

Tom Fayram, President
Brad Ross, Vice-President
Mike Arme, Director
Tom Nelson, Director
Lisa Palmer, Director



LOS OLIVOS COMMUNITY SERVICES DISTRICT

Posted: 11-4-2022

REGULAR MEETING

November 9, 2022, 6:00 PM

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=VHFQd1VDZUVucFZXZEVEEdVhZVjhhQT09>

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 Committee on any items of interest within the subject matter and jurisdiction of the Committee 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 can be referred to District staff for discussion and possible action at a future meeting.

5. COMMENTS

The Directors, General Manager, and District Engineer will provide comments and report on activities related to District business. Comments are informational only, no action will be taken, and public comment not received.

A. 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.

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, comment on various District-related activities and/or provide status on projects. The GM may also review Budget Reports (see packet).

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

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6. ADMINISTRATIVE AGENDA

All matters listed hereunder constitute a 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.

A. APPROVAL OF MEETING MINUTES

Regular Meeting Minutes of October 10, 2022.

B. REVIEW AND APPROVE PAYMENT OF INVOICES RECEIVED BY OCTOBER 31, 2022.

Note that invoices are usually reviewed by the Finance Committee prior to being placed on the agenda. However, given the timing of the Finance Committee and Regular Board meetings in November, the invoices are included herein, but have not been recommended for approval by the Finance Committee at the time the agenda and packet are being published.

No.	Invoice Date	Invoice #	Provider	Amount
1.	Oct 7, 2022	876.003-4	GSI Water Solutions Inc – Effluent Study	\$4,721.25
2.	Oct 7, 2022	876-001-19	GSI Water Solutions Inc – Groundwater Wells	\$1,013.75
3.	Oct 7, 2022	180392.00	MNS – Engineering and Administrative services	\$1,305.00
4.	Oct 9, 2022	1056	Confluence ES – Effluent Study	\$4,400.00
5.	Oct 11, 2022	71040	Aleshire & Wynder, LLP – Legal Services	\$2,222.67
6.	Oct 17, 2022	1991878	Stantec – 30% Design close-out	\$1,205.75
7.	Oct 31, 2022	221031	Savage – General Manager services	\$4,050.00

7. BUSINESS ITEMS

A. CONSIDERATION OF A CONTRACT WITH PADRE ASSOCIATES, INC. FOR ENVIRONMENTAL SERVICES

Proposals from Stantec, Rincon, and Padre were reviewed by an ad hoc committee appointed by President Fayram in May 2022. The ad hoc committee consisted of President Fayram, Vice-President Ross, and General Manager Savage. Following review of the proposals a decision was made to recommend Padre Associates, Inc. as the District’s Environmental Services Consultant to the full Board. Padre Associates, Inc. estimates the Environmental Impact Review process to cost \$109,880 (2021 billing schedule). The actual costs will be based on tasks assigned by the General Manager following direction from your Board. The District’s FY 2022-23 budget contains \$50,000 for Environmental Services. Authority is being sought for the President and/or General Manager to sign a District Counsel approved contract with Padre Associates, Inc. for Environmental Services in an amount not-to-exceed \$109,880.

B. DISCUSSION REGARDING A *DRAFT* CALENDAR FOR CALENDAR YEAR 2023

The General Manager is planning for Calendar Year 2023. In order to secure dates and locations, a proposed calendar is being brought to the November Regular meeting, with the expectation that a Resolution setting the calendar for 2023 will be brought in December.

8. ADJOURNMENT

**ITEM 5 – GENERAL MANAGER COMMENTS AND
BUDGET REPORTS**

GENERAL MANAGER COMMENTS AND BUDGET REPORTS

Summary Project Status Report

Groundwater Monitoring Well (GSI)	Budget: 	Schedule:
Contract signed with BC2 Environmental for two wells, construction scheduled for 11/11, pending encroachment permit from County of Santa Barbara.		

Effluent Study (GSI/Confluence ES)	Budget: 	Schedule:
Held meeting with Waterboard staff on 11/3. Expect Effluent Study report in late November, with presentation of information and recommendation at December meeting.		

Assessment Engineer Report (NV5)	Budget: 	Schedule:
Initial assessment models received, Finance Committee to review with consultant in November.		

Audit (Moss, Levy & Hartzheim)	Budget: 	Schedule:
The District's consultant for financial audit activities will begin work at the end of the calendar year.		

Other:

Spent significant amounts of time responding to CPRA requests.

As a follow up to last month's GM's Six-Month Retrospective, sent a communications survey to constituents in order to better understand their preferences on how they would like to get information. Data gathered is being used to set the calendar for the next several months (see DRAFT 2023 Calendar).

Reviewed letter received from County Environmental Health Services (EHS). Letter is posted on District website next to letter from RWQCB. Discussion with organizations scheduled for November are being pushed to January. Timing is good as it should immediately precede community workshops. President Fayram and I met with EHS to discuss the letter.

Per Board direction, spoke with Stantec about creating a "30% Design" for STEP/MBR solution. Stantec does not have the current capacity/talent to complete such a study at this time. Spoke with Steve Braband, BioSolutions (Orenco reseller) about their ability to create a design. Gathering data on businesses to help BioSolutions produce a more complete design and estimate. In the meantime, reached out to the District's Assessment Engineering firm, NV5, to obtain a quote to create a STEP engineering design. Pinged Presby, for a final time, as I still have not heard back from them.

President Fayram and I are scheduled to attend an 11/7 meeting with County EHS and Planning and Development to discuss impacts of sewer capacity on future construction activities.

Los Olivos Community Services District - Septic to Sewer / Water Reclamation Roadmap - WORKING DRAFT

Task	2022			2023									
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct
Board and Public Education													
District Quarterly Updates													
State of the District (General Manager)													
Solutions workshops													
Regulatory updates (County Env. Health / State Waterboard)													

Engineering / Design													
Stantec 60% design (on hold)													
STEP design													
Evaluate Effluent Disposal options													
Initial Assessment Engineer modeling													
Assessment Engineer Report including benefit factors													
Determine what prop owners will have to pay													
Finalize siting options													
Develop site acquisition plan, as necessary													
Final Project Description													
Select package plant manufacturer, if approp													
Environmental study, assessment and report (incl. public review)													

Grants and Financing													
Develop financing plan													
Seek construction grants and financing													
EHS grant monitoring and submittals for reimbursement													
MNS WRFPP draft 50% report													
WRFPP 50% report													
WRFPP 100% report													

Monitoring Well(s)													
Drill first monitoring well													
Obtain water sample and analyze for first well													
Find funding for remainder of well monitoring program (on hold)													
Drill remainder of monitoring wells (on hold)													

Prop 218 - Property Owner vote on proposed project													
Polling for election feasibility													
Conduct workshops with public													
Adopt resolution of intent													
Mail and post public hearing notice													
Conduct public hearing & complete assessment vote process													

Options - Costs / Trade-offs

	Costs		Approval by EHS / RWQCB	Grant Potential	Disruption				Notes
	Capital	Operations & Maintenance (O&M)			Construction		On-Going		
					Community	Parcel	Community	Parcel	
Collection									
Gravity Fed*			Yes	Yes	High	Medium	Low	Low	Assumes WWTP is north of the District. Assumes Zone 1 was constructed. Assumes Zone 1 and Zone 2 were constructed.
Zone 1 (70 parcels) - Commercial with some Residen	\$ 10,600,000								
Zone 2 (50 parcels) - Downtown Surrounding Lots	\$ 1,700,000								
Zone 3 (264 parcels) - Remaining Lots	\$ 10,300,000								
Total	\$ 22,600,000								
STEP**			Likely	Likely	Lower	Medium	Low	Medium	
Zone 1	\$ 2,335,500								
Zone 2	\$ 1,516,500								
Zone 3	\$ 8,007,000								
Total	\$ 11,859,000								
Treatment									
MBR			Yes	Yes	Medium	None	Low	None	O&M includes equipment consumables, spare parts, replacement, power, labor, chemicals Never permitted in Central Coast RWQCB Paradise permitting was an "emergency" permit Presby representatives not responding
Zone 1	\$ 19,700,000								
Zone 2 (included with Zone 1)	\$ -								
Zone 3	\$ 5,500,000								
Total	\$ 25,200,000	\$ 116,828							
Passive (Nexgen/Elgin/Presby/Delta)			Unlikely	Unknown	High	Low	Low	None	
Zone 1									
Zone 2									
Zone 3									
Total									
Advanced On-site***	\$ 50,000	\$1,500-\$1,900/yr	Yes	Case-by-case	Low	High	Low	High	

