram
Los Olivos Community Services District
PO Box 345
Los Olivos, Ca 93441

Invoice # 20236
Invoice Date: 7/1/2023

Dear President Fayram,

Please see the below for professional services provided, plus any expenditures made on behalf of the District. The attached tally of hours (units) exceeds those being billed below. This is being done to track the hours for future reference. Per agreement, the hours will be capped at the number below or as authorized by the President.

Date	Description	Units	Rate	Amount
7/1/2023	General Manager Services - LOCSD (6/1/23-6/30/23) See Attached for Details	30	\$ 135.00	\$ 4,050.00
Total				\$ 4,050.00

Thank you for your continued support.



Date	Description	Hours	Rate	Amount
1-Jun	emails, meeting coordination	0.5	\$ 135.00	\$ 67.50
2-Jun	Pike call	0.25	\$ 135.00	\$ 33.75
5-Jun	Fayram meeting	1	\$ 135.00	\$ 135.00
	Finance agenda	1.75	\$ 135.00	\$ 236.25
	County of SB - auditor coordination	0.5	\$ 135.00	\$ 67.50
	Regular agenda	1.25	\$ 135.00	\$ 168.75
	Emails, groundwater monitoring	0.75	\$ 135.00	\$ 101.25
	audit review and coordination	0.25	\$ 135.00	\$ 33.75
6-Jun	Palmer / Fayram meeting - prep for Supv Hartmann	1	\$ 135.00	\$ 135.00
	Insurance, SCO, audits	0.25	\$ 135.00	\$ 33.75
7-Jun	emails, tech committee f/u, CCRWQCB response letter	3.25	\$ 135.00	\$ 438.75
8-Jun	Regular meeting agenda	1.5	\$ 135.00	\$ 202.50
9-Jun	Finance subcommittee and minutes	2	\$ 135.00	\$ 270.00
10-Jun	Regular meeting agenda	3	\$ 135.00	\$ 405.00
	Tech and PM meeting follow up	0.75	\$ 135.00	\$ 101.25
11-Jun	Emails, post agenda	0.5	\$ 135.00	\$ 67.50
	Fayram meeting	0.75	\$ 135.00	\$ 101.25
14-Jun	Regular meeting	3.5	\$ 135.00	\$ 472.50
15-Jun	Hearing ad, CCRWWQCB response letter update	2.25	\$ 135.00	\$ 303.75
20-Jun	System access Pike/Palmer	0.5	\$ 135.00	\$ 67.50
21-Jun	Emails, hearing ad	0.75	\$ 135.00	\$ 101.25
29-Jun	PRA	0.5	\$ 135.00	\$ 67.50
	Website updates	0.5	\$ 135.00	\$ 67.50
	June meeting minutes	2.75	\$ 135.00	\$ 371.25
	emails, meeting coordination, website	0.5	\$ 135.00	\$ 67.50
30-Jun	Emails, board schedules	0.75	\$ 135.00	\$ 101.25
Totals		31.25	\$	4,218.75

ITEM 7 – RESOLUTION 23-01

RESOLUTION 23-01

RESOLUTION NO. 23-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT RESCINDING AND REPLACING RESOLUTIONS NO. 18-04 AND 18-05 AND DECLARING ALL COMMITTEES TO BE STANDING 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 previously created advisory committees entitled the Finance Committee, the Technical Committee, the Grants Committee, and the Project Management Committee, each of which was empowered to obtain and analyze information to report to the full Board on those designated topic areas, for final Board consideration and possible action; and

WHEREAS, the Board wishes to declare each of these committees to be standing committees subject to the Brown Act to provide transparency to the public and to provide efficient use of public funds; and

WHEREAS, the Board wishes adopt a uniform policy governing the creation and operation of all 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.
2. The Board of Directors hereby repeals Resolution number 18-04 and the prior Policy on Committees attached to Resolution number 18-04.
3. The Board of Directors hereby repeals Resolution number 18-05.
4. The Board of Directors resolves that currently existing Committees—Finance, Technical, Grants, and Project Management—shall be and are hereby re-established and declared to be Standing Committees subject to the Brown Act.
5. The Finance Committee shall review and make recommendations regarding consideration and possible approval of costs incurred by the District during the prior month. The current Finance Committee is comprised of Directors Kennedy and Palmer. The future membership of the Finance Committee shall be selected by the Board President after consultation with the Board of Directors, during a public meeting, and the District’s website shall be updated to reflect the current composition of the committee. At its next meeting following adoption of this Resolution, the Finance Committee is directed to establish a regular schedule of meetings, to be posted on the District’s website. Any meeting set forth on the regular schedule of meetings shall proceed as scheduled, unless a notice of cancellation is posted to the District’s

website a minimum of seventy-two (72) hours prior to the anticipated start of said regular meeting and disseminated to email recipients who have requested notice of District meetings electronically.

