

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



LOS OLIVOS COMMUNITY SERVICES DISTRICT
REGULAR MEETING
February 12, 2025, 6PM (Pacific)
Los Olivos Grange Hall
2374 Alamo Pintado Ave, Los Olivos CA 93441
Please observe decorum and instructions from the President

Posted: 2-9-2025

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/85195290804?pwd=rO5nrKISaewJAVMeY3MbZ7mtLlxudn.1>

By Phone:

Meeting ID: 851 9529 0804 Passcode: 473619

One tap: +14086380968,,85195290804#,,,,*473619# 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

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

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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 December 11, 2024.

B. APPROVAL PAYMENT OF INVOICES RECEIVED ON OR BEFORE JANUARY 29, 2025.

The Finance Subcommittee review the following invoices on January 3, 2025 and is recommending them for approval. NOTE: There was a \$45.40 charge from A&W on their November bill, that the GM authorized to be paid with the rest of the bill (92002).

No.	Invoice Date	Invoice #	Provider	Amount
1	11/20/2024	88074	MNS – Engineering and Support Services	\$ 987.50
2	12/17/2024	88303	MNS – Engineering and Support Services	\$ 802.50
3	12/06/2024	876.006-1	GSI – Bi-annual sampling and testing	\$ 5,395.26
4	11/11/2024	FB59056	Carollo – City of Solvang WWTP Engineering	\$ 2,291.00
5	11/14/2024	92001	A&W – Legal Services	\$ 1,846.80
6	12/30/2024	202412	Savage – General Manager Services	\$ 5,070.00

The invoices below were scheduled for the February 7, 2025 Finance Subcommittee meeting, but as there was not a quorum for the meeting, it did not take place. Consequently, the following invoices do not carry a recommendation for approval from the Finance Subcommittee.

No.	Invoice Date	Invoice #	Provider	Amount
7	1/15/2025	88701	MNS – Engineering and Support Services	\$ 1,581.25
8	12/30/2024	10386	WSC – Solvang Connection Engineering (pumps, pipes)	\$ 1,695.75
9	1/10/2025	876.006 - 2	GSI – Bi-annual sampling and testing	\$ 2,018.75
10	1/16/2025	2338783	Stantec – 30% Design LOCSD to City of Solvang force main	\$ 7,197.00
11	1/8/2025	FB60827	Carollo – City of Solvang WWTP Engineering	\$ 319.00
12	1/23/2025	92778	A&W – Legal Services	\$ 182.40
13	1/29/2025	20251	GWS – General Manager Services	\$ 3,321.75

Project	Vendor	To Date (inc. above)	Total Authorization
City of Solvang Connection	WSC – Treatment Infrastructure (pumps, pipes)	\$ 18,728.25	\$ 18,787.00
City of Solvang Connection	Carollo – Treatment Plant Impacts	\$ 15,450.25	\$ 40,240.00
City of Solvang Connection	Stantec – LOCSD to Sunny Field Park force main	\$ 7,197.00	\$ 56,250.00
Groundwater Monitoring	GSI – Bi-annual sampling and testing	\$ 7,414.01	\$ 14,300.00
FY 2023-24 Audit	MLH		\$ 3,250.00

BUSINESS ITEMS:

7. THE RALPH M. BROWN ACT – KEY POINTS FOR THE PUBLIC, BOARD OF DIRECTORS, AND STAFF

District Counsel will provide a summary of the Ralph M. Brown Act. A similar presentation was made on January 10, 2024. The State of California provides an overview of the law related to the Act at:

https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=2.&title=5.&part=1.&chapter=9.&article

The California State Attorney General provides a detailed document related to the Act at:

<https://oag.ca.gov/system/files/media/the-brown-act.pdf>

The presentation will also serve as an “official” introduction to new District Counsel, Martin Koczanowicz.

General Manager’s recommendation: Receive and file.

8. CONSIDERATION OF THE FISCAL YEAR (FY) 2023-24 FINANCIAL AUDIT

The District contracted with Moss, Levy, Hartzheim (MLH) to conduct an audit of District finances for fiscal year 2023-24, which ran from July 1, 2023 to June 30, 2024. As the Finance Subcommittee did not meet on February 7, 2025 as planned, the report has not been reviewed by nor does it carry any recommendation from the Finance Subcommittee.

