

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



LOS OLIVOS COMMUNITY SERVICES DISTRICT

Posted: 6-7-2024

REGULAR MEETING

June 12, 2024, 6PM (Pacific)

Los Olivos Grange Hall

2374 Alamo Pintado 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/86135156557?pwd=4sl90bmVH88b51RlbLhlyUaGD52CFf.1>

By Phone:

Meeting ID: 861 3515 6557 Passcode: 157483

One tap mobile: +16699006833,,86135156557#,,,,*157483# US (San Jose)

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 losolivoscscsd@gmail.com. Agendas and meeting packets are generally available to the public at the Los Olivos Post Office - 2880 Grand Avenue. 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 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.

5. PUBLIC HEARING: CONSIDERATION OF THE PROPOSED FISCAL YEAR 2024-25 BUDGET

In keeping with Board Direction, the General Manager has developed a proposed budget for Board's consideration. The District's fiscal year run from July 1, 2024 through June 30, 2025. The budget for Fiscal Year 2024-25 (FY 2024-25) can be found online at:

<https://www.losolivoscscsd.com/district-budgets>

The Board will:

- Receive the report of the General Manager
- Open Public Hearing to receive Public Comment
- Close the Public Hearing

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

losolivoscscsd@gmail.com, www.losolivoscscsd.com

- Deliberate on the General Manager’s Proposed Budget Recommendation
- Adopt a Budget for Fiscal Year 2024-25

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 no public comment will be received.

6. GENERAL MANAGER’S BRIEF DISTRICT STATUS REPORT

ADMINISTRATIVE ACTION 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 at the request of a member of the Board, in which event the matter may be removed from the Consent Agenda and considered as a separate item. The public may comment on any of the items prior to the vote being taken by the Board.

7. CONSENT AGENDA

A. APPROVAL OF MEETING MINUTES

Meeting minutes of May 15, 2024.

B. APPROVAL PAYMENT OF INVOICES RECEIVED ON OR BEFORE JUNE 2, 2024.

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

No.	Invoice Date	Invoice #	Provider	Amount
1	5/1/2024	1321	REGEN – 30% Engineering – Hybrid Models	\$ 11,250.00
2	5/6/2024	86513	Aleshire & Wynder – Legal Services	\$ 752.40
3	6/1/2024	20245	Savage – GM Services (Portions Grant Reimbursable)	\$ 7,523.64

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit (Pre 2023)	Moss, Levy & Hartzheim, LLP	\$ 2,780.00	\$ 4,995.00
Audit (2023)	Moss, Levy & Hartzheim, LLP	\$ 0.00	\$ 2,900.00
30% Hybrid Design	REGEN, LLC.	\$ 71,856.59	\$ 3,143.41
Groundwater Wells	Various	\$ 97,335.36	\$ 24,109.64

BUSINESS ITEMS:

8. CONSIDERATION OF POTENTIAL UPCOMING PUBLIC WORKSHOPS

The Board of Directors will discuss potential public workshops. As part of its deliberations, the Board will consider the information and actions necessary to host successful workshops, order and topics of workshops, and direct staff accordingly. Possible workshop topics may include, but not be limited to: Collection Systems, Treatment Approaches, Disposal Approaches, Financing, Proposition 2018 (Property Owner Vote), Assessments, and Environmental Impact Reports (EIR). The Board of Directors will consider information necessary to host successful workshops. The Board may choose to add additional workshops or combine topics.

9. UPDATE AND DISCUSSION ON GROUNDWATER MONITORING WELLS

The LOCS D successfully installed three new groundwater monitoring wells and tested all five wells earlier this year. Discussion continues about need for additional testing and test wells.

Information on the District wells and related testing can be found on-line at:

<https://www.losolivoscsd.com/district-drills-three-additional-groundwater-monitoring-wells-6ee4aedd-e69b-4137-afc1-bc072c7cb7d0>

10. CONSIDERATION OF RESOLUTIONS 24-04 AND 24-05 REGARDING LOCS D BOARD OF DIRECTOR ELECTIONS ON NOVEMBER 5, 2024

The Board will consider two resolutions required to properly engage the County of Santa Barbara for election services for the upcoming General (Presidential) Election to be held on November 5, 2024. Resolution 24-04 ensures that the District pursue a consolidate election process with the County of Santa Barbara. Consolidation essentially allows the County to perform all work on behalf of the District, thereby significantly lowering the cost for the election. Resolution

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

losolivoscsd@gmail.com, www.losolivoscsd.com

24-05 is required by the County and addresses Candidate Qualifications and places the cost burden of any statement of qualifications of filing on candidates for LOCS D Board of Directors openings.

INFORMATIONAL ITEMS:

These items are informational only, no action will be taken, and no public comment will be received.

11. REPORTS

A. SUBCOMMITTEE REPORTS

- Finance Subcommittee (President Kennedy Chair)
- Grants Subcommittee (President Kennedy Chair)
- Project Management Subcommittee (Director Palmer Chair)
- Technical Subcommittee (Director 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.

Notable upcoming meeting items:

July – Gann Limit, Tax Assessment Authorization

12. 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.

13. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL: GOV'T CODE SECTION 54957 PERFORMANCE REVIEW – GENERAL MANAGER

The above item will be heard by the Board of Directors during Closed Session. The public will be invited to provide comment prior to the item being heard. Following public comment, the room will be cleared of all non-required attendees, leaving only the Board of Directors, General Manager, and District Counsel in attendance. The Zoom connection will also be halted or terminated. Following Closed Session, the public will be invited back into the meeting room and a report of actions, if any, will be provided.

14. ADJOURNMENT

ITEM 5 – FY 2024-25 BUDGET HEARING

FY 2024-25 BUDGET HEARING

FY 2024-25 Budget Process and Timeline Review

	PROPOSED STEPS	DATE
1	DRAFT Budget to Finance Subcommittee	4/5/2024
2	Budget Planning, possibly as a workshop after Regular Meeting concludes	4/10/2024
3	GM prepares recommended DRAFT Budget based on Workshop	4/30/2024
	Finance Committee prepares and approves recommended DRAFT Budget to present to Board	5/10/2024
4	Board Approves a PRELIMINARY budget at a Regular Meeting and determines a Hearing Date	5/15/2024
5	<p>The District will publish a notice stating that the GM has prepared a proposed final budget which is available for inspection on the website; and include the date, time, and place when the Board will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items.</p> <p>Publication must be at least 2 weeks before Budget adoption meeting in at least one newspaper of general circulation in the district. NOTE: The notice must be PUBLISHED at least two weeks before the hearing, (SY Valley News / Santa Maria Times). It only needs to be published one time. Post DRAFT Budget on Website.</p>	5/21/2024 - publication must be at least 2 weeks before 6/12/2024 meeting
6	FINAL Budget hearing, part of Regular Meeting	6/12/2024
7	Post FINAL Budget on website	6/15/2024

Los Olivos Community Services District					
FY 2024-25 Budget (FINAL) - 6/2/2024					
Line Item Account	FY 2023-24 Budget	FY 2023-24 (as of 5/31/2024)	FINAL FY 2024-25 w/carry-forward	FINAL FY 2024-25 zero start balance	Notes
Beginning Balance	\$ 87,567	\$ 87,567	\$ 302,199	\$ -	
Revenues					
Taxes					
3066 -- Special Tax Assessment	\$ 211,246	\$ 233,691	\$ 243,039	\$ 243,039	Assumes 4% YOY from prior
Taxes	\$ 211,246	\$ 233,691	\$ 243,039	\$ 243,039	
Use of Money and Property					
3380 -- Interest Income	\$ 744	\$ 3,754	\$ 3,754	\$ 3,754	YTD
3381 -- Unrealized Gain/Loss Invstmnts	\$ -	\$ -	\$ -	\$ -	
Use of Money and Property	\$ 744	\$ 3,754	\$ 3,754	\$ 3,754	
Intergovernmental Revenue					
4339 -- State - Other		\$ 75,000	\$ -	\$ -	
4840 -- Other Governmental Agencies	\$ -	\$ 105,508	\$ -	\$ -	
Intergovernmental Revenue-Other	\$ -	\$ 180,508	\$ -	\$ -	
Miscellaneous Revenue					
5895 and 5909 -- Donations		\$ 20,020			
Miscellaneous Revenue	\$ -	\$ 20,020	\$ -	\$ -	
Total Cash & Revenues	\$ 299,557	\$ 525,541	\$ 548,992	\$ 246,793	
Expenditures					
Services and Supplies					
7090 -- Insurance	\$ 2,934	\$ 2,933	\$ 2,787	\$ 2,787	Per SDRMA letter date 4/17/2024
7324 -- Audit and Accounting Fees	\$ 2,500	\$ 426	\$ 2,900	\$ 2,900	1-year est MLH
7325 -- Other Professional Services (Well Testing)			\$ 12,300	\$ 12,300	Twice a year, all 5 wells, nitrates only
7430 -- Memberships	\$ 1,300	\$ 1,244	\$ 1,300	\$ 1,300	
7450 -- Office Expense		\$ 756			
7460 -- Professional & Special Service (Project, Planning & Studies)	\$ 112,050	\$ 113,184	\$ 160,000	\$ 160,000	60% Design \$300k+ (\$100,000 towards this effort); Treatment Study \$90k+; Assessment Engineering Report \$50k+; EIR \$150k+; Polling for election feasibility \$25k+; Voting process \$125k+
7508 -- Legal Fees	\$ 41,191	\$ 21,832	\$ 24,769	\$ 24,769	YTD 11 month average plus June; plus contractual increases
7510 -- Contractual Services (IGM Contract, Engineer)	\$ 95,583	\$ 82,394	\$ 93,479	\$ 93,479	YTD 11 month average plus June; plus contractual increases
7530 -- Publications & Legal Notices	\$ 1,750		\$ 1,750	\$ 1,750	Budget notices + 5 workshops mailers, etc. at \$300 per workshop
7671 -- Special Projects		\$ 574	\$ -	\$ -	
7732 -- Training			\$ -	\$ -	
Services and Supplies	\$ 257,307	\$ 223,341	\$ 299,286	\$ 299,286	
Other Charges	\$ -		\$ -	\$ -	
7894 - Communication Services	\$ -		\$ -	\$ -	
Other Charges	\$ -	\$ -	\$ -	\$ -	
Operational Reserve	\$ 42,249	\$ 42,249	\$ 48,608	\$ 48,608	20% of Special Tax Revenues
Reserve	\$ 42,249	\$ 42,249	\$ 48,608	\$ 48,608	
Total Expenditures	\$ 299,557	\$ 223,341	\$ 347,893	\$ 347,893	
Ending Balance	\$ 0	\$ 302,199	\$ 201,099	\$ (101,101)	



**FY 2024-25
PROPOSED
BUDGET**

BOARD OF DIRECTORS

Julie Kennedy, President

Lisa Palmer, Vice President

Tom Fayram, Director

Greg Parks, Director

Nina Stormo, Director

General Manager

Guy Savage

Board of Directors:

The following pages provide an overview of the Proposed Budget for the Los Olivos Community Service District (LOCS D) for the Fiscal Year 2024-25 (FY 2024-25). The LOCS D fiscal year begins on July 1; therefore, FY 2024-25 runs from July 1, 2024 to June 30, 2025. Details of the Proposed Budget can be found on Page 4 of this document and are based on input from your April 10, 2024 Strategic and Budget Planning session.

The LOCS D Proposed Budget for FY 2024-25 has been prepared consistent with the current FY 2023-24 budget. By law, the LOCS D is required to develop and adopt a balanced budget. A balanced budget is one where the total expected revenues are equal to total planned spending.

For FY 2024-25, the LOCS D anticipates \$555,767 in total cash and revenues to be available for expenditure during the fiscal year. This includes \$315,526 in fund balance from FY 2023-24, \$3,485 in Interest Income, and \$236,756 in Special Tax Revenues.

