

# L A F C O M E M O R A N D U M

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SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION  
105 East Anapamu Street ♦ Santa Barbara CA 93101 ♦ (805) 568-3391 ♦ Fax (805) 568-2249

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May 2, 2019

TO: Each Member of the Commission

FROM: Paul Hood **PLH**  
Executive Officer

SUBJECT: Report on Los Olivos Community Services District

*This is an Informational Report. No Action is Necessary*

## DISCUSSION

At the December 8, 2018 meeting, the Commission granted a request from the Los Olivos Community Services District for a One-Year Extension from the Effective Date of the Formation to complete the Proposition 218 assessment district process.

The condition of formation contained in Section B-vii is as follows: ***“The District shall implement a Proposition 218 assessment within one year of the effective date as necessary to fund the wastewater treatment facilities for the area, including CEQA and other planning analysis, assessment study and necessary election. Santa Barbara LAFCO may otherwise extend such deadline, or other LAFCO approved arrangements are made for funding such construction.”***

The district’s request letter explains that the Board of Directs has worked diligently to set up the administrative functions and requested a one-year extension to complete the Proposition 218 assessment process. The original twelve-month period set forth in Resolution 17-04 would end on April 5, 2019. The Commission granted the additional twelve-month extension from the district’s April 5, 2018 effective date to April 5, 2020.

As a condition of the time extension, the Commission requested periodic updates from the district on the Proposition 218 process. The district’s Interim General Manager has indicated that another update letter will be submitted in the August/September timeframe.

The Update Letter is attached as Exhibit A.

## Exhibits:

Exhibit A Los Olivos CSD Update Letter

Please contact the LAFCO office if you have any questions.

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



April 19, 2019

**Local Agency Formation Commission**

c/o Paul Hood, Executive Officer  
County of Santa Barbara  
105 East Anapamu Street, Rm 407  
Santa Barbara, CA 93101

**RE: Los Olivos Community Services District Project Progress**

Dear Commissioners and Mr. Hood:

LAFCO officially issued a Certificate of Completion in the formation of the Los Olivos Community Services District on April 5, 2018, following the successful County certified vote on January 30, 2018. The District was created to be the governance structure for Los Olivos to address wastewater treatment requirements in the town. LAFCO approved an extension of the assessment deadline another year at its regular meeting in December 2018.

The requirement to enact an assessment to fund a wastewater collection, treatment, and disposal system or systems to serve the community within one year of the effective formation date, was extended an additional year at LAFCO's regular meeting on December 6, 2018. At that meeting, the District reported that the Board has worked diligently to set up the District and its administrative functions, including; hiring legal counsel, calculating and submitting assessments to the County for FY 2018-19, securing insurance, approving agreements with the County Auditor for use of FIN for the District finances, hiring an Interim General Manager, and completing a "Dry Period Funding" agreement with the County Treasurer's Office.

Additional Administration Task highlights accomplished since the last report to LAFCO include:

- Formation of a Standing Financial Subcommittee.
- Refinement of the District's County Assessors roles and exclusion of exempt parcels.
- Adoption of essential District policies.
- Working with District citizens on a variety of septic questions and issues.
- Training and Form 700 Compliance.

Additionally the District Board has made progress toward the technical solution by accomplishing the following steps:

- Several meetings have been held by an ad-hoc Technical Committee.

**Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 946-0431**  
[losolivoscscd@gmail.com](mailto:losolivoscscd@gmail.com), [www.losolivoscscd.com](http://www.losolivoscscd.com)

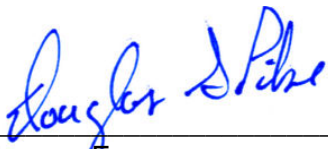
- The District has mapped out draft preliminary technical Options and a strategy for moving forward (Powerpoint presentation attached).
- The District has development of a Three-Month Plan as well as a Three-Year Plan and MS Project Schedule. (Attached).
- The District has revamped the District Website in preparation for public workshops (See [www.LosOlivosCSD.com](http://www.LosOlivosCSD.com)). Public workshops dates are pending, but shall be in the near future.

The Three-Month Plan indicates the tasks to be performed over the near term to be:

- Obtain initial Regulatory Agency input to support the decision-making process. Discuss Local LAMP, funding, environmental scope. This is in progress with initial meetings having been recently held with the RWQCB and County EHS.
- Compile Option cost estimates, draft more complete Financial Plan for various options. Identify potential Funding sources. This is in-work.
- Complete Alternatives Study, Prepare Public Presentation, Confirm Public Outreach Plan and Public Workshops, complete Public Workshop(s).
- Board Define Project, direct details of Project Description, Board Approval of Project Selection & Description.
- Confirm the first steps of the Proposition 218 process and confirm the schedule for the required steps..

Thank you for your continued support of the Los Olivos CSD and our efforts to resolve ground water quality issues through developing an appropriate technical solution for our sewerage needs. If you have any questions, please contact me at (805) 448-7033 or [tom.fayram.locsd@gmail.com](mailto:tom.fayram.locsd@gmail.com) or Douglas Pike, Interim General Manager, at (805) 331-3553 or [dpike@mnsengineers.com](mailto:dpike@mnsengineers.com).

Sincerely,  
Los Olivos CSD



*Interim General  
Manager for*

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Thomas Fayram  
Board of Directors, President

# AD HOC TECHNICAL COMMITTEE BRIEFING



**February 13, 2019**

## Business Item 8A

Presentation from the Technical Ad Hoc Committee on a General Strategy for Determination of a Technical Solution to the Wastewater Treatment and Ground Water Quality Responsibilities of the District.

- ✓ **OPTIONS**
- ✓ **CONCERNS**
- ✓ **APPROACH**

## **The Public is Advised:**

- 1. The following is for discussion purposes only. The District is in the process of exploring several potential solutions; no decision on a final solution has been made at this time; currently, there is no planned discussion on costs, fees, or assessments to residents or property owners in the District.*
- 2. The ad hoc technical committee is charged with developing the technical strategy and requirements that any proposed solution has to meet.*

# LOS OLIVOS WASTEWATER OPTIONS

## 1.No Project Option

This is considered a “non-option”

- As determined by the County Environmental Health Department & Regional Water Quality Control Board Studies and designation of Los Olivos as a “Special Problem Area” for water quality.
- Recent regulations require solution to be put in place prior to RWQCB Clean up and Abatement Order
- Pending SWRQCB determination that groundwater below Los Olivos is “impaired” or significantly degraded as a result of OWTS (nitrogens & pathogens)
- Others