General Manager’s recommendation: Approve the FY 2023-24 audit and direct the President and/or General Manager to sign as appropriate, and direct the General Manager to file the finalized report and any related documents with the State of California as appropriate.

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9. PLANNING FOR DECISION MAKING RELATED TO WASTEWATER TREATMENT SOLUTIONS

This item is asking the Board of Directors (and the public) to tell staff what it needs to make an informed decision about the various wastewater treatment solutions under consideration.

Background: In late 2024, the District contracted with Stantec Consulting to provide a 30% engineering design for a force main to convey gravity collected LOCSO wastewater from the District to a City of Solvang sewer manhole located near Sunny Field Park. The Stantec design and cost estimates are anticipated to be delivered to the District by April 2025.

The District previously contracted with Carollo Engineering to determine impacts of processing LOCSO wastewater at the City of Solvang’s Wastewater Treatment Plant (WWTP). Carollo determined that treatment of District wastewater is feasible but recommended that the District not connect to the City of Solvang until a currently underway upgrade at the Solvang WWTP is completed. The District also contracted with WSC to examine the City of Solvang’s existing treatment infrastructure between the previously noted manhole (near Sunny Field Park) and the City’s WWTP. WSC concluded that approximately \$3.5M in appurtenant infrastructure (pipes, pumps, etc.) upgrades would be required to convey the additional flows from the manhole to the City’s WWTP. As part of its report, WSC noted that the City already has plans to modify some of the infrastructure requiring upgrades to convey LOCSO wastewater; but noted that the LOCSO flows change the work required for the City. Once the Stantec design is complete, 30% engineering costs for connecting the LOCSO to the City of Solvang will be known. The District similarly contracted with Stantec and REGEN to design and provide cost estimates related to collection of wastewater within the District. Stantec designs focused on gravity fed collection, while REGEN examined effluent collection. Presentations related to designs and estimates were provided to the public at a workshop held by the District on August 21, 2024 (for more information visit the District’s website: <https://www.losolivoscsd.com/2024-08-21-special-collection-workshop>). At that same workshop, updates to costs related to local treatment of wastewater (using a membrane bio-reactor system developed by Cloacina), as well as local disposal options (percolation chambers) were provided to the Board and public.

Staff is requesting that the Board of Directors provide direction regarding additional information that would be needed by the Board to make decisions regarding collection, treatment, and disposal of wastewater. More specifically, staff is requesting that the Board of Directors provide direction regarding information needed to complete comparisons between (a) local treatment versus City of Solvang treatment of wastewater and (b) gravity fed versus effluent collection versus hybrid (or mixed) collection approaches within the District.

The Board’s deliberations related to planning for decision making may also involve considering information, milestones, and education required to successfully execute a Proposition 218 (Property Owner) vote and result in additional direction to staff. Staff is requesting direction now, to eliminate the need for a serial approach to gathering and providing information, as much of what the Board would like obtained can likely be gathered while Stantec concludes its engineering and cost estimating efforts related to the force main.

General Manager’s recommendation: Provide direction to staff.

10. PLANNING FOR UPCOMING SANTA BARBARA COUNTY LOCAL AGENCY FORMATION COMMISSION (LAFCO) PRESENTATION ON APRIL 3, 2025

The District has sought and received extensions related to developing a wastewater treatment solution and conducting a related Proposition 218 (Property Owner vote) since its formation in 2017. The most recent extension request was filed on March 16, 2023 and supported by a presentation by then President Tom Fayram on April 6, 2023. On April 3, 2025, President Julie Kennedy and General Manager Guy Savage expect to make a presentation to LAFCO. As part of the presentation, the President anticipates requesting an additional extension to extend the time needed to successfully conduct a Proposition 218 assessment as required by Condition B (vii) of LAFCO Resolution 17-03. Direction is being sought regarding the additional extension, milestones and information needed for a successful Proposition 218 vote, and timing of a vote.

General Manager’s recommendation: Provide direction to the President and staff regarding the upcoming LAFCO presentation.

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)

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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 the Budget Reports. See the packet for more details.

Notable upcoming meeting items:

April – Stantec 30% design

May/June – Potential Connection to the City of Solvang Workshop and/or Full System Workshop

June/July – Project Definition Workshop [NOTE: May be concurrent with connection to City of Solvang workshop]

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. ADJOURNMENT