

Julie Kennedy, President
Lisa Palmer, Vice President
Tom Fayram, Director
Greg Parks, Director
Nina Stormo, Director



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

Posted: 2-17-2024

February 26, 2024 – 8:30 AM

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

Please observe decorum and instructions from the Subcommittee Chair

Subcommittee Members: Vice President Palmer (Chair), Directors Stormo, 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=SWpSU0RYZFJjZTBkNGphZG41TGs4dz09>
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)

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 losolivoscsd@gmail.com. Any public records, which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at a location to be determined in Los Olivos, California 93441.

MEETING AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. 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 Board of Directors 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.

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 Consent Agenda will be read only on the request of a member of the Subcommittee, in which event the matter may be removed from the Consent Agenda and considered as a separate item. Public may comment on any of the items prior to the vote being taken by the Subcommittee.

4. CONSENT AGENDA

A. MINUTES APPROVAL

Approval of the minutes from January 8, 2024.

BUSINESS ITEMS:

All matters listed hereunder will be acted upon separately and public comment will be held for each item. As a Subcommittee of the full Board of Directors, Business Items may include one or more recommendations for further

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discussion or action at a full Board of Directors meeting.

5. CONSIDERATION, REVIEW, AND INPUT RELATED TO FEBRUARY 2024 LOCSD UPDATE

The District creates a quarterly status update for District residents, property owners, and others. The update is the basis for its required quarterly update to the Santa Barbara Local Area Formation Commission (LAFCO). The GM has drafted the February 2024 Update, the Subcommittee will provide updates, changes, and generally review the GM's draft.

6. CONSIDERATION OF UPCOMING ACTIVITIES AND SCHEDULE

The full Board of Directors has reviewed a GM generated schedule of key upcoming activities and meetings at its last few meetings. The Subcommittee will review the most recent schedule, with the intent of potentially making recommendations to the full Board of Directors at its February 28, 2024 meeting.

INFORMATIONAL ITEMS:

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

7. 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.

8. ADJOURNMENT

ITEM 4A – MINUTES

MINUTES

Tom Fayram, President
Julie Kennedy, Vice President
Lisa Palmer, Director
Greg Parks, Director
Nina Stormo, Director



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

Posted: 12-28-2023

January 8, 2024 – 9:00 AM

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

Please observe decorum and instructions from the Subcommittee Chair

Subcommittee Members: Director Palmer (Chair), Director Stormo, 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:
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MEETING AGENDA

1. CALL TO ORDER

Director Palmer (Chair) calls the meeting to order at: 9:01 AM

2. ROLL CALL

Present: Director Palmer, Director Stormo, General Manager Savage

Absent: None

3. 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 Board of Directors 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.

Chair Palmer opens the floor to public comment.

No commenters.

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 Consent Agenda will be read only on the request of a member of the Subcommittee, in which event the matter may be removed from the Consent Agenda and considered as a separate item. Public may comment on any of the items prior to the vote being taken by the Subcommittee.

4. CONSENT AGENDA

A. MINUTES APPROVAL

Approval of the minutes from December 22, 2023.

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Chair Palmer opens the floor to public comment.

No commenters.

Motion to approve minutes from December 22, 2023.

Motion by: Director Stormo , Second: Chair Palmer

Voice vote: 3-0

BUSINESS ITEMS:

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

5. CONSIDERATION OF BYLAWS FOR THE LOS OLIVOS COMMUNITY SERVICES DISTRICT

As part of the discussion on item 12 at the Regular Meeting for the District Board of Directors on August 24, 2023, the Board of Directors decided that supplementing existing practice, policy, and resolution through the development and adoption of a set of Bylaws for the District would provide additional guidance to the Board, staff, and the public; while also increasing public transparency and District efficiencies. As part of the discussion, the Board directed the GM and Counsel to put together a draft set of Bylaws, review them with the Project Management Subcommittee, and then bring them back to the full Board of Directors for final adoption. The GM and Counsel have drafted the attached set of Bylaws, which are presented for public and subcommittee comment and potential changes prior to being brought back to the full Board of Directors. The Project Management Subcommittee discussed the Bylaws on December 22, 2023 and wanted to bring them back again prior to recommending a set of Bylaws to the entire Board of Directors for adoptions.

