

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



**LOS OLIVOS COMMUNITY SERVICES DISTRICT
REGULAR MEETING**

Posted: 9-6-2024

September 11, 2024, 6PM (Pacific)

Los Olivos Grange Hall

2374 Alamo Pintado Ave, Los Olivos CA 93441

Please observe decorum and instructions from the President

NOTE: For the 9/11/2024 meeting, Director Fayram will be attending via Zoom.

The public may join him in the lobby of the

Fairfield Inn & Suites Canton South

4025 Greentree Avenue, Canton, Ohio, USA, 44706

This meeting will be held both in-person and electronically via Zoom meetings. In-person the meeting will be held at the address above. 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

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.

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.

5. GENERAL MANAGER'S BRIEF DISTRICT STATUS REPORT

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

losolivoscsd@gmail.com, www.losolivoscsd.com

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.

6. CONSENT AGENDA

A. APPROVAL OF MEETING MINUTES

Meeting minutes of August 14, 2024.

Workshop minutes of August 21, 2024.

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

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

No.	Invoice Date	Invoice #	Provider	Amount
1	6/14/2024	87236	A&W – Legal Services	\$ 1,915.20
2	7/3/2024	87876	A&W – Legal Services	\$ 1,117.20
3	8/12/2024	88724	A&W – Legal Services	\$ 1,618.80
4	5/31/2024	86487	MNS – Engineering and Support Services	\$ 790.00
5	6/28/2024	86723	MNS – Engineering and Support Services	\$ 303.75
6	7/9/2024	86857	MNS – Engineering and Support Services	\$ 815.00
7	8/20/2024	87185	MNS – Engineering and Support Services	\$ 2,085.00
8	9/2/2024	20247	Savage – General Manager Services	\$ 6,398.23
9	9/2/2024	20248	Savage – General Manager Services	\$ 4,637.98
10	7/8/2024	00876.005 - 3	GSI – Monitoring Wells (Grant Reimbursable)	\$ 901.25
11	6/30/2024	I-5038	MLH – 2022-23 Audit Services	\$ 2,900.00

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit (2023)	Moss, Levy & Hartzheim, LLP	\$ 2,900.00	\$ 2,900.00

BUSINESS ITEMS:

7. DISCUSSION RELATED TO AUGUST 21, 2024 “COLLECTION” PUBLIC WORKSHOP

The LOCS D held a community workshop regarding Collection approaches on August 21, 2024. This will be an opportunity to discuss the workshop and related steps moving forward.

General Manager’s recommendation: Discuss and provide direction to staff as necessary.

8. DISCUSSION RELATED TO SOCIAL MEDIA STRATEGIC PLAN

The GM engaged Valerie Cantella Consulting, LLC (VCC) to help create a Strategic Plan regarding the use and management of social media and social media tools. VCC is in the process of drafting a strategic plan for the District’s use. VCC will be on hand to report on the nearly complete document. Key issues for discussion will include:

1. Which platforms to target for social media use by the District.
2. The approach to outreach via social media (aka who will do the work).

General Manager’s recommendation: Discuss and provide direction to staff as necessary.

9. CONSIDERATION OF A SOCIAL MEDIA POLICY AND GUIDELINES

As the District moves towards using social media tools for engaging the community, best practices include the development of a Social Media Policy and Guidelines. The GM, working with VCC and District Counsel, has drafted the attached Social Media Policy and Guidelines. Should the Board approve the policy, it will be posted on the District’s website. The policy has been reviewed by Counsel and is consistent with policies and guidelines used by other local governmental agencies.

General Manager’s recommendation: Approve.

10. CONSIDERATION OF A LETTER RELATED TO THE WATER RESOURCES DEVELOPMENT ACT (WRDA) IN THE AMOUNT OF \$4,000,000 (\$4 MILLION)

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The Board will discuss the attached draft letter requesting design and planning assistance from the U.S. Army Corps of Engineers under Section 219 of the Water Resources Development Act, WRDA, of 1992, for design and planning of a municipal sewer project to serve the Los Olivos Community Services District for up to \$4 Million (\$4,000,000). Due to timing, the Grant Subcommittee was not able to meet to review the letter.

General Manager's recommendation: Approve, and direct the President to sign and General Manager to submit.

11. CONSIDERATION OF THE FISCAL YEAR 2022-23 AUDIT REPORT BY MOSS, LEVY & HARTZHEIM, LLP.

The Board reviewed a draft of the Fiscal Year 2022-23 Audit Report from MLH in July 2024. As noted in that meeting, the General Manager raised a couple of clarifying questions to MLH related to the Report. MLH has addressed the GM's concerns and this final report has been reviewed by the Finance Subcommittee. There are no findings in the Report. GM Savage has asked MLH for a quote and contract to complete the FY 2023-24 Audit and will bring it to a future meeting for consideration by the Board of Directors. Note that in accordance with Assembly Bill 1345, section 12410.6.(b) was added to Government Code regarding auditor rotation requirements of public accounting firms providing audit services to local agencies. The section essentially requires a rotation after six (6) consecutive audits by a firm or individual. FY 2023-24 would mark the sixth year of audits performed by MLH.

General Manager's recommendation: Approval.

12. DISCUSSION RELATED TO REGULAR MEETING DATES

The LOCS D Board of Directors sets the meeting dates for the subsequent calendar year each December. Historically, as a cost-savings measure related to attendance by a prior District Counsel, meetings have been scheduled for the Wednesday following the second Tuesday of each month. This approach has occasionally caused consternation amongst the Board and public. The General Manager would like the Board to discuss and provide staff direction related to potentially shifting the Regular Meetings to the second Tuesday of each month. If that is the will of the Board, the GM will bring the appropriate resolutions to the December meeting. Providing direction now will aid in planning for upcoming events.

General Manager's recommendation: Discuss and provide direction to staff as appropriate.

13. DISCUSSION RELATED TO FUTURE MILESTONES AND GENERAL PLANNING

Working with the Project Management Subcommittee, the General Manager has developed the attached "project plan" for the coming months with the final goal of holding a Property Owner Vote (Proposition 218 Vote) by the end of the 2nd Quarter of 2026. As noted in the plan, there are a number of activities which must be completed or substantially completed before a Property Owner Vote can be held.

General Manager's recommendation: Discuss and provide direction to staff as appropriate.

INFORMATIONAL ITEMS:

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

14. REPORTS

A. SUBCOMMITTEE REPORTS

Finance Subcommittee (President Kennedy Chair)
Grants Subcommittee (President Kennedy Chair)
Project Management Subcommittee (Vice President 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:

November – WCS and/or Carollo deliverables

15. 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.

16. ADJOURNMENT

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