# LOS OLIVOS WASTEWATER OPTIONS

## 2. Regional Solutions

1. To SYCSD w/Collection System and Interconnection
2. To Solvang w/Collection System and Interconnection

### Considerations (Solvang Example)

- **LOCSD - Design and Construct Local Collection System**
  - **Core and/or Residential**
  - **Mandatory Hookup/Connection (?) - regulatory driven**
- Solvang - Connection Fees
- Solvang - WWTP Upgrade \$\$ Participation
- LOCSD - New Interceptor Line Design & Construction to connection point
- LOCSD – New Upgrade From Connection Point to Lift Station
- LOCSD - Environmental/Permitting/Facilities Siting
  - Full Environmental Impact Report (EIR) Vs. Mitigated Negative Declaration (MND)
  - RWQCB, SB County, USACE, CDFWL, others for River Crossings (3), .....
- LOCSD - WW Storage/Metering & Pump Station (Capacity)
- LOCSD – Site Selection/Land/Lease/ROW/Utilities
- Solvang - Monthly Use Fee Structure
- LOCSD - Connection & Monthly Use Fees
- SY Community Planning Modification/Public Process
- LOCSD - Consultants: Engineering/Env./Survey/ROW Work

# LOS OLIVOS WASTEWATER OPTIONS

## 1. Local Solution Options

### A. Residential

- *Residential Based Collection and Treatment System*
- *Individual Advanced Treatment System (ATS)*

### B. Downtown Core

- *Individual ATS*
- *Select ATS & Select Collection System/Package Plant(s)*
- *Core Based Collection & Treatment System*

### C. Residential & Downtown Core

- *Select ATS & Select Collection System/Package Plant(s)*
- *Combined Core and Residential Collection and Treatment System*
- *Individual ATS*

## Collection & Treatment System

- **Design and Construct Local Collection and Treatment System**
- **Site Selection/Land/Lease/ROW**
  - Package Plant(s), Lift Stations, Effluent (Injection, percolation chambers, or leach-field), collection system, utilities ...
- **Hookup/Connection - Owner Responsibilities**
- **System Operation & Maintenance (O&M) and Compliance**
- **Environmental/Permitting**
  - Likely Mitigated Negative Declaration (MND)
  - RWQCB, USACE & CDFWL (Effluent Disposal)
- **Consultants: Engineering/Env./Survey/O&M/ROW/ .....**
- **LOCSD Hook-up Fee**
- **LOCSD Monthly Usage Fee**

# LOS OLIVOS WASTEWATER OPTIONS

## 1. Local Solution Options

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### C. Residential & Downtown Core

- *Select ATS & Select Collection System/Package Plant(s)*
- *Combined Core and Residential Collection and Treatment System*
- *Individual ATS*

## ATS

- **(Actual Costs ???)**
- Procurement, Installation, Operation & Maintenance
- Environmental/Permitting (Limited)
- Local Agency Management Program (LAMP) Requirements
  - Tier 2 currently, or
  - Tier 3/4 after RWQCB “Impaired” Determination
- LOCSD Fees



# LOS OLIVOS WASTEWATER CONCERNS

## Los Olivos' Problems

- Historic Indications of GW Problem
- Nitrogen/Pathogen Contamination
- Density & Surrounding Area
- Compliance with County and State Requirements (LAMP)

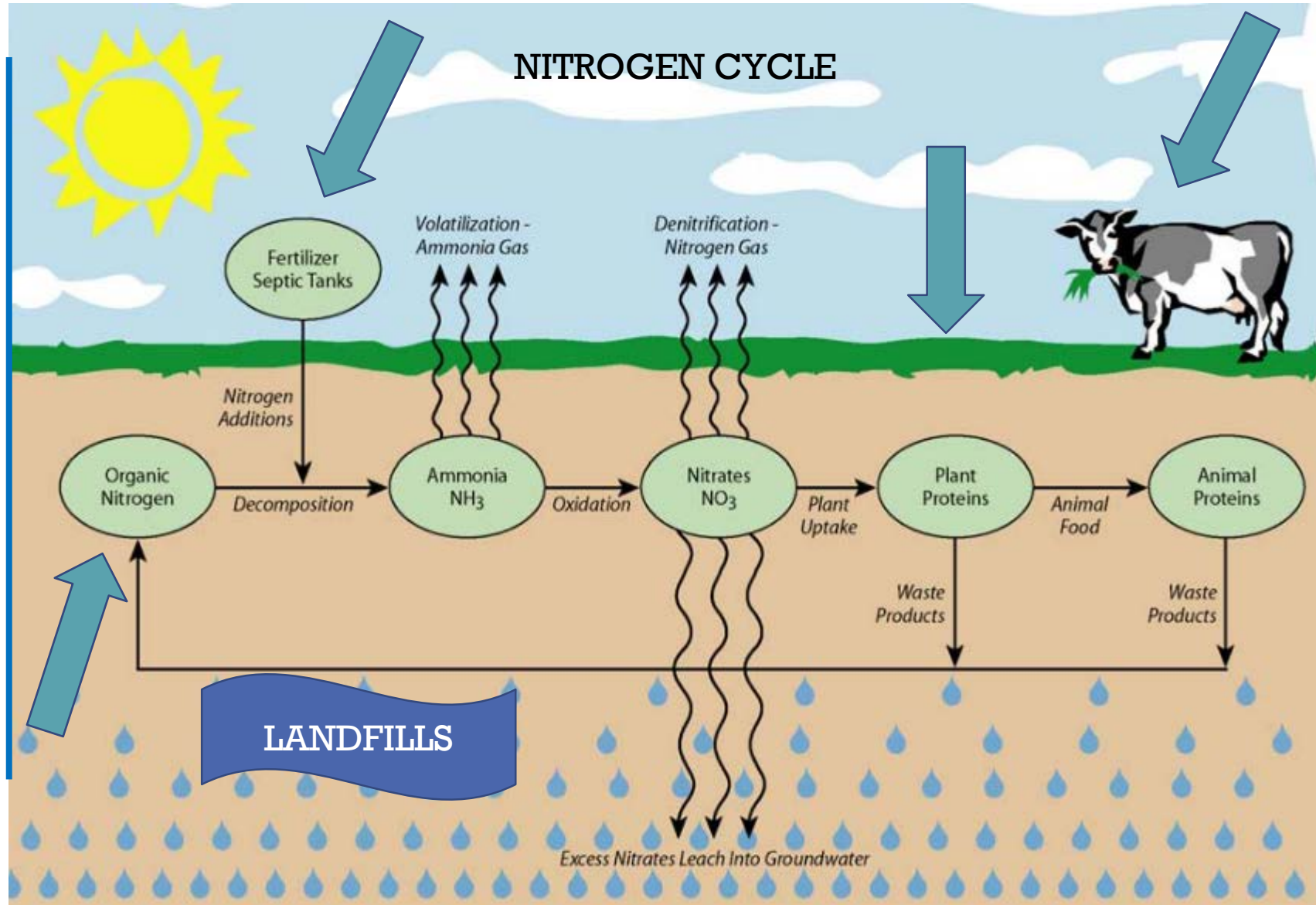


Los Olivos

# LOS OLIVOS WW TREATMENT CONCERNS

## Los Olivos' Problems

- Historic Indications of GW Problem
- Nitrogen/Pathogen Contamination ←
- Density
- Compliance with County and State Requirements (LAMP)





# LOS OLIVOS WW CONCERNS

## Los Olivos's Problems

- Historic Indications of GW Problem
- Nitrogen/Nitrate/Nitrite
- Density
- Compliance with County and State Requirements (LAMP)