6. The Technical Committee shall review and make recommendations regarding consideration and possible approval of technical solutions related to the collection, treatment, and disposal of wastewater; connection to a community treatment solution from individual parcels (both residential and commercially zoned); ownership of collection and treatment solutions; sizing, scope, and placement of collection and treatment approaches and solutions; and implementation and management of existing and future groundwater monitoring wells. The current Technical Committee is comprised of President Fayram and Vice President Ross. The future membership of the Technical Committee shall be selected by the Board President after consultation with the Board of Directors, during a public meeting, and the District's website shall be updated to reflect the current composition of the committee. At its next meeting following adoption of this Resolution, the Technical Committee is directed to establish a regular schedule of meetings, to be posted on the District's website. Any meeting set forth on the regular schedule of meetings shall proceed as scheduled, unless a notice of cancellation is posted to the District's website a minimum of seventy-two (72) hours prior to the anticipated start of said regular meeting and disseminated to email recipients who have requested notice of District meetings electronically.

7. The Grants Committee shall review and make recommendations regarding consideration and possible approval of grant funding opportunities to be undertaken by the District. The current Grants Committee is comprised of Directors Kennedy and Parks. The future membership of the Technical Committee shall be selected by the Board President after consultation with the Board of Directors, during a public meeting, and the District's website shall be updated to reflect the current composition of the committee. At its next meeting following adoption of this Resolution, the Grants Committee is directed to establish a regular schedule of meetings, to be posted on the District's website. Any meeting set forth on the regular schedule of meetings shall proceed as scheduled, unless a notice of cancellation is posted to the District's website a minimum of seventy-two (72) hours prior to the anticipated start of said regular meeting and disseminated to email recipients who have requested notice of District meetings electronically.

8. The Project Management Committee shall review and make recommendations regarding consideration and possible approval of items related to the general project management of District activities including providing input and review of required Santa Barbara County Local Agency Formation Commission (LAFCO) quarterly letters and community newsletters, policy development, project schedules, and other calendaring and scheduling activities as needed. The current Project Management Committee is comprised of Vice President Ross and Director Palmer. The future membership of the Technical Committee shall be selected by the Board President after consultation with the Board of Directors, during a public meeting, and the District's website shall be updated to reflect the current composition of the

committee. At its next meeting following adoption of this Resolution, the Project Management Committee is directed to establish a regular schedule of meetings, to be posted on the District's website. Any meeting set forth on the regular schedule of meetings shall proceed as scheduled, unless a notice of cancellation is posted to the District's website a minimum of seventy-two (72) hours prior to the anticipated start of said regular meeting and disseminated to email recipients who have requested notice of District meetings electronically.

9. All business conducted at meetings of the Technical, Grants, and Project Management Committees that occurred in May or June of 2023 shall be re-noticed for consideration and possible action/ratification at the next scheduled committee meeting following adoption of this Resolution.

10. Any future advisory committees considered for creation by the Board of Directors shall include discussion and a determination by the Board of Directors regarding: (1) whether the committee will be subject to the Brown Act as set forth in Government Code section 54952(b); (2) the subject matter jurisdiction of the committee; (3) in the case of committees not subject to the Brown Act as set forth in Government Code section 54952(b), the length of time the committee can exist to carry out its purpose, not to exceed six months from the date of creation, after which the Board of Directors must discuss and consider whether to re-establish the committee, to take place at a public meeting of the Board of Directors, otherwise the ad hoc committee shall automatically cease to exist following expiration of the period of time set at the time of committee creation.

11. The membership of all future advisory committees created by the Board of Directors shall be selected by the Board President after consultation with the Board of Directors, during a public meeting, and the District's website shall be updated to reflect the current composition of the committee.

12. A fully executed copy of this Resolution shall be posted on the District's website in a conspicuous place along with the other information required to be posted regarding committees, as set forth herein.

13. The General Manager, or the General Manager's designee, is authorized to take all actions necessary or appropriate to carry out the intent and purpose of this Resolution.

14. Should any provision, section, paragraph, sentence or word of this Resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Resolution, as hereby adopted, shall remain in full force and effect.

15. This resolution is effective immediately.

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 12th day of July, 2023, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____


ATTEST:

GUY W. SAVAGE, General Manager

LOS OLIVOS COMMUNITY SERVICES DISTRICT

By: _____
TOM FAYRAM, Board President

APPROVED AS TO FORM:

By: 

G. ROSS TRINDLE, III, District Counsel

I, _____, General Manager 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.