Expenses for FY 2024-25 are anticipated to be \$361,880, including all normal and professional services expenditures. Of particular note is \$160,000 in Professional and Special Services expense that are intended to set aside funding for studying potential connection to the City of Solvang’s wastewater treatment infrastructure and plant (\$60,000) and a portion of the 60% design (\$100,000).

Reserves are anticipated to be set at \$47,351 for the fiscal year.

FY 2023-24 to FY 2024-25 Comparisons

The Adopted FY 2022-23 budget included \$227,650 in Special Tax Assessment revenues. The FY 2024-25 Proposed Budget assumes \$236,756 in Special Tax Assessments revenues. The FY 2024-25 figure is based on actual receipts in FY 2024-25 and assumes a 4% increase. No grant funds are assumed or budgeted for in FY 2024-25.

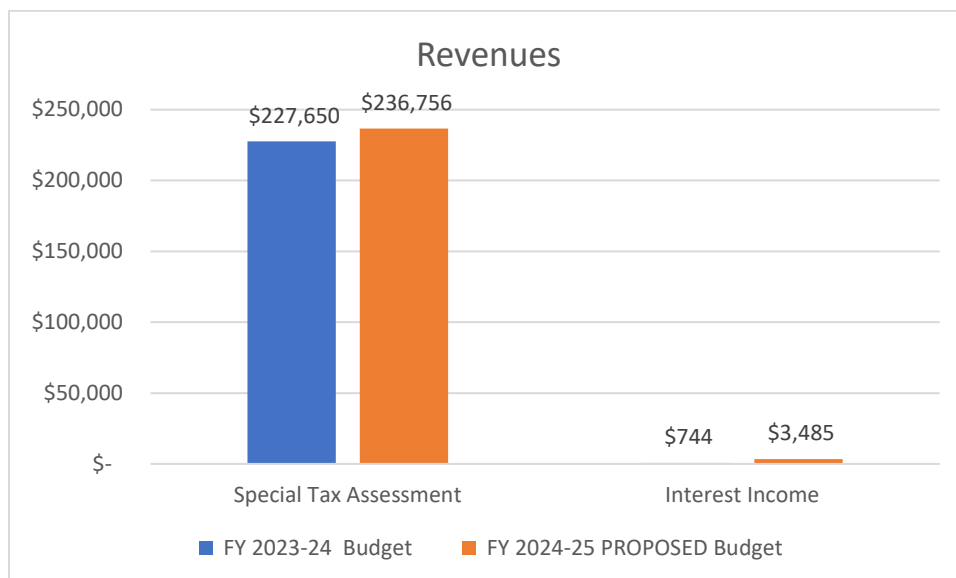


Chart 1 – Comparison of FY 2023-24 to FY 2024-25 Revenue Sources

Expenses

The expenses in the FY 2024-25 Proposed Budget includes those activities that are required to operate the LOCSD during a typical year plus any planned projects. The proposed Services and Supplies expense totals \$314,529.

Annually incurred expenses such as insurance, audit, and office expenses comprise the majority of the smaller amounts included in the Proposed Budget. The amounts used for these expenses in the FY 2024-25 Proposed Budget were based on quotes from existing service providers or prior year actuals.

Expenses related to Legal Fees and Contractual Services (GM and DE contracts) are based on a straight-line projection of FY 2023-24 actuals, plus any contractually agreed to increases. Where a contractually agreed increase is expected, a 4% Consumer Price Index (CPI) increase was assumed. Unlike prior years, a specific budget line item has been added for Groundwater Monitoring Well testing. The budgeted amount is based on an estimate from GSI Water Solutions, who has been doing the LOCSD's testing since the District drilled its first wells in 2023.

As part of your FY 2024-25 budget discussions, your Board emphasized increased public engagement. For this reason, five public notifications, including mailers to all property owners within the LOCSD, have been assumed. Additionally, the LOCSD is required to provide public notice in a local newspaper for its Budget Hearing. Combined, these Publication and Legal Notice costs are estimated to be \$1,750 for FY 2024-25.

The other significant expense shown in the FY 2024-25 Proposed Budget is Professional & Special Service. Based on recommendations from the Finance Subcommittee, an amount of \$160,000 is shown in the Proposed Budget for Professional and Special Services. This amount includes \$60,000 for evaluations related to potentially connecting the LOCSD to the City of Solvang. Also included is \$100,000 toward the completion of a 60% design. Note that prior to commencing a 60% design effort, the Board will have adopted a project description. This same project description will likely be used for the Environmental Impact Report (EIR).

Additional notable expenses include staff contracts for the General Manager, District Engineer, and District Counsel. Each of these was estimated based on current year costs through April and then a calculation was made to estimate a full 12-month expense amount.

Not included in the proposed budget are funds for the drilling or testing of additional wells. This was done as your Board has previously noted that it wanted to focus on developing a solution to the nitrates in local groundwater as opposed to determining the levels of nitrates that exist. Should your Board wish to drill additional wells, a planning number of \$37,500 per well should be used.

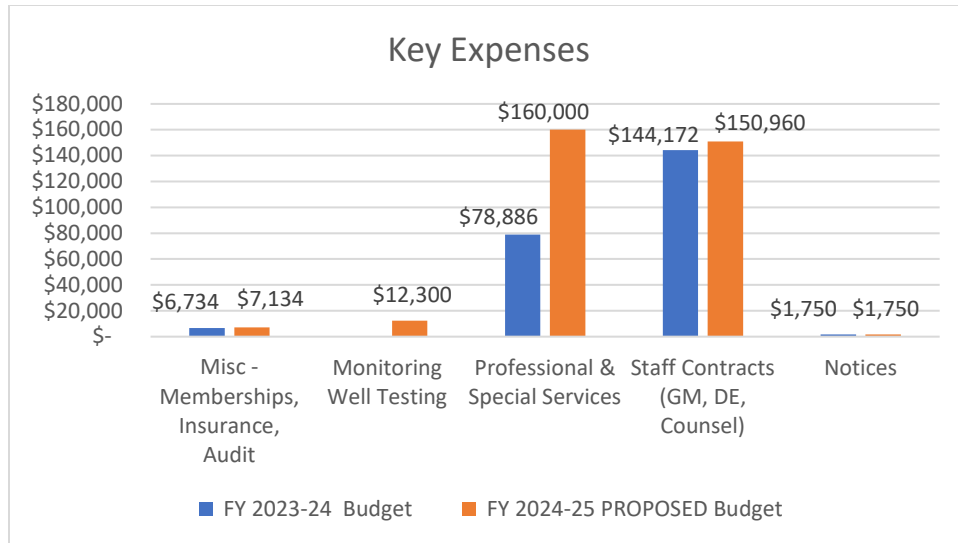


Chart 2 – Comparison of FY 2023-24 to FY 2024-25 Expenses

Reserves

The final amount shown on FY 2024-25 Proposed Budget is a Reserve. Per Board Policy, this amount should be budgeted no less than 10% of the current operating budget. As was done in FY 2023-24, instead of using an amount tied directly to the operating budget, a calculation related to the Special Tax Revenues was used. Therefore, the amount shown for Operational Reserve is \$47,351, or 20% of the Special Tax Revenues.

Unallocated Funds

After expenditures, and setting aside an operational reserve, the District has an unallocated amount of \$193,888. This large amount is dependent on the amount of funds “carried over” from FY 2023-24. Meaning it is driven by funds that were not spent in FY 2023-24. This amount can be targeted as the year progresses towards new efforts your Board would like to see completed.

**Los Olivos Community Services District
FY 2024-25 Budget (PROPOSED)**

Line Item Account	FY 2023-24 (as of 4/1/2024)	DRAFT FY 2024-25	DRAFT FY 2024-25	Notes
Beginning Balance	\$ 87,567	\$ 315,526	\$ -	
Revenues				
Taxes				
3066 -- Special Tax Assessment	\$ 227,650	\$ 236,756	\$ 236,756	Assumes 4% YOY from prior
Taxes	\$ 227,650	\$ 236,756	\$ 236,756	
Use of Money and Property				
3380 -- Interest Income	\$ 877	\$ 3,485	\$ 3,485	YTD
3381 -- Unrealized Gain/Loss Invstmnts	\$ -	\$ -	\$ -	
Use of Money and Property	\$ 877	\$ 3,485	\$ 3,485	
Intergovernmental Revenue				
4339 -- State - Other	\$ 75,000	\$ -	\$ -	
4840 -- Other Governmental Agencies	\$ 30,000	\$ -	\$ -	
Intergovernmental Revenue-Other	\$ 105,000	\$ -	\$ -	
Miscellaneous Revenue				
5895 and 5909 -- Donations	\$ 75,020			
Miscellaneous Revenue	\$ 75,020	\$ -	\$ -	
Total Cash & Revenues	\$ 496,114	\$ 555,767	\$ 240,241	
Expenditures				
Services and Supplies				
7090 -- Insurance	\$ 2,933	\$ 2,787	\$ 2,787	Per SDRMA letter date 4/17/2024
7324 -- Audit and Accounting Fees	\$ 426	\$ 2,900	\$ 2,900	1-year est MLH
7325 -- Other Professional Services (Well Testing)		\$ 12,300	\$ 12,300	Twice a year, all 5 wells, nitrates only
7430 -- Memberships	\$ 1,244	\$ 1,300	\$ 1,300	
7450 -- Office Expense				
7460 -- Professional & Special Service (Project, Planning & Studies)	\$ 79,143	\$ 160,000	\$ 160,000	\$60k is related to performing studies on connecting to the City of Solvang; 60% Design \$300k+ (\$100,000 towards this effort); Treatment Study \$90k+; Assessment Engineering Report \$50k+; EIR \$150k+; Polling for election feasibility \$25k+; Voting process \$125k+
7508 -- Legal Fees	\$ 20,236	\$ 28,061	\$ 28,061	YTD 9 month average plus April, May, June; plus contractual increases
7510 -- Contractual Services (IGM Contract, Engineer)	\$ 76,032	\$ 105,431	\$ 105,431	YTD 9 month average plus April, May, June; plus contractual increases
7530 -- Publications & Legal Notices		\$ 1,750	\$ 1,750	Budget notices + 5 workshops mailers, etc. at \$300 per workshop
7671 -- Special Projects	\$ 574	\$ -	\$ -	
7732 -- Training		\$ -	\$ -	
Services and Supplies	\$ 180,587	\$ 314,529	\$ 314,529	
Other Charges				
7894 - Communication Services		\$ -	\$ -	
Other Charges	\$ -	\$ -	\$ -	
Operational Reserve		\$ 47,351	\$ 47,351	20% of Special Tax Revenues
Reserve	\$ -	\$ 47,351	\$ 47,351	
Total Expenditures	\$ 180,587	\$ 361,880	\$ 361,880	
Ending Balance	\$ 315,526	\$ 193,888	\$ (121,639)	