Only the Gravity Fed / MBR solution has had a full engineering review, other numbers should be viewed as "sales" numbers

*Gravity Fed collection does not include laterals. With Gravity Fed, laterals often the responsibility of property owner

**STEP calculations include Prelos system installed on-site, and laterals

***Per site, average Orenco system \$30k-70K

STEP and Advanced On-site require periodic maintenance, pumping of tanks, permitting, etc. for each parcel where they are installed

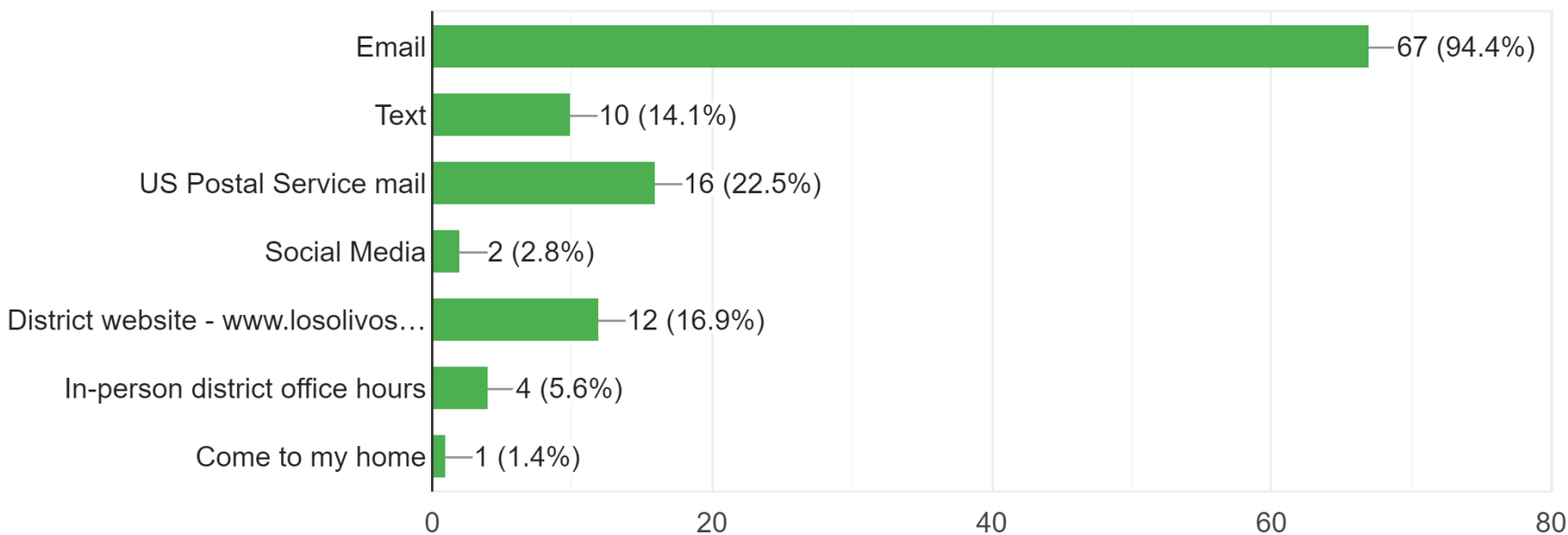


Los Olivos Community Services District
Communications Survey Results
(as of 11/4/2022)



How would you like to get information from the Los Olivos Community Services District (select all that apply)?

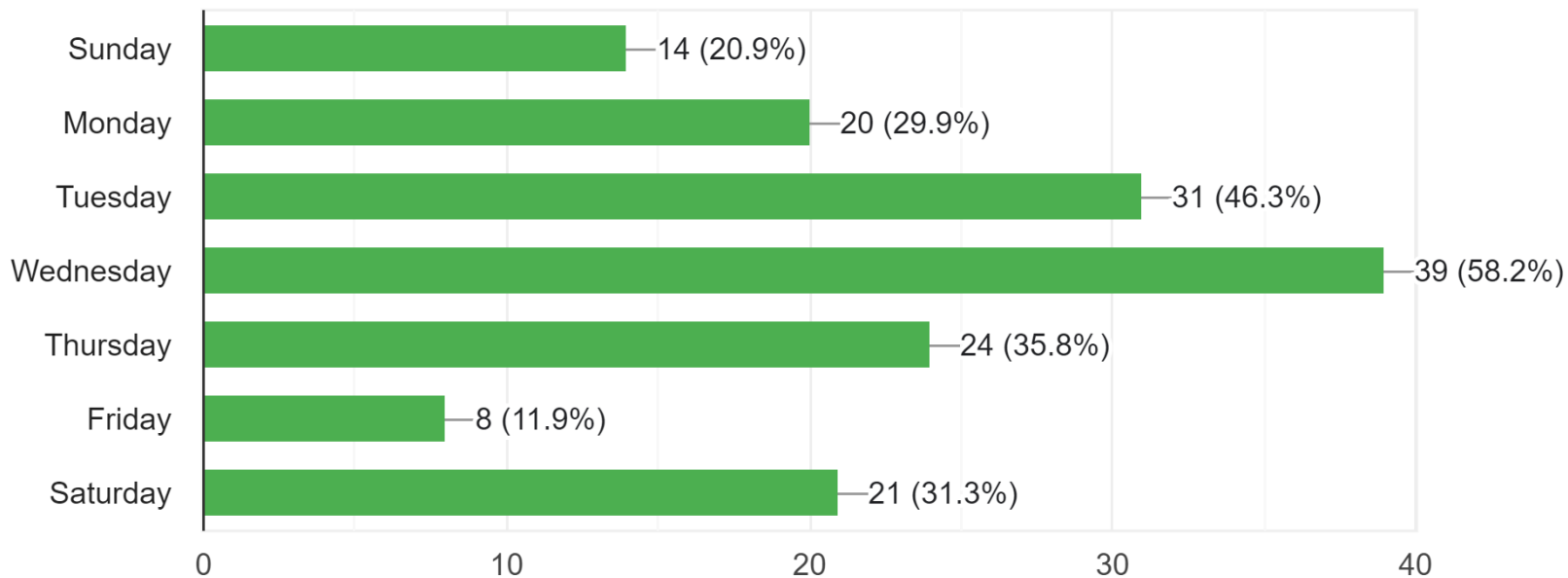
71 responses





The District is going to host a series of community workshops to get your input on topics such as wastewater collection, treatment, disposal options... 2-4 hour meeting on these very important topics?

