

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



**LOS OLIVOS COMMUNITY SERVICES DISTRICT
REGULAR MEETING**

Posted: 11-10-2023

November 15, 2023, 6PM (PST)

**St Mark's in the Valley Episcopal Church, Stacy Hall
2901 Nojoqui 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/82515801920?pwd=VHFQd1VDZUVucFZXZEVEEdVhzVjhhOT09>

By Phone:

Meeting ID: 825 1580 1920 Passcode: 378600

One tap mobile +16694449171,,82515801920#,,,,*378600# US

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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 District cannot take action today on any matter not on the agenda, but a matter raised during Public Comments can be referred to District staff for discussion and possible action at a future meeting.

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 public comment not received.

5. GENERAL MANAGER'S DISTRICT STATUS REPORT

ADMINISTRATIVE 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 Administrative Agenda will be read only on the request of a member of the Board, in which event the matter may be removed from the Administrative Agenda and considered as a separate item.

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

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6. APPROVALS

A. APPROVAL OF MEETING MINUTES

- i. Meeting Minutes of October 16, 2023.
- ii. Meeting Minutes of October 24, 2023.

B. APPROVAL PAYMENT OF INVOICES RECEIVED BY NOVEMBER 1, 2023.

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

No.	Invoice Date	Invoice #	Provider	Amount
1	10/24/2023	84600	MNS – Engineering and Support Services	\$ 1,488.75
2	06/19/2023	74160	SDRMA – Insurance	\$ 2,932.81
3	10/06/2023	80599	Aleshire and Wynder - Legal Services	\$ 2,046.00
4	10/31/2023	202310	Savage – General Manager Services	\$ 4,050.00

Project	Vendor	To Date (inc. Above)	Remaining Authorization
Audit	Moss, Levy & Hartzheim, LLP	\$ 2,780.00	\$ 4,995.00

BUSINESS ITEMS:

7. AUTHORIZATION FOR PRESIDENT AND/OR GENERAL MANAGER TO SIGN DOCUMENTS AND CONTRACTS RELATED TO OCTOBER 16, 2023 GRANT APPLICATION TO THE COUNTY OF SANTA BARBARA, ENVIRONMENTAL HEALTH SERVICES (EHS)

On October 16, 2023, your Board approved submittal of a grant application to the County of Santa Barbara, Environmental Health Services (EHS). The grant application, in the amount of \$121,445, is for (1) the installation of three new groundwater monitoring wells and (2) testing of the three new wells plus two existing wells. Details of the application, including cost estimates and schedule can be found in the October 16, 2023 agenda packet at: <https://www.losolivoscsd.com/files/211066245/2023-10-16+Packet+Los+Olivos+CSD+Regular+Meeting.pdf>

The execution of the grant application and related contracts noted in the October 16, 2023 agenda item require signatures from the District. This item requests authority for the President and/or General Manager to sign all related application and contract documents, including, but not limited to, those shown in Table 1 below. Per existing expenditure processes, actual expenses will be brought to both the Finance Subcommittee and full Board of Directors for review and approval.

Activity	Entity or Contractor	Cost
Administration and project management	LOCSD	\$ 2,700
Well site location identification and project management	MNS Engineering	\$ 4,225
Encroachment Permits	County of Santa Barbara	\$ 1,200
Safety equipment - road signage and barriers	To be purchased	\$ 1,215
Installation oversight, reporting, coordination	GSI	\$ 33,200
Drilling and installation wells 3-5	BC2	\$ 69,673
Well testing wells 1-5	GSI	\$ 6,150
	Subtotal	\$ 115,662
Project Reserve (5%)		\$ 5,783
	Project Total	\$ 121,445

Table 1 - Anticipated expenses for Groundwater Monitoring Wells

INFORMATIONAL ITEMS:

These items are informational only, no action will be taken, and public comment not received.

8. REPORTS

A. SUBCOMMITTEE REPORTS

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

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

losolivoscsd@gmail.com, www.losolivoscsd.com

Notable upcoming meeting items:

December 2023 – Calendar year 2024 regular meeting schedule

January 2024 – Officer and subcommittee member selection / appointments

9. 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.