Table 1 – FY 2024-25 Proposed Budget

Year Over Year Comparison of Budgets

**Los Olivos Community Services District
FY 2024-25 Budget (PROPOSED)**

Line Item Account	FY 2020-21 Budget	FY 2020-21 (as of 6/30/2021)	FY 2021-22 Budget	FY 2021-22 (as of 6/30/2022)	FY 2022-23 Budget	FY 2022-23 (as of 6/30/2023)	FY 2023-24 Budget	FY 2023-24 (as of 4/1/2024)	DRAFT FY 2024-25	DRAFT FY 2024-25
Beginning Balance	\$ 193,885	\$ 193,885	\$ 213,370	\$ 213,370	\$ 136,475	\$ 154,050	\$ 87,567	\$ 87,567	\$ 315,526	\$ -
Revenues										
Taxes										
3066 -- Special Tax Assessment	\$ 188,887	\$ 197,023	\$ 196,253	\$ 200,931	\$ 203,121	\$ 232,834	\$ 211,246	\$ 227,650	\$ 236,756	\$ 236,756
Taxes	\$ 188,887	\$ 197,023	\$ 196,253	\$ 200,931	\$ 203,121	\$ 232,834	\$ 211,246	\$ 227,650	\$ 236,756	\$ 236,756
Use of Money and Property										
3380 -- Interest Income		\$ 839	\$ -	\$ 764	\$ 724	\$ 2,079	\$ 744	\$ 877	\$ 3,485	\$ 3,485
3381 -- Unrealized Gain/Loss Invstmnts		\$ (1,157)	\$ (80)	\$ (6,602)		\$ -	\$ -	\$ -	\$ -	\$ -
Use of Money and Property		\$ (319)	\$ (80)	\$ (5,838)	\$ 724	\$ 2,079	\$ 744	\$ 877	\$ 3,485	\$ 3,485
Intergovernmental Revenue										
4339 -- State - Other	\$ -							\$ 75,000	\$ -	\$ -
4840 -- Other Governmental Agencies	\$ 180,000	\$ 44,986	\$ 274,000	\$ 43,386	\$ 169,804	\$ 30,131	\$ -	\$ 30,000	\$ -	\$ -
Intergovernmental Revenue-Other							\$ -	\$ 105,000	\$ -	\$ -
Miscellaneous Revenue										
5895 and 5909 -- Donations								\$ 75,020		
Miscellaneous Revenue	\$ 180,000	\$ 44,986	\$ 274,000	\$ 43,386	\$ 169,804	\$ 30,131	\$ -	\$ 75,020	\$ -	\$ -
Total Cash & Revenues	\$ 562,772	\$ 435,575	\$ 683,543	\$ 451,849	\$ 510,124	\$ 419,095	\$ 299,557	\$ 496,114	\$ 555,767	\$ 240,241
Expenditures										
Services and Supplies										
7090 -- Insurance	\$ 2,320	\$ -	\$ 2,500	\$ 162	\$ 2,500	\$ 2,800	\$ 2,934	\$ 2,933	\$ 2,787	\$ 2,787
7324 -- Audit and Accounting Fees	\$ 4,000	\$ 2,000	\$ 4,000	\$ 178	\$ 4,000	\$ 2,646	\$ 2,500	\$ 426	\$ 2,900	\$ 2,900
7325 -- Other Professional Services (Well Testing)		\$ -	\$ 10,000	\$ -		\$ -			\$ 12,300	\$ 12,300
7430 -- Memberships	\$ 1,200	\$ 3,533	\$ 1,200	\$ 1,102	\$ 1,200	\$ 1,287	\$ 1,300	\$ 1,244	\$ 1,300	\$ 1,300
7450 -- Office Expense	\$ 2,000		\$ 2,000	\$ 600	\$ 2,000	\$ -				
7460 -- Professional & Special Service (Project, Planning & Studies)	\$ 193,500	\$ 54,191	\$ 439,000	\$ 156,283	\$ 189,908	\$ 214,602	\$ 112,050	\$ 79,143	\$ 160,000	\$ 160,000
7508 -- Legal Fees	\$ 27,000	\$ 17,921	\$ 27,000	\$ 27,165	\$ 30,000	\$ 33,005	\$ 41,191	\$ 20,236	\$ 28,061	\$ 28,061
7510 -- Contractual Services (IGM Contract, Engineer)	\$ 80,400	\$ 95,023	\$ 67,000	\$ 103,038	\$ 49,000	\$ 76,589	\$ 95,583	\$ 76,032	\$ 105,431	\$ 105,431
7530 -- Publications & Legal Notices	\$ 1,000	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 1,750		\$ 1,750	\$ 1,750
7671 -- Special Projects	\$ 8,000	\$ -	\$ 15,000	\$ -	\$ 175,000	\$ -		\$ 574	\$ -	\$ -
7732 -- Training	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ -			\$ -	\$ -
Services and Supplies	\$ 320,920	\$ 172,668	\$ 574,200	\$ 288,527	\$ 460,108	\$ 330,928	\$ 257,307	\$ 180,587	\$ 314,529	\$ 314,529
Other Charges										
7894 - Communication Services	\$ 930	\$ 600	\$ 930	\$ -	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -
Other Charges	\$ 930	\$ 600	\$ 930	\$ -	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -
Operational Reserve							\$ 42,249		\$ 47,351	\$ 47,351
Reserve							\$ 42,249	\$ -	\$ 47,351	\$ 47,351
Total Expenditures	\$ 321,850	\$ 173,268	\$ 575,130	\$ 288,527	\$ 460,108	\$ 331,528	\$ 299,557	\$ 180,587	\$ 361,880	\$ 361,880
Ending Balance	\$ 240,922	\$ 262,307	\$ 108,413	\$ 163,321	\$ 49,293	\$ 87,567	\$ 0	\$ 315,526	\$ 193,888	\$ (121,639)

ITEM 6A - MINUTES

MINUTES

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



**LOS OLIVOS COMMUNITY SERVICES DISTRICT
REGULAR MEETING**

Posted: 5-10-2024

**May 15, 2024, 6PM (PST)
Los Olivos Grange Hall**

2374 Alamo Pintado 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/86135156557?pwd=4sl90bmVH88b51RlbLhlyUaGD52CFF.1>

By Phone:

Meeting ID: 861 3515 6557 Passcode: 157483

One tap mobile: +16699006833,,86135156557#,,,,*157483# US (San Jose)

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MEETING AGENDA

1. CALL TO ORDER

President Kennedy calls the meeting to order at: 6:01 PM

2. ROLL CALL

Present: President Kennedy, Vice President Palmer, Director Parks, Director Stormo

Absent: Director Fayram

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 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.

President Kennedy opens the floor to public comment.

Anna Marie Gott and Paul Rohrer speak.

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 no public comment will be received.

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

losolivoscscsd@gmail.com, www.losolivoscscsd.com

5. GENERAL MANAGER’S BRIEF DISTRICT STATUS REPORT

GM Savage notes that the important that are underway are on the agenda this evening. He quickly notes groundwater testing, the budget, and the REGEN report.

ADMINISTRATIVE ACTION 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 Board, in which event the matter may be removed from the Consent Agenda and considered as a separate item. The public may comment on any of the items prior to the vote being taken by the Board.

6. CONSENT AGENDA

A. APPROVAL OF MEETING MINUTES

Meeting minutes of April 10, 2024.

B. APPROVAL PAYMENT OF INVOICES RECEIVED ON OR BEFORE MAY 1, 2024.

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

No.	Invoice Date	Invoice #	Provider	Amount
1	4/2/2024	1308	REGEN – 30% Engineering – Hybrid Models	\$ 13,300.00
2	4/4/2024	85656	Aleshire & Wynder – Legal Services	\$ 684.00
3	4/16/2024	86112	MNS Engineering – Engineering and Support Svcs.	\$ 1,420.00
4	4/11/2024	00876.004 - 3	GSI – Groundwater Monitoring Wells (Grant Reimbursable)	\$ 11,252.50
5	5/1/2024	20244	Savage – GM Services (Portions Grant Reimbursable)	\$ 4,423.23

The invoices below have been reviewed by the Finance Subcommittee and are not recommended for approval at this time. Instead, the Finance Subcommittee recommends that the invoice be held until the final report from REGEN is received.

No.	Invoice Date	Invoice #	Provider	Amount
1	5/1/2024	1321	REGEN – 30% Engineering – Hybrid Models	\$ 11,250.00

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit (Pre 2023)	Moss, Levy & Hartzheim, LLP	\$ 2,780.00	\$ 4,995.00
Audit (2023)	Moss, Levy & Hartzheim, LLP	\$ 0.00	\$ 2,900.00
30% Hybrid Design	REGEN, LLC.	\$ 71,856.59	\$ 3,143.41
Groundwater Wells	Various	\$ 97,335.36	\$ 24,109.64

GM Savage introduces the item. He notes that the Finance Subcommittee is not recommending the second REGEN invoice as the REGEN report has not been heard and its funding is contractually tied to the Final Report. He adds that he has it coordinating with MLH on the 2023 Audit work, with the help of DE Pike.

President Kennedy opens the floor to public comment.

No requests to speak.

Motion to approve the Consent Agenda items A, excluding invoice #1321 from REGEN.

Motion by: Director Palmer; Second: Director Parks

Voice vote: 4-0

BUSINESS ITEMS:

7. REGEN REPORT ON THE 30% DESIGN FOR A HYBRID COLLECTION SYSTEM

REGEN will provide its final report on the contracted effort to develop a 30% engineering design of a hybrid collection solution. The hybrid approach allows for effluent only collection and/or a mix of effluent only and gravity fed collection technologies to be used. Under any of the approaches, advanced on-site systems may also be considered. A copy of the provided report will be included with the agenda packet, but can also be found on-line at:

<https://www.losolivoscsd.com/files/a7cf8e45f/Los+Olivos++Basis+of+Design+Hybrid+Collection+Analysis+Rev+1.0+Final.pdf>

Note that following the discussion with REGEN, some adjustments are expected to be made before the report is finalized.

Note: Due to a late arrival by REGEN staff, this item was heard after item 9.

GM Savage briefly introduces Mr. Bounds and thanks him for being in person after dealing with getting stuck in the Los Angeles freeway system. Mr. Bounds provides an overview of the final report. He starts with the objectives of the project: gravity, effluent, and advanced onsite systems. He briefly walks through the various zones 1-6 he considered and used for his evaluation. He then talks about the alternatives evaluated, with a focus on the use of effluent sewers. He touches on the various technologies and what each of them means. He talks about the hydraulics, constituents, and waste strength of the approaches. He talks about infiltration of water during rain events on gravity sewers. He touches on nitrogen and nitrate reduction. Mr. Bounds then touches on how different collection systems work and what is “on lot” for each parcel. He notes that on lot components and their associated costs were not included in the Stantec design. He then drills into the details of hydraulic estimates and wastewater strength for each type of system. HE then walks through costs for lines (pipes) and entire system approaches. He notes that it is not a direct comparison to what Stantec calculated, particularly due to the on lot costs being included in the numbers REGEN calculated. He talks about how he gathered costs – noting that he reached out to local vendors and obtained quotes. For his analysis, he used directional boring for pipes (as opposed to trenching, which was more expensive) and a \$70,000 for advanced onsite systems. Mr. Bounds then walks through maps of how effluent lines would be run through the District, and the size of pipes that would be used. He notes that there are still a few lots of concern due to setbacks from water main lines. Mr. Bounds then talks about benefits of effluent sewers. He presents his opinion that tanks that are less than 15-20 years old, can probably be reused with a new STEP (effluent) system. He then touches on benefits of gravity and advanced onsite systems. He concludes his presentation by talking about next steps, and further evaluation that is required.

President Kennedy opens the floor to public comment.

Sam Marmorstein, Tom Nelson, Jeannie Hollingsworth, Mark Herthel, Michelle de Werd, Sam Marmorstein (again), Kathryn Lohmeyer, and Anna Marie Gott speak.

Director Palmer asks Mr. Bounds about maintenance and ownership of equipment and “batch” purchasing of components. Director Palmer asks about communities that have a system. Mr. Bounds responds that he would recommend the District own all components. Director Palmer talks about doing the whole District at once and then connecting to the City of Solvang, and the impact and likelihood of obtaining grants for such a system. Mr. Bounds comments on the national state of grants and availability for small and disadvantaged communities.

Director Parks asks about whether laterals (service connections) and all on-site components are included in the costs presented. Mr. Bounds confirms he did include all of it. Mr. Bounds comments on advance on-site systems and what is/isn't included in the cost estimates.

Director Stormo asks about reuse of existing septic tanks. Mr. Bounds responds related what may or may not work.

Director Stormo asks about tank sizes for residences in the community. Mr. Bounds responds that tank sizes of 1000 or 1500 would be typical, essentially a 10x12 foot area needs to be dug. Director Stormo asks about whether an existing tank site could be used or if you would need to put a tank somewhere else on a residential lot. Mr.