ITEM 8 – RESOLUTION 23-02

RESOLUTION 23-02

RESOLUTION NO. 23-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT ESTABLISHING A POLICY FOR SELECTION OF BOARD OFFICERS

WHEREAS, the Los Olivos Community Services District (“District”) is empowered to adopt policies governing its operations; and

WHEREAS, California Government Code section 61043(a) provides that the Board of Directors (“Board”) may elect Board officers following a general district election or unopposed election, or annually; and

WHEREAS, California Government Code section 61043(b), the officers of the Board are a President and a Vice President, with the President presiding over meetings of the Board and the Vice President serving in the President’s absence or inability to serve; and

WHEREAS, the Board wishes to adopt a uniform policy governing the selection of Board officers on an annual basis.

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.
2. The Board of Directors hereby establishes a policy for the selection of Board officers, to take place on an annual basis at the first meeting in January of each year, commencing January of 2024.
3. If the certified results of the immediately prior general election have not been released in time to comply with the noticing requirements for the first meeting in January, then the Board of Directors may extend selection of Board officers to the next meeting after release of the certified election results that allows for compliance with meeting noticing requirements.
4. Any Director may be nominated for the office of President or Vice President, except that no Director may hold more than one officer position. Nominations for office require a second. Whereas the officers of President and Vice President do not include any additional financial compensation, Directors nominated for such officers may nominate, second, and vote for themselves.
5. The President shall preside over meetings of the Board, and have the powers specified by law. The Vice President shall serve in the President’s absence or inability to serve, and in such case have the powers of the President as specified by law until such time as the President is present or has the ability to serve or any vacancy is filled by Board election.

6. Nothing in this Resolution restricts the Board of Directors from calling an early election of officers to fill a vacancy.

7. The rules for vacancies for District officers shall follow the rules for vacancies in elected office, as set forth in Government Code section 1770.

8. Nothing in this Resolution restricts the creation of additional Board officers consistent with Government Code section 61043(c).

9. Following every election of Board officers, the General Manager or their designee shall update the listing of Board officers on the District's website and provide the term of office for each, and update official District letterhead to reflect any changes in offices.

10. The General Manager, or the General Manager's designee, is authorized to take all actions necessary or appropriate to carry out the intent and purpose of this Resolution.

11. Should any provision, section, paragraph, sentence or word of this Resolution be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Resolution, as hereby adopted, shall remain in full force and effect.

12. This resolution is effective immediately.

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 12th day of July, 2023, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

ATTEST:

GUY SAVAGE, General Manager

**LOS OLIVOS COMMUNITY SERVICES
DISTRICT**

By: _____
TOM FAYRAM, Board President

APPROVED AS TO FORM:

By:  _____
G. ROSS TRINDLE, III, District Counsel

I, _____, General Manager 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.

**ITEM 11B – GENERAL MANAGER AND DISTRICT ENGINEER
REPORTS**

GENERAL MANAGER AND DISTRICT ENGINEER REPORTS

Summary Project Status Report

Audit (Moss, Levy & Hartzheim)	Budget:		Schedule:	
Waiting for bills from M, L & H – work complete				

Other:

July is a “Quarterly Report” month for LAFCO. GM Savage will issue the update, which will also serve as a community update, later this month.

LOCSD - Septic to Sewer / Water Reclamation Roadmap - WORKING DRAFT

Task	2023			2024				2025	Lead	FY 2023-24 Costs	Total Costs	Well Costs
	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1				
Board and Public Education												
Public workshops and outreach	■	■							Board			
Engineering / Design												
Technical Review	■	■							Tech			
Additional Technical Study / Design	■	■	■						Tech	\$90k+	\$90k+	
Final Project Description			■						Board			
60% Design			■	■	■				Tech	\$300k+	\$300k+	
Assessment Engineer Report including benefit factors/rates			■	■	■				Grants	\$50k+	\$50k+	
Finalize siting options			■						Tech			
Environmental Review												
Environmental study, assessment and report (incl. public review)				■	■	■			New Comm	\$100k	\$150k+	
Grants and Financing												
MHI study	■								Grants	\$50k+	\$50k+	
Develop financing plan	■								Grants			
Seek grants and financing	■	■	■	■	■	■	■	■	Grants			
Prop 218 - Property Owner vote on proposed project												
Polling for election feasibility						■			PM		\$25k	
Conduct Prop 218 workshops with public						■	■		PM			
Voting process							■		Board		\$125k	
Monitoring Well(s)												
Find funding for well monitoring program	■	■							Grants			
Drill three additional monitoring wells			■						GM			\$150k+
Monitoring of Wells (5 years)				■		■		■	GM			\$150k
Total										\$590k+	\$790k+	\$300k+