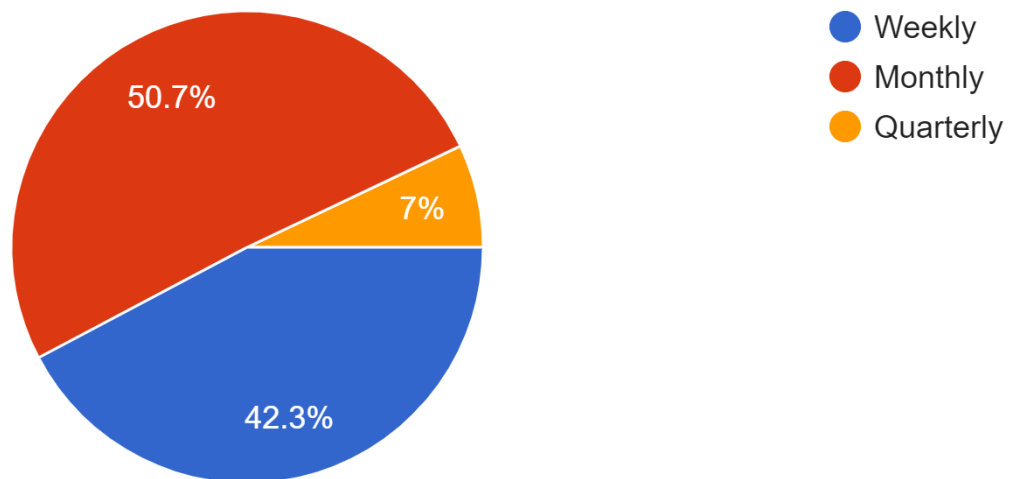
67 responses





How often would you like to get update emails?

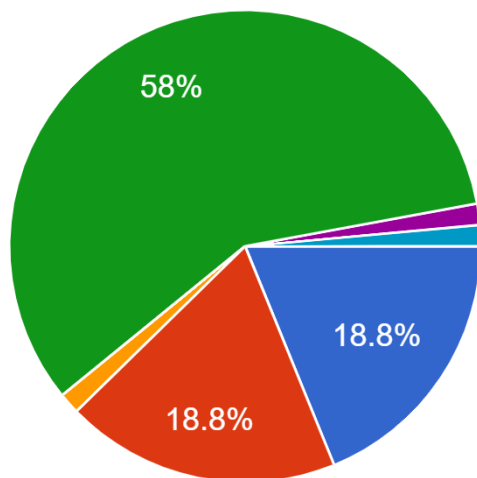
71 responses





How often would you like to receive update texts?

69 responses

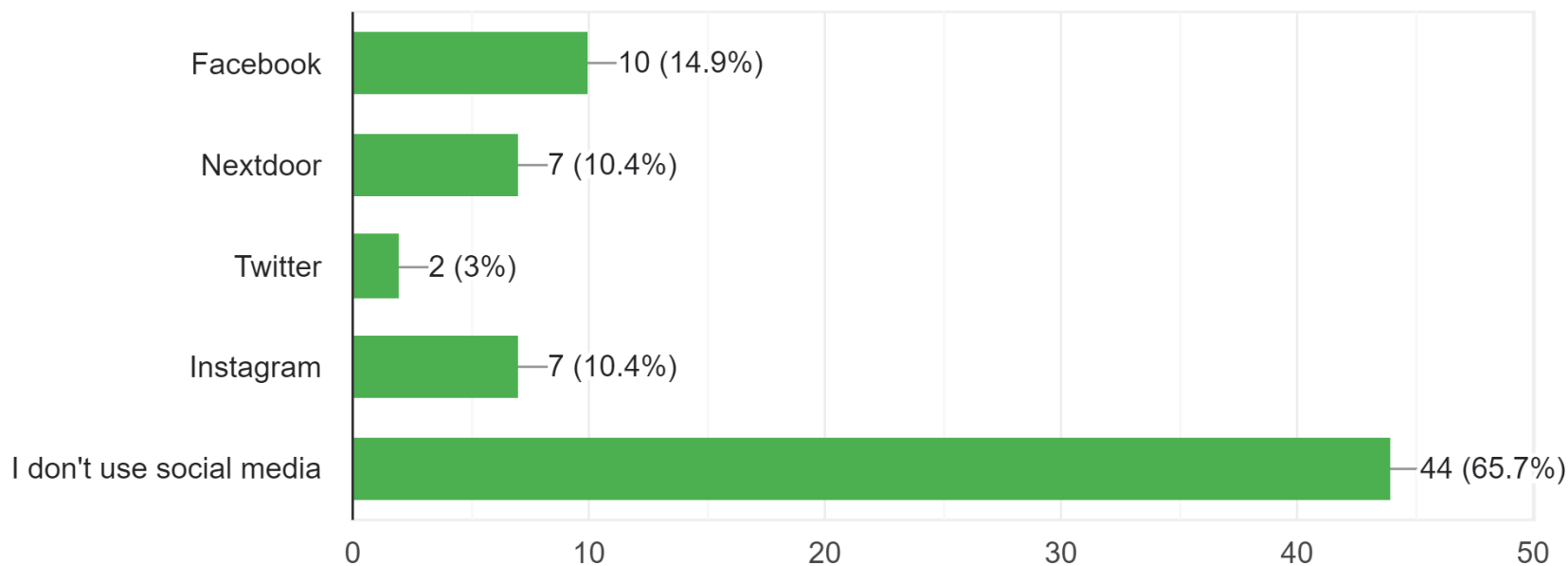


- Weekly
- Monthly
- Quarterly
- I do not want to receive text messages from the district
- When something I need to know about happens. Not routine.
- I do not have text and since I cannot attend the meetings I would like hto be updated after every meeting



Social Media platforms

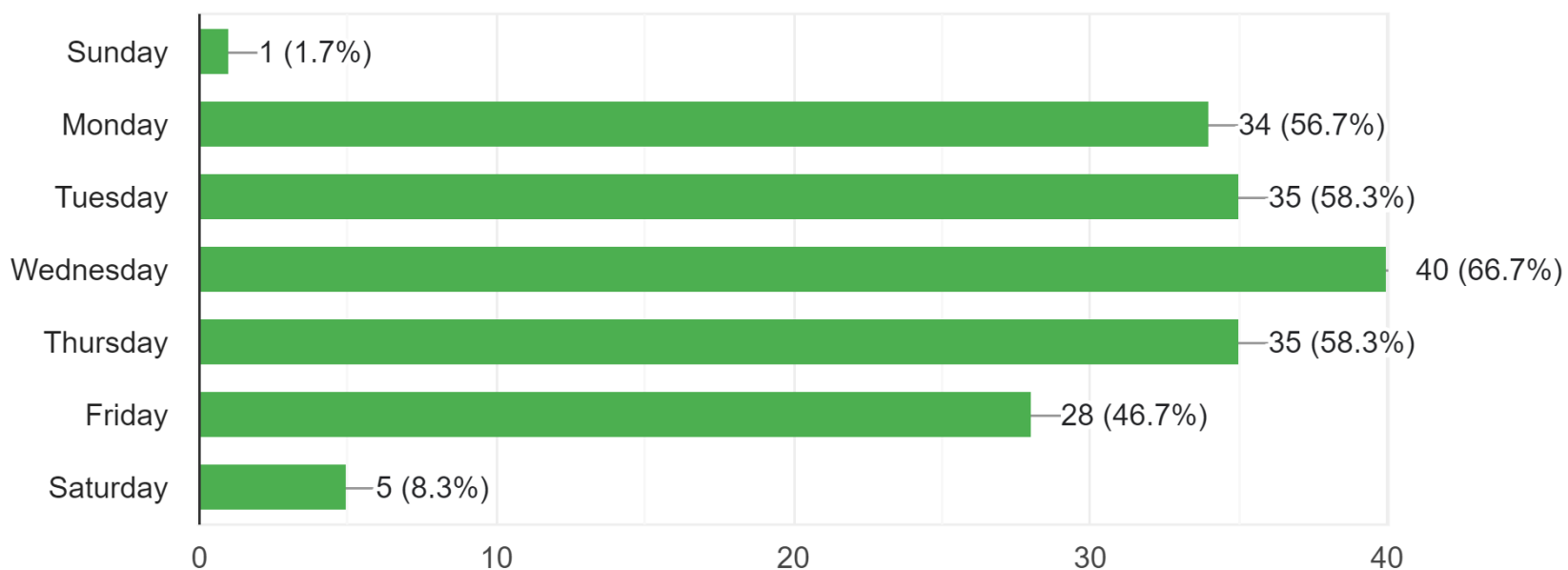
67 responses





Which days would you like to see the District have office hours?