Bounds responds that it can be site dependent and will be influenced by what it takes to abandon an existing tank. President Kennedy asks about whether a location that already has advanced on-site, could they still connect to an effluent collection system? Mr. Bounds says they could connect and adds commentary about other functions that an advanced on-site system could already be using. He comments that you would probably abandon the secondary treatment already occurring on the parcel and just reusing the tanks that are in place. President Kennedy then comments on disruption to the community and asks about overruns. Mr. Bounds talks about the inclusion of a 30% construction reserve in the estimates provided. He comments on potential issues that may be encountered.

President Kennedy asks about on-site time to install. Mr. Bounds responds that it would be typical for about two days per parcel. With a rough two-year total timeline for full installation.

Director Parks asks if there are other questions from the public commentary that Mr. Bounds would respond to. Mr. Bounds comments on capital costs and maintenance costs, pumping frequencies, and so on. Director Parks then asks about effluent tank pumping. Mr. Bounds responds that it would be similar to what is happening today and will be reliant on occupancy of individual homes. Director Parks asks about parcels where there might be potential problems (3-5 parcels) and costs. Mr. Bounds responds that he will attempt to look at the locations this evening. He adds that a combination of parcels' water into a single tank might be an approach as well.

President Kennedy reopens the floor to public comment.

Stuart Karten, Tim Deebo(?), and Tom Nelson speak.

Director Palmer floats a concept of accepting the report and then having staff set up additional discussion and/or a workshop. GM Savage and Vice President Palmer discuss possible next steps.

Motion to receive and file the amended Final Report, including any typos, when REGEN provides it to the General Manager and direct the General Manager and District Engineer to create a comparison of the effluent and gravity designs and reports.

Motion by: Director Palmer; Second: Director Parks

Voice vote: 4-0

8. CONSIDERATION OF A CONTRACT WITH CAROLLO ENGINEERING, IN THE AMOUNT OF \$40,240, REGARDING PROCESSING OF THE LOADS AND FLOWS OF LOCSO WASTEWATER ON THE CITY OF SOLVANG'S WASTEWATER TREATMENT PLANT AND RELATED INFRASTRUCTURE

Carollo Engineering, the City of Solvang's selected wastewater treatment plant engineering firm, has provided an estimate to evaluate the impact of processing LOCSO influent (gravity fed, effluent only, or a mix) on the City's wastewater treatment plant (WWTP). The evaluation laid out in the scope and budget considers impacts of additional loads and flows on the WWTP capacity as well as water quality of the influent. The effort is estimated by Carollo to cost \$40,240. The work is estimated to take four months. Carollo's expertise and experience focuses on the City of Solvang's WWTP. Consequently, a separate consultant, with more specific expertise is being recommended to evaluate the rest of the City's infrastructure.

Note: Due to a late arrival by REGEN staff, this item was heard before item 7.

GM Savage introduces the contract, noting that this is the first of two contracts being considered tonight. The two contracts combined represent the first serious cut at understanding real costs of connecting to the City of Solvang's infrastructure. He adds that the Carollo contract addresses the actual treatment plant side of the equation and that the WSC contract addresses much of the transportation side of the equation. He adds that neither contract fully addresses all of the questions that might be asked, on either side of the equation and that some work will need to be done to understand the costs and effort to transmit effluent from the District to Sunny Field Park, where connection to the City's infrastructure would begin. GM Savage closes his comments by stating that District Counsel has not reviewed the draft contracts and he is still waiting for input from the two contractors. He suggests that if the Board is in favor of approving the contracts, that they make a motion something like: Motion to direct the President and General Manager to sign an agreement with Carollo Engineering in an amount not to exceed \$40,240, after review and approval by District Counsel.

President Kennedy opens the floor to public comment.

No requests to speak.

Vice President Palmer asks why the contract says October. GM Savage points out that the effort is anticipated to take four months, hence the date. Director Palmer comments about this being a first effort at determining feasibility for connecting to Solvang. Director Parks comments that both contracts are important. Director Stormo adds her commentary about the public's interests that she has heard from. President Kennedy comments that the lines that would be used to transmit waste down Alamo Pintado Road will not allow for others on Alamo Pintado to connect.

Motion to direct the President and General Manager to sign an agreement with Carollo Engineering in an amount not to exceed \$40,240, after review and approval by District Counsel.

Motion by: Vice President Palmer; Second: Director Parks

Roll Call vote: 4-0

9. CONSIDERATION OF A CONTRACT WITH WATER SYSTEMS CONSULTING, INC., IN THE AMOUNT OF \$18,787, REGARDING CONNECTING THE LOCSO TO THE CITY OF SOLVANG'S WASTEWATER TREATMENT INFRASTRUCTURE

Water Systems Consulting, Inc. (WSC) is the City of Solvang's wastewater treatment infrastructure engineering firm. WSC recently performed a full analysis on the City of Solvang's wastewater treatment infrastructure. The analysis examined existing infrastructure outside of the treatment plant itself and included a detailed look at pipes, lift stations, and other wastewater infrastructure. The proposed contract would evaluate the impact and related costs for

moving LOCSO wastewater (influent) through the existing City of Solvang infrastructure to the actual treatment plant. The Carollo Engineering contract looks at the impacts on the plant itself. The effort is estimated by WSC to cost \$18,787. The work is estimated to take three months.

GM Savage reiterates that this contract is the second of two on this evening's agenda. This one deals with the transportation of influent from Sunny Field Park to the actual plant and examines things like pipes and lift stations. He closes by saying that a motion similar to the prior one should be made as the contract has not been fully vetted by District Counsel.

President Kennedy opens the floor to public comment.

No requests to speak.

Director Parks asks about effluent as opposed to gravity collection. Director Stormo asks about connecting from the District to Sunny Field Park. GM Savage responds saying that would be a separate effort.

Motion to direct the President and General Manager to sign an agreement with WSC in an amount not to exceed \$18,787, after review and approval by District Counsel.

Motion by: Vice President Palmer; Second: Director Stormo

Roll Call vote: 4-0

10. UPDATE AND DISCUSSION ON GROUNDWATER MONITORING WELLS

The LOCSO successfully installed three new groundwater monitoring wells and tested all five wells earlier this year. Discussion continues about need for additional testing and test wells. Since the last Regular meeting of your Board, the Central Coast Regional Water Quality Control Board (CCRWQCB) has recommended additional approaches to testing the District's existing wells. Given the CCRWQCB's recommendations, additional quotes from GSI Water Solutions (GSI) were sought to perform the work. The GSI effort, which includes the previously discussed "split sample" approach to testing the existing five wells is estimated at \$22,150 (see attached estimate). In addition, the CCRWQCB recommends that the District obtain high-quality location data for the existing wells. The data would provide "Northing, Easting, and Elevation" (NEE) information (essentially a latitude, longitude, and elevation) for each well. The NEE data could then be used to determine actual water levels underground. Current approaches only allow for determining the depth of water below ground surface, as measured from the top of a well. The NEE data will allow the level of water between existing wells to be compared. Efforts were made to obtain quotes from several surveying firms. In the end, Gromatici, a surveying firm in Los Olivos was selected. The effort to obtain NEE data for the five wells, and provide it in a format suitable for future use by the District, CCRWQCB, and other jurisdictions is \$1,300 (see attached estimate). Combined, these two efforts essentially exhaust the remaining County of Santa Barbara Environmental Health Services (EHS) grant funding.

Previously, the Board had discussed an interest in doing additional testing north of Highway 154. Staff obtained a separate estimate from GSI to perform this testing. The estimate is \$3,500. Note that GSI has commented on a number of potential issues with the testing, including potential damage to equipment, need to remediate any damage to the well, and general unknowns about the construction and depth of the well.

Information on the District wells and related testing can be found on-line at:

<https://www.losolivoscsd.com/district-drills-three-additional-groundwater-monitoring-wells-6ee4aedd-e69b-4137-afc1-bc072cbcb7d0>

GM Savage introduces the item. He notes that the sampling on the District's five wells is anticipated to be done tomorrow (5/15/2024). The sampling will cover the "split sample" that was previously discussed. A split sample takes a sample at or near the top of the water in the well and another sample at or near the bottom of the well. This provides comparison data for the constituents found at different levels in the groundwater table. GM Savage reminds the Board that many of the wells have some 50-75 feet of "sleeve" – meaning the wells are often close to 100 feet deep and water flows into the well for the bottom 75 feet or so. Thus, water might first be encountered 30 feet below ground surface which could contain different constituents from water at the bottom of the well, some 75 feet deeper. At the direction of the CCRWQCB, the District will be testing for many constituents as noted in the item's description.

GM Savage then comments on the land surveying contract with Gromatici. He notes that Gromatici is a local company, based in Los Olivos, with offices less than a hundred yards from MW-2. The land survey is helpful to understand water flows. GM Savage attempts to describe how the data will be used. He notes that while relative depth (top of well to where water is first encountered) is known, what is not known is the elevation of the top of each

well. Gromatici provided data will provide this data. Once the top of a well is known, you can then compare actual elevations of water between wells and begin to make educated assumptions about water flows and direction.

GM Savage notes that these two expenditures (sampling and surveying), essentially exhaust the EHS grant. Consequently, if the Board wants to perform more testing or drill additional wells, unless another grant is found, the expense would come from District funds.

GM Savage then comments on the proffered well north of Highway 154. He comments on GSI's concerns about unknowns related to the well and potential costs should a problem be encountered testing the well. He concludes his comments by stating that GSI's estimate to test the well is \$3,500. Any issues or damage would be in addition to that.

President Kennedy opens the floor to public comment.

Mark Munoz, Paul Rohrer, and Anna Marie Gott speak.

Director Parks comments that the additional testing is fine and information that we need. He adds that the geolocation of the wells is helpful information. He then talks about the highest concentration being at MW-2, at the northern edge of the District and comments that the information could be beneficial. Director Palmer comments on the additional requests from the CCRWQCB and our efforts to move towards a solution.

Director Stormo comments that the additional information would be helpful, and that data from other wells would be helpful.

President Kennedy comments that a well north of Highway 154 would be helpful. President Kennedy asks CCRWQCB Assistant Director (AD) Thea Tryon to comment on the well testing. AD Tryon comments needs for additional wells and that the recommended sampling will provide the data to confirm whether or not District septic tanks are the primary contributor to nitrate contamination in the region. Foxen Canyon landfill is approximately two miles north of the District. Landfills have very specific requirements for testing. AD Tryon notes that there is not any evidence of a plume coming from Foxen Canyon.

Director Palmer asks AD Tryon about the additional testing requirements and whether they were brought up previously. AD Tryon responds that it is helpful to confirm sources and that the request for additional testing was in response to public comment.

Director Parks asks about any concerns the CCRWQCB might have about our NE most well having the highest concentration. AD Tryon responds by talking about the potential well north of 154. Director Parks asks about concentrations within the District. AD Tryon responds that this is why the land surveying is so important.

Motion to move forward with the testing and geolocation that are scheduled for tomorrow, and put further discussion on new wells on hold until more information is obtained.

Motion by: Director Parks, Second: Director Palmer

Voice vote: 4-0

President Kennedy reopens the floor to public comment.

Mark Herthel, Tom Nelson, Michelle de Werd, Kathryn Rohrer, and Anna Marie Gott speak.

Director Palmer asks where else within the valley these constituents are being testing for. AD Tryon comments that the testing is a common method to determine nitrate sources and that the levels exceed drinking water standards.

Director Parks asks about the testing of pharmaceuticals and personal care products. The Board discusses process and how best to move activities forward. GM Savage comments that the prior motion can stand, you can pass an additional motion, or you can rescind the prior motion. Director Parks asks if there is any law requiring the District to perform this additional testing. GM Savage responds that the additional testing is being done in response to public comment at prior meetings.

Vice President Palmer starts to make a motion regarding the prior motion and having staff make a recommendation on what to test. GM Savage describes the activities that are set to occur and the list of constituents that are proposed to be tested. HE recommends that the Board consider breaking the motion into parts: one related to the prior motion and another related to what should be sampled on May 16. VP Palmer asks if the constituents on the list have been tested for by the LOCSO. GM Savage responds that the District has not, but they are commonly tested for in other jurisdictions.