## October 18 Drinking Water Standards

- EPA MCL – 10mg/L (N – Nitrite)
- CA MCL - 45mg/L (NO3 - Nitrate)

## 1977 Groundwater Sampling Results

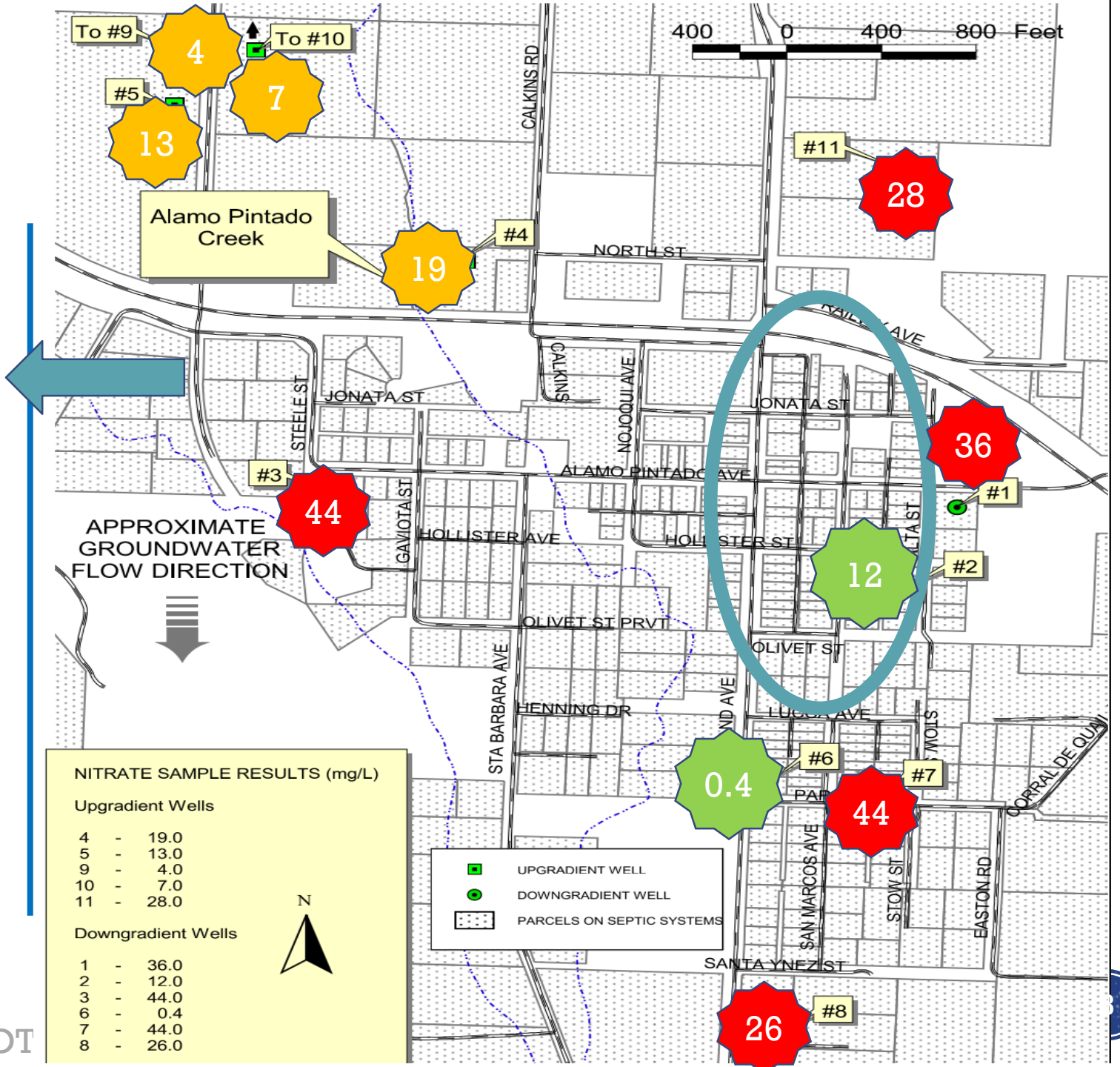
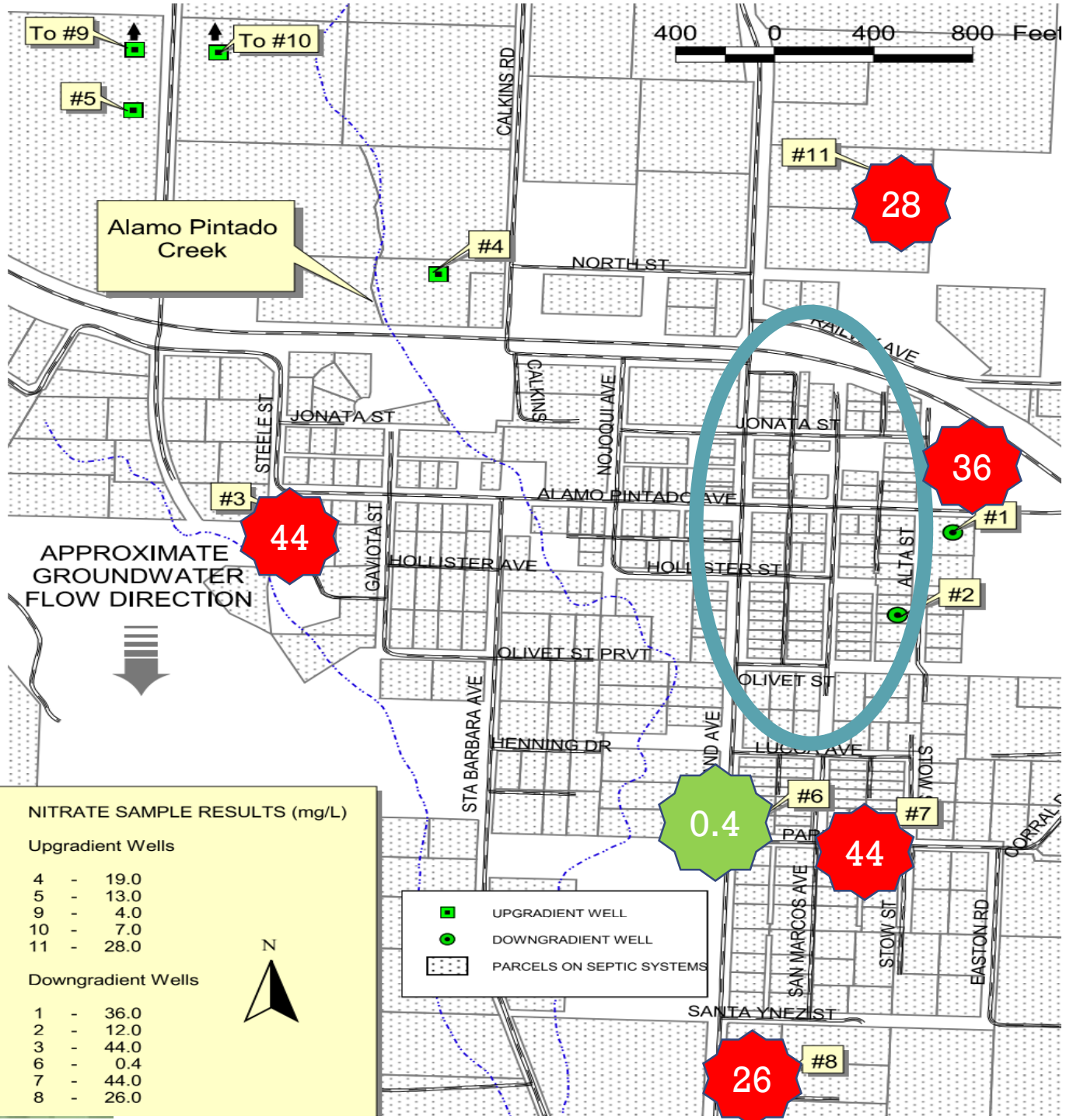
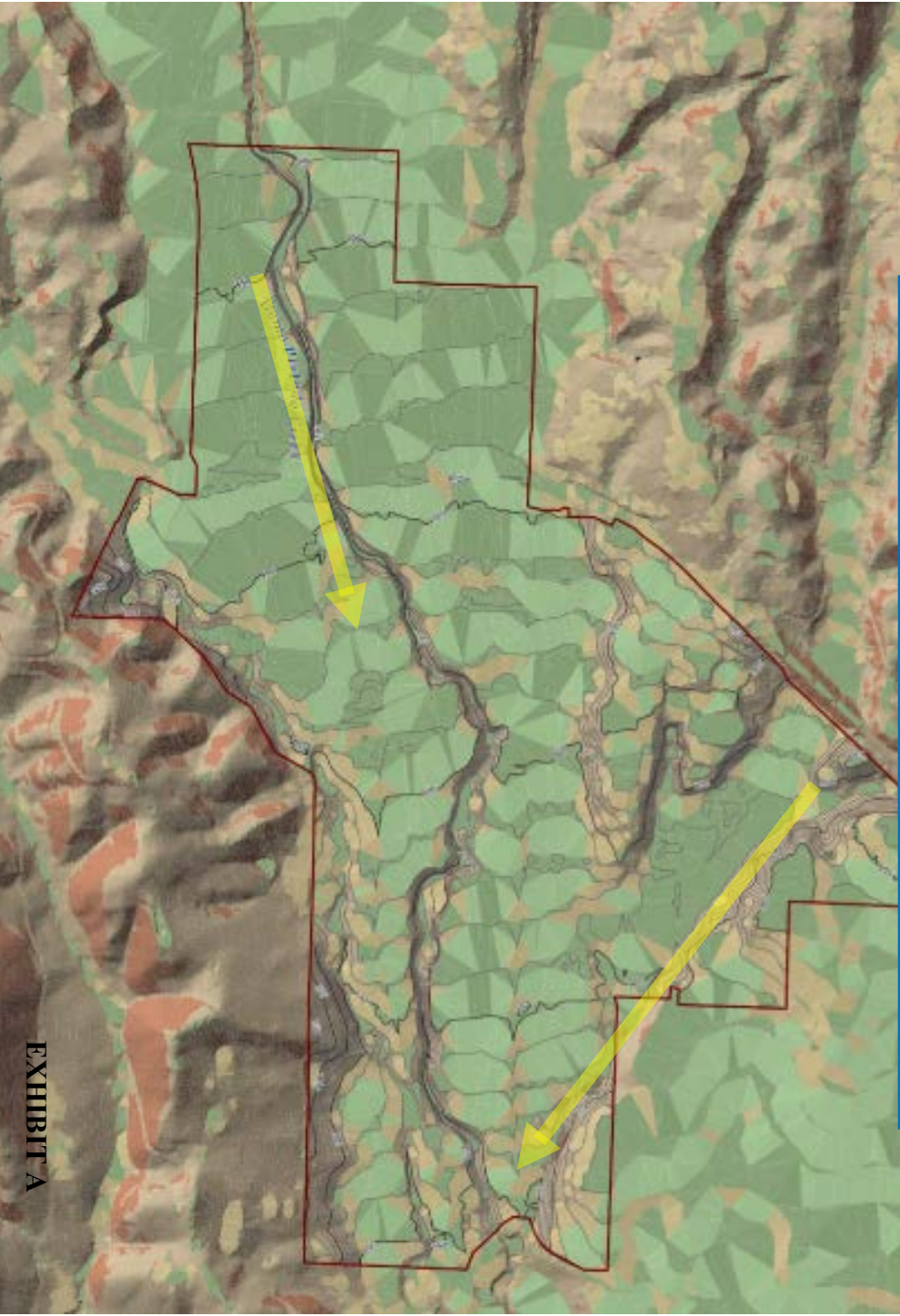


