

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



LOS OLIVOS COMMUNITY SERVICES DISTRICT

Posted: 9-8-2023

REGULAR MEETING

September 13, 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=VHFQd1VDZUVucFZXZEVEEdVhzVjlkOT09>

By Phone:

Meeting ID: 825 1580 1920 Passcode: 378600

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

The Los Olivos Community Services District (LOCS D) is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act (ADA), 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. PLEDGE OF ALLEGIANCE**
- 4. PUBLIC COMMENT**

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.

INFORMATIONAL ITEM:

Per public request, a brief report from the General Manager that conveys District status and updates is being added at the beginning of the agenda. This status report may touch on key items in the project plan or schedule. The General Manager will leave other detailed reporting, including budgetary reporting until the end of the meeting.

This item is informational only, no action will be taken, and public comment not received.

5. GENERAL MANAGER'S DISTRICT STATUS REPORT

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.

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

losolivoscsd@gmail.com, www.losolivoscsd.com

6. APPROVALS

A. APPROVAL OF MEETING MINUTES

Regular Meeting Minutes of August 24, 2023.

B. APPROVAL PAYMENT OF INVOICES RECEIVED BY AUGUST 31, 2023.

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

No.	Invoice Date	Invoice #	Provider	Amount
1	7/11/2023	83612	MNS – Engineering and Support Services	\$ 1,982.50
2	8/22/2023	84035	MNS – Engineering and Support Services	\$ 1,562.50
3	8/15/2023	78569	Aleshire and Wynder - Legal Services	\$ 3,371.74
4	8/31/2023	20238	Savage – General Manager Services and supplies	\$ 4,315.37

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit	Moss, Levy & Hartzheim, LLP	\$ 2,780.00	\$ 7,775.00

BUSINESS ITEMS:

7. CONSIDERATION OF A PROPOSAL AND CONTRACT WITH REGEN, LLC FOR DESIGN AND ENGINEERING SERVICES (30% DESIGN) FOR A HYBRID WASTEWATER COLLECTION AND TREATMENT APPROACH

On August 24, 2023, the LOCS D Board of Directors reviewed a Hybrid Collection Solution and Implementation Zone approach developed by the Technical Subcommittee. At that meeting, the Board directed staff to obtain a proposal from REGEN for engineering services related to the hybrid approach. The REGEN effort will start with a basis of design review to ensure consistent assumptions for the effort, will complete a 30% design on the Hybrid Collection Solution, examine existing drinking water lines, provide a utility review and recommendations, complete GIS mapping, provide full 30% design plans, offer value engineering alternatives to the Hybrid Collection Solution, and estimate capital and maintenance costs for the Hybrid Collection Solution (and value engineered alternatives). As part of the design and engineering efforts, REGEN is expected to visit Los Olivos prior to commencing the engineering layout and value engineering efforts outlined in the proposal and/or contract. The Technical Subcommittee of the Board of Directors reviewed the REGEN proposal on September 7, 2023 and is recommending approval of a contract with REGEN, subject to specific conditions.

8. CONSIDERATION OF RESOLUTION 23-06 – ACCEPT A DONATION FROM PRESERVATION OF LOS OLIVOS (POLO)

Preservation of Los Olivos (POLO) was founded in 2003 to protect the rural character of the town of Los Olivos. POLO is a social welfare organization organized under section 501(c)(4) of the Internal Revenue Code. Per its letter to the LOCS D Board of Directors on August 24, 2023, POLO is considering donating \$75,000 to the LOCS D for completion of third-party engineering studies. Specifically, POLO would like to fund the REGEN effort noted in Business Item 7.

9. CONSIDERATION OF RESOLUTION 23-07 – GRANT SUBCOMMITTEE AUTHORIZATION TO APPLY FOR GRANTS WITHOUT PRIOR APPROVAL OF A MAJORITY OF THE FULL BOARD OF DIRECTORS

The Grants Subcommittee currently consists of Directors Kennedy and Parks, and GM Savage. The Subcommittee is tasked with seeking grant funding for planning, design, construction, operations, and other activities of the LOCS D. From time-to-time, grants become available with short turn-around timelines between announcement of the grant opportunity and application due dates. Resolution 23-07 would provide the Grants Subcommittee with the authority to apply for grants without prior approval of a majority of the Board of Directors, with the caveat that the Grants Subcommittee would return to the full Board of Directors for concurrence at the next regularly scheduled meeting of the LOCS D.

INFORMATIONAL ITEMS:

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

10. REPORTS

A. SUBCOMMITTEE REPORTS

Finance Subcommittee (Director Kennedy Chair)

Grants Subcommittee (Director Kennedy Chair)

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

losolivoscsd@gmail.com, www.losolivoscsd.com

**Project Management Subcommittee (Director Palmer Chair)
Technical Subcommittee (President Fayram Chair)**

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 the packet for more details.

11. 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.

12. ADJOURNMENT

Note: Immediately following the conclusion of the Regular Meeting, the Board of Directors will hold a Special Meeting of the Board to review and potentially select a replacement member for the Board of Directors.