Motion to retract the previous motion.

Motion by: Director Palmer, Second: Director Stormo

Voice vote: 4-0

Director Stormo comments on split samples and land survey. She adds that understanding water levels is important.

Director Palmer asks if there is an urgency to doing this now. GM Savage responds that the current grant does expire at the end of County's Fiscal Year (June).

Director Parks confirms that using the grant funds makes sense, as does the geolocation.

President Kennedy concurs she would like to see the pharmaceuticals and person care product testing removed from the testing.

Motion to move forward with the testing, after removing the pharmaceuticals and person care product, and continue with geolocation effort.

Motion by: Director Parks, Second: President Kennedy

Voice vote: 3-1 (VP Palmer opposed)

11. FISCAL YEAR 2024-25 BUDGET

The Board will review the Proposed Budget for Fiscal Year 2024-25 (FY 2024-25). The District's FY 2024-25 will run from July 1, 2024 through June 30, 2025. As part of their deliberations, the Board may set the date and time for the FY 2024-25 Budget Hearing. In keeping with the State law, notice of the Hearing must be posted more than two weeks prior to the Hearing being held. Likely dates for the Budget Hearing include June 12, 2024. The FY 2024-25 Proposed Budget can be found at:

<https://www.losolivoscsd.com/fy-2024-25-proposed-budget>

GM Savage walks through the Proposed FY 2024-25 Budget. He notes that there are still various revenues that need to be settled before the final "carry forward" number is known; meaning the \$315k number will change, likely going up.

President Kennedy opens the floor to public comment.

No requests to speak.

Director Stormo comments that the budget looks pretty straight forward. VP Palmer comments that the Finance Subcommittee is recommending the \$160,000 intended to move the overall project forward.

Motion to set the FY 2024-25 budget hearing for June 12, 2024 and direct the General Manager to publish the FY 2024-25 Budget hearing notice in a local newspaper, in accordance with applicable laws.

Motion by: VP Palmer; Second: Director Parks

Roll Call vote: 4-0

INFORMATIONAL ITEMS:

These items are informational only, no action will be taken, and no public comment will be received.

12. REPORTS

A. SUBCOMMITTEE REPORTS

Finance Subcommittee (President Kennedy Chair)

- Finance Subcommittee met and did make recommendations related to the budget and REGEN report.

Grants Subcommittee (President Kennedy Chair)

- Grants Subcommittee did not meet; however, she did do some research on EIR and 60% Design grant opportunities.

Project Management Subcommittee (Director Palmer Chair)

- Project Management Subcommittee did not meet, but has a meeting scheduled for May 23.

Technical Subcommittee (Director Fayram Chair)

- Director Parks – Technical Subcommittee met twice to review and discuss the REGEN effort.

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.

Notable upcoming meeting items:

May – REGEN 30% deliverable final presentation (REGEN in attendance)

May – FY 2024-25 Preliminary Budget

June – FY 2024-25 Budget Hearing, Gann Limit, Tax Assessment Authorization

GM Savage comments that unless the Board directs otherwise, he will continue his outreach and work with the City of Solvang, Mattei’s Tavern, Dunn School, and Los Olivos Elementary, coordinating with the President along the way.

GM Savage briefly walks through the meeting attachments, noting that MLH has not started the 2023 Audit work yet. He also comments that he is working with the County of Santa Barbara to straighten out the current budget and, in particular, focused on the Revenues. He notes that the EHS grant repayment requested in March still has not hit the District’s budget. As GM Savage walks through the schedule of upcoming meetings, he notes that the PM Subcommittee will be talking about it next week, but there does need to be commitment made to holding the workshops, including obtaining a professional facilitator for some of them.

Director Palmer asks about activities and getting a project description to the State.

13. 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.

Director Parks – None

Director Stormo – None

Vice President Palmer – None

President Kennedy – None

14. ADJOURNMENT

Motion to adjourn at: 9:16 PM.

Motion by: Director Palmer, Second: Director Parks

Voice vote: 4-0

Respectfully submitted:



Guy W. Savage

General Manager – Los Olivos Community Services District

Approved:

President Julie Kennedy

ITEM 6B – INVOICES

INVOICES



213 S. 11th St.
Boise, ID 83702
P 208.794.8558

Invoice

Invoice #: 1321
Invoice Date: 5/1/2024
Due Date: 5/1/2024
Project: 22031 Los Olivos Co...
P.O. Number:

Bill To:
22031 Los Olivos Community Service Distri
ct

Description	Hours/Qty	Rate	Prev. Invoiced	Amount
90% Contract completion		11,250.00		11,250.00
Total				\$11,250.00
Payments/Credits				\$0.00
Balance Due				\$11,250.00
Job Total Balance				\$24,550.00



1 Park Plaza, Suite 1000
Irvine, CA 92614
P (949) 223-1170 • F (949) 223-1180
awattorneys.com

Federal Tax ID: 55-0814676

**LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245)
MONTHLY BILLING SUMMARY**

Billing Period: April 2024

Matter Description	Total Hours	Total Fees	Total Costs	Total Other Charges	Total Billed	Comments
0001 General	3.30	752.40	0.00	0.00	752.40	
TOTALS:	3.30	752.40	0.00	0.00	752.40	



1 Park Plaza, Suite 1000
 Irvine, CA 92614
 Phone: (949) 223-1170
 Fax: (949) 223-1180
 Federal Tax ID: 55-0814676

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

May 6, 2024
 Bill No. 86513

For Legal Services Rendered Through 4/30/24

CLIENT: 01245 - Los Olivos Community Services District
 MATTER: 0001 - General

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
04/01/24	SON	REVIEW AND EDIT RESOLUTION RE DONATIONS; CORRESPONDENCE WITH GUY	0.30	68.40
04/08/24	SON	CORRESPONDENCE RE REGIONAL BOARD MEETING WITH DIR FAYRAM; REVIEW BOARD MEETING AGENDA	0.40	91.20
04/10/24	SON	PREPARE AND ATTEND REGULAR BOARD MEETING	2.20	501.60
04/11/24	SON	CORRESPONDENCE RE DONATION ISSUE	0.20	45.60
04/17/24	SON	CORRESPONDENCE WITH GUY RE ACCOMMODATION AT BOARD MEETING	0.20	45.60
Total Professional Services			3.30	\$752.40

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
SON	Steven O'Neill	3.30	228.00	752.40
Total Professional Services		3.30		\$752.40

CURRENT BILL TOTAL AMOUNT DUE**\$752.40**

Balance Forward:

2,280.00

Receipts Since Last Bill

Date	Description	Total Applied
04/19/24	Wire Transfer Payment - Thank you	-1,596.00
	Less Total Payments	<u>-1,596.00</u>
Payments & Adjustments:		-1,596.00
Total Due:		<u>\$1,436.40</u>

Please return this page with remittance

to
Aleshire & Wynder LLP

Bill Number: 86513
Bill Date: May 6, 2024
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services:	752.40
Total Disbursements:	0.00
CURRENT BILL TOTAL AMOUNT DUE	<u>\$752.40</u>
Balance Forward:	2,280.00
Payments & Adjustments:	-1,596.00
Total Due:	<u>\$1,436.40</u>

Amount enclosed: _____

Thank You

INVOICE

FROM:

Guy W. Savage
PO Box 894
Los Olivos, Ca 93441

BILL TO:

Via electronic delivery
President Julie Kennedy
Los Olivos Community Services District
PO Box 345
Los Olivos, Ca 93441

Invoice #: 20245
Invoice Date: 6/1/2024

Dear President Kennedy,

Please see the below for professional services provided, plus any expenditures 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 thirty or as authorized by the District.

Date	Description	Units	Rate	Amount
6/1/2024	General Manager Services - LOCSD (5/1/24-5/31/24) See Attached for Details	40.25	\$ 138.65	\$ 5,580.46
6/1/2024	Grant Reimbursable - General Manager Services - Groundwater Monitoring Wells (5/1/24-5/31/24) See Attached for Details	2.75	\$ 138.65	\$ 381.27
5/13/2024	County of Santa Barbara PW - Monitoring Well Fees	1	\$ 926.00	\$ 926.00
5/14/2024	Grange Fees - 2024	1	\$ 500.00	\$ 500.00
5/21/2024	Zoom - annual subscription	1	\$ 135.90	\$ 135.90
Total				\$ 7,523.64

Thank you for your continued support.



Date	Description	Hours	Grant			Amount Grant Reimbursable
			Reimbursable	Rate	Amount	
1-May	Rohrer emails	1		\$ 138.65	\$ 138.65	\$ -
	Surveying estimates		1.25	\$ 138.65	\$ -	\$ 173.31
3-May	Additional well testing coordination		0.5	\$ 138.65	\$ -	\$ 69.32
4-May	REGEN addendum posting	0.25		\$ 138.65	\$ 34.66	\$ -
6-May	Technical Subcommittee attendance	0.5		\$ 138.65	\$ 69.32	\$ -
	ID#1 discussion	0.5		\$ 138.65	\$ 69.32	\$ -
	Finance subcommittee agenda and post	0.75		\$ 138.65	\$ 103.98	\$ -
	Regen conversation	0.25		\$ 138.65	\$ 34.66	\$ -
	Grange sound system	0.25		\$ 138.65	\$ 34.66	\$ -
8-May	Additional well testing coordination		0.25	\$ 138.65	\$ -	\$ 34.66
9-May	Technical Subcommittee video post, follow ups	0.25		\$ 138.65	\$ 34.66	\$ -
	Finance subcommittee agenda correction	0.25		\$ 138.65	\$ 34.66	\$ -
	Gott PRA	0.25		\$ 138.65	\$ 34.66	\$ -
	PM Subcommittee coordination	0.25		\$ 138.65	\$ 34.66	\$ -
	WSC Contract	1.5		\$ 138.65	\$ 207.97	\$ -
10-May	Finance Subcommittee	1.5		\$ 138.65	\$ 207.97	\$ -
	Kennedy meeting	0.5		\$ 138.65	\$ 69.32	\$ -
	WRF meeting with DE Pike	0.5		\$ 138.65	\$ 69.32	\$ -
	Gromatici	0.75		\$ 138.65	\$ 103.98	\$ -
	Regular Meeting Agenda	1.5		\$ 138.65	\$ 207.97	\$ -
	Budget, invoices, grant funding verifications	3.75		\$ 138.65	\$ 519.92	\$ -
	May 6 Technical Meeting minutes	0.5		\$ 138.65	\$ 69.32	\$ -
11-May	WSC and Corollo contracts	0.75		\$ 138.65	\$ 103.98	\$ -
	Quarterly newsletter			\$ 138.65	\$ -	\$ -
12-May	Carollo, Grange A/V	1.5		\$ 138.65	\$ 207.97	\$ -
13-May	Well research	0.75		\$ 138.65	\$ 103.98	\$ -
	May 15 meeting prep	1.25		\$ 138.65	\$ 173.31	\$ -
	WSC, GSI, Corollo contracts	2		\$ 138.65	\$ 277.29	\$ -
	Emails, budget, bills	1.5		\$ 138.65	\$ 207.97	\$ -
14-May	Grange sound system	1		\$ 138.65	\$ 138.65	\$ -
	May 15 meeting prep	1		\$ 138.65	\$ 138.65	\$ -
15-May	Elections forms	1.25		\$ 138.65	\$ 173.31	\$ -
	May 15 regular meeting	5.25		\$ 138.65	\$ 727.89	\$ -
	Stromo meeting	0.25		\$ 138.65	\$ 34.66	\$ -
16-May	PM Subcommittee agenda and post	0.25		\$ 138.65	\$ 34.66	\$ -
	GSI - Groundwater testing emails	0.75	0.75	\$ 138.65	\$ -	\$ 103.98
		0.75		\$ 138.65	\$ 103.98	\$ -
22-May	WSC / Carollo contracts	0.5		\$ 138.65	\$ 69.32	\$ -
	Gromatici coordination	0.25		\$ 138.65	\$ 34.66	\$ -
	Meeting w/City of Solvang	2		\$ 138.65	\$ 277.29	\$ -
	May/June Update	0.75		\$ 138.65	\$ 103.98	\$ -
	Well surveying	0.25		\$ 138.65	\$ 34.66	\$ -
23-May	Project Management minutes	0.5		\$ 138.65	\$ 69.32	\$ -
	Project Management meeting	1.25		\$ 138.65	\$ 173.31	\$ -
	LAFCO coordination	0.5		\$ 138.65	\$ 69.32	\$ -
	Lefty's community coffee meetings	0.75		\$ 138.65	\$ 103.98	\$ -
24-May	Gromatici coordination	0.5		\$ 138.65	\$ 69.32	\$ -
	WSC / Carollo contracts	0.5		\$ 138.65	\$ 69.32	\$ -
Totals		40.25	2.75		\$ 5,580.46	\$ 381.27
Grand Totals		Hours	43.00			\$ 5,961.74



Guy Savage <gm.locsd@gmail.com>

Re: Request to exceed 30 hours

1 message

Julie Kennedy <julie.kennedy.locsd@gmail.com>
To: General Manager - LOCSD <gm.locsd@gmail.com>

Mon, May 13, 2024 at 2:56 PM

Yes approved, a lot going on this month.
Thank you Guy!