Legend: ■ Can be completed prior to (or without) a Final Project Description
 ■ Cannot be completed prior to Final Project Description

By Funded / Unfunded

Task	2023			2024				2025	Lead	FY 2023-24 Costs	Total Costs	Well Costs
	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1				
FUNDED												
Public workshops and outreach	■	■							Board			
Technical Review	■	■							Tech			
Additional Technical Study / Design	■	■	■						Tech	\$90k+	\$90k+	\$90k+
Final Project Description			■						Board			
Finalize siting options			■						Tech			
MHI study	■								Grants	\$50k+	\$50k+	
Develop financing plan	■								Grants			
Seek grants and financing	■	■	■	■	■	■	■	■	Grants			
UNFUNDED												
Find funding for well monitoring program	■	■							Grants			
Drill three additional monitoring wells			■						GM			\$150k+
Monitoring of Wells (5 years)				■		■		■	GM			\$150k
60% Design			■	■	■				Tech	\$300k+	\$300k+	
Assessment Engineer Report including benefit factors/rates			■	■	■				Grants	\$50k+	\$50k+	
Environmental study, assessment and report (incl. public review)				■	■	■			New Comm	\$100k	\$150k+	
Polling for election feasibility						■			PM		\$25K	
Conduct Prop 218 workshops with public						■	■		PM			
Voting process							■		Board		\$125k	
Total										\$590k+	\$790k+	\$300k+

Legend: ■ Can be completed prior to (or without) a Final Project Description
 ■ Cannot be completed prior to Final Project Description

Report : Financial Status (Real-Time)