10. ADJOURNMENT

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



LOS OLIVOS COMMUNITY SERVICES DISTRICT

Posted: 10-11-2023

REGULAR MEETING

October 16, 2023, 6PM (PDT)

St Mark's in the Valley Episcopal Church, Stacy Hall

2901 Nojoqui 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:
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MEETING AGENDA

1. CALL TO ORDER

President Fayram calls the meeting to order at 6:00 PM.

2. ROLL CALL

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

Absent: None

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 District cannot take action today on any matter not on the agenda, but a matter raised during Public Comments can be referred to District staff for discussion and possible action at a future meeting.

President Fayram opens the floor to public comment.

Michelle de Werd, Sam Marmostein, Anna Marie Gott, Kahryn Lohmeyer, Brad Ross, and Mark Herthel 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 public comment not received.

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5. GENERAL MANAGER’S DISTRICT STATUS REPORT

GM Savage notes that the activities on tonight’s agenda including groundwater monitoring, administrative actions, and furthering engineering study are the current, important activities that should move the district forward.

ADMINISTRATIVE 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 Administrative Agenda will be read only on the request of a member of the Board, in which event the matter may be removed from the Administrative Agenda and considered as a separate item.

6. APPROVALS

A. APPROVAL OF MEETING MINUTES

- i. Regular Meeting Minutes of September 13, 2023.
- ii. Special Meeting Minutes of September 13, 2023.

B. APPROVAL PAYMENT OF INVOICES RECEIVED BY OCTOBER 2, 2023.

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

No.	Invoice Date	Invoice #	Provider	Amount
1	9/19/2023	84310	MNS – Engineering and Support Services	\$ 975.00
2	9/12/2023	79881	Aleshire and Wynder - Legal Services	\$ 1,012.00
3	10/1/2023	20239	Savage – General Manager Services and supplies	\$ 5,400.00

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit	Moss, Levy & Hartzheim, LLP	\$ 2,780.00	\$ 7,775.00

President Fayram opens the floor to public comment.

Anna Marie Gott speaks.

Counsel O’Neill responds to public comment regarding whether email addresses can or should be redacted, or not.

Motion to approve administrative items 6a and 6b, pending review by Counsel O’Neill.

Motion by: Director Palmer, second: Director Kennedy.

Voice vote: 5-0

BUSINESS ITEMS:

7. CONSIDERATION OF A GRANT APPLICATION REQUEST TO THE COUNTY OF SANTA BARBARA, ENVIRONMENTAL HEALTH SERVICES, FOR THE INSTALLATION OF THREE GROUNDWATER MONITORING WELLS AND TESTING OF FIVE GROUNDWATER MONITORING WELLS, IN AN AMOUNT OF \$121,445

The District has held prior conversations about the installation of groundwater monitoring wells, including as part of its annual budgeting process. Recent direction to staff included the development of a grant application to the County of Santa Barbara, Environmental Health Services (EHS) to obtain funding for the installation of three (3) new wells and one-time testing of the District’s two (2) existing wells and the three (3) new wells. The attached grant application fulfills your Board’s direction. The grant application was reviewed by the Grants Subcommittee and the Subcommittee recommends approval.

GM Savage introduces the item. He goes through the grant application request, which is being recommended by the Grants Subcommittee, in the amount of \$121,445. GM Savage describes the conversations with EHS and the Central Coast Regional Water Quality Control Board (CCRWQCB) that have driven the request, including information such as well locations and how the provided funding will flow. He touches on the timeline presented in the grant request.

President Fayram opens the floor to public comment.

Michelle deWerd provided a speaker’s slip, but her question was answered so she did not speak. Mark Herthel speaks.

Director Kennedy asks whether there are any provisions for overruns on costs. GM Savage responds that he included a 5% contingency. He adds that BC2, the drilling contract, actually completed their work under budget when drilling the first two groundwater monitoring wells.