EXHIBIT A





# LOS OLIVOS WASTEWATER CONCERNS

## Los Olivos's Problems

- Historic Indications of GW Problem
- Nitrogen/Nitrate/Nitrite
- Density
- Compliance with County (LAMP), State and Federal Requirements



## Status

- SPD determined by Historic Studies of Nitrate Impacts
- SB County LAMP prescribes generic solutions
- Current Approach via Individual Residential & Business Solutions
- Pending RWQCB determination of “Impaired” GW in Los Olivos
  - ⚠ Determination Requires - Advanced Groundwater Protection Management Program (AGPMP)

- County EHS & RWQCB encourages LOCSD to develop an approach and solution

## Approach - Self Governance

- LAMP allows local agencies to develop customized management programs that address the conditions specific to that jurisdiction.

# LOS OLIVOS WASTEWATER APPROACH

## LOCS D

### Customized Management Program (LO AGPMP/LAMP)

- Strategic and Customized Programmatic Plan
- “Worst First” Tactic – Short Term
- Includes Contingency Design – Long Term
- Cutting Edge
  
- Everyone benefits:
  - Regulators – Compliance
  - Residents – Minimal Change & Economic Benefits
  - Core – Immediate Action

## Agency Support

### SB County Funded/Sponsored

- Nitrogen Loading Study
- Abandon Existing Monitoring Wells
- Ground Water Monitoring Plan (GWMP)
  - New Monitoring Wells/Testing Program
  - Water Quality Monitoring & Reporting
  - Geo & Hydrologic Data Gaps

### RWQCB Oversight

- State Grant Funding Advocate
- Technical Support
- Data Sharing
- Patience



# LOS OLIVOS WASTEWATER APPROACH

## “Worst First” Strategy – Phased Approach

*approved and overseen by the RWQCB*

### Phase I

- Core Collection and Treatment System
- LAMP Tier 2 Residential Compliance Standards
- Designed for Expansion, if necessary
- Could include select residential lots