60 responses





- Please keep up the great work you are doing, and continue to take the high road.
- Questions: what's happening with the testing program? Is the allegation that the district is planning a large conventional treatment plant accurate? Is the allegation that the district is abandoning the "business core first" plan accurate?
- Upping the communication is a great idea. We need a infographic timeline with critical milestones that marks where we are in process (Gantt chart style but easily readable)
- yes, I feel that people that are not in the "Special Problems" map should not be able to come to the workshops . It's bad enough that they come to the meetings, but I guess that is a public venue so we can manage that, but not the workshops. They spread lies an take up time and that is not helpful, if they continue to muck up the works with their anger and hostility and litigious ways, you will see fewer and fewer actual residents in the special problems area drop away from exasperation and frustration. They have no say in the situation, so keep the outsiders out please from the actual constructive workshops where the real residents of the problem area are trying o find a comprehensive solution. Thanks for asking
- I will support whatever the LOC Services District comes up with.
- I can only attend workshops and meetings remotely due to health condition.
- I hope the District builds a system that will address the future needs of the community (i.e., expansion for more restaurants and residents).



- Would the board please explore a treatment plant for the downtown core and individual advanced waste water systems for all others?
- Please get back to work ASAP on the project described in Resolution 19-04
- I am still interested in a small solution for downtown area only. Solve this only with small site! I am not interested in paying extra money for the people who do not maintain their septic systems.
- Have been paying a fee on my property tax for years and since no property has been purchased what has this money gone towards
- Thank you for all the hard and thankless work you all have been doing.
- When can we get the system in ?
- I attended one meeting at St Marks in June, and it was difficult to see the screen and also difficult to hear the committee members. If meetings are going to be public on what seems to be a very hotly debated issue, you need to up your technology at these meetings.
- Take us back to the original plan and not the one which will encourage growth.
- Communication is good, we can't receive too much information
- Thanks for the questionnaire--it's all about communication
- Keep up the awesome work!

Report : Financial Status (Real-Time)

Selection Criteria: Fund = 3490

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

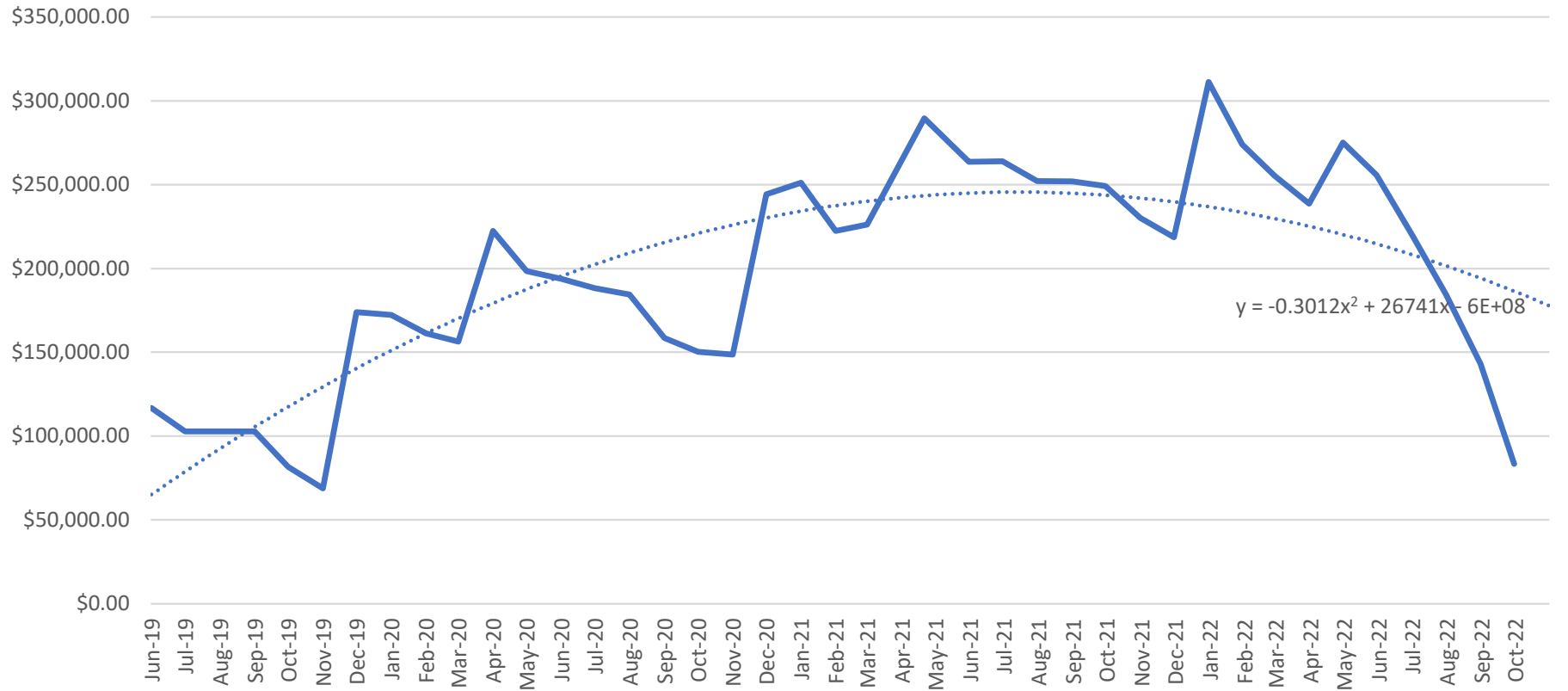
Last Updated: 11/3/2022

Accounting Period: OPEN

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2023 Fiscal Year Adjusted Budget	10/31/2022 Year-To-Date Actual	6/30/2023 Fiscal Year Variance	6/30/2023 Fiscal Year Pct of Budget	
Revenues					
Taxes					
3066 -- Special Tax Assessment	136,475.00	-7.00	-136,482.00	-0.01%	
Taxes	136,475.00	-7.00	-136,482.00	0.00%	
Use of Money and Property					
3380 -- Interest Income	724.00	339.43	-384.57	--	
3381 -- Unrealized Gain/Loss Invstmnts	0.00	0.00	0.00	#DIV/0!	
Use of Money and Property	0.00	339.43	-384.57	#DIV/0!	
Intergovernmental Revenue-Other					
4840 -- Other Governmental Agencies	169,804.00	5,662.50	-164,141.50	3.33%	
Intergovernmental Revenue-Other	274,000.00	5,662.50	-268,337.50	2.07%	
Revenues	306,279.00	5,994.93	-301,008.07	1.96%	
Expenditures					
Services and Supplies					
7090 -- Insurance	2,500.00	2,799.92	299.92	112.00%	SDRMA Membership-Liability Coverage, increased rate for 2022-23
7324 -- Audit and Accounting Fees	4,000.00	0.00	-4,000.00	0.00%	FIN Expenses,Audit Expenses
7430 -- Memberships	1,200.00	0.00	-1,200.00	0.00%	CSDA
7450 -- Office Expense	2,000.00	0.00	-2,000.00	0.00%	Postage, Printing,supplies
7460 -- Professional & Special Service (Project, Planning & Studies)	189,908.00	103,414.66	-86,493.34	54.46%	Includes FY 2021-22 Services (Stantec \$25,851.25)
7508 -- Legal Fees	30,000.00	10,521.38	-19,478.62	35.07%	Includes FY 2021-22 Services (A&W \$3365.28)
7510 -- Contractual Services (IGM Contract, Engineer)	49,000.00	27,218.10	-21,781.90	55.55%	Includes FY 2021-22 Services (MNS\$2077.50+GWS \$4557.55)
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%	Special Assessment Vote
7732 -- Training	1,500.00	0.00	-1,500.00	0.00%	
Services and Supplies	456,108.00	143,954.06	-312,153.94	31.56%	
Expenditures	456,108.00	143,954.06	-312,153.94	31.56%	