Director Palmer asks about what is not included in the estimate. GM Savage responds that the on-going testing of wells is not included. Director Palmer asks if EHS or CCRWQCB will fund the on-going testing. GM Savage

President Fayram thanks GM Savage for his hard work to get things to this point.

Motion to approve the grant application from the County of Santa Barbara Environmental Health Services for the installation of the three groundwater monitoring wells and testing of all five wells in an amount of \$121,445.

Motion by: Director Kennedy, second: Director Parks.

Voice vote: 5-0

8. SELECTION OF BOARD OFFICER – VICE PRESIDENT

The LOCSO Board of Directors approved and adopted Resolution 23-02 on July 12, 2023. Effective September 13, 2023, Director Brad Ross resigned and Director Nina Stormo was appointed to the LOCSO Board of Directors. Director Ross held the office of Vice President. The Board of Directors will consider selection of a new Vice President.

President Fayram opens the floor to public comment.

Michelle de Werd and Kathryn Lohmeyer speak.

Counsel O'Neill clarifies that any nomination requires a nomination and a second.

Director Kennedy notes that she is interested in serving.

Director Parks nominates Director Kennedy to serve as Vice President, Director Palmer seconds.

President Fayram asks if there are any other nominations.

Voice vote 5-0

9. CONSIDERATION OF BOARD OF DIRECTORS SUBCOMMITTEE APPOINTMENTS

The LOCSO Board of Directors approved and adopted Resolution 23-01 on July 12, 2023. Effective September 13, 2023, Director Brad Ross resigned and Nina Stormo was appointed to fill the vacancy. Director Ross was a member of the Technical and Project Management subcommittees. The Board of Directors will consider appointment to subcommittees given the vacancies created by the departure of Director Ross. Consideration may include changes in appointments to other subcommittees beyond the Technical and Project Management subcommittees.

GM Savage introduces the item. He notes that current Subcommittee assignments include:

Finance: Directors Kennedy and Palmer

Grants: Directors Kennedy and Parks

Technical: Director Fayram

Project Management: Director Palmer

GM Savage notes that changes to existing committee assignments can also be made during this evening's meeting. President Fayram uses his prerogative to attempt to fill the two vacancies created by the departure of Mr. Ross without entertaining changes to the other Subcommittees.

Director Parks notes his interest in the Technical Subcommittee.

Director Palmer nominates Director Parks to the Technical Subcommittee, with Vice President Kennedy seconding.

Voice vote (5-0)

GM Savage reminds the Board that public comment is needed for the item. No public comment requests were received at the start of the item nor at this juncture, and the Board continues its discussion.

President Fayram notes that Director Stormo is not on any subcommittee. Director Stormo responds stating her interest in the Project Management Subcommittee.

Director Palmer nominates Director Stormo to the Project Management Subcommittee, with Vice President Kennedy seconding.

Voice vote (5-0)

10. CONSIDERATION OF A PROPOSAL AND CONTRACT WITH REGEN, LLC FOR DESIGN AND ENGINEERING SERVICES (30% DESIGN) FOR A HYBRID WASTEWATER COLLECTION SYSTEM

On August 24, 2023, the LOCSD Board of Directors reviewed a Hybrid Collection Solution and Implementation Zone approach developed by the Technical Subcommittee. At the September 13, 2023 General Meeting, the LOCSD Board preliminarily approved a contract with Regen to complete a 30% design on the Hybrid Collection Solution. After further discussion with Regen, a revised contract is being brought to the Board for consideration and approval. Per direction provided at the September 13, 2023 General Meeting, it is anticipated that the contract will only be signed once funding has been received to cover the cost.

GM Savage introduces the item. He includes in his comments that Regen is prepared to be on-site October 24th. He notes that the Board previously approved signing a contract with Regen once the \$70,000 was received. GM Savage describes the key deliverables of the contract. He adds that given the proposed Preservation of Los Olivos (POLO) approach to providing funding in a \$30,000 immediately plus \$40,000 at a later time. GM Savage comments that the \$30,000 will not get the District to the 15% review meeting. This is because, per Board direction, activities such as Value Engineering was moved earlier in the effort. GM Savage notes that he included a 15% review by the full Board prior to deciding what will be moved to 30% design level. He notes that a \$30,000 effort will not be of much value to the District, adding that it is a positive step, but not something to compare to the gravity fed 30% design. GM Savage suggests that if the Board decided to move forward today, the Board should be prepared to fund anything not funded by POLO.

