

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



**LOS OLIVOS COMMUNITY SERVICES DISTRICT  
PROJECT MANAGEMENT SUBCOMMITTEE MEETING**

**Posted: 7-21-2023**

**July 24, 2023 – 4:00 PM**

**St Mark's in the Valley Episcopal Church – Common Room  
2901 Nojoqui Ave, Los Olivos CA 93441**

**Please observe decorum and instructions from the Subcommittee Chair**

**Subcommittee Members: Vice President Ross, Director Palmer, and General Manager Guy Savage**

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

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

Zoom: <https://us06web.zoom.us/j/81937722522?pwd=SWpSU0RYZFliZTBiNGphZG41TGs4dz09>  
By Phone: +1 669 900 6833 US (San Jose) Meeting ID: 819 3772 2522 Passcode: 914085  
One tap mobile: +14086380968,,81937722522#,,,,\*914085# US (San Jose)

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## **MEETING AGENDA**

### **1. CALL TO ORDER**

**The meeting was called to order at: 4:16PM**

General Manager Savage notes that he is using the Revised version of the agenda that was published on 7/21.

### **2. ROLL CALL**

Attending: Vice President Ross, Director Palmer, General Manager Savage

Absent: None

### **3. PUBLIC COMMENTS**

Members of the public may address the Subcommittee on any items of interest within the subject matter and jurisdiction of the Subcommittee 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 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 may be referred to District staff for discussion and possible action at a future meeting.

**General Manager Savage asks if there is any general public comment.**

Public Comment: None

### **ADMINISTRATIVE ITEMS:**

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

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**BUSINESS ITEMS:**

All matters listed hereunder will be acted upon separately and public comment will be held for each item.

**4. SELECTION OF A SUBCOMMITTEE CHAIR**

The Subcommittee will select a chair who will preside over meetings and lead the reporting on Subcommittee activities at full Board of Directors meetings.

General Manager Savage opens the discussion by describing the role of the subcommittee chair.

**GM Savage asks if there is any public comment.**

Public Comment: None.

**Vice President Ross nominates Director Palmer to serve as Chair for the Project Management Subcommittee.**

**GM Savage seconds.**

**Voice vote (3-0).**

**5. CONSIDERATION OF A REGULAR MEETING DATE AND TIME**

The Subcommittee is slated to meet on as as-needed basis. As part of this item, the Subcommittee will discuss the possibility of setting a regular (quarterly?) date and time for its meetings. Final selection of dates and times will be subject to the availability and confirmation of a suitable facility.

General Manager Savage opens the discussion by describing the role of the subcommittee chair.

Discussion about when to hold such a meeting is held, with Director Palmer suggesting that we sandwich Finance meeting between the Grants and Project Management meetings on that usual Friday. Vice President raises the issue of making sure the public is not excluded due to the time of the meeting.

**Director Palmer opens the floor to public comment.**

Public Comment: None.

**Motion to set the regular meeting date and time on a quarterly basis, the Friday before the regular meeting of the Board of Directors, beginning in October 2023.**

**Motion by: Director Palmer, Second: General Manager Savage.**

**Voice vote (3-0).**

**6. DISCUSSION OF PROJECT SCHEDULE**

The Subcommittee will discuss the most recent project schedule.

GM Savage describes the contents of the current project schedule.

**Director Palmer opens the floor to public comment.**

Public Comment: None.

Directors provide input about Funded, Planned, and Unfunded activities. GM Savage agrees to rework the schedule prior to the next Regular Board meeting as it does make sense and it likely be clearer to the public and Board of Directors.

**7. DISCUSSION OF SBLAFCO / COMMUNITY UPDATE**

The Subcommittee will discuss the July 2023 update to the Santa Barbara County Local Agency Formation Commission (SBLAFCO).