GM Savage comments on the Bylaws, background of how they got to this state, the meeting on December 22, 2023. He then walks the subcommittee and public through the document. Subcommittee members provide input and changes to the Bylaws.

Chair Palmer opens the floor to public comment.

Kathryn Lohmeyer and Michelle de Werd speak.

The subcommittee discusses public comments related to when public comment is received, communications with individual Board members, and future agenda items.

Motion to recommend for approval, the reviewed Bylaws, as amended with typographical changes made.

Motion by: Director Stormo, Second: GM Savage

Voice vote 3-0

INFORMATIONAL ITEMS:

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

6. 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 Stormo - None

General Manager Savage - None

Director Palmer – Asks about

7. ADJOURNMENT

Motion to adjourn at 9:40 AM.

Motion by: Director Palmer , Second: GM Savage

Voice vote 3-0

ITEM 5 – LOCSD FEBRUARY 2024 UPDATE

LOCSD FEBRUARY 2024 UPDATE

Julie Kennedy, President
Lisa Palmer, Vice President
Thomas Fayram, Director
Greg Parks, Director
Nina Stormo, Director



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DISTRICT UPDATE FEBRUARY 2024

The Los Olivos Community Services District (LOCS) continues to methodically evaluate technical approaches, obtain cost estimates, engage our community, and pursue grant opportunities for feasible wastewater treatment solutions. This past quarter the District:

- Received a progress report related to a 30% engineering design and cost estimate on hybrid collection approaches
- Engaged with the City of Solvang to explore the potential use of the City's wastewater treatment plant
- Installed three new groundwater monitoring wells

As noted in prior updates, any final wastewater treatment and water reclamation solution put forth by the Board will be the result of significant community input, environmental review and then subject to a vote by District property owners in accordance with Proposition 218. Since the District is still evaluating technical solutions, no specific timeline for the property owner vote has been established.

Progress Report - 30% Engineering Design and Cost Estimate - Hybrid Collection

The Board of Directors authorized an engineering contract with REGEN, PLLC. to examine a "hybrid" approach to sewage collection on October 16, 2023. At its February 28, 2024 Board of Directors meeting, the District heard an update from REGEN on progress related to the engineering design and cost estimating effort. A final report from REGEN is anticipated in April.

The effort around a hybrid collection approach is an attempt to find the most cost-effective mix of collection technologies for our community's wastewater treatment solution. Three collection technologies are being examined:

1. gravity-fed collection
2. effluent collection
3. advanced on-site collection and treatment

You can review the update from REGEN on February 28, 2024 on the District's website at:

XXXXXXXXXX

As a reminder, initial estimates from June 2022 for 100% traditional gravity-fed collection system, coupled with a membrane bioreactor (MBR) treatment plant were just under \$48 million. Based on early comments from effluent collection vendors, a 100% effluent collection system could reduce the total cost by several million dollars. Given that our district is comprised of only 376 parcels, the savings would represent thousands of dollars per parcel.

Details and cost estimates for the gravity fed collection design can be found at:

<https://www.losolivoscsd.com/technical-studies-and-reports>.

The REGEN engineering and cost estimating effort is being made possible by a generous grant from Preservation of Los Olivos, a 501(c)4 organization.