Julie Kennedy , Los Olivos Community Services District

Phone: 805.946.0431
Mobile: 805.693.4077
Email: julie.kennedy.locsd@gmail.com
Website: www.losolivoscsl.com
Address: PO Box 345, Los Olivos, CA 93441

On Mon, May 13, 2024 at 11:24 AM General Manager - LOCSD <gm.locsd@gmail.com> wrote:
Julie,

This is going to be a very busy month with all of the work related to the budget, REGEN report, quarterly newsletter, and contracts. I am therefore requesting authorization, in accordance with my contract, to exceed by allowed 30 hours, by up to 10 additional hours (total of 40 hours this month). Please respond with an "approval" or "disapproval" email. For reference, as of now, I am at 20.5 hours this month.

Guy

Guy Savage
General Manager
Los Olivos Community Services District
PO Box 345, Los Olivos, CA 93441
(805) 500-4098
www.LosOlivosCSD.com

PUBLIC NOTICE
LOS OLIVOS COMMUNITY SERVICES DISTRICT
NOTICE OF PUBLIC HEARING
BUDGET

FISCAL YEAR 2024-2025

NOTICE IS HEREBY GIVEN that, in accordance with Government Code section 61110, the General Manager of the Los Olivos Community Services District (LOCS D) has prepared a proposed final budget for Fiscal Year 2024-2025 (FY 2024-25). The LOCS D FY 2024-25 runs from July 1, 2024 to June 30, 2025. The final budget will be considered for possible approval by the Board of Directors during a public hearing as provided below. Any person may appear and be heard regarding any item in the final proposed budget or regarding the addition of other items. Comments regarding the proposed budget may be submitted in writing before, during, or after the hearing, which will take place as follows:

DATE: June 12, 2023
TIME: 6:00 P.M.
PLACE: Grange Hall
2374 Alamo Pintado Ave, Los Olivos CA 93441

The General Manager's proposed final budget for FY 2024-25 may be inspected at: www.losolivoscscsd.com/fy-2024-25-proposed-budget

Individual paper copies may be ordered in advance by sending a check for \$11.87 per request to the LOCS D at PO Box 345, Los Olivos, CA 93441. Requests for individual electronic copies may be requested by email at: gm.locsd@gmail.com . Note that requests for copies may take up to 3 business days for processing, plus any applicable USPS mailing time.

Contact Guy Savage, LOCS D General Manager, at gm.locsd@gmail.com or (805) 500-4098 for further information.

Pub dates: May 21, 2024

Legal #####



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Santa Maria Times** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(805) 925-2691**.

Notice ID: YLItEPv7mkOYgXYj52vt | **Proof Updated: May. 19, 2024 at 09:12pm PDT**
Notice Name: FY 2024-25 Budget

See Proof on Next Page

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
Guy Savage gm.locsd@gmail.com (805) 500-4098	Santa Maria Times

Columns Wide: 2	Ad Class: Legals
Total Column Inches: 6.76	
Number of Lines: 34	

05/21/2024: Other	119.00
-------------------	--------

Subtotal	\$119.00
Tax	\$0.00
Processing Fee	\$16.90
Total	\$135.90

**PUBLIC NOTICE
LOS OLIVOS COMMUNITY SERVICES DISTRICT
NOTICE OF PUBLIC HEARING
BUDGET**

FISCAL YEAR 2024-2025

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Contact Guy Savage, LOCS D General Manager, at gm.locsd@gmail.com or (805) 500-4098 for further information.

Pub dates: May 21, 2024
Legal #####



Guy Savage <gm.locsd@gmail.com>

RE: [External] N55777 payment

1 message

Mary Zepeda <mzepeda@mnsengineers.com>

Fri, Apr 26, 2024 at 12:28 PM

To: "(Guy Savage) GM.LOCSD@gmail.com" <GM.LOCSD@gmail.com>

Cc: Rod Baltazar <RBaltazar@countyofsb.org>, Doug Pike <dpike@mnsengineers.com>

Hi Guy

Please find attached the County of Santa Barbara Invoice N55777 for Payment in the amount of \$926.00 for remittance to the following address

County of Santa Barbara

Public Works Transportation Permit Office

[4417 Cathedral Oaks Rd.](#)[Santa Barbara, CA 93110](#)**Mary Zepeda**

Stormwater Program Coordinator



(805) 697-1407 Direct | (805) 722-7140 Cell

From: Doug Pike <dpike@mnsengineers.com>**Sent:** Friday, April 26, 2024 11:24 AM**To:** Rod Baltazar <RBaltazar@countyofsb.org>**Cc:** (Guy Savage) GM.LOCSD@gmail.com <GM.LOCSD@gmail.com>; Mary Zepeda <mzepeda@mnsengineers.com>**Subject:** RE: [External] N55777 payment

Thanks Rod!

Guy will send a personal check when he returns from vacation, he can then get reimbursed from the District. Mary, please send Guy all the details and a copy of the invoice so he can properly write and address the check and send payment.

Best,

Doug Pike, PE
City Engineer



(805) 697-1416 Direct | (805) 331-3553 Cell

From: Rod Baltazar <RBaltazar@countyofsb.org>
Sent: Friday, April 26, 2024 11:13 AM
To: Doug Pike <dpike@mnsengineers.com>
Subject: RE: [External] N55777 payment

Hi Doug,

I certainly understand the situation. At present, we can only accept checks since we are in the middle of transitioning to Accela. Please let me know if there might be an issue or any delay, and I can certainly step in and see how we can resolve this circumstance. Please send payment to the Cathedral Oaks address if a check is possible. If you need that, please let me know.

Thank you,

Rod

Rod Baltazar, *MPPA*

5/13/24, 5:41 PM

Gmail - RE: [External] N55777 payment

Accountant III

Public Works – Transportation Division

County of Santa Barbara

123 E. Anapamu Street, Suite 205

Santa Barbara, CA 93101

805-568-3025

RBaltazar@countyofsb.org



From: Doug Pike <dpike@mnsengineers.com>

Sent: Friday, April 26, 2024 10:37 AM

To: Rod Baltazar <RBaltazar@countyofsb.org>

Cc: Guy Savage <gm.locsd@gmail.com>; Mary Zepeda <mzepeda@mnsengineers.com>

Subject: RE: [External] N55777 payment

Caution: This email originated from a source outside of the County of Santa Barbara. Do not click links or open attachments unless you verify the sender and know the content is safe.

Hi Rod,

So sorry this seems to be such a struggle! As indicated in my last email to you (attached), FIN (The County's accounting system which the District uses), has been the issue. We are prepared to use an alternative way to pay. Can we call and use a credit card? Guy (The GM) has indicated he will write a check and get reimbursed from the District.

Thanks Rod!

Doug Pike, PE
District Engineer



(805) 697-1416 Direct | (805) 331-3553 Cell

From: Rod Baltazar <RBaltazar@countyofsb.org>
Sent: Thursday, April 25, 2024 10:58 AM
To: Mary Zepeda <mzepeda@mnsengineers.com>; Guy Savage <gm.locsd@gmail.com>
Cc: Doug Pike <dpike@mnsengineers.com>
Subject: RE: [External] N55777 payment

Good Morning,

We have not received the check for permit N55777. Can you please give me an update of when we should expect to receive this payment?

Thank you,

Rod

Rod Baltazar, *MPPA*

Accountant III

Public Works – Transportation Division

County of Santa Barbara

123 E. Anapamu Street, Suite 205

Santa Barbara, CA 93101

805-568-3025

RBaltazar@countyofsb.org



From: Rod Baltazar
Sent: Monday, April 1, 2024 9:56 AM
To: Mary Zepeda <mzepeda@mnsengineers.com>; Guy Savage <gm.locsd@gmail.com>
Cc: Doug Pike <dpike@mnsengineers.com>
Subject: RE: [External] N55777 payment

Good Morning,

I am circling back on the payment status for the encroachment permit, N55777. Is there any update for payment?

Thank you,

Rod

Rod Baltazar, *MPPA*

Accountant III

Public Works – Transportation Division

5/13/24, 5:41 PM

Gmail - RE: [External] N55777 payment

County of Santa Barbara

123 E. Anapamu Street, Suite 205

Santa Barbara, CA 93101

805-568-3025

RBaltazar@countyofsb.org



From: Rod Baltazar

Sent: Wednesday, March 13, 2024 2:49 PM

To: Mary Zepeda <mzepeda@mnsengineers.com>; Guy Savage <gm.locsd@gmail.com>

Cc: Doug Pike <dpike@mnsengineers.com>

Subject: RE: [External] N55777 payment

Hi Mary and Guy,

Yes, this helps. I will note the account status as payment via check. Thank you both.

Rod

Rod Baltazar, *MPPA*

Accountant III

Public Works – Transportation Division

County of Santa Barbara

123 E. Anapamu Street, Suite 205

Santa Barbara, CA 93101

805-568-3025

RBaltazar@countyofsb.org



From: Mary Zepeda <mzepeda@mnsengineers.com>

Sent: Wednesday, March 13, 2024 2:46 PM

To: Guy Savage <gm.locsd@gmail.com>; Rod Baltazar <RBaltazar@countyofsb.org>

Cc: Doug Pike <dpike@mnsengineers.com>

Subject: RE: [External] N55777 payment

Caution: This email originated from a source outside of the County of Santa Barbara. Do not click links or open attachments unless you verify the sender and know the content is safe.

Hi Rod and Guy,

I spoke with the Auditor-Controller's Help Desk, and they had said that we could pay via journal entry or we could pay the invoice via vendor distribution system since the County Public Works was listed as a vendor. I will check the status of the payment tomorrow or Friday to report back to you both, but we submitted the invoice for payment on March 6th with a March 7th vendor distribution date.

Hope that helps.

Mary Zepeda

Project Coordinator

Los Olivos CSD



201 Industrial Way, Suite A/ Buellton, CA 93427

(805) 697-1407 Direct | (805) 722-7140 Cell

mzepeda@mnsengineers.com

From: General Manager - LOCSD <gm.locsd@gmail.com>

Sent: Wednesday, March 13, 2024 2:33 PM

To: Mary Zepeda <mzepeda@mnsengineers.com>; Baltazar, Rod <RBaltazar@countyofsb.org>

Subject: [External] N55777 payment

Mary and Rod,

I think Mary was trying to complete a journal entry to pay the \$926.00 for this encroachment permit. Can the two of you please connect to get it paid.

Thank you!