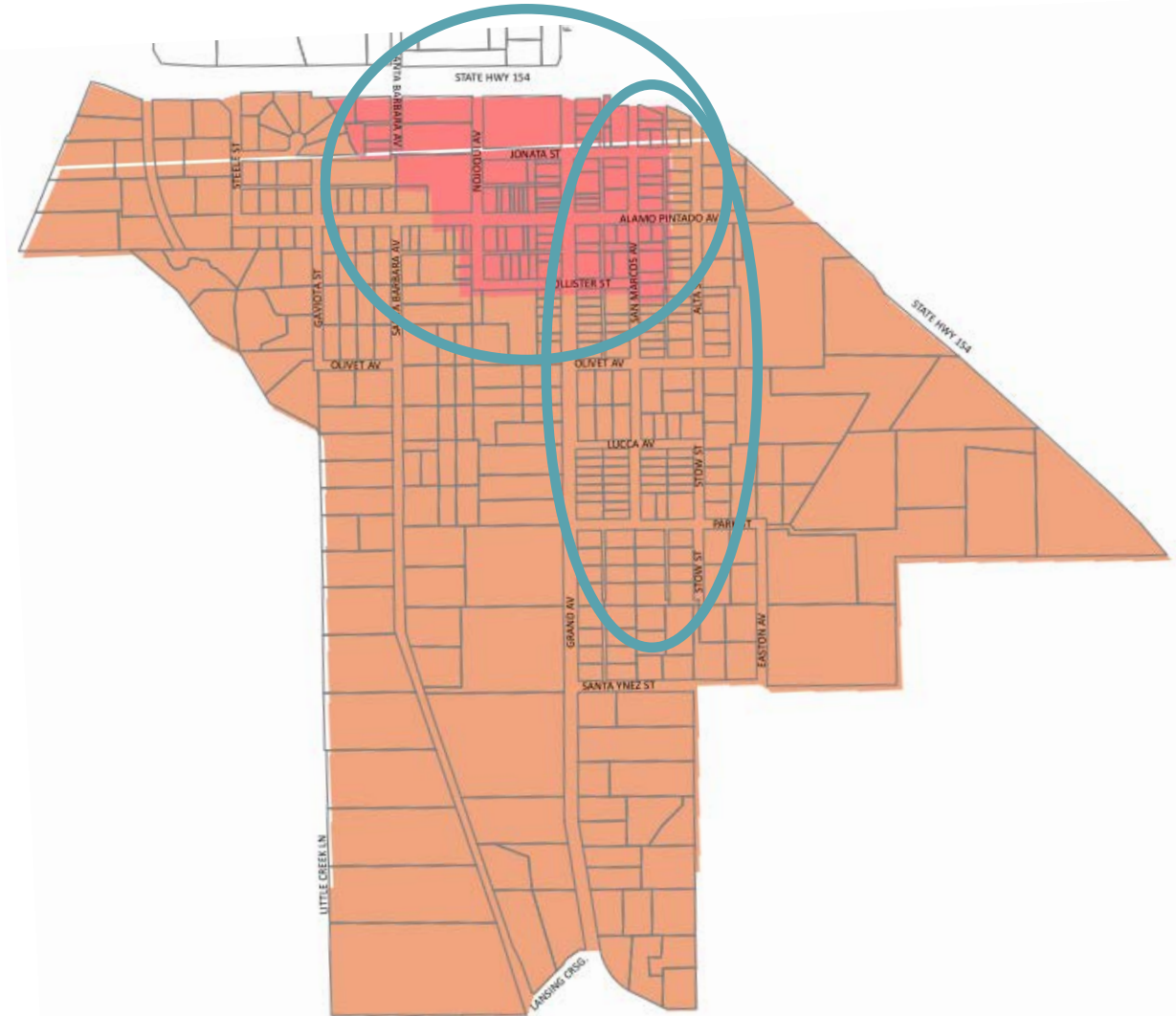
### Phase II

Based on results of County GWMP (5-10 years)

Residential Expansion into Core System **OR** ATS

Upgrades to Lamp Tier 2/3, if necessary

If necessary, Select Residential Expansion



# LOS OLIVOS WASTEWATER APPROACH

## Benefits of AGPMP:

- Places Decision Making Authority with the District
- Strategic long-term plan acceptable to regulators
- Stops the madness - Clarifies short-term residential standards
- Phased Implementation - “Worst First”
- Property Values will Benefit
- Solution paid for by End Users
- Establishes a LOCSD Governance Document/Strategic Plan



# LOS OLIVOS WASTEWATER APPROACH

## Action Items:

## Time Frame:

### RWQCB

- Brief on Strategy
- Seek Support
- Identify Funding Opportunities
- Request Los Olivos GW Report/Data
- Status “Impaired” Determination

### SB County EHS

- Brief on Strategy
- Seek Support
- Identify Funding Opportunities
- Request GWMP & Related Tasks

### LOCSD

- Develop Scope for Studies
- Seek Alternative Funding Options

### Immediate

- Must obtain support prior to “Impaired” Determination

### After RWQCB Briefing

- Incorporate RWQCB recommendations
- Seek Support
- Identify Funding Opportunities

### Immediate

- Scope required for funding

# QUESTIONS ???

## *REMINDER:*

- *This briefing was intended for discussion purposes only.*
- *The District is in the process of exploring several potential solutions;*
- *No decision on a final solution has been made at this time;*
- *Currently, there is no planned discussion on costs, fees, or assessments to residents or property owners in the District*



**LOS OLIVOS COMMUNITY SERVICES DISTRICT  
WW Treatment, Treatment and Reclamation  
Draft 3-Month Work Plan**

**DRAFT  
4-8-2019**

**Authority:**

The District shall have those powers and responsibilities set forth in the Community Services District Law, Government Code section 61100 et seq .. to collect, treat, or dispose of sewage, wastewater, recycled water. and storm water, in the same manner as a sanitary district. formed pursuant to the Sanitary District Act of 1923, Division 6 (commencing with Section 6400) of the Health and Safety Code. All other powers of the District shall be considered latent and require LAFCO approval to become active.

**Goals:**

Develop an outline 3-Month Plan to get us to a defined **Project Description** for the first phase of a wastewater treatment and reclamation system for the Los Olivos CSD. This 3-month plan shall generally include analysis of options for appropriate treatment options for the urban and rural elements, planning elements, technical elements, financial impacts, regulatory agency input, environmental and permitting input, and public input, of the options. Determine Phasing, appropriate and available funding options, including the required Proposition 218 process for parcel assessments within the District. Develop a robust outreach and public participation program, and maintain visibility, and transparency in the decision-making process.