President Fayram opens the floor to public comment.

Kathryn Lohmeyer, Anna Marie Gott, Mike Brady, and Mike Herthel speak.

Vice President Kennedy comments she would like to “get ‘er done.” Director Parks adds his support to move forward. President Fayram notes his desire to maintain the jurisdiction of any donated funds at the Board level. He comments that he wants to see at least one, maybe more, potential solutions be taken to the 30% level. He thanks POLO (Mr. Herthel) for their generosity. He also thanks Mr. Herthel for his clarification that the additional \$40,000 will come forward. He concludes his commentary by asking GM Savage to ensure that the 30% design plans are stamped by a certified California Engineer. Director Palmer thanks POLO for the generous offer and the Technical Subcommittee for their work. Director Stormo adds her support for moving forward.

Motion to approve the contract with REGEN LLC.

Motion by: Director Palmer, second: Vice President Kennedy

Voice Vote (5-0)

INFORMATIONAL ITEMS:

These items are informational only, no action will be taken, and public comment not received.

11. REPORTS

A. SUBCOMMITTEE REPORTS

Finance Subcommittee (Director Kennedy Chair)

Subcommittee met and recommended the invoices, that we have the funds to cover any shortage

Grants Subcommittee (Director Kennedy Chair)

GM Savage reminds Vice President Kennedy that the subcommittee met and recommended the groundwater monitoring well grant

Project Management Subcommittee (Director Palmer Chair)

Did not meet.

Technical Subcommittee (President Fayram Chair)

Did not meet.

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.

GM Savage walks through the attachments pointing out specifics of the timeline from the LAFCO presentation and noting that the District has approximately \$114,000 in its “checking” account; but that roughly \$40,000 of

those funds should be viewed as their operational reserve.

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.

Vice President Kennedy – nothing to report, thanks POLO again their support

Director Stormo – echos thanks to POLO

Director Parks – thanks POLO, notes that it feels like we are movign forward

Director Palmer – thanks POLO

President Fayram – echo thanks and notes that he and GM Savage travelled to Avila Beach to see the newly functioning Cloacina MBR treatment plant.

13. ADJOURNMENT

Motion to adjourn at 7:13 PM

Motion by: Vice President Kennedy, second: Director Parks

Voice vote 5-0

Respectfully submitted:



Guy W. Savage

General Manager – Los Olivos Community Services District

Approved:

President Fayram

Director – Los Olivos Community Services District

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



LOS OLIVOS COMMUNITY SERVICES DISTRICT

Posted: 10-21-2023

REGULAR MEETING

October 24, 2023, 6PM (PDT)

St Mark's in the Valley Episcopal Church, Stacy Hall

2901 Nojoqui Ave, Los Olivos CA 93441

Please observe decorum and instructions from the President

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MEETING AGENDA

1. CALL TO ORDER

President Fayram calls the meeting to order at 6:00 PM.

2. ROLL CALL

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

Absent: Director Palmer

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 District cannot take action today on any matter not on the agenda, but a matter raised during Public Comments can be referred to District staff for discussion and possible action at a future meeting.

President Fayram opens the floor to public comment.

No public speakers wish to speak.

BUSINESS ITEMS:

5. REPORT FROM REGEN, PLLC REGARDING COMMUNITY VISIT

The District agreed to a contract with REGEN, PLLC on October 16, 2023. Mr. Tristian Bounds from REGEN came for a pre-engineering design visit to the community. Per the agreed to contract, Mr. Bounds will provide a verbal report of his visit and the contract kickoff.

Tristian Bounds from REGEN provides a brief overview of his visit to the community.