Selection Criteria: Fund = 3490

Layout Options: Summarized By = Fund, LineItemAccount; Page Break At = Fund

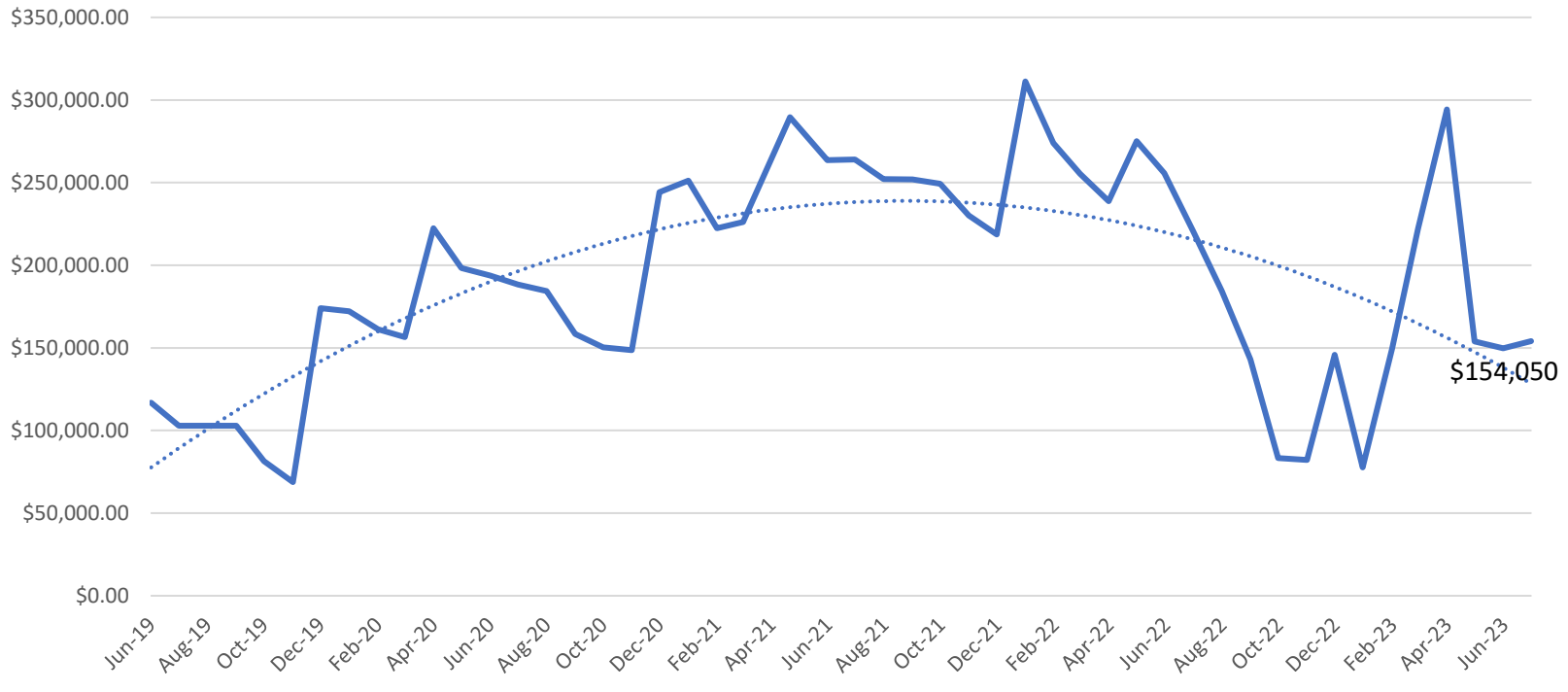
Last Updated: 7/3/2023 12:06 AM

As of: 6/30/2023 (100% Elapsed)

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2023 Fiscal Year Adjusted Budget	6/30/2023 Year-To-Date Actual	6/30/2023 Fiscal Year Variance	6/30/2023 Fiscal Year Pct of Budget
Revenues				
Taxes				
3066 -- Special Tax Assessment	203,121.00	232,834.30	232,834.30	114.63%
Taxes	203,121.00	232,834.30	232,834.30	0.00%
Use of Money and Property				
3380 -- Interest Income	724.00	1,335.74	611.74	--
3381 -- Unrealized Gain/Loss Invstmnts	0.00	0.00	0.00	#DIV/0!
Use of Money and Property	0.00	1,335.74	611.74	#DIV/0!
Intergovernmental Revenue-Other				
4840 -- Other Governmental Agencies	169,804.00	30,131.27	-139,672.73	17.74%
Intergovernmental Revenue-Other	274,000.00	30,131.27	-243,868.73	11.00%
Revenues	372,925.00	264,301.31	93,773.31	70.87%
Expenditures				
Services and Supplies				
7090 -- Insurance	2,500.00	2,799.92	299.92	112.00%
7324 -- Audit and Accounting Fees	4,000.00	2,645.50	-1,354.50	66.14%
7430 -- Memberships	1,200.00	1,287.00	87.00	107.25%
7450 -- Office Expense	2,000.00	0.00	-2,000.00	0.00%
7460 -- Professional & Special Service (Project, Planning & Studies)	189,908.00	214,601.58	24,693.58	113.00%
7508 -- Legal Fees	30,000.00	33,005.40	3,005.40	110.02%
7510 -- Contractual Services (IGM Contract, Engineer)	49,000.00	76,588.62	27,588.62	156.30%
7530 -- Publications & Legal Notices	1,000.00	0.00	-1,000.00	0.00%
7671 -- Special Projects	175,000.00	0.00	-175,000.00	0.00%
7732 -- Training	1,500.00	0.00	-1,500.00	0.00%
Services and Supplies	456,108.00	330,928.02	125,179.98	72.55%
Expenditures	456,108.00	330,928.02	125,179.98	72.55%

Los Olivos CSD Cash Balance History



Tom Fayram, President
Brad Ross, Vice-President
Julie Kennedy, Director
Lisa Palmer, Director
Greg Parks, Director



PO Box 345
Los Olivos, CA 93441
www.losolivoscsd.com

Guy Savage, General Manager

June 16, 2023

Matthew Keeling
Executive Officer
Central Coast Regional Water Quality Control Board
895 Aerovista Place, Suite 101
San Luis Obispo, CA 93401
Email: Matt.Keeling@waterboards.ca.gov

via Electronic Mail

Subject: Response to Requirement to Install and Sample Groundwater Monitoring Wells

Dear Mr. Keeling,

The Los Olivos Community Services District (LOCS D) received your letter of May 31, 2023. We very much appreciate the on-going partnership and support of the Central Coast Regional Water Quality Control Board (CCRWQCB) and your efforts to help our community make progress towards a community wastewater collection, treatment, and disposal solution.

Your letter is a follow-up to a meeting LOCS D General Manager Guy Savage and I had with you and your staff on May 16, 2023 where we discussed additional groundwater monitoring wells within the LOCS D's boundaries. The shared belief is that additional groundwater monitoring wells will help increase all interested parties' understanding of the impacts septic systems within the LOCS D are having on local groundwater.

With this letter I am submitting a map (see attachment A), which depicts the three locations that the LOCS D believes best meets our mutual short and long-term goals for increasing our knowledge of what is happening in the shallow groundwater aquifer. Per your request, the proposed locations for monitoring wells three and four (MW-3 and MW-4) have shifted much closer to the downtown core of the LOCS D. In both cases, the new recommendations move the proposed locations over 0.2 miles closer to the commercial businesses. MW-3 is recommended to be on the west side of Santa Barbara Avenue, near the intersection with Olivet Avenue. MW-4 is recommended to be near the intersection of San Marcos Avenue and Olivet Avenue, roughly 400 feet from commercially zoned and operated properties. The recommendation for MW-5 remains at the southern tip of the district, where Grand Avenue intersects with Roblar Avenue and Alamo Pintado Road. Final placement of the wells will depend on underground utilities and concurrence by the County of Santa Barbara.