Guy

--

Guy Savage

General Manager

Los Olivos Community Services District

PO Box 345, Los Olivos, CA 93441

(805) 500-4098

www.LosOlivosCSD.com

5/13/24, 5:41 PM

Gmail - RE: [External] N55777 payment



2024-01-22 County of Santa Barbara Invoice N55777.pdf

109K



**COUNTY OF SANTA BARBARA
DEPARTMENT OF PUBLIC WORKS - TRANSPORTATION DIVISION
4417 Cathedral Oaks Road
Santa Barbara, CA 93110
Tel. (805) 681-4990**



INVOICE

ENCROACHMENT PERMIT

*Please make checks payable to:
County of S.B. - P.W. Trans.*

Invoice Date: January 22, 2024

Permit No.: **N55777**

PERMITTEE:

Guy Savage
LOS OLIVOS COMMUNITY SERVICES DISTRICT
PO Box 345
Los Olivos, CA 93441

Amount Enclosed: _____

The following permit services have been provided to you
by Public Works - Transportation Division.

Location of Encroachment: 2280, 2440 OLIVET ST, Los Olivos

Encroachment Permit Fees:

Plan Review + Inspection Fee: \$926.00

TOTAL FEES: \$926.00

Balance Due: \$926.00

Please reference the Permit Number on your check.
Please enclose REMIT copy with payment and mail to:

**County of Santa Barbara
Public Works Transportation Permit Office
4417 Cathedral Oaks Rd.
Santa Barbara, CA 93110**

If you have any questions, Please call (805) 681-4990

All permits fees must be **PAID IN FULL** prior to completion of work.

DUPLICATE STATEMENT: ONE for REMITTANCE, ONE for PERMITTEE

ITEM 7 – FY 2024-25 DRAFT BUDGET

FY 2024-25 DRAFT BUDGET

FY 2024-25 Budget Process and Timeline Review

	PROPOSED STEPS	DATE
1	DRAFT Budget to Finance Subcommittee	4/5/2024
2	Budget Planning, possibly as a workshop after Regular Meeting concludes	4/10/2024
3	GM prepares recommended DRAFT Budget based on Workshop	4/30/2024
	Finance Committee prepares and approves recommended DRAFT Budget to present to Board	5/10/2024
4	Board Approves a PRELIMINARY budget at a Regular Meeting and determines a Hearing Date	5/15/2024
5	<p>The District will publish a notice stating that the GM has prepared a proposed final budget which is available for inspection on the website; and include the date, time, and place when the Board will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items.</p> <p>Publication must be at least 2 weeks before Budget adoption meeting in at least one newspaper of general circulation in the district. NOTE: The notice must be PUBLISHED at least two weeks before the hearing, (SY Valley News / Santa Maria Times). It only needs to be published one time. Post DRAFT Budget on Website.</p>	5/21/2024 - publication must be at least 2 weeks before 6/12/2024 meeting
6	FINAL Budget hearing, part of Regular Meeting	6/12/2024
7	Post FINAL Budget on website	6/15/2024

Los Olivos Community Services District					
FY 2024-25 Budget (FINAL) - 6/2/2024					
Line Item Account	FY 2023-24 Budget	FY 2023-24 (as of 5/31/2024)	FINAL FY 2024-25 w/carry-forward	FINAL FY 2024-25 zero start balance	Notes
Beginning Balance	\$ 87,567	\$ 87,567	\$ 302,199	\$ -	
Revenues					
Taxes					
3066 -- Special Tax Assessment	\$ 211,246	\$ 233,691	\$ 243,039	\$ 243,039	Assumes 4% YOY from prior
Taxes	\$ 211,246	\$ 233,691	\$ 243,039	\$ 243,039	
Use of Money and Property					
3380 -- Interest Income	\$ 744	\$ 3,754	\$ 3,754	\$ 3,754	YTD
3381 -- Unrealized Gain/Loss Invstmnts	\$ -	\$ -	\$ -	\$ -	
Use of Money and Property	\$ 744	\$ 3,754	\$ 3,754	\$ 3,754	
Intergovernmental Revenue					
4339 -- State - Other		\$ 75,000	\$ -	\$ -	
4840 -- Other Governmental Agencies	\$ -	\$ 105,508	\$ -	\$ -	
Intergovernmental Revenue-Other	\$ -	\$ 180,508	\$ -	\$ -	
Miscellaneous Revenue					
5895 and 5909 -- Donations		\$ 20,020			
Miscellaneous Revenue	\$ -	\$ 20,020	\$ -	\$ -	
Total Cash & Revenues	\$ 299,557	\$ 525,541	\$ 548,992	\$ 246,793	
Expenditures					
Services and Supplies					
7090 -- Insurance	\$ 2,934	\$ 2,933	\$ 2,787	\$ 2,787	Per SDRMA letter date 4/17/2024
7324 -- Audit and Accounting Fees	\$ 2,500	\$ 426	\$ 2,900	\$ 2,900	1-year est MLH
7325 -- Other Professional Services (Well Testing)			\$ 12,300	\$ 12,300	Twice a year, all 5 wells, nitrates only
7430 -- Memberships	\$ 1,300	\$ 1,244	\$ 1,300	\$ 1,300	
7450 -- Office Expense		\$ 756			
7460 -- Professional & Special Service (Project, Planning & Studies)	\$ 112,050	\$ 113,184	\$ 160,000	\$ 160,000	60% the City of Solvang; Design \$300k+ (\$100,000 towards this effort); Treatment Study \$90k+; Assessment Engineering Report \$50k+; EIR \$150k+; Polling for election feasibility \$25k+; Voting process \$125k+
7508 -- Legal Fees	\$ 41,191	\$ 21,832	\$ 24,769	\$ 24,769	YTD 11 month average plus June; plus contractual increases
7510 -- Contractual Services (IGM Contract, Engineer)	\$ 95,583	\$ 82,394	\$ 93,479	\$ 93,479	YTD 11 month average plus June; plus contractual increases
7530 -- Publications & Legal Notices	\$ 1,750		\$ 1,750	\$ 1,750	Budget notices + 5 workshops mailers, etc. at \$300 per workshop
7671 -- Special Projects		\$ 574	\$ -	\$ -	
7732 -- Training			\$ -	\$ -	
Services and Supplies	\$ 257,307	\$ 223,341	\$ 299,286	\$ 299,286	
Other Charges	\$ -		\$ -	\$ -	
7894 - Communication Services	\$ -		\$ -	\$ -	
Other Charges	\$ -	\$ -	\$ -	\$ -	
Operational Reserve	\$ 42,249	\$ 42,249	\$ 48,608	\$ 48,608	20% of Special Tax Revenues
Reserve	\$ 42,249	\$ 42,249	\$ 48,608	\$ 48,608	
Total Expenditures	\$ 299,557	\$ 223,341	\$ 347,893	\$ 347,893	
Ending Balance	\$ 0	\$ 302,199	\$ 201,099	\$ (101,101)	

ITEM 10 – ELECTIONS RESOLUTIONS

ELECTIONS RESOLUTIONS

RESOLUTION NO. 24-04

RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT CALIFORNIA CALLING FOR A DISTRICT ELECTION FOR THE PURPOSE OF ELECTING TWO (2) MEMBERS OF THE BOARD OF DIRECTORS, AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA BARBARA TO CONSOLIDATE THE DISTRICT ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024, WITH THE STATEWIDE GENERAL (PRESIDENTIAL) ELECTION HELD ON THE SAME DATE, PURSUANT TO ELECTIONS CODE SECTION 10403

WHEREAS, the Los Olivos Community Services District (“District”) was formed with a five-member Board of Directors elected at large, with terms of office set pursuant to Government Code section 61021; and

WHEREAS, Government Code section 61021(c) states that “elections and terms of office shall be determined pursuant to Uniform District Law, Part 4 (commencing with Section 10500) of the Elections Code”; and

WHEREAS, the District is a special district as defined in Elections Code section 10404; and

WHEREAS, on October 9, 2019, the Board of Directors of the District adopted Resolution 19-07 by unanimous rollcall vote to establish the process for staggering the terms of office for the Board of Directors pursuant to Elections Code section 10505(c); and

WHEREAS, pursuant to Elections Code sections 10504 and 10509, the Board of Directors of the District hereby calls a General District Election to be held in the Los Olivos Community Services District, California, on November 5, 2024, for the purpose of (a) electing two (2) members of the Board of Directors for a full term of four (4) years, with the offices to be filled are those currently occupied by Director Fayram and Director Stormo, and (b) with candidates for said offices to pay for the publication of a statement of qualifications pursuant to Elections Code section 13307; and

WHEREAS, it is desirable that the General District Election be consolidated with the Statewide General Election to be held on the same date and that within the District the precincts, polling places, and election officers of the two (2) elections be the same, and that the Elections Division of the County Clerk, Recorder, and Assessor and Registrar of Voters of the County of Santa Barbara canvass the returns of the General District Election and that the election be held in all respects as if there were only one (1) election.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Los Olivos Community Services District as follows:

1. The above recitals are true and correct and incorporated herein; and

2. Pursuant to the requirements of Elections Code section 10509, (a) the elective offices of the District to be filled at the next General District Election for full four (4) year terms shall be those offices currently held by Director Fayram and Director Stormo, and (b) the candidates for said offices shall pay for the publication of a statement of qualifications pursuant to Elections Code Section 13307; and

3. Pursuant to the requirements of Elections Code section 10403, the Board of Supervisors of the County of Santa Barbara is hereby requested to consent and agree to the consolidation of a General District Election with the Statewide General election on Tuesday, November 5, 2024, for the purpose of electing two (2) members of the Board of Directors for a full term of four (4) years; and

4. The Elections Division of the County of Santa Barbara is authorized to canvass the returns of the General District Election. The election shall be held in all respects as if there were only one (1) election, and only one (1) form of ballot shall be used. The election shall be held and conducted in accordance with Section 10418 of the Elections Code and in accordance with the applicable provisions of law regulating the election; and

5. The Board of Supervisors of Santa Barbara County is requested to issue instructions to the Elections Division and Registrar of Voters for the County of Santa Barbara to take any and all steps necessary for the holding of the consolidated election; and

6. The Los Olivos Community Services District recognizes that additional costs will be incurred by the County of Santa Barbara by reason of this consolidation and agrees to reimburse the County of Santa Barbara for the costs of such consolidation; and

7. That the Board Secretary (General Manager) is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the Elections Division and Registrar of Voters, of the County of Santa Barbara, per Elections Code section 10504 and 10509.

[THIS SPACE INTENTIONALLY LEFT BLANK]

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the Board of Directors of the Los Olivos Community Services District at a regular meeting held on the 12th day of June 2024, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

ATTEST:

Guy W. Savage, General Manager / Clerk of the
Board / Board Secretary
LOS OLIVOS COMMUNITY SERVICES
DISTRICT

By: _____
JULIE KENNEDY, Board President

APPROVED AS TO FORM:

By: _____
Steven O'Neill, District Counsel

I, _____, Secretary of the Los Olivos Community Services District, Santa Barbara County, California, DO HEREBY CERTIFY that the foregoing is a true and accurate copy of the Resolution passed and adopted by the Board of Directors of the Los Olivos Community Services District on the date and by the vote indicated herein.

RESOLUTION NO. 24-05

Los Olivos Community Services District (LOCSD)

DISTRICT NAME

CANDIDATE’S STATEMENT OF QUALIFICATIONS

WHEREAS, Section 13307 of the Elections Code of the State of California requires this board to adopt certain policies in regard to statements of candidates who run for office as members of the governing board of the district;

NOW, THEREFORE, BE IT RESOLVED that this governing board does hereby determine:

- 1. That the cost of printing, handling, and mailing candidates’ statements of qualifications shall be charged to the:

CANDIDATE

CANDIDATE OR DISTRICT

- 2. That the candidates’ statement of qualifications shall not exceed:

200

“200” OR “400” WORDS

- 3. That the candidates not be permitted to submit additional materials to be sent to the voter with the County Voter Information Guide.