Los Olivos CSD Cash Balance History



ITEM 6A - MINUTES TO APPROVE

MINUTES TO APPROVE

Tom Fayram, President
Brad Ross, Vice-President
Mike Arme, Director
Tom Nelson, Director
Lisa Palmer, Director



Revised Zoom
Information
10/11/2022

**LOS OLIVOS COMMUNITY SERVICES DISTRICT
REGULAR MEETING**

Posted: 10-7-2022

October 12, 2022, 6:00 PM

**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

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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

President Fayram calls the meeting to order at 6:00PM

2. ROLL CALL

President Fayram requests a roll call be taken

PRESENT: President Fayram, Vice-President Ross, Director Palmer, Director Nelson, Director Arme

ABSENT: None

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS

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

Keith Saarloos, Michelle de Werd, Kathryn Rohrer, Paul Rohrer, Anna Marie Gott, Mark Herthel speak.

5. COMMENTS

The Directors, General Manager, and District Engineer will provide comments and report on activities related to District business. Comments are informational only, no action will be taken, and public comment not received.

A. 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.

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Director Nelson speaks to placement of the LOCS D wastewater treatment facility and his recent visit to the Orenco plant in Oregon and related visit to the City of Coburg.

Director Arme - nothing.

Director Palmer notes that she was at an event over the weekend where she had a brief conversation with Congressman Carbajal and State Senator Limón. She conveyed current project status and need for financial support moving forward.

Vice-President Ross comments on success (or failure) of the District and what it could mean to District property owners. He adds discussion about the upcoming workshops in early 2023 where all the options under consideration will be discussed.

President Fayram notes a Congressman Carbajal meeting last week to discuss federal funding options. He adds that he has been having conversations with Supervisor Hartmann about setting up a meeting with County EHS and Planning/Building to better understand how a wastewater system will affect growth. He agrees there is work to do on estimating the wastewater flow to the plant and gaining better understanding. During President Fayram's commentary, Director Palmer notes that we are tracking the County Housing Element Update.

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, comment on various District-related activities and/or provide status on projects. The GM may also review Budget Reports (see packet).

General Manager Savage provides an overview of the project status, options, and working timelines included in the packet. As part of his overview, he notes that he recently spoke with Stantec representatives who said they have STEP knowledgeable engineers and capacity to perform an engineering review of the proposed STEP collection system.

President Fayram requests a Board item regarding use of Stantec to evaluate STEP solutions. He requests that Stantec provide a summary of their qualifications on evaluating and engineering STEP solutions. He proposes that the District could use funding left over from the Stantec 30% Design effort. Directors Nelson and Palmer concur with his suggestion. President Fayram notes he would want Stantec to use the same Zones used for the 30% Design effort for gravity-fed collection.

Vice-President Ross requests that the District consider the STEP options of both the reuse of existing septic tanks along with installing new tanks. Director Nelson responds that you are generally better off just replacing tanks. President Fayram suggests the Board asks EHS/RWQCB when they are here in November. Director Palmer notes that there should be technical requirements that can be used to determine what existing systems might be possible for reuse.

Director Arme asks what happens if the results from the monitoring well come back different from prior studies.

District Engineer Pike confirms that he should have the draft report for the WRF P grant in a week or two.

6. ADMINISTRATIVE AGENDA

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A. APPROVAL OF MEETING MINUTES

Regular Meeting Minutes of September 14, 2022.

President Fayram opens the floor to public comment. (no comments received)

Motion to approve the Meeting Minutes.

Motion By: Director Palmer, Second: Director Arme

AYES: Vice-President Ross, Director Palmer, Director Nelson, Director Arme

NOES: None

ABSTAIN: President Fayram

B. REVIEW AND APPROVE PAYMENT OF INVOICES RECEIVED BY SEPTEMBER 30, 2022.

Note that invoices are usually reviewed by the Finance Committee prior to being placed on the agenda.

However, given the timing of the Finance Committee and Regular Board meetings in October, the invoices are included in the agenda, but not yet recommended for approval by the Finance Committee.

No.	Invoice Date	Invoice #	Provider	Amount
1.	September 9, 2022	815121	Aleshire & Wynder – Legal Services August	\$ 860.00
2.	September 23, 2022	1981736	Stantec – 30% Design / Loading Study	\$ 5,948.00
3.	September 29, 2022	292283	NV5 – Assessment Engineering Services	\$ 12,225.00
4.	September 30, 2022	220930	Savage – GM Services	\$ 4050.00

President Fayram opens the floor to public comment.

Kathryn Rohrer speaks.

Motion to approve the invoices as presented.

Motion By: Vice-President Ross, **Second:** Director Arme

AYES: President Fayram, Vice-President Ross, Director Palmer, Director Arme

NOES: None

ABSTAIN: Director Nelson

7. BUSINESS ITEMS

A. CONSIDERATION OF A CONTRACT WITH PADRE ASSOCIATES, INC. FOR ENVIRONMENTAL SERVICES

Proposals from Stantec, Rincon, and Padre were reviewed by an ad hoc committee appointed by President Fayram in May 2022. The ad hoc committee consisted of President Fayram, Vice-President Ross, and General Manager Savage. Following review of the proposals a decision was made to recommend Padre Associates, Inc. as the District’s Environmental Services Consultant to the full Board. Padre Associates, Inc. estimates the Environmental Impact Review process to cost \$109,880 (2021 billing schedule). The actual costs will be based on tasks assigned by the General Manager following direction from your Board. The District’s FY 2022-23 budget contains \$50,000 for Environmental Services. Authority is being sought for the President and/or General Manager to sign a District Counsel approved contract with Padre Associates, Inc. for Environmental Services in an amount not-to-exceed \$109,880.

General Manager Savage responds to questions from the Board. President Fayram asks about the contract and usage. Director Nelson asks about timing of contract and requests that the contract be tweaked to include options for STEP. Director Palmer notes additional concerns about presupposition about gravity-fed versus alternatives under consideration. Asks that costs by phase of the project (strictly hourly rate, draft EIR, public comment, completed EIR, and so on) be included in the final contract.

Vice-President Ross comments that this is essentially an agreement to have them do work for us. This is not authorizing any particular work projects or efforts.

President Fayram opens the floor to public comment.

Michelle de Werd, Mark Herthel, and Paul Rohrer speak.

Motion to table the item and bring it back. Direction is given to the General Manager to rework the contract keeping in mind the comments made by the Board and public.

Motion By: Director Nelson, **Second:** Director Arme

AYES: President Fayram, Vice-President Ross, Director Palmer, Director Nelson, Director Arme

NOES: None

ABSTAIN: None

B. CONSIDERATION OF A CONTRACT WITH BC2 FOR GROUNDWATER MONITORING WELL DRILLING SERVICES

The District’s hydrogeological consultant GSI, recommends that the District directly contract with BC2 for groundwater monitoring well drillings services. GSI will still oversee the installation of the well. The General Manager sought bids from two other drilling firms. The BC2 quote is consistent with the other bids provided. The District’s FY 2022-23 budget contains \$50,000 for groundwater well drilling and monitoring activities. Authority is

being sought for the President and/or General Manager to sign a District Counsel approved contract with BC2 for well drilling services in an amount not-to-exceed \$23,715.

Discussion ensues about where the new well would be placed and/or if a second well could be drilled. General Manager Savage suggests that in alignment with the Groundwater Monitoring Plan, a well somewhere on the west of the District, just south of Highway 154 would be appropriate.