Your letter also requests a schedule for the installation and sampling of the wells and reporting of the results. At this time, the LOCS D is unable to provide such a schedule. As discussed in our May 16, 2023 meeting, the LOCS D does not have the funds to complete the effort. At this time, the LOCS D estimates that the contractor expenses for installation of three new wells, plus bi-annual testing for all five wells, for five years will cost \$250,000-\$300,000. This estimate is

based on quotes from GSI Water Solutions, Inc. (GSI) and the costs for the drilling of MW-1 and MW-2. The estimate does not include LOCSD staff (General Manager and District Engineer) time and costs to support the installation and sampling.

The LOCSD is currently undertaking efforts to identify and obtain grants funding for planning, engineering, and environmental review efforts that are critical to the district successfully completing a Proposition 218 vote. Those efforts are estimated to cost \$700,000-\$800,000, including Proposition 218 expenses. To put this into perspective, based on our proposed FY 2023-24 budget, the LOCSD has roughly \$125,000 annually to spend on non-operational activities. Consequently, without a significant influx of grant funds the LOCSD will not be able to complete the activities that are critical to implementing a wastewater treatment solution in a timely manner.

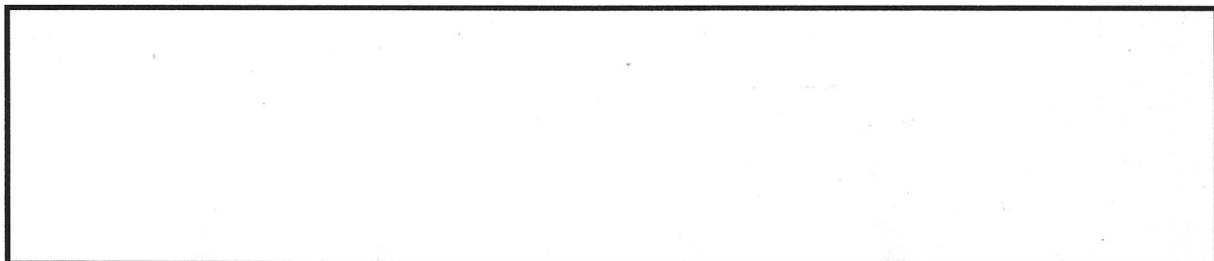
While the LOCSD will be primarily focused on finding grant funds to complete a successful Proposition 218 vote, we will also search for grant funds that could be used to install the previously described monitoring wells. As we have discussed, Environmental Health Services of the County of Santa Barbara may have funds that can only be used to support activities such as the proposed groundwater monitoring wells. Should your office identify potential funding sources, please do not hesitate to let me or our General Manager know.

As soon as grant funds are identified that can be used for monitoring well installation and monitoring, the LOCSD will reach out to your office to provide a final schedule for implementation and monitoring, as well as confirm final locations for the wells. In the meantime, the district is providing a timeline of activities we believe will be necessary to complete the well installation and initial testing.

		Month 1				Month 2				Month 3				Month 4				Month 5			
		Week																			
Activity	Duration	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Finalize locations	2 weeks	X	X																		
Obtain permits from County	5 weeks			X	X	X	X	X													
Obtain bids from drilling firms	2 weeks			X	X																
Contract with drilling firm	3 weeks					X	X	X													
Well drilling and development	2 weeks											X	X								
Obtain samples	1 day												X								
Testing	6 weeks													X	X	X	X	X	X		
Final Test Report	2 weeks																			X	X

Diagram 1: Conceptual Timeline for Well Installation and Initial Testing

Given the uncertainty of grant funding availability, the district is hesitant to propose a date when the activities shown in Diagram 1 would begin. However, if funds were identified in the next several weeks and an assumed start date of August 1, 2023 were to applied to the timeline, a resulting final schedule could like Diagram 2: Sample Implementation Schedule. Note that the District assumes that testing will be completed twice a year, once in the spring and once in the fall. And, while Diagram 2 only shows a schedule through the end of 2025, it is assumed that twice annual sampling and testing will continue well beyond 2025.

