

Tom Fayram, President
Lisa Palmer, Vice President
Julie Kennedy, Secretary
Mike Arme, Director
Brian O'Neill, Director



LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Meeting, October 10, 2018, 6:00 p.m.
Los Olivos School, Room 602
2540 Alamo Pintado Avenue, Los Olivos, CA 93441

REGULAR MEETING MINUTES

1. CALL TO ORDER

Meeting was called to order at 6:00 P.M.

2. ROLL CALL

Directors Fayram, Palmer, Arme, O'Neill and Kennedy present. No absences.

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MEETING MINUTES

Approve 8-15-2018 Regular Meeting Minutes, and 8-24-2018 Special Meeting Minutes.
Motion: Director Kennedy, Second: Director Fayram, Passed 5-0

5. DIRECTOR COMMENTS

IGM was asked to include approval of Warrants on a monthly basis. Director Kennedy requested CSDA accounts for Directors Fayram, Arme and Mr. Pike. Login info received and instructions attached to IGM's Report.

4. PUBLIC COMMENTS

Several visitors were welcomed, including community members, Jay Freeman, a Board member of the new Isla Vista CSD, and William Skinner from Catalyst Consulting and Acquisition. Inc.

7. INTERIM GENERAL MANAGER REPORT

Interim General Manager Reported that application for insurance is complete and submitted and we are awaiting Invoice.

8. BUSINESS ITEMS

- A. Update on "Dry Period Funding" between the District and the County of Santa Barbara. Resolution No. 2018-03 approved, County Agreement executed. IGM not has FIN web system access and will schedule training.
- B. Update on District membership in the California Special Districts Association (CSDA) and insurance through the SDRMA : Resolution 2018-02 approved, SDRMA Agreement Executed. Invoice will be sent.
- C. Document Management. IGM was authorized to choose and set up a file platform and system.

- D. Discussion and Action Regarding a new assessment. LAFCO conditions require a new assessment next spring unless an extension is granted. Board directed the IGM to contact LAFCO and confirm process and appropriate language for a letter requesting an extension. IGM to run the language by Ross Trindle, Council.
- E. Discussion and Action in Development of a Draft Work Plan. IGM presented a first draft outline of a "Master Implementation Plan" with recommendations for a "First year Plan". This Work Plan addresses goals, schedule, budget, public outreach, and is broken into an annual program of practical and achievable milestones. Board authorized expansion of this plan to include additional milestones and cost milestones as the are identified. Board recommended a draft Gannt Schedule (Microsoft Project) to give an additional, helpful visual to the plan.
- F. Authorize a public information outreach effort. Board assigned and authorized an ad-hoc committee of two Board members (Directors Palmer and Kennedy), and the IGM to author and distribute a Status for public use by 9/21/2018.
Motion: Director Fayram, Second: Director Arme, Passed 5-0
- G. Formation of Subcommittees. Board authorize the formation of a finance subcommittee, and continued use of ad-hoc committees to focus on specific issues and tasks and expedite the goals of the District. Specific committee duties will be prepared with assistance of the IGM, and brought back to the Board at the next meeting. All committee meetings will be held in accordance with the Brown act and shall have agendas posted 72 hours in advance. Ross Trindle and Doug Pike to come back with recommended structure and allocate duties and bring resolution or policy of Board action to approve. Board generally agreed to begin with the following committee recommendations:
- a. District Finance Committee
 - b. Project Funding and Grant Committee (ad-hoc)
 - c. Technical Advisory Committee (ad-hoc)
 - d. Outreach Committee (ad-hoc)
 - e. Others as needed moving forward

Motion: Director Palmer, Second: Director Fayram, Passed 5-0

9. Next Meeting:

Wednesday, October 10, 2018, 6:00 p.m.

Los Olivos School, Room 602

2540 Alamo Pintado Avenue, Los Olivos, CA 93441

10. ADJOURNMENT

Meeting was adjourned at approximately 7:05 p.m.

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 805.946.0431 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.