Effluent Sewer System vs. Traditional Gravity fed System: Effluent sewer systems use a tank on or near your parcel to separate solids from liquids. Once the solids are separated, an effluent sewer system conveys the liquid portion of the sewage to a centralized sewage treatment plant for further processing, as opposed to putting it directly in the ground via a dry well or leach field as is done with your current septic system. As with your current septic system, the solids that remain in the tank are pumped out every three to five years. Sending the liquids to a centralized sewage plant allows them to be treated. As the waste is treated, harmful substances, such as concentrated nitrates, can be removed. The resulting treated liquids can be safely put back into the groundwater table or used for other purposes such as watering landscaping.

Most of our conversation about effluent sewer systems has been focused on a specific effluent sewer system known as septic tank effluent pumping, or STEP. With STEP systems, once the initial solids/liquid separation is completed, the liquid portion is pumped *under pressure* to the treatment plant. Using pressure helps solve some of the problems presented by gravity systems. For example, the liquid can easily be “pushed” uphill without additional system components. STEP collection pipes can also be installed without digging deep trenches required for gravity fed systems. Avoiding deep trenches would likely mean a quicker installation, fewer impacts to our roadways, less disruption in our community, and cost savings.

One of the problems with implementing STEP systems in our community is recently implemented requirements to separate sewage tanks from drinking water lines. Regulations require that community drinking water lines be at least 25 feet from new sewage separation tanks. For many commercial properties and smaller parcels within the District, obtaining this separation is anticipated to be very problematic. For these parcels, gravity fed collection may be the only viable solution. This is one of the reasons why REGEN was tasked with exploring whether a more cost-effective mix of gravity fed and effluent collection techniques is possible.

Exploring Use of the City of Solvang’s Wastewater Treatment Infrastructure

In January, the LOCSD met with City of Solvang representatives to discuss the possibility of the LOCSD using the City’s wastewater treatment infrastructure. On January 22, the Solvang City Council agreed that exploring such a connection could make sense for both entities. No commitments were made by either organization, beyond exploring the technical feasibility and potential costs of sending LOCSD wastewater to the City for treatment. One potential solution would be for the LOCSD to connect to existing City collection pipes near Sunny Fields Park on Alamo Pintado Road. This location represents the closest connection point between City’s wastewater infrastructure and the LOCSD district’s boundaries. Wastewater would then travel to the City’s treatment plant.

The City of Solvang currently operates a Sequencing Batch Reactor (SBR) type wastewater treatment plant with a design capacity of 1.5 million gallons per day. The City’s plant has existing excess capacity to receive and treat the LOCSD’s estimated average daily flows of 120 thousand gallons per day (0.12 million gallons per day). The City currently receives and treats wastewater from the City of Solvang and the Santa Ynez Community Services District (SYCSD) which serves the town of Santa Ynez. The SYCSD owns 0.30 million gallons per day capacity in the City’s plant. The plant provides full secondary treatment of wastewater. The plant discharges treated wastewater to nearby percolation ponds.

District Drills Three Additional Groundwater Monitoring Wells

Earlier this month, the District completed the installation of three new groundwater monitoring wells. This brings the total number of monitoring wells within District boundaries to five. Following the installation of the three new wells, water samples were taken from all five wells and sent for testing. Test results are expected in March or April.

Installation of the wells was made possible through a grant from the [County of Santa Barbara Environmental Health Services \(EHS\)](#).

Recall that one of the key reasons the District lies within a Special Problems Area is due to high nitrate levels in the groundwater table. January 2023 water quality sample test results from our two existing groundwater monitoring wells were:

- Well #1 (MW-1) reported “nitrate as N” at 2.6 mg/L (12 mg/L as N03)
- Well #2 (MW-2) reported “nitrate as N” at 10 mg/L (45 mg/L as N03)

The “nitrate as N” allowed maximum contaminant level (MCL) for drinking water in the State of California is 10 mg/L. This means that MW-1 was below MCL, while MW-2 was right at MCL. Locations of the groundwater monitoring wells can be seen in Figure 1.