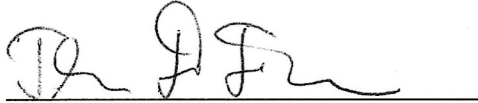


Activity	Duration	2023					2024												2025											
		A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Finalize locations	2 weeks	X																												
Obtain permits from County	5 weeks	X	X																											
Obtain bids from drilling firms	2 weeks	X																												
Contract with drilling firm	3 weeks	X																												
Well drilling and development	2 weeks		X																											
Obtain samples	1 day		X						X					X					X						X					
Testing	6 weeks			X	X			X	X				X	X				X	X				X	X		X	X			
Final Test Report	2 weeks				X				X					X					X						X					

Diagram 2: Sample Implementation Schedule

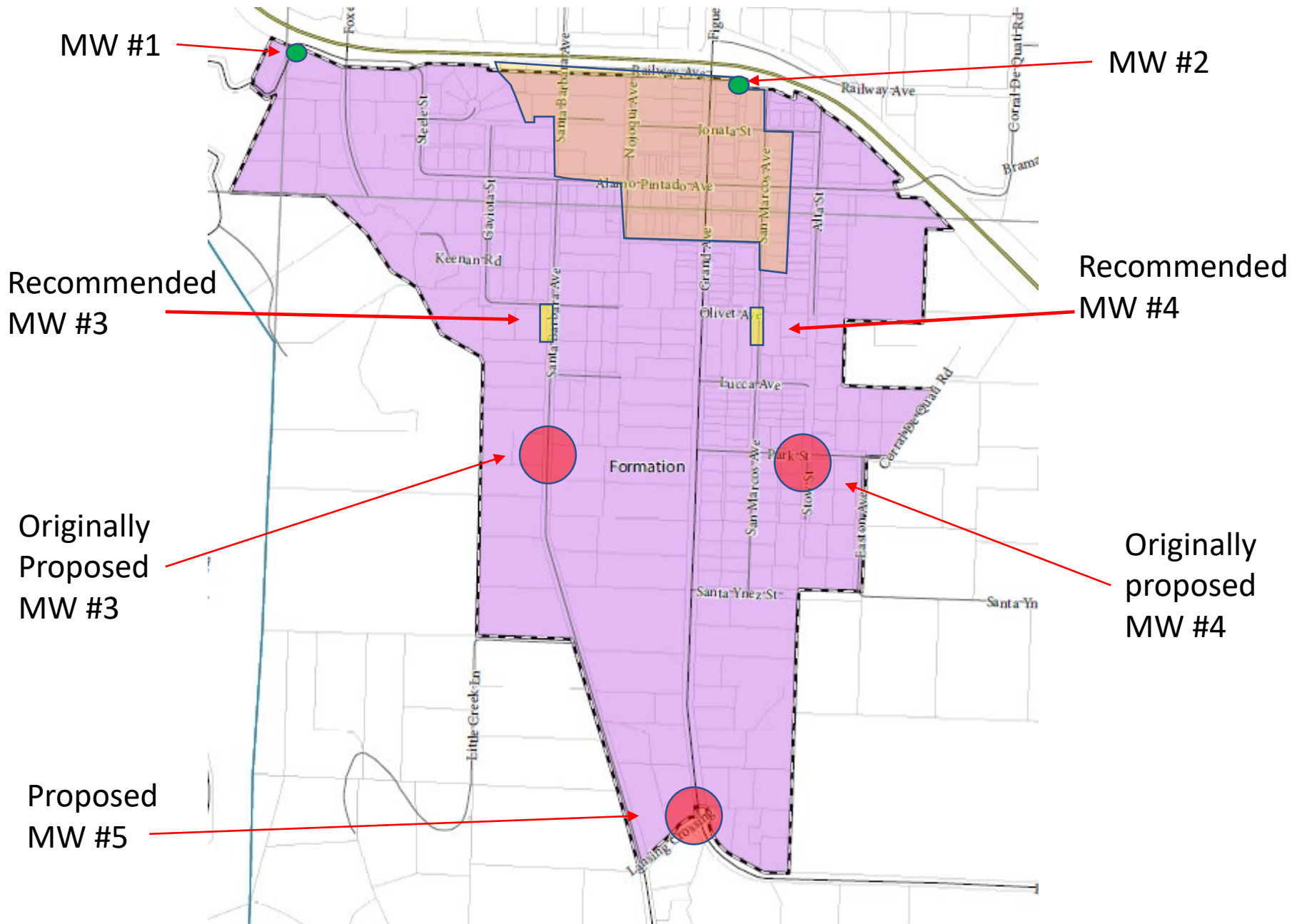
I would like to thank you again for your continued support of our efforts to improve our groundwater quality with the implementation of a community wastewater management solution. If you have any questions, please contact me at tom.fayram.locsd@gmail.com or Guy Savage, General Manager, at (805) 500-4098 or gm.locsd@gmail.com.

