

Lisa Palmer, President
Tom Fayram, Vice President
Mike Arme, Director
Brian O'Neill, Director
Brad Ross, Director



Posted: 1-7-22

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Regular Meeting January 12, 2022, 6:00 PM

REGULAR MEETING AGENDA

**PLEASE NOTE: MEETING WILL BE HELD IN PERSON AT
ST MARK'S EPISCOPAL CHURCH, STACY HALL
2901 NOJOQUI AVE., LOS OLIVOS, CA**

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. DIRECTOR COMMENTS

Directors will give reports on any meetings that they attended on behalf of the District and/or choose to comment on various District activities.

5. PUBLIC COMMENTS

Members of the public may address the Board on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Government 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.

6. ADMINISTRATIVE AGENDA

All matters listed hereunder constitute a consent agenda and will be acted upon by a single roll call vote of the Board. Matters listed on the Administrative Agenda will be read-only on the request of a member of the Board or the public, in which event the matter shall be removed from the Administrative Agenda and considered as a separate item.

a. MEETING MINUTES

- i. Approve December 08, 2021 Minutes

b. INVOICE PAYMENT

- i. November 19, 2021, MNS Engineering Services, invoice #79151, (October) \$4,337.50
- ii. December 7, 2021, GSI Water Solutions, invoice #876-001-11, \$911.25
- iii. December 1, 2021, Aleshire and Wynder, LOCSO invoice # 1245 Legal Services (November) \$2,500
- iv. December 15, 2021, Robert Perrault, General Management Services (11-15-12-15, 2021) \$3,375
- v. December 21, 2021, Stantec, Invoice # 1871308, Design and Siting Study (November) \$33,001.2

7. BUSINESS ITEMS DISCUSSION AND ACTION ON THE FOLLOWING

- a. **Authorization to Enter Into an Agreement Between Los Olivos Community Service District and the State Water Resources Control Board for the Los Olivos Wastewater Reclamation Project.** The Agreement documents have been received from the State and are attached. Executing the documents will enable the District to be reimbursed with \$150,000 in State Grant Funds for project feasibility and preliminary design costs.

Recommendation: By motion Authorize the Agreement Documents and Direct the Board President to Execute the Documents on the District's behalf.

- b. **Update on the Review of the Draft Bases of Design Report** – The Draft Bases of Design Report has been received. Staff will update the Board on the review process and the schedule for the presentation.

Recommendation: Receive and file the report from the General Manager.

- c. **Review of the Grand Jury Report: Cybersecurity for Special Districts and County Service Areas in Santa Barbara County** – A report has been received from the Grand Jury regarding cyber security threats for Special Districts and suggested Best Practices.

Recommendation: By Motion Authorize the General Manager to respond to the report on the District's behalf.

- d. **Consideration of a Resolution Establishing a Regular Meeting Schedule for Calender Year 2022.**

Recommendation: Adopt Resolution 22-1 Establishing a Meeting Schedule for the Calender Year 2022.

- e. **Adoption of Revised Los Olivos Community Services District Wastewater Reclamation Project Description** – The existing Project Description for the Wastewater Reclamation Project has been substantially revised and updated with comments from Board members and the Project Management Committee.

Recommendation: By Motion adopt the Revised Los Olivos Community Services District Wastewater Reclamation Project Description.

- f. **Report and Recommendation Regarding Grant Extension and Use of Remaining Funds for County Environmental Health Services Funds** – Staff has filed a grant extension request on behalf of the District and Identified potential use of remaining funds.

Recommendation: By motion approve the use of remaining County Funds.

- g. **Consideration and Discussion of General Manager Resignation** – The Board will consider and discuss the letter of resignation tendered by the General Manager, with possible action.

Recommendation: By Motion accept the resignation of the General Manager, effective per Board direction.

- h. **Consideration and Discussion of Appointment of Interim General Manager** – The Board will consider and discuss the appointment of MNS Engineers, Inc., Doug Pike, P.E., as Interim General Manager under the existing contract with MNS Engineers, Inc., for an initial period not to exceed ninety (90) days, with possible action.

Recommendation: By motion appoint MNS Engineers, Inc., Doug Pike, P.E. as Interim General Manager under the existing contract with MNS Engineers, Inc. for an initial period not to exceed ninety (90) days, commencing per Board direction.

- i. **Consideration and Discussion of Recruitment for Permanent General Manager** – The Board will consider and discuss possible action on recruitment for a permanent General Manager.

Recommendation: Direct staff to begin recruitment efforts for permanent General Manager.

- j. **Approval of Pre-qualified list of Public Works Consultants** – The County has adopted a list of pre-qualified consultants for public works-related projects. Vice President Fayram is suggesting the Board

consider adopting this list for District use. Adopting the list will save the District time and effort in recruiting consultants for District Related tasks.

Recommendation: By Motion adopt the list of pre-qualified consultants for future use by the District.

8. GENERAL MANAGER’S REPORT

General Manager Report on current assignments, action items, and general District business.

a. Review of Project Management and Financial Reports

1. Funding Strategy
2. Budget Summary
3. Cash Flow Chart

9. COMMENT ON INFORMATIONAL ITEMS

10. CALL FOR AGENDA ITEMS

11. NEXT REGULAR MEETING: February 9, 2022, St Mark’s Episcopal Church, Stacy Hall, 6:00 PM

12. ADJOURNMENT

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 losolivoscscsd@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.