**Potential Products/Memos/Letter Reports Addressing:**

1. A detailed 3-month working schedule with all major project components.
2. Define the Planning Process: Local LAMP? Phasing? Ground Water Monitoring Program?
3. A Public Review and Input Process Strategy.
4. Regulatory Considerations (County Environmental Health, RWQCB).
5. Environmental Considerations (CEQA, NEPA and Permitting Agencies).
6. Local, State and Fed funding opportunities & timeframes (get in line now versus later).
7. Integrate larger community projects proposed for private development.
8. Inventory & summary of existing studies - what's usable/applicable - identify gaps for additional study & define study scope
9. Create critical milestone timeline including Prop 218 election process, polling, election, filings, Engineers report; etc.
10. Limitations
11. possible partnerships/collaborations

Task	Description	Notes	Cost/ Budget	ACTION	WHO	DEAD- LINE
1	<b>CONCEPT DECISION PROCESS (3 Months)</b>					
a	Complete LAFCO Update Letter	LAFCO Requirement		Letter Demonstrating Forward Movement	IGM/Board	April 2019
b	Refine this 3-Month Work Plan in a Regular or Special Board Meeting	Planning		Provide input	Ad Hoc Tech Comte/IGM	April 2019

**LOS OLIVOS COMMUNITY SERVICES DISTRICT  
WW Treatment, Treatment and Reclamation  
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**DRAFT  
4-8-2019**

c	Determine Public review/ workshop, input process	Public Outreach		Assign ad-hoc Committee. Integrate timing with preparation to present data	ad-hoc Committee	April 2019
d	Refine Technical Options Presented by Ad Hoc Technical Committee, gather appropriate data for decision-making process	Technical Options		Council Input	Tech Ad Hoc Comte	April 2019
e	Obtain initial Regulatory Agency input to support the decision-making process. Discuss Local LAMP, funding, environmental scope	Regulatory Coord		County EHS, RWQCB, County Planning/BOS	Tech Ad-hoc Comte or other ad-hoc committee	April 2019
f	Determine Local Los Olivos Local Agency Management Plan (LAMP) process, if desired, including – Who will prepare, Goals, objectives, implementation and budget. Include Groundwater Monitoring Program scope and parameters	Regulatory Coord.		Assign Ad-hoc Technical committee or other ad-hoc committee	Tech Ad-hoc Comte or other ad-hoc committee	May 2019
g	Compile Options, environmental Process, cost estimates, funding info (Draft Financial Plan)	Technical Options		Prepare decision chart	Tech Ad-hoc Comte	May 2019
h	Draft more complete Financial Plan for various options. Identify potential Funding sources (CEH, RWQCB, SWRCB, Other)	Financial Plan		Assign to IGM or ad hoc committee. <b>Prop 218 Step</b>	IGM or Ad-Hoc Comte	June 2018
i	Board to discuss how & if we assist/support residents who have septic issues in the transition period from now until a wastewater system is available	Board		Create options to address this issue	Tech Ad-hoc Comte or other ad-hoc committee	May 2019
j	Complete Alternatives Study, Prepare Public Presentation, obtain Board approval	Technical Options		Draft Presentation, review in working meeting	Tech Ad-hoc Comte	June 2019
k	Confirm Public Outreach Plan and Public Workshops.	Public Outreach		Schedule public workshops. Send out Notices.	Board/IGM	June 2019
l	Complete Public Workshop(s)	Public Outreach		Advertise, prepare for and Hold Workshops	Board/IGM	July 2019
m	Board Define Project, direct details of Project Description	Technical Options		Draft Project Description	Tech Ad-hoc Comte/IGM	August 2019
n	<b>Board Approval of Project Selection &amp; Description</b>	<b>Board Action</b>		<b>Approve Project Description to be used as guide in all project pursuits, public conversation</b>	<b>Board</b>	<b>August 2019</b>
2	<b>CONCEPT DEVELOPMENT (After Project Selection)</b>					

**LOS OLIVOS COMMUNITY SERVICES DISTRICT  
WW Treatment, Treatment and Reclamation  
Draft 3-Month Work Plan**

**DRAFT  
4-8-2019**

a	Prepare Los Olivos Local Agency Management Plan (LAMP) (Includes Advanced Groundwater Protection Management Program (AGPMP))	Regulatory Coord.	\$30,000	Seek and obtain RWQCB Support, Hire Consultant and manage effort.	Ad Hoc Tech Cmte/IGM	2019
b	Investigate additional funding from County Health Department	Financial Plan			Tech Ad-hoc Comte/ other ad-hoc Comte.	2019
c	Pursue State planning grants/loans.	Financial Plan		Prepare List of active grant options. <b>Prop 218 Step</b>	Tech Ad-hoc Comte/ other ad-hoc Comte.	2019
d	Pursue Capital Project Construction funding grants and loans.	Financial Plan		Prepare List of active grant options. Consider a Formal Financial Plan	Tech Ad-hoc Comte/ other ad-hoc Comte.	2019-20
e	If the funding and financing plan includes the pursuit of State low interest loans/grants, meet with the State Water Resources Control Board staff to discuss the project, obtain Board approval to submit a funding application, and prepare the necessary funding application which will include a financial feasibility analysis.	Financial Plan		Specific pursuit of State Revolving water fund grant program	Tech Ad-hoc Comte/ other ad-hoc Comte.	2019-20
f	Prepare a facilities plan which develops the capital and O&M costs that will form the basis of the assessment and financing.	Financial Plan		<b>Prop 218 Step</b>	Ad Hoc Tech Cmte/IGM	2020
g	Develop a Prop 218 public outreach program. Select Consultant, Initial Meetings	Public Outreach, Financial Plan	\$1,800	<b>Hire Prop 218 Consultant. Prop 218 Step</b>	Tech Ad-hoc Comte/ other ad-hoc Comte.	2020
h	Prepare Siting Analysis	Technical Options		Assemble, analyze options	Ad Hoc Tech Cmte	2020
i	Legal Counsel Support on siting selection/property acquisition process	Property Acquisition		Closed Session of Board	Board/Legal Counsel	2020
<b>3</b>	<b>CONCEPT/PRELIMINARY DESIGN</b>					
a	Select Design Consultants -Geotech, Hydrogeologist, Civil	Design		Prepare RFP, Advertise and Interview.	Tech. Adv. Cmte/ GM	2020
b	Initiate Preparation of CEQA/NEPA compliance document		\$60,000	Environmental Consultant. <b>Prop 218 Step</b>	Environ. Consultant	2020