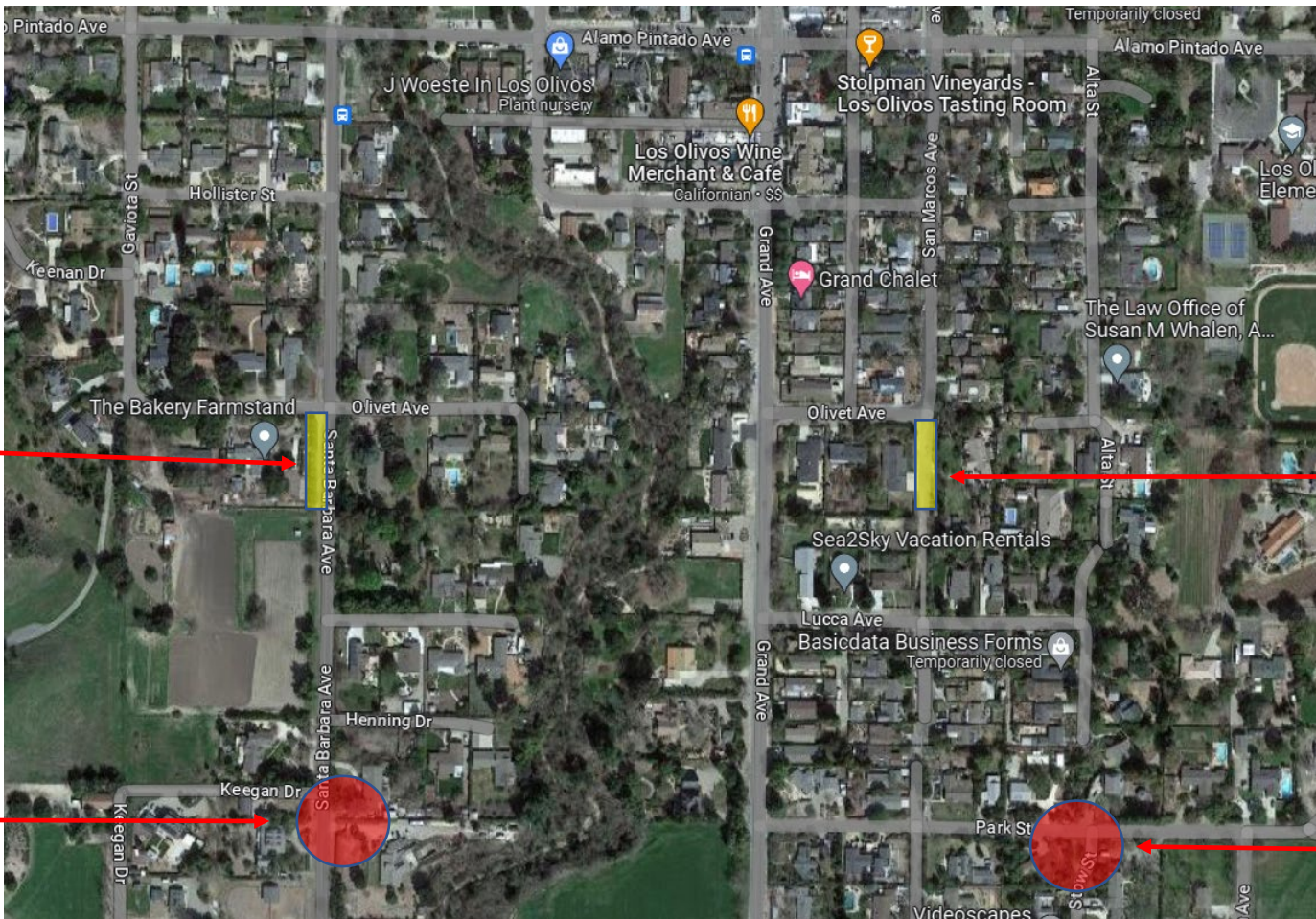
Sincerely,



Thomas Fayram
 President
 Board of Directors, LOCSD

cc: Joan Hartmann, 3rd District Supervisor, County of Santa Barbara
 Lars Siefert, Environmental Health Services Director, County of Santa Barbara
 Thea Tryon, Assistant Executive Officer, CCRWQCB
 Board of Directors, LOCSD
 Guy Savage, General Manager, LOCSD





Proposed
MW #4

Proposed
MW #4

Originally
Proposed
MW #3

Originally
Proposed
MW #4



MW #3
East side of Santa Barbara Ave
(away from power and water lines) avoid
fiber lines

MW #4
Along abandoned(?) portion of
San Marcos Ave between
Olivet Ave and Lucca Ave