President Fayram opens the floor to public comment.

Paul Rohrer and Mark Herthel speak. As part of his comments, Mark Herthel offers Lavinia Campbell park as a possible location for a well.

President Fayram notes that he would think that if we can fit it within the \$50,000 budget we should do two wells. Director Arme notes his support for a second well and suggests that we should be able to get the work done for around \$35k. Director Nelson concurs with the multiple wells approach. Director Palmer supports getting as many wells drilled as possible. Vice-President Ross adds commentary about the LAMP, nitrate levels, and water aquifers. Santa Ynez River Water Conservation District General Manager Paeter Garcia provides general response regarding well depth to questions from President Fayram, stating that SYRWCD wells near Los Olivos are more than 1,000 feet deep. Counsel Trindle responds to questions about proper formation of a motion and whether or not additional wells and costs can be added to such a motion.

Motion to delegate authority to General Manager to execute a contract with BC2 for the purpose of drilling two groundwater monitoring wells, pending approval of contract form by Counsel, in an amount not-to-exceed \$50,000.

Motion By: Director Nelson, Second: Director Arme

AYES: President Fayram, Vice-President Ross, Director Palmer, Director Nelson, Director Arme

NOES: None

ABSTAIN: None

B. GENERAL MANAGER'S SIX-MONTH REPORT

The General Manager, Guy Savage, was hired effective April 1, 2022. As he has now been supporting the District for six months, he will provide an overview and recommendations on items he has noticed while serving in his role.

General Manager Savage walks through the presentation included in the agenda packet. As part of his commentary, he notes that he has been contacted by St. Mark's Church about a possible need for Stacy Hall on Wednesday evenings. President Fayram speaks to reasons to stick with Wednesday meetings. Director Nelson adds that he is looking at the possible use of the Los Olivos Grange Hall.

Director Palmer comments on the outreach components of the presentation, agrees regular office hours (aka Coffee Klatch) makes some sense. Requests that General Manager Savage provide a "specific recommendation" regarding engagement in social media.

President Fayram opens the floor to public comment.

Kathryn Rohrer and Mark Herthel speak.

8. ADJOURNMENT

Motion to adjourn at 8:19PM.

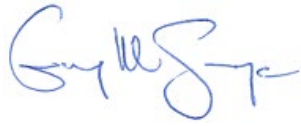
Motion By: Director Nelson, Second: Director Palmer

AYES: President Fayram, Vice-President Ross, Director Palmer, Director Nelson, Director Arme

NOES: None

ABSTAIN: None

Respectfully submitted:



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

Approved:

Tom Fayram,
President

ITEM 6B - INVOICE PAYMENT

INVOICE PAYMENT



55 SW Yamhill Street, Suite 300
 Portland, OR 97204
 P: 503.239.8799
 accounting@gsiws.com
 www.gsiws.com

Guy Savage
 Los Olivos Community Services District
 PO Box 345
 Los Olivos, CA 93441

October 07, 2022
 Invoice No: 00876.003 - 4

Project 00876.003 Effluent Disposal Study – Los Olivos Wastewater Reclamation

Professional Services from September 1, 2022 to September 30, 2022

Task .002 Alternatives Analysis and Technical Memorandum

Labor

	Hours	Rate	Amount	
Principal Consultant				
Thompson, Timothy	14.50	270.00	3,915.00	
Consulting Geologist				
Lapostol, Andres	5.25	145.00	761.25	
Administration				
Steensma, Nancy	.50	90.00	45.00	
Totals	20.25		4,721.25	
Total Labor				4,721.25
				Total this Task
				\$4,721.25

Project Summary

	Current Period	Prior Periods	Invoiced to Date
Total Billings	4,721.25	8,677.50	13,398.75
Authorized Budget			19,500.00
Budget Remaining			6,101.25
			Total this Invoice
			<u><u>\$4,721.25</u></u>

Outstanding Invoices

Number	Date	Balance
3	9/13/2022	4,103.75
Total		4,103.75



55 SW Yamhill Street, Suite 300
 Portland, OR 97204
 P: 503.239.8799
 accounting@gsiws.com
 www.gsiws.com

Los Olivos Community Services District
 PO Box 345
 Los Olivos, CA 93441

October 07, 2022
 Invoice No: 00876.001 - 19

Project 00876.001 Groundwater Quality Management Services

Activities during this billing period include:

- Coordinate with LOCSD staff re monitoring well design and disposal of drill cuttings and produced water during installation and testing. Gather updated drilling quotes from contractor.
- Project Management

Professional Services from September 1, 2022 to September 30, 2022

Task	.003	Install Monitoring Well	-----		
Labor					
			Hours	Rate	Amount
Principal Consultant					
Thompson, Timothy			2.00	265.00	530.00
Consulting Geologist					
Lapostol, Andres			3.25	135.00	438.75
Totals			5.25		968.75
Total Labor					968.75
					Total this Task
					\$968.75

Task	.005	Project Management	-----		
Labor					
			Hours	Rate	Amount
Administration					
Steensma, Nancy			.50	90.00	45.00
Totals			.50		45.00
Total Labor					45.00
					Total this Task
					\$45.00

Project Summary	Current Period	Prior Periods	Invoiced to Date
Total Billings	1,013.75	67,105.00	68,118.75
Authorized Budget			85,000.00
Budget Remaining			16,881.25
			Total this Invoice
			<u><u>\$1,013.75</u></u>

Outstanding Invoices

Number	Date	Balance
17	8/8/2022	310.00

Project	00876.001	Los Olivos: GW Quality Mgmt Services	Invoice	19
	18	9/13/2022		510.00
	Total			820.00



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

Main: 805 692 6921

WWW.MNSENGINEERS.COM

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

October 7, 2022

Project No: LOCD.180392.00

Invoice No: 81369

Los Olivos Community Services District

P.O. Box 553

Los Olivos, CA 93441

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

This Invoice includes:

1. General District Support Tasks: \$472.50
2. Engineering Tasks:
 - a. Effluent Disposal Study: \$462.50
 - b. Stantec Contract Support: (30% Design Review) \$0
 - c. Assessment Engineer: \$0
 - d. General Engineering Tasks: \$185.00
 - e. Grant Support: \$185.00

Professional Services for the Period: September 1, 2022 to September 30, 2022

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount
Administrative Support			
Project Coordinator	4.50	105.00	472.50
Totals	4.50		472.50
Total Labor			472.50
		Level 2 Subtotal	\$472.50

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount
Project Management			
District Engineer	4.50	185.00	832.50
Totals	4.50		832.50
Total Labor			832.50

Project	LOCSD.180392.00	District Support Services	Invoice	81369
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Level 2 Subtotal	\$832.50
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Current Invoice Amount	\$1,305.00
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Outstanding Invoices

Number	Date	Balance
81166	9/9/2022	3,485.00
Total		3,485.00

Billing Backup

Friday, October 7, 2022

MNS Engineers, Inc.