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

losolivoscscd@gmail.com, www.losolivoscscd.com

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President Fayram opens the floor to public comment.

Anna Marie Gott and Mike Brady speak.

Director Stomo notes her desire to see a side-by-side comparison of options in the community. Mr. Bounds and GM Savage respond to her comments, with GM Savage noting that a gravity versus effluent comparison will be completed by an independent party, as previously discussed.

Vice President Kennedy asks about maintenance and operations costs, and the implementation of hybrid solutions such as the one we are exploring. Mr. Bounds he will provide those costs, including costs such as repair and replacement, utility costs – which he describes as a three-fold analysis. He comments that some examination of treatment site will impact costs.

Director Parks thanks Mr. Bounds for his visit and expresses his desire to see what he produces.

President Fayram asks about lowest and highest size of community for gravity and effluent sewers. Mr. Bounds responds that effluent tends to be better for smaller communities and offers the example of Lacey Washington as a small community that implemented effluent sewer. President Fayram closes with comments about how nice it is to get the effort started and for Mr. Bounds to have “boots on the ground” to understand the Los Olivos community.

6. ADJOURNMENT

Motion to adjourn at 6:15 PM

Motion by: Vice President Kennedy, second: Director Stormo

Voice vote 4-0

Respectfully submitted:



Guy W. Savage
General Manager – Los Olivos Community Services District

Approved:

President Fayram
Director – Los Olivos Community Services District

ITEM 6B – INVOICES

INVOICES

Special District Risk Management Authority



Property/Liability Program

Los Olivos CSD

Member Number: 7948

Statement of Activity

Statement as of: 10/27/2023

Date	Type	Reference Number	Description	Debit	Credit	Balance
6/19/2023	IN	74160	2023-24 PL Renewal Invoice	2,932.81	0.00	2,932.81
Statement Balance						2,932.81

Current	30 Days	60 Days	90 Days	120 Days
0.00	0.00	0.00	0.00	2,932.81

Special District Risk Management Authority
 1112 I Street, Suite 300, Sacramento, California 95814-2865
 Tel 916.231.4141 or 800.537.7790 Fax 916.231.4111
 www.sdrma.org

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Property/Liability Package Program Invoice

Program Year 2023-24

Los Olivos Community Services District

Post Office Box 345
Los Olivos, California 93441

Invoice Date: 06/19/2023
Invoice Number: 74160
Member Number: 7948

Property, Boiler/Machinery, Pollution, Cyber <i>Coverage for 0 reported item(s) valued at (including contents): \$0</i>	\$0.00
Mobile/Contractors Equipment <i>Coverage for 0 reported item(s) valued at: \$0</i>	0.00
General Liability*, Errors & Omissions, Employee & Public Officials Dishonesty <i>Certificates: 1 Non-Member Certificate(s)</i>	3,032.75
Auto Liability (includes \$50 charge for non-owned auto coverage) <i>Coverage for 0 reported item(s) valued at: \$0</i>	50.00
Auto Comp / Collision <i>Coverage for 0 reported item(s) valued at: \$0</i>	0.00
Trailers <i>Coverage for 0 reported item(s) valued at: \$0</i>	0.00

Gross Package Contribution	\$3,082.75
Earned CIP Credits (6)	-149.94
Longevity Distribution Credit	0.00
MemberPlus Online RQ Bonus	0.00
Other Discounts	0.00
Subtotal	\$2,932.81
5% Multi-Program Discount	\$0.00

Total Contribution Amount Due by 30 Days **\$2,932.81**

**Current Limit of Liability is \$2.5M for G/L, A/L and E&O (excluding outside excess liability limits)*

Please pay in full by the due date. If not, a late charge of one percent (1%) per month, twelve percent (12%) per annum, will be assessed on all sums past due. Imposition of this charge does not extend the due date for payment.