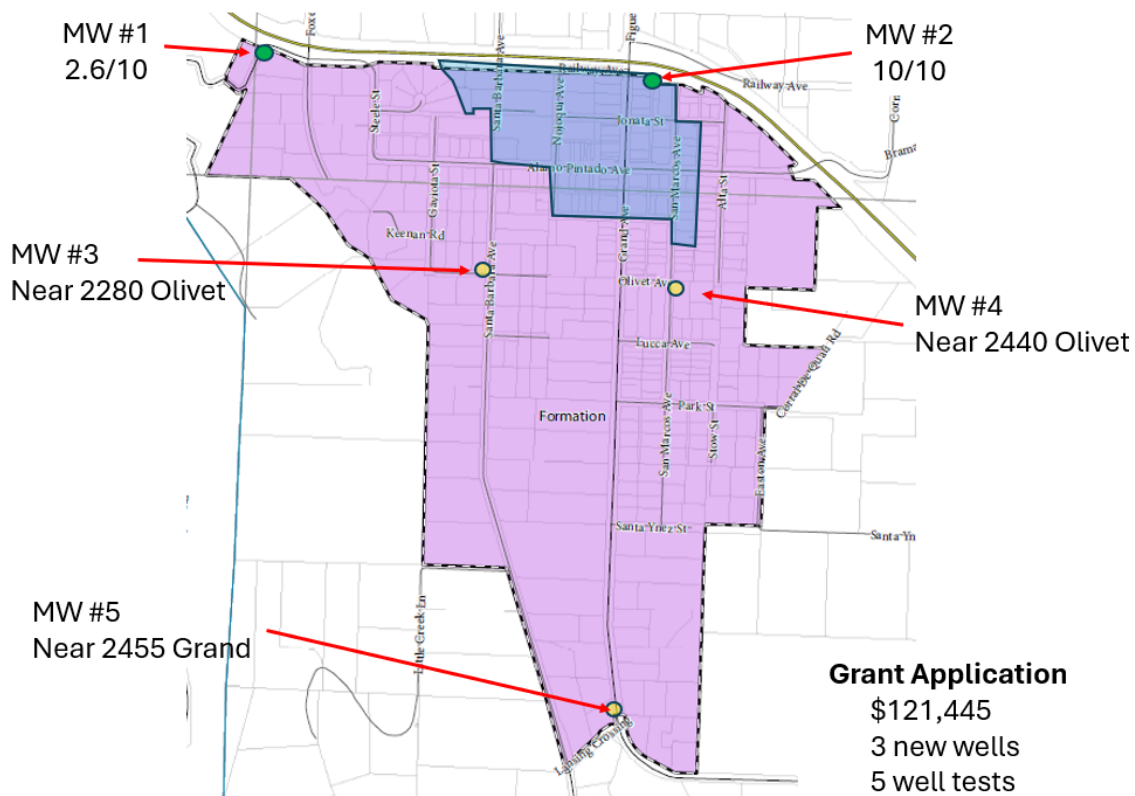


Figure 1 - LOCS District Groundwater Monitoring Wells

UPCOMING WORK

Community Workshops – The District’s Board of Directors is keenly interested in obtaining community input on potential wastewater solutions. In the next few months, the Board of Directors intends to host community workshops on:

- Collection, Treatment, and Disposal of Wastewater
- Wastewater Treatment Plant Location (Siting)
- Development of a Final Project Description

ABOUT THE DISTRICT: The [Los Olivos CSD](#) was formed by voters in 2018 to give Los Olivos residents and property owners within the district local control over a local wastewater management solution and how to provide a funding mechanism for the construction and operation of the facilities needed to collect, treat, and dispose of sewage, wastewater, and recycled water in Los Olivos.

Stay Informed: [Attend our monthly meetings](#) in person or virtually to stay current with our efforts to determine the best wastewater solution for Los Olivos. This is the most effective way for you to stay informed, to ask questions and get answers, and to ensure your ideas and concerns are heard. We post video of meetings on our website within 48 hours should you be unable to attend a meeting in person.