Invoice 81369 Dated 10/7/2022

5:27:41 PM

Project	LOCS.D.180392.00	District Support Services
Level 2	TASK01	District Management

Professional Personnel

		Hours	Rate	Amount
Administrative Support				
Project Coordinator				
Zepeda, Mary	9/12/2022	.25	105.00	26.25
Electronic Filing of New A&W Invoice, Updated Budget Tracking Log				
Zepeda, Mary	9/15/2022	4.00	105.00	420.00
Follow-up with GM re Resolution/Meeting Minutes + District Calendar; Update Resolution Tracking Log; Prepare A&W, GSI, GWS, MNS, NV5 and Stantec Invoices for payment via FIN; Create and Process Single Payment Claims for A&W, GSI, GWS, MNS (2), NV5 and Stantec Invoices for DP; Update Budget Tracking Log				
Zepeda, Mary	9/23/2022	.25	105.00	26.25
File Stantec New Billing and Update Budget Tracking Log				
Totals		4.50		472.50
Total Labor				472.50
Level 2 Subtotal				\$472.50

Level 2	TASK02	Engineering Tasks
---------	--------	-------------------

Professional Personnel

		Hours	Rate	Amount
Project Management				
District Engineer				
Pike, Douglas	9/6/2022	1.50	185.00	277.50
Effluent Disposal Meeting with Guy and GSI				
Pike, Douglas	9/20/2022	1.00	185.00	185.00
WRF Grant Overview to Guy				
Pike, Douglas	9/21/2022	1.00	185.00	185.00
Zoom Meeting with Guy				
Pike, Douglas	9/23/2022	1.00	185.00	185.00
Reviewed and commented on Dan Heimel (Confluence ES) Draft Scoring and Ranking Criteria				
Totals		4.50		832.50
Total Labor				832.50
Level 2 Subtotal				\$832.50
Project Total				\$1,305.00
Total this Report				\$1,305.00

Confluence Engineering Solutions, Inc.

PO 7098
 Los Osos, CA 93412
 (805) 459-8498
 danheimel@ConfluenceES.com

**INVOICE**

BILL TO
 Los Olivos CSD

INVOICE 1056
 DATE 10/09/2022
 TERMS Net 60
 DUE DATE 12/08/2022

PROJECT NAME
 Effluent Disposal Study

INVOICE PERIOD
 5/31/22 - 9/30/22

	DESCRIPTION	QTY	RATE	AMOUNT
Principal Engineer	Reviewed fully executed contract. Corresponded regarding project Kickoff Meeting. Project set-up.	0:30	200.00	100.00
Principal Engineer	Prepared invoice and progress report.	0:15	200.00	50.00
Principal Engineer	Kickoff Meeting Coordination with GSI and Los Olivos CSD.	0:15	200.00	50.00
Principal Engineer	Prepared agenda for Los Olivos CSD Effluent Disposal Study Kickoff Meeting. Prepared for and participated in Los Olivos CSD Effluent Disposal Study Kickoff Meeting.	1:45	200.00	350.00
Principal Engineer	Los Olivos SD disposal options discussion with RWQCB.	0:45	200.00	150.00
Principal Engineer	Prepared for and participated in meeting with GSI to review effluent disposal options and data availability. Outreach to County of San Luis Obispo regarding operational data for the Los Osos WRF Leach field.	1:45	200.00	350.00
Principal Engineer	Coordinated site visit at Broderson Leachfield with County/Los Osos Wastewater Operation Staff. Downloaded and reviewed 30% Design Drawings for Los Olivos CSD Collection System and Wastewater Treatment Plant.	0:45	200.00	150.00
Principal Engineer	Prepared for and participated in Coordination Meeting with GSI to review current status and discuss next steps. Prepared for and participated in Coordination Meeting with GSI to review current status and discuss next steps.	1:15	200.00	250.00
Principal Engineer	Coordinated Stantec meeting, disposal alternative evaluation criteria workshop and site visit. Preparation for an participation in Broderson Leachfield Site Visit and Information Gathering Meeting.	2:30	200.00	500.00
Principal Engineer	Prepared for and participated in 30% Design Coordination Meeting with Stantec.	2:00	200.00	400.00
Principal Engineer	Reviewed scope and disposal options.	0:30	200.00	100.00
Principal Engineer	Los Olivos Coordination Meeting and disposal analysis.	1:15	200.00	250.00
Principal Engineer	Disposal alternative analysis and project team coordination.	0:45	200.00	150.00
Principal Engineer	Prepared for and participated in effluent disposal alternatives project	0:45	200.00	150.00

team coordination meeting.

Principal Engineer	Prepared for and participated in Meeting to prepare for the Alternatives Evaluation Workshop. Prepared scoring and ranking matrix for Alternatives Evaluation Workshop.	1:45	200.00	350.00
Principal Engineer	Prepared for and participated in Meeting to prepare for the Disposal Alternatives Evaluation Workshop.	2:30	200.00	500.00
Principal Engineer	Reviewed and updated Effluent Disposal Alternatives Scoring and Ranking Matrix. Prepared for and participated in Project Team Coordination Meeting.	1:15	200.00	250.00
Associate Engineer	Prepared for and participated in Project Team Coordination Meeting.	1:00	150.00	150.00
Principal Engineer	Reviewed Los Olivos CSD Effluent Disposal Alternatives Scoring and Ranking Matrix comments. Prepared for and participated in Project Team Coordination Meeting.	0:45	200.00	150.00

Thank you for working with Confluence Engineering Solutions, Inc.

BALANCE DUE

\$4,400.00



October 11, 2022

Via Email: Guy Savage – GM.LOCSD@gmail.com

General Manager
Los Olivos Community Services District
P.O. Box 345
Los Olivos, CA 93441

Re: **October 2022 Billing Statement (for services through 9/30/22);
Aleshire & Wynder, LLP**

Dear Bob:

Enclosed please find a billing statement for the month of October, which includes services rendered and costs incurred by Aleshire & Wynder, LLP, through September 30, 2022.

Should you have any questions or require additional information concerning the foregoing, please let me know.

Sincerely,

ALESHIRE & WYNDER, LLP

Peggy Middleton *for*
G. Ross Trindle, III

Enclosure

cc: Mary Zepeda – mzepeda@mnsengineers.com

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: September 1 thru September 30, 2022

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
0001 General (\$220 Blended: Atty / Paralegal / Law Clerk)	9.00	220	1,980.00	242.67	2,222.67	0.00	(Advisory/Transactional Svcs)
TOTALS:	9.00		\$1,980.00	\$242.67	\$2,222.67	\$0.00	

Project Name: Septic to Sewer Preliminary Design Project
 Contract Order No.:
 Progress Report No.: **15**
 Ending Date: **16-Sep-22**

TASK SUMMARY

Authorized						
Task	Title	Budget	Billed to Date	Billed this Invoice	Total Billed	Status
201	Loading Study	\$ 19,862.00	\$ 16,845.50	\$ -	\$ 16,845.50	Complete
202	Basis of Design	\$ 266,750.00	\$ 167,715.90	\$ 1,205.75	\$ 168,921.65	In Progress
203	WWTP Siting Study	\$ 10,000.00	\$ 9,922.25	\$ -	\$ 9,922.25	Complete
Total Due this invoice				\$ 1,205.75		

TASK EXPENDITURE SUMMARY

WORK		EXPENDED	EXPENDED	TOTAL	% OF FUNDS	% ACTUAL
TASK	DESCRIPTION	ASSIGNED	PREVIOUSLY	THIS PERIOD	EXPENDED	EXPENDED COMPLETED
201	Loading Study	\$ 19,862.00	\$ 16,845.50		\$ 16,845.50	85% 100%
202	Basis of Design	\$ 266,750.00	\$ 167,715.90	\$ 1,205.75	\$ 168,921.65	63% 60%
202.001	Basis of Design	\$ 13,876.00	\$ 13,320.00		\$ 13,320.00	96% 100%
202.002	30 Percent Design	\$ 173,048.00	\$ 141,412.90	\$ 414.75	\$ 141,827.65	82% 100%
202.003	60 Percent Design	\$ 51,040.00			\$ -	0% 0%
202.004	PM	\$ 28,786.00	\$ 12,983.00	\$ 791.00	\$ 13,774.00	48% 48%
203	Siting Study	\$ 10,000.00	\$ 9,922.25	\$ -	\$ 9,922.25	99% 100%
203.001	3rd Party Review	\$ 10,000.00	\$ 9,922.25		\$ 9,922.25	99% 100%
CONTRACT TOTALS:		\$ 296,612.00	\$ 194,483.65	\$ 1,205.75	\$ 195,689.40	66.0% 66%