Remit Payment to:

Special District Risk Management Authority
P.O. Box 15677, Sacramento, California 95852

For invoice questions contact the SDRMA Finance Department at accounting@sdrma.org or 800.537.7790

Special District Risk Management Authority
1112 I Street Suite 300, Sacramento, California 95814-2865
Tel 916.231.4141 or 800.537.7790 | Fax 916.231.4111
www.sdrma.org



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: September 2023

Matter Description	Total Hours	Total Fees	Total Costs	Total Other Charges	Total Billed	Comments
0001 General	9.30	2,046.00	0.00	0.00	2,046.00	
TOTALS:	9.30	2,046.00	0.00	0.00	2,046.00	



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

October 6, 2023
 Bill No. 80599

For Legal Services Rendered Through 9/30/23

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

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
09/01/23	SON	TELEPHONE CONFERENCE WITH GUY RE MEETING AND AGENDA ITEMS; DRAFT RESOLUTIONS RE GRANT COMMITTEE ACCEPTING FUNDS	1.30	286.00
09/04/23	SON	CORRESPONDENCE WITH GUY RE POLO RESOLUTION	0.10	22.00
09/05/23	RMH	RESEARCH AND ANALYZE AUTHORITY OF CSD TO EXERCISE EMINENT DOMAIN POWERS AND EXTENT OF CSD AUTHORITY TO UTILIZE AND/OR MODIFY AND/OR CONSTRUCT PUBLIC STREETS CONSISTENT WITH GOVERNMENT CODE AND ESTABLISHED CASE LAW; PREPARE ANALYSIS RE SAME	1.40	308.00
09/06/23	KL	REVIEW EMAIL RE RESOLUTION 23-06 - ACCEPTING DONATION FROM POLO	0.10	22.00
09/06/23	SON	CORRESPONDENCE RE POLO, GRANT COMMITTEE RESOLUTIONS; STATUTORY AUTHORITY RE STREETS	0.40	88.00
09/08/23	KL	TELEPHONE CONFERENCE WITH GENERAL MANAGER RE RESOLUTION AND BROWN ACT	0.30	66.00
09/10/23	KL	REVIEW REGULAR AND SPECIAL MEETING PACKET	0.10	22.00

Date	Attorney	Description	Hours	Amount
09/11/23	KL	TELEPHONE CONFERENCE WITH FAYRAM RE BOARD MEETING	0.50	110.00
09/11/23	KL	REVIEW EMAIL RE MOTION RELATED TO REGEN CONTRACT; RESPOND TO SAME	0.10	22.00
09/12/23	KL	REVIEW EMAIL RE MOTION RELATED TO REGEN CONTRACT	0.10	22.00
09/13/23	KL	TELEPHONE CONFERENCE WITH SAVAGE RE CONFLICT QUESTION	0.20	44.00
09/13/23	KL	ATTEND REGULAR MEETING; SPECIAL MEETING	2.60	572.00
09/14/23	KL	REVIEW EMAIL RE POLO STATEMENT; REVIEW ATTACHMENT	0.10	22.00
09/15/23	CMC	REGEN CONTRACT: REVIEW, ANALYZE, EDIT REGEN CONTRACT	1.80	396.00
09/19/23	KL	REVIEW EMAIL REGARDING REGEN PROFESSIONAL SERVICES AGREEMENT	0.10	22.00
09/20/23	KL	REVIEW EMAIL REGARDING CONTRACT WITH REGEN; REPLY TO SAME	0.10	22.00
Total Professional Services			9.30	\$2,046.00

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
CMC	Christine M. Carson	1.80	220.00	396.00
KL	Keith Lemieux	4.30	220.00	946.00
SON	Steven O'Neill	1.80	220.00	396.00
RMH	Robert M. Hensley	1.40	220.00	308.00
Total Professional Services		9.30		\$2,046.00

CURRENT BILL TOTAL AMOUNT DUE

\$2,046.00

Balance Forward:

4,383.74

Receipts Since Last Bill

Date	Description	Total Applied
09/29/23	Wire Transfer Payment - Thank you	-3,371.74
	Less Total Payments	<u>-3,371.74</u>
Payments & Adjustments:		-3,371.74
Total Due:		<u>\$3,058.00</u>