Check the District’s website for meeting agendas and materials at losolivoscscd.com.

Visit <https://www.losolivoscscd.com/subscribe> to sign up for email updates. Please encourage your neighbors, local property owners and other interested community members to sign up as well.

If you have any questions about our District’s efforts, please contact Guy Savage, General Manager, at gm.locsd@gmail.com or call him at (805) 500-4098.

ITEM 6 – ACTIVITES AND SCHEDULE

ACTIVITES AND SCHEDULE

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

Last Update: 2/17/2024

Task	2024				FY 2023-24 Costs	FY 2023-24 Budgeted?	Est Total Costs
	Q1	Q2	Q3	Q4			
Board and Public Education							
Public workshops and outreach						Y	
Engineering / Design							
Collection Study					\$70k	Amended	\$70k
Treatment Study					\$90k+	N	\$90k+
Confirm Disposal Options						Y	
Siting options						Y	
Final Project Description						Y	
60% Design					\$50k	N	\$300k+
Assessment Engineer Report including benefit factors/rates						N	\$50k+
Environmental Review							
Environmental study, assessment and report (incl. public review)						N	\$150k+
Grants and Financing							
Discussion about cost allocations (by parcel type)						Y	
Develop financing plan						Y	
Seek grants and financing						Y	
Prop 218 - Property Owner vote on proposed project							
Polling for election feasibility						N	\$25K
Conduct Prop 218 workshops with public						N	
Voting process						N	\$125k
Monitoring Well(s)							
Drill three additional monitoring wells					\$121K	Amended	\$121k
Data from all five wells						Y	
Monitoring of wells, completed every 6 months (5 years)						N	\$12K
Total					\$331k+		\$943k+

By Funded / Unfunded

Task	2024				FY 2023-24 Costs	FY 2023-24 Budgeted?	Est Total Costs
	Q1	Q2	Q3	Q4			
FUNDABLE (Funds exist in existing budget)							
Public workshops and outreach						Y	
Collection, Treatment, Disposal Options						Y	
Siting options						Y	
Final Project Description						Y	
Develop financing plan						Y	
Seek grants and financing						Y	
Find funding for well monitoring program						Y	
Data from all five wells						Y	
Collection Study					\$70k	Amended	\$70k
Drill three additional monitoring wells, sample all five wells					\$121K	Amended	\$121k
UNFUNDED OR NO SPECIFIC FUNDING ACTION							
Treatment Study					\$90k+	N	\$90k+
60% Design					\$50K	N	\$300k+
Assessment Engineer Report including benefit factors/rates						N	\$50k+
Environmental study, assessment and report (incl. public review)						N	\$150k+
Polling for election feasibility						N	\$25K
Voting process						N	\$125k
Monitoring of wells, completed every 6 months (5 years)						N	\$12k
Total					\$331k+		\$943k+

Legend:

Can be completed prior to (or without) a Final Project Description

Cannot be completed prior to Final Project Description



LOCSO - MEETINGS CALENDAR YEAR 2024 - WORKING DRAFT

Q1	January
	February
	REGEN 15%
Q2	March
	REGEN Report
	April
	60% Design RFP Authorization
	Fiscal Year (FY) 2024-25 Budget and Strategic Planning, GM's Annual Report
Q3	WS - Collection, Treatment, Disposal
	May
	FY 2024-25 Budget
	WS - Siting
	OUTSIDE MTG - CCRWQCB / EHS
Q4	June
	WS - Final Project Description
	Final Project Description
	FY 2024-25 Budget Hearing, Gann Limit, Tax Assessment Authorization
	WS - Capital Cost Distribution
Q1	July
	60% Design Contract
	August
	EIR Contract
	WS - EIR Process
Q2	September
	WS - 218 Process
	October
	November
Q3	Assessment Engineer Contract
	December