GM Savage notes that the SBLAFCO update was sent to Mike Prater at LAFCO earlier today. He adds that the update is in the process of being emailed to the community. He adds that the District is still using Brevo (formerly SendInBlue) to send the updates out. He notes that some people have marked the system as SPAM and may not get the updates.

**Director Palmer opens the floor to public comment.**

Public Comment: None.

**8. ADDED ITEM - DISCUSSION OF ROSENBERG'S RULES OF ORDER AS IT RELATES TO THE LOCSD**

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At its July 12, 2023 Regular Board meeting, Director Palmer made a motion, and Director Parks seconded, to “direct staff to prepare a Resolution proposing Rosenberg’s Rules of Order or Rules to be adopted consistent with 61045(f) and refer to the Project Management Committee for further review.” The related discussion covered Project Management Subcommittee review of Rosenberg’s Rules or Order to determine if there was a need for additional policies within the LOCSD. The subcommittee will discuss the rules, and whether or not to make a recommendation on further policy needs to the full Board of Directors. For purposes of the discussion, the subcommittee will use the the California Cities version of Rosenberg’s Rules. It can be found at: <https://www.calcities.org/resource/rosenberg's-rules-of-order-simple-rules-of-parliamentary-procedure-for-the-21st-century> General Manager Savage introduces the item and the reason for it being on the agenda. He notes that it was not originally part of the agenda, but that the requirements of the Brown Act were fulfilled as the item was added more than 72 hours prior to the start of the meeting.

Director Palmer talks about the Rules and our existing policies. She notes that she is in favor of adoption of Rosenberg’s Rule. She adds that she looked at our existin policies and believes the set is sufficient for operatios at this point. She says that there are two areas that might need more review:

- Electronic records and retention policy
- General conduct

General Manager Savage adds that he could see future policies in the areas of:

- Board behavior – being a good Board member
- Ethics, Conduct, Values, Norms for Board members and staff
- Public information
- Public comment (limits, bad conduct)
- Authority of individual Board members
- Agenda items
- Attendance policy for Board members
- Procurement

Vice President Ross asks if there is anything in Rosenberg’s that we are not doing. GM Savage responds that motions are not always read in the manner outlines in Roseberg’s; but, he adds that between his notes and the recording it has not been an issue. GM Savage further adds that he does not hesitate to ask for the motion to be restated if he has a concern about correctly capturing it in the minutes for a meeting.

#### **Director Palmer opens the floor to public comment.**

Public Comment: None.

Vice President Ross leads a breif discussion about adding policy in the areas above by the end of the fiscal year. Director Palmer agrees to provide the list of things above as part of her reporting at the August Regular Meeting of the Board of Directors with a recommendation that they all be completed by the end of fiscal year (June 30, 2024).

#### **INFORMATIONAL ITEMS:**

All matters listed hereunder are informational only, no action will be taken, and public comment not received.

#### **9. SUBCOMMITTEE MEMBER COMMENTS**

Subcommittee members will give reports on any meetings that they attended on behalf of the Subcommittee and/or choose to comment on various Subcommittee activities. Subcommittee member requests for future agenda items may also be made at this time.

Director Palmer – no comments

Vice President Ross – restates his goal to enhance transparency by having a document that describes the decisions made since our inception and explain the processes we are going through, considerations made, and progress we have made. A document that also includes the decisions we are trying to get to. His goal would be to get the Board to commit to the documents and regularly update it. It would be able to answer the question of: what is going on with wastewater treatment in Los Olivos. It could serve as a primer for other jurisdictions that go through what we have gone through. GM Savage suggest perhaps adding it to the Director Comments section. VP Ross asks if it could be on the regular agenda so it could be actionable.

General Manager Savage – no comment.

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**10. ADJOURNMENT**

Motion to adjourn at 4:54 PM.

Motion by: GM Savage, Second: Vice President Ross  
Voice vote (3-0).

Respectfully submitted:



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

Approved:



Lisa Palmer  
Director – Los Olivos Community Services District  
Chair – Project Management Subcommittee