**LOS OLIVOS COMMUNITY SERVICES DISTRICT  
WW Treatment, Treatment and Reclamation  
Draft 3-Month Work Plan**

**DRAFT  
4-8-2019**

c	Select environmental consultant	Environ. & Permitting		Hire Consultant or through IGM Services. Assign to Ad-hoc Comte.	Tech Ad-hoc Comte/IGM	2020
d	Initial environmental process input to determine potential environmental document types, costs and timeframes. Determine potential permitting agencies, costs and timeframes.	Environ. & Permitting	\$0-\$1500	Environmental Consultant guidance on process	Env Consultant	2020
e	30% Design, prepare estimates for total project costs	Design	\$30,000	Design Completeness Suitable for completion of Environmental Process	Design Consultant	2020-21
f	Environ. Input on options considered/reference all previous studies.	Environ. & Permitting	\$3000	Create Guidance list/document for env. process	Environ. Consultant	2020-21
g	Prepare Preliminary Environmental Assessment and determine appropriate environmental document to pursue.	Environ. & Permitting	\$6,000	PEA to be completed by Consultant	Environ. Consultant	2020-21
h	Engineer to prepare Draft Environmental Exhibits (i.e Area of Potential Impact (APE) map, simplified exhibit maps as needed for Environmental Studies)	Design	\$5,000	Environmental Consultant or Engineer or IGM	Environmental or Design Consultant or IGM	2020-21
i	Board Action on siting	Board Action		Decision on acquisition process	Board	2020-21
j	Property Acquisition process	Property Acquisition		Consider making offer, escrow conditions pending funding.	Board/Legal Counsel/IGM	2020-22
k	Initiate Acquisition of property	Property Acquisition		Counsel initiate acquisition strategy	Board/Legal Counsel	2020-22
--	<b>PROP 218 STEPS FOR REFERENCE (WILL TAKE LONGER THAN 3-MONTH INITIAL PLANNING PERIOD)</b>					
a	Adopt a preliminary District budget.	Prop 218 Step	\$3,000			2020
b	Enact a Resolution of Intent to levy the assessment, authorize the Engineer's Report, and set the date for a public hearing.	Prop 218 Step				TBD
c	Prepare an Engineer's Report to allocate the costs to each parcel. I. Order the Engineer's Report. At a Board meeting, the District's Board orders an Engineer's Report on the proposed assessments. The Report must be prepared by a California registered and certified professional engineer.  II. Submittal of the Engineer's Report. The Engineer files the Report with the District Clerk for submission to the Board at a Board meeting.	Prop 218 Step	\$15,000			Two Board Meetings/ Actions

**LOS OLIVOS COMMUNITY SERVICES DISTRICT  
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4-8-2019**

	<p>III. Approve the Engineer's Report. At a Board meeting, the Board can either approve the Engineer's Report as submitted or modify the Report and then approve it.</p> <p>IV. At the same Board meeting as the approval of the Engineer's Report, or a subsequent Board meeting if the District prefers, the Board adopts a Resolution of Intent that:</p> <ol style="list-style-type: none"> <li>1) Declares the Board's intention to levy and collect an assessment for an identified fiscal year;</li> <li>2) Generally describes the purpose of the assessment;</li> <li>3) Describes in detail the proposed assessment calculations;</li> <li>4) Refers to the District by its distinctive designation and generally describe the District's location;</li> <li>5) Refers to the Engineer's Report on file with the Clerk for a detailed description of the improvements or services funded by the assessment, the District boundaries, and the proposed assessments;</li> <li>6) Gives Notice of a Public Hearing on the proposed assessment; and</li> <li>7) Adopts the procedure for tabulation and acceptance of protests.</li> <li>8) Optional: The Resolution of Intent may include the form of the notice that will be sent to property owners</li> </ol> <p><i>Through the Board's adoption of the Report, the District establishes compliance with Prop 218, which requires that:</i></p> <ul style="list-style-type: none"> <li>• <i>The District shall identify parcels (including government-owned parcels) that will be subject to the assessment because of the special benefits received by those parcels. Parcels owned by a public agency are subject to the assessment unless the agency can demonstrate by clear and convincing evidence that the agency's parcels receive no special benefits.</i></li> <li>• <i>The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the capital cost of a public improvement, the maintenance and operation expenses of a public improvement, or the cost of the property related service being provided.</i></li> <li>• <i>The District shall not impose an assessment that exceeds the reasonable cost of providing the proportional special benefit to a parcel.</i></li> <li>• <i>The District shall separate the general benefits from the special benefits conferred on a parcel. Only special benefits are assessable.</i></li> </ul>					
d	Provide notice of the public hearing. At least 45 days before the public hearing, the District mails a Notice of Public Hearing and an Assessment Ballot to the record owner of each parcel within the District.	Prop 218 Step	\$1500			45 day notice required
e	Conduct a public hearing and majority protest vote. VI. The Public Hearing a. At the time, date, and place stated in the Notice, the District shall conduct a public hearing on the proposed assessment. At the public hearing, the District shall	Prop 218 Step	\$6,000			After 45 day notice period

**LOS OLIVOS COMMUNITY SERVICES DISTRICT  
WW Treatment, Treatment and Reclamation  
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4-8-2019**

	<p>consider all interested persons' oral or written objections to, or protests of, the proposed assessment. At the public hearing, any person shall be permitted to present written or oral testimony. The public hearing may be continued from time to time.</p> <p>b. Prior to the end of the public testimony at the public hearing, an owner may submit, change, or withdraw his or her ballot.</p> <p>c. Note: Any interested person can submit a protest at the public hearing, but their protest is not counted toward the tabulation of ballots (to determine majority protest) unless the person is a property owner who completes and submits their ballot prior to the end of public testimony at the public hearing.</p>					
	<p>The Tabulation of Ballots after the Public Hearing.</p> <p>a. Ballots remain sealed until after the public hearing.</p> <p>b. The District shall designate an impartial person to tabulate the assessment ballots supporting or opposing the proposed assessment. An impartial person includes the District Clerk, but can be another designated impartial person.</p> <p>c. The impartial person shall unseal and tabulate the ballots in public view after the close of the public hearing so that all interested persons can meaningfully monitor the accuracy of the tabulation process. The impartial person shall tabulate the ballots in order to calculate whether there is a majority protest to the proposed assessment. The impartial person may use technological methods of tabulating the assessment ballots, including, but not limited to, punchcard or optically readable (bar-coded) assessment ballots.</p> <p>d. Ballots are weighted according to the proportional financial obligation of the affected property.</p> <p>e. While weighting the ballots by the amount of the assessment to be imposed upon the identified parcel for which each assessment ballot was submitted, if the ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment, then a majority protest exists.</p> <p>f. If a majority protest exists, then the proposed assessment increase is abandoned.</p>					Immediately after the Public Hearing.
f	<p>Board vote for approval to levy the assessment.</p> <p>a. Adopt the Resolution Levying the Increased Assessment. If there is no majority protest, then the Board may adopt a resolution confirming the annual assessment (Resolution Levying the Assessment) as originally proposed or as modified by the District.</p> <p>b. The District Clerk shall file the Resolution with the County Auditor in compliance with the County's deadlines for collection of the assessment through the property tax rolls, along with any documents required by the County.</p>	Prop 218 Step				Board meeting following hearing
g	<p>Report the amount of each assessment to the County Assessor's Office so that they can be incorporated into the next property tax roll.</p>	Prop 218 Step				TBD