Invoice Number	1991878
Invoice Date	October 17, 2022
Customer Number	163739
Project Number	184031368

Bill To

Los Olivos Community Service District
Guy Savage
PO Box 345
Los Olivos CA 93441
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID
11-2167170

Project Description: Los Olivos Community Service District Project Design Services – Task Order No. 1 rev 01 (Loading Study)

Stantec Project Manager:	Glaeser, Autumn Lee
Authorization Amount:	\$296,750.00
Authorization Previously Billed:	\$194,483.65
Authorization Billed to Date:	\$195,689.40
Current Invoice Due:	\$1,205.75
For Period Ending:	September 16, 2022

email invoice to: Guy Savage (GM.LOCSD@gmail.com)

INVOICE

Invoice Number

1991878

Project Number

184031368

Top Task 202 **Basis of Design**

Low Task 202.002 **30 Percent Design**

Professional Services

Category/Employee	Date	Hours	Rate	Current Amount
Poytress, Carrie Elizabeth	2022-08-24	0.50	237.00	118.50
Poytress, Carrie Elizabeth	2022-09-15	1.25	237.00	296.25
		<u>1.75</u>		<u>414.75</u>
Professional Services Subtotal		<u>1.75</u>		<u>414.75</u>

Low Task 202.002 Subtotal **414.75**

Low Task 202.004 **Project Management, Meetings, and Communication**

Professional Services

Category/Employee	Date	Hours	Rate	Current Amount
Glaeser, Autumn Lee	2022-08-23	1.00	237.00	237.00
Glaeser, Autumn Lee	2022-08-24	1.00	237.00	237.00
Glaeser, Autumn Lee	2022-08-25	1.00	237.00	237.00
		<u>3.00</u>		<u>711.00</u>
Sanchez Gomez, Reyna	2022-08-22	0.50	160.00	80.00
		<u>0.50</u>		<u>80.00</u>
Professional Services Subtotal		<u>3.50</u>		<u>791.00</u>

Low Task 202.004 Subtotal **791.00**

Top Task 202 Total **1,205.75**

Total Fees & Disbursements \$1,205.75

INVOICE TOTAL (USD) **\$1,205.75**

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 # 221031
Invoice Date: 10/31/2022

Dear President Fayram,

Please see the below for professional services provided, plus any purchases 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.

Date	Description	Units	Rate	Amount
10/31/2022	General Manager Services - LOCSD (10/1/22-10/31/22) See Attached for Details	30	\$ 135.00	\$ 4,050.00
Total				\$ 4,050.00

Thank you for your continued support.



Email: GM.LOCSD@gmail.com

Page 1 of 1

Date	Description	Hours	Rate	Amount
1-Oct	Emails, brown act, bills	1	\$ 135.00	\$ 135.00
3-Oct	LAFCO meeting preparation	1.5	\$ 135.00	\$ 202.50
6-Oct	LAFCO meeting	1	\$ 135.00	\$ 135.00
	Finance meeting agenda and packet	1.5	\$ 135.00	\$ 202.50
7-Oct	Six month summary, recommendations, and report	1	\$ 135.00	\$ 135.00
	Pike meeting	1	\$ 135.00	\$ 135.00
	Regular meeting agenda and packet	2.5	\$ 135.00	\$ 337.50
8-Oct	Regular meeting agenda and six month review	2	\$ 135.00	\$ 270.00
10-Oct	Herthel meeting	0.5	\$ 135.00	\$ 67.50
	Finance committee and minutes	1.5	\$ 135.00	\$ 202.50
	Fayram check-in	0.75	\$ 135.00	\$ 101.25
	Email responses, bills, etc.	0.75	\$ 135.00	\$ 101.25
	Community response / requests for information	1.5	\$ 135.00	\$ 202.50
	Palmer agenda discussion	0.5	\$ 135.00	\$ 67.50
	Project Management committee	1.25	\$ 135.00	\$ 168.75
11-Oct	Update to Zoom on agenda, include addendums	1	\$ 135.00	\$ 135.00
	Minutes - scan, post, Box save	0.75	\$ 135.00	\$ 101.25
12-Oct	Regular Meeting	3	\$ 135.00	\$ 405.00
13-Oct	Regular Meeting minutes, trim and post video	2	\$ 135.00	\$ 270.00
17-Oct	Fayram check-in	0.75	\$ 135.00	\$ 101.25
	Palmer check-in	0.5	\$ 135.00	\$ 67.50
	Email responses, bills, etc.	1	\$ 135.00	\$ 135.00
	deWerd PRA	0.5	\$ 135.00	\$ 67.50
18-Oct	Survey google forms, Padre meeting	1	\$ 135.00	\$ 135.00
	Fayram/Palmer follow up	0.5	\$ 135.00	\$ 67.50
19-Oct	EHS follow up, November meeting planning, bills	0.5	\$ 135.00	\$ 67.50
24-Oct	deWerd PRA	1.5	\$ 135.00	\$ 202.50
	EHS November meeting planning	2.25	\$ 135.00	\$ 303.75
	Cloacina conversations regarding STEP and MBR	0.5	\$ 135.00	\$ 67.50
26-Oct	BC2 Contract	0.25	\$ 135.00	\$ 33.75
	deWerd PRA	0.75	\$ 135.00	\$ 101.25
28-Oct	EHS/RWQCB meeting coordination and discussion	0.5	\$ 135.00	\$ 67.50
	BC2 Contract	1.5	\$ 135.00	\$ 202.50
	2023 Calendar	0.5	\$ 135.00	\$ 67.50
	Stantec discussion - re: STEP contract	0.5	\$ 135.00	\$ 67.50
31-Oct	Pike - groundwater monitoring well siting, permits	0.75	\$ 135.00	\$ 101.25
	Community survey	1	\$ 135.00	\$ 135.00
	Permit for groundwater monitoring wells	2.25	\$ 135.00	\$ 303.75
	Fayram check-in	0.75	\$ 135.00	\$ 101.25
Totals		42.75	\$	5,771.25

ITEM 7A – BUSINESS – PADRE CONTRACT

BUSINESS – PADRE CONTRACT

ITEM 7B – BUSINESS – DRAFT 2023 CALENDAR

BUSINESS – 2023 CALENDAR - DRAFT

WORKING DRAFT

Month	Date	Type	Topics
December	Wednesday, December 7, 2022	Special / Non-Meeting	State of the District
	Wednesday, December 14, 2022	Regular	New Directors sworn in, Resolution for 2023 calendar
January	Wednesday, January 11, 2023	Regular / Workshop	Alternate new Directors sworn in, committee assignments, EHS/RWQCB
	Wednesday, January 18, 2023	Workshop	218 Benefit Assessments, Zones, Options, Scenarios
	Wednesday, January 25, 2023	Workshop	Collection and Treatment Systems, Effluent Disposal Systems
February	Wednesday, February 15, 2023	Regular / Workshop	<<recap of prior workshops>>, siting
	Wednesday, February 22, 2023	Workshop	Financing approaches, Project Description
March	Wednesday, March 15, 2023	Regular	Audit Findings, Project Description
April	Wednesday, April 12, 2023	Regular	Budget Kickoff - Budget Process
May	Wednesday, May 10, 2023	Regular	Budget Workshop
June	Wednesday, June 14, 2023	Regular	Proposed Budget
July	Wednesday, July 12, 2023	Regular	Budget Hearing, Tax Assessment, Gann Limit
August	Wednesday, August 9, 2023	Regular	
September	Wednesday, September 13, 2023	Regular	
October	Wednesday, October 11, 2023	Regular	
November	Wednesday, November 15, 2023	Regular	
December	Wednesday, December 6, 2023	Special / Non-Meeting	State of the District
	Wednesday, December 13, 2023	Regular	Resolution for 2024 Calendar