- 4. That the County of Santa Barbara Registrar of Voters be directed to give a copy of these regulations to each candidate, or their representative, at the time that nomination documents are received.

BE IT FURTHER RESOLVED that these policies shall remain in full force and effect until rescinded by this Board.

PASSED AND ADOPTED by the Governing Board of the Los Olivos Community Services District

DISTRICT NAME

this 12th day of June, 2024 .

Ayes:

Noes:

Absent:

SIGNATURE OF DISTRICT SECRETARY

Guy W. Savage - General Manager and District Secretary

ITEM 11B – GM AND DE REPORTS

GM AND DE REPORTS

LOCSO - MEETINGS CALENDAR YEAR 2024 - WORKING DRAFT

Q2	May	FY 2023-24
	FY 2024-25 Budget	
	REGEN Report	
	June	
	FY 2024-25 Budget Hearing, Gann Limit, Tax Assessment Authorization	
Q3	July	FY 2024-25
	WS - Gravity versus Effluent Comparison, include ownership of component discussion, permitting, funding, capital cost distribution	
	August	
	WS - Proposition 218 - Property Owner Vote Process	
	September	
	Carollo and/or WSC Reports	
	WS - CCRWQCB/EHS	
Q4	October	FY 2024-25
	60% Design RFP Authorization	
	November	
	WS - Treatment, including City of Solvang / local	
	December	
	60% Design contract	
	WS - Final Project Description	

Siting

Summary Project Status Report

Audit (Moss, Levy & Hartzheim)	Budget:		Schedule:	
Waiting for bills from M, L & H – work complete Latest Audit nearly complete, had a conversation with them earlier this week.				
REGEN – 30% Hybrid Collection Engineering Design	Budget:		Schedule:	
Final report posted on the website				
Groundwater Monitoring Wells	Budget:		Schedule:	
<ul style="list-style-type: none"> • Geolocation work complete • Still waiting for test results from samples. • On track to close out the grant my end of month. 				

Other:

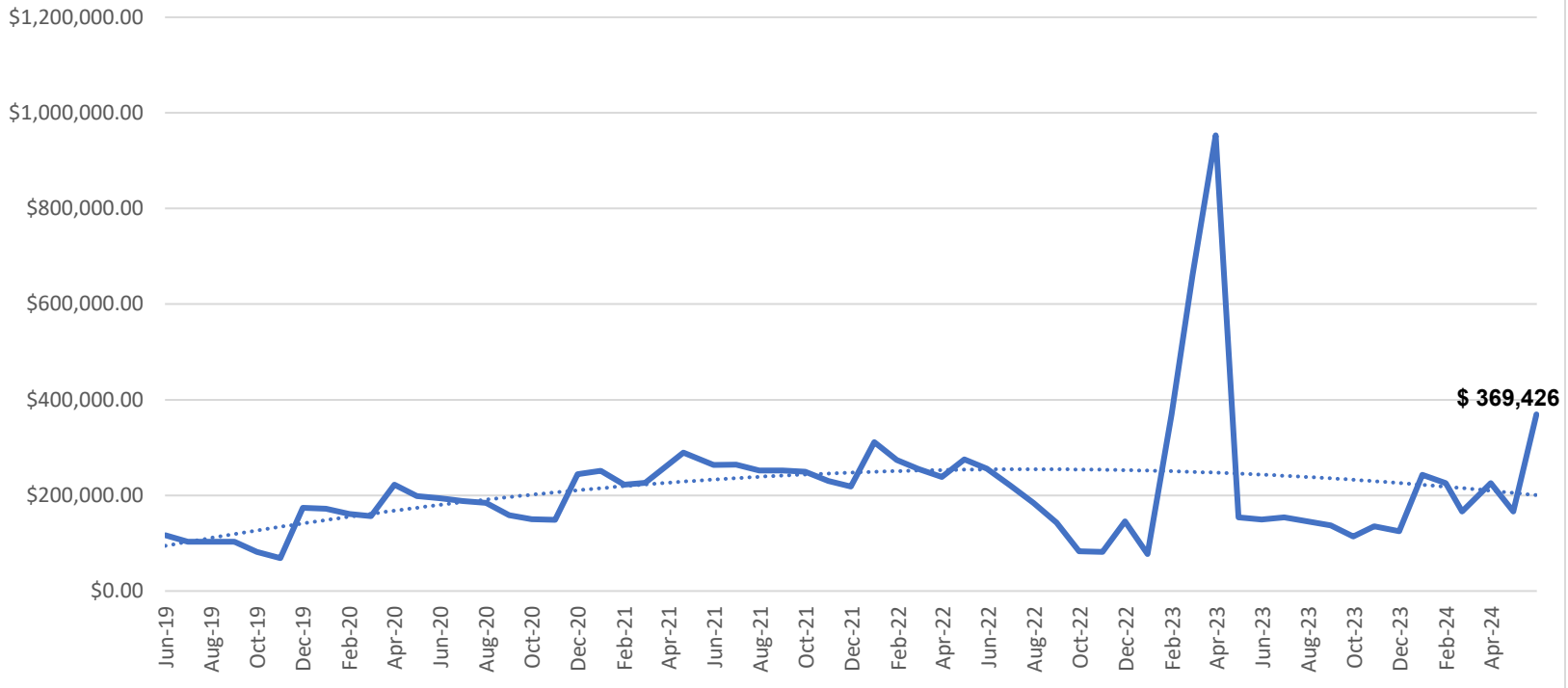
Preparing for LAFCO presentation in August.

Quarterly report due to be completed (if not already mailed).

Considering additional outreach to Los Olivos Elementary, Dunn, and Mattei's Tavern.

GM and DE still coordinating effort to compare Stantec and REGEN reports / designs.

Los Olivos CSD Cash Balance History



Cash Balances

As of: 5/31/2024
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund	5/1/2024 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	5/31/2024 Ending Balance
3490 -- Los Olivos CSD	292,498.72	0.00	168,728.12	0.00	91,800.83	369,426.01
Total Report	292,498.72	0.00	168,728.12	0.00	91,800.83	369,426.01

Balance Sheet

As of: 5/31/2024
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund 3490 -- Los Olivos CSD

	Beginning Balance 7/1/2023	Year-To-Date Debits	Year-To-Date Credits	Ending Balance 5/31/2024
Assets & Other Debits				
Assets				
0110 -- Cash in Treasury	154,050.07	674,587.26	459,211.32	369,426.01
0240 -- Interest Receivable	743.68	3,485.25	4,228.93	0.00
Total Assets	154,793.75	678,072.51	463,440.25	369,426.01
Total Assets & Other Debits	154,793.75	678,072.51	463,440.25	369,426.01
Liabilities, Equity & Other Credits				
Liabilities				
1010 -- Warrants Payable	0.00	3,052.00	3,052.00	0.00
1015 -- EFT Payable	0.00	219,570.18	219,570.18	0.00
1210 -- Accounts Payable	0.00	222,622.18	222,622.18	0.00
1730 -- Unidentified Deposits	0.00	125,020.00	125,020.00	0.00
Total Liabilities	0.00	570,264.36	570,264.36	0.00
Equity				
2200 -- Fund Balance-Residual	154,793.75	690,753.32	905,385.58	369,426.01
Total Equity	154,793.75	690,753.32	905,385.58	369,426.01
Total Liabilities, Equity & Other Credits	154,793.75	1,261,017.68	1,475,649.94	369,426.01

Financial Status

As of: 5/31/2024 (92% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2024 Fiscal Year Adjusted Budget	5/31/2024 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
Revenues				
Taxes				
3066 -- Special Tax Assessment	227,650.00	233,690.91	6,040.91	102.65 %
Taxes	227,650.00	233,690.91	6,040.91	102.65 %
Use of Money and Property				
3380 -- Interest Income	744.00	3,754.34	3,010.34	504.62 %
Use of Money and Property	744.00	3,754.34	3,010.34	504.62 %
Intergovernmental Revenue-State				
4339 -- State-Other	0.00	75,000.00	75,000.00	--
Intergovernmental Revenue-State	0.00	75,000.00	75,000.00	--
Intergovernmental Revenue-Other				
4840 -- Other Governmental Agencies	0.00	105,508.33	105,508.33	--
Intergovernmental Revenue-Other	0.00	105,508.33	105,508.33	--
Miscellaneous Revenue				
5895 -- Other-Donations	0.00	20,000.00	20,000.00	--
5909 -- Other Miscellaneous Revenue	0.00	20.00	20.00	--
Miscellaneous Revenue	0.00	20,020.00	20,020.00	--
Revenues	228,394.00	437,973.58	209,579.58	191.76 %
Expenditures				
Services and Supplies				
7090 -- Insurance	2,934.00	2,932.81	1.19	99.96 %
7324 -- Audit and Accounting Fees	2,500.00	425.50	2,074.50	17.02 %
7430 -- Memberships	1,300.00	1,244.00	56.00	95.69 %
7450 -- Office Expense	0.00	756.00	-756.00	--
7460 -- Professional & Special Service	78,886.00	113,183.70	-34,297.70	143.48 %

Financial Status

As of: 5/31/2024 (92% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2024 Fiscal Year Adjusted Budget	5/31/2024 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
7508 -- Legal Fees	45,529.00	21,831.96	23,697.04	47.95 %
7510 -- Contractual Services	98,643.00	82,393.71	16,249.29	83.53 %
7530 -- Publications & Legal Notices	1,750.00	0.00	1,750.00	0.00 %
7671 -- Special Projects	0.00	573.64	-573.64	--
Services and Supplies	231,542.00	223,341.32	8,200.68	96.46 %
Expenditures	231,542.00	223,341.32	8,200.68	96.46 %
Changes to Fund Balances				
Decrease to Residual Fund Balance				
9601 -- Residual Fund Balance-Inc/Dec	3,148.00	0.00	-3,148.00	0.00 %
Decrease to Residual Fund Balance	3,148.00	0.00	-3,148.00	0.00 %
Changes to Fund Balances	3,148.00	0.00	-3,148.00	0.00 %
Los Olivos CSD	0.00	214,632.26	214,632.26	--
Net Financial Impact	0.00	214,632.26	214,632.26	--

General Ledger Trial Balance

As of: 5/31/2024
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund 3490 -- Los Olivos CSD

	Beginning Balance 7/1/2023	Year-To-Date Debits	Year-To-Date Credits	Ending Balance 5/31/2024
Assets & Other Debits				
Assets				
0110 -- Cash in Treasury	154,050.07	674,587.26	459,211.32	369,426.01
0240 -- Interest Receivable	743.68	3,485.25	4,228.93	0.00
Total Assets	154,793.75	678,072.51	463,440.25	369,426.01
Total Assets & Other Debits	154,793.75	678,072.51	463,440.25	369,426.01
Liabilities, Equity & Other Credits				
Liabilities				
1010 -- Warrants Payable	0.00	3,052.00	3,052.00	0.00
1015 -- EFT Payable	0.00	219,570.18	219,570.18	0.00
1210 -- Accounts Payable	0.00	222,622.18	222,622.18	0.00
1730 -- Unidentified Deposits	0.00	125,020.00	125,020.00	0.00
Total Liabilities	0.00	570,264.36	570,264.36	0.00
Equity				
2200 -- Fund Balance-Residual	-154,793.75	0.00	0.00	-154,793.75
2410 -- Est Revenues/Oth Fin Src	0.00	231,542.00	0.00	231,542.00
2510 -- Appropriations/Oth Fin Use	0.00	0.00	231,542.00	-231,542.00
2710 -- Revenues/Other Fin Sources	0.00	235,870.00	673,843.58	-437,973.58
2810 -- Expenditures/Other Fin Uses	0.00	223,341.32	0.00	223,341.32
Total Equity	-154,793.75	690,753.32	905,385.58	-369,426.01
Total Liabilities, Equity & Other Credits	-154,793.75	1,261,017.68	1,475,649.94	-369,426.01
Total Los Olivos CSD	0.00	1,939,090.19	1,939,090.19	0.00