Please return this page with remittance

to
Aleshire & Wynder LLP

Bill Number: 80599
Bill Date: October 6, 2023
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services:	2,046.00
Total Disbursements:	0.00
CURRENT BILL TOTAL AMOUNT DUE	<u>\$2,046.00</u>
Balance Forward:	4,383.74
Payments & Adjustments:	-3,371.74
Total Due:	<u>\$3,058.00</u>

Amount enclosed: _____

Thank You



201 N. Calle Cesar Chavez | Suite 300
Santa Barbara, CA 93103

Main: 805 692 6921

WWW.MNSENGINEERS.COM

- > CIVIL ENGINEERING
- > CONSTRUCTION MANAGEMENT
- > LAND SURVEYING

October 24, 2023

Project No: LOCSD.180392.00

Invoice No: 84600

Los Olivos Community Services District

P.O. Box 553

Los Olivos, CA 93441

Principal Jeffrey Edwards
Project Manager Douglas Pike
Project LOCSD.180392.00 District Support Services

This Invoice includes:

1. General District Support Tasks: \$440.00
2. Engineering Tasks:
 - a. General Support Tasks: Attend Meeting \$462.50
 - b. General Engineering Tasks GIS/CAD Exhibits: \$46.25
3. General Survey/GIS Tasks: Prepare Exhibits showing possible collection System by phase/zone: \$540.00

Professional Services for the Period: September 1, 2023 to September 30, 2023

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Administrative Support				
Project Coordinator	3.75	105.00	393.75	
Project Management				
District Engineer	.25	185.00	46.25	
Totals	4.00		440.00	
Total Labor				440.00
				Level 2 Subtotal
				\$440.00

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount	
Project Management				
District Engineer	2.75	185.00	508.75	
Totals	2.75		508.75	
Total Labor				508.75

Level 2 Subtotal	\$508.75
-------------------------	-----------------

Level 2 TASK03 Survey Tasks

Professional Personnel

	Hours	Rate	Amount	
Exhibits				
Supervising Technician	4.00	135.00	540.00	
Totals	4.00		540.00	
Total Labor				540.00
		Level 2 Subtotal		\$540.00
		Current Invoice Amount		\$1,488.75

Billing Backup

Tuesday, October 24, 2023

MNS Engineers, Inc.

Invoice 84600 Dated 10/24/2023

8:29:52 AM

Project LOCS.D.180392.00 District Support Services
 Level 2 TASK01 District Management

Professional Personnel

			Hours	Rate	Amount
Administrative Support					
Project Coordinator					
Zepeda, Mary	9/12/2023		1.00	105.00	105.00
File A&W Invoice; Update Budget Tracking Log based on Vendor Distribution Update; Follow-up with DP and GS re Election Bill Payment					
Zepeda, Mary	9/20/2023		.25	105.00	26.25
File MNS Invoice; Update Budget Tracking Log					
Zepeda, Mary	9/27/2023		2.50	105.00	262.50
Prepare A&W, GWS and MNS (2) Invoices for payment via FIN; Create and Process Single Payment Claims for A&W, GWS and MNS (2) Invoices for DP; Update Budget Tracking Log					
Project Management					
District Engineer					
Pike, Douglas	9/12/2023		.25	185.00	46.25
District Election Communications via FIN					
Totals			4.00		440.00
Total Labor					440.00
Level 2 Subtotal					\$440.00

Level 2 TASK02 Engineering Tasks

Professional Personnel

			Hours	Rate	Amount
Project Management					
District Engineer					
Pike, Douglas	9/6/2023		.25	185.00	46.25
Exhibit Maps update coordination					
Pike, Douglas	9/13/2023		2.50	185.00	462.50
Attend Board Meeting and Special Meeting					
Totals			2.75		508.75
Total Labor					508.75
Level 2 Subtotal					\$508.75

Level 2 TASK03 Survey Tasks

Professional Personnel

			Hours	Rate	Amount
Exhibits					
Supervising Technician					
Starr, Robert	9/6/2023		4.00	135.00	540.00
Updated exhibits and created new exhibit for possible collection system					
Totals			4.00		540.00
Total Labor					540.00

Level 2 Subtotal **\$540.00**

Project Total **\$1,488.75**

Total this Report **\$1,488.75**

INVOICE

FROM:

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

BILL TO:

Via electronic delivery
President Thomas Fayram
Los Olivos Community Services District
PO Box 345
Los Olivos, Ca 93441

Invoice #: 202310
Invoice Date: 10/28/2023

Dear President Fayram,

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 the number below or as authorized by the President.

Date	Description	Units	Rate	Amount
10/28/2023	General Manager Services - LOCSD (10/1/23-10/31/23) See Attached for Details	30	\$ 135.00	\$ 4,050.00
Total				\$ 4,050.00

Thank you for your continued support.



Email: GM.LOCSD@gmail.com

Date	Description	Hours	Rate	Amount
1-Oct	Finance meeting agenda	0.5	\$ 135.00	\$ 67.50
2-Oct	Regular meeting agenda	0.75	\$ 135.00	\$ 101.25
	Finance meeting agenda completion and post	0.5	\$ 135.00	\$ 67.50
	Website cleanup (remove Brad Ross, other adjustments)	0.5	\$ 135.00	\$ 67.50
4-Oct	Fayram conversation	0.25	\$ 135.00	\$ 33.75
5-Oct	LAFCO meeting	1.75	\$ 135.00	\$ 236.25
	POLO follow up	0.25	\$ 135.00	\$ 33.75
	County finance system training	1.25	\$ 135.00	\$ 168.75
6-Oct	Emails, meeting follow up	1.25	\$ 135.00	\$ 168.75
	Finance meeting	0.75	\$ 135.00	\$ 101.25
9-Oct	Website - cancel 10/11 add 10/16	0.5	\$ 135.00	\$ 67.50
	Regen discussion	0.25	\$ 135.00	\$ 33.75
	Finance meeting minutes	0.5	\$ 135.00	\$ 67.50
10-Oct	Regular meeting agenda and post	0.75	\$ 135.00	\$ 101.25
	CCRWQCB Groundwater Update letter	0.75	\$ 135.00	\$ 101.25
	Regen contract rework	1.25	\$ 135.00	\$ 168.75
12-Oct	POLO contract follow up	0.5	\$ 135.00	\$ 67.50
16-Oct	Meeting preparation	1.25	\$ 135.00	\$ 168.75
	Regular meeting	1.5	\$ 135.00	\$ 202.50
17-Oct	10/16 minutes	0.75	\$ 135.00	\$ 101.25
21-Oct	Board coordination for 10/24 meeting	0.5	\$ 135.00	\$ 67.50
	10/24 regular meeting agenda and post	0.75	\$ 135.00	\$ 101.25
22-Oct	Regen coordination	0.5	\$ 135.00	\$ 67.50
24-Oct	10/24 Regular meeting and minutes	0.75	\$ 135.00	\$ 101.25
	Rohrer PRA	0.25	\$ 135.00	\$ 33.75
25-Oct	Website updates	1.25	\$ 135.00	\$ 168.75
	Groundwater well, insurance, etc.	0.5	\$ 135.00	\$ 67.50
	Subcommittee meeting coordination	0.5	\$ 135.00	\$ 67.50
26-Oct	Quarterly update	0.75	\$ 135.00	\$ 101.25
27-Oct	Quarterly update	2.25	\$ 135.00	\$ 303.75
	Draft November agendas Finance, Technical, Project Management and (1.5	\$ 135.00	\$ 202.50
28-Oct	Finance subcommittee agenda	0.75	\$ 135.00	\$ 101.25
	Quarterly update	0.5	\$ 135.00	\$ 67.50
	Emails, billing follow up	0.75	\$ 135.00	\$ 101.25
	County finance system training	3	\$ 135.00	\$ 405.00
Totals		30.25	\$	4,083.75

ITEM 8B – GENERAL MANAGER REPORTS

GENERAL MANAGER REPORTS