Los Olivos Community Services District  
Wastewater Master Schedule  
DRAFT

ID	Task Name	Duration	Start	4/18	7/18	10/18	1/19	4/19	7/19	10/19	1/20	4/20	7/20	10/20	1/21	4/21	7/21	10/21	1/22
1	<b>ADMINISTRATIVE ORGANIZATIONAL STEPS</b>	<b>186 days?</b>	<b>Tue 5/1/18</b>	[Gantt bar from 4/18 to 1/19]															
2	Vote and Initial Misc Set-up Costs	1 day	Tue 5/1/18	[Bar]															
3	Interim Meeting Location, Brown Act Training,	30 days	Tue 5/1/18	[Bar]															
4	Secure CSD Attorney Services	14 days	Wed 8/1/18		[Bar]														
5	Secure CSD Interim General Manager	45 days	Wed 8/1/18		[Bar]														
6	Complete "Dry Period Funding" Agreement with County	45 days	Wed 8/1/18		[Bar]														
7	Obtain District Liability and Loss Insurance	30 days	Thu 8/16/18		[Bar]														
8	Obtain CSDA Membership	30 days	Thu 8/16/18		[Bar]														
9	Engage Chamber of Commerce																		
10	Complete Community Update/MailChimp Opt-In Contact Li	5 days	Thu 9/27/18			[Bar]													
11	Organize Board Committees	90 days	Wed 9/12/18			[Bar]													
12	Accounting and warrant issue services contract with County Auditor/Controller	30 days	Mon 10/1/18			[Bar]													
13	IRWM Participation	30 days	Tue 10/9/18			[Bar]													
14	Develop Plan for Hiring Permanent Part-time GM		Wed 1/9/19				[Bar]												
15	Develop Plan for Hiring Permanent Part-time District Coun:		Wed 1/9/19				[Bar]												
16	Scrub Assessment Parcels for legal Exemptions	21 days	Wed 11/14/18			[Bar]													
17	Develop new policies (Committees, Assessment Exemption	21 days	Wed 11/14/18			[Bar]													
18																			
19	<b>PROPOSITION 118 STEPS INTEGRATED WITH PLANNING, ENVIRONMENTAL, PRELIMINARY DESIGN, FINAL DESIGN AND CONSTRUCTION</b>																		
20	<b>PLANNING</b>	<b>454 days?</b>	<b>Tue 10/9/18</b>	[Gantt bar from 10/9/18 to 1/19]															
21	Complete LAFCO Extension Letter	43 days	Tue 10/9/18			[Bar]													
22	Inventory & summary of planning docs prepared to date	30 days	Wed 1/16/19				[Bar]												
23	Consider adequacy of existing studies.	30 days	Wed 1/16/19				[Bar]												
24	<New Task>																		
25	Pursue a State planning grants/loans.	132 days	Thu 8/1/19							[Bar]									
26	Pursue Capital Project Construction funding grants and loa	242 days	Thu 8/1/19							[Bar]									
27	Work with legal counsel to provide written advice to board on what options are available for CSD to support a public restroom solution in DT LO																		
28	Initiate a Prop 218 public outreach program.	360 days	Wed 1/9/19							[Bar]									
29	Prepare a facilities plan which develops the capital and O&M costs that will form the basis of the assessment and	30 days	Wed 1/16/19				[Bar]												
30																			
31	<b>CONCEPT SELECTION</b>	<b>170 days</b>	<b>Wed 3/13/19</b>	[Gantt bar from 3/13/19 to 1/19]															
32	Develop a funding and financing plan for the costs.	150 days	Wed 4/10/19							[Bar]									
33	Meet with the State Water Resources Control Board staff and County Environmental Health Staff to discuss the project	30 days	Wed 4/10/19							[Bar]									
34	Option Selection Process Step 1. Suggest narrow to no more than 3 options based on existing studies, with some supplemental information.	45 days	Wed 3/13/19				[Bar]												
35	Public Workshops	60 days	Wed 5/8/19							[Bar]									
36	Option Selection Step 2. Choose Preferred Option, pending environmental review.	1 day	Wed 8/14/19																
37																			
38	<b>CONCEPT/PRELIMINARY DESIGN</b>																		
39	30% Design, prepare estimates for total project costs	90 days	Wed 9/11/19																
40	Prepare Draft Environmental Exhibits (i.e Area of Potential Impact (APE) map, simplified exhibit maps as needed for Environmental Studies)	90 days	Wed 9/11/19																
41																			

Los Olivos CSD WWTP Project  
Date: Mon 4/8/19

Summary [Gantt bar] Task [Bar] Manual Milestone [Bar] Manual Progress [Bar]

Los Olivos Community Services District  
Wastewater Master Schedule  
DRAFT

ID	Task Name	Duration	Start	4/18	7/18	10/18	1/19	4/19	7/19	10/19	1/20	4/20	7/20	10/20	1/21	4/21	7/21	10/21	1/22
42	<b>ENVIRONMENTAL DOCUMENT</b>	194 days	Wed 11/13/19																
43	Hire professional environmental services consultant.	30 days	Wed 11/13/19																
44	Prepare preliminary Environmental Assessment and determine appropriate environmental Document to pursue.	7 days	Tue 1/14/20																
45	Document Options considered/reference all studies in environmental document.	30 days	Tue 1/14/20																
46	Prepare CEQA compliance document, distribute for review, hold public hearing and certify.	150 days	Tue 1/14/20																
47																			
48	<b>FINAL DESIGN</b>	120 days	Mon 8/10/20																
49	Complete 95% design plans, Specifications and Estimates. 100% pending agency permit completion.	120 days	Mon 8/10/20																
50																			
51	<b>PERMITTING</b>	120 days	Mon 8/10/20																
52	Prepare, submit, negotiate and obtain Environmental Agency Permits: RWQCB, County Encroachment Permit, Possible ACOE, CADFWL.	120 days	Mon 8/10/20																
53																			
54	<b>PROP 118 STEPS REMAINING</b>	214 days	Wed 1/8/20																
55	Adopt a preliminary District budget.	30 days	Wed 1/8/20																
56	Enact a Resolution of Intent to levy the assessment, authorize the Engineer's Report, and set the date for a	30 days	Wed 3/11/20																
57	Prepare an Engineer's Report to allocate the costs to each	90 days	Wed 3/11/20																
58	Provide notice of the public hearing.	45 days	Tue 7/14/20																
59	Conduct a public hearing and majority protest vote.	7 days	Wed 9/16/20																
60	Board vote for approval to levy the assessment.	7 days	Wed 10/14/20																
61	Report the amount of each assessment to the County Assessor's Office so that they can be incorporated into the next property tax roll.	7 days	Fri 10/23/20																
62																			
63	<b>ADVERTISE AND AWARD FOR CONSTRUCTION</b>	30 days	Fri 1/22/21																
64	Select CM/Inspection Services Consultant	14 days	Fri 1/22/21																
65	Advertise Minimum of two weeks with three published announcements in three publications with two having regional circulation. (Usually advertise 21-28 days)	30 days	Fri 1/22/21																
66	Bid Opening, bid evaluation, Board action for award & execution of Contract.	1 day	Mon 2/22/21																
67																			
68	<b>CONSTRUCTION</b>	240 days	Mon 2/22/21																
69	Noticing	7 days	Mon 2/22/21																
70	Construction	240 days	Mon 2/22/21																
71																			
72	<b>START-UP AND OPERATIONS</b>	14 days	Fri 1/21/22																
73	Plant Start-up	14 days	Fri 1/21/22																
74	Operations and Maintenance Phase	1 day	Wed 2/9/22																
75																			
76	Groundwater Monitoring Plan, Solution for Non-Centralized TREATMENT DISTRICT RESIDENTS	761 days	Wed 7/8/20																
77																			
78																			
79																			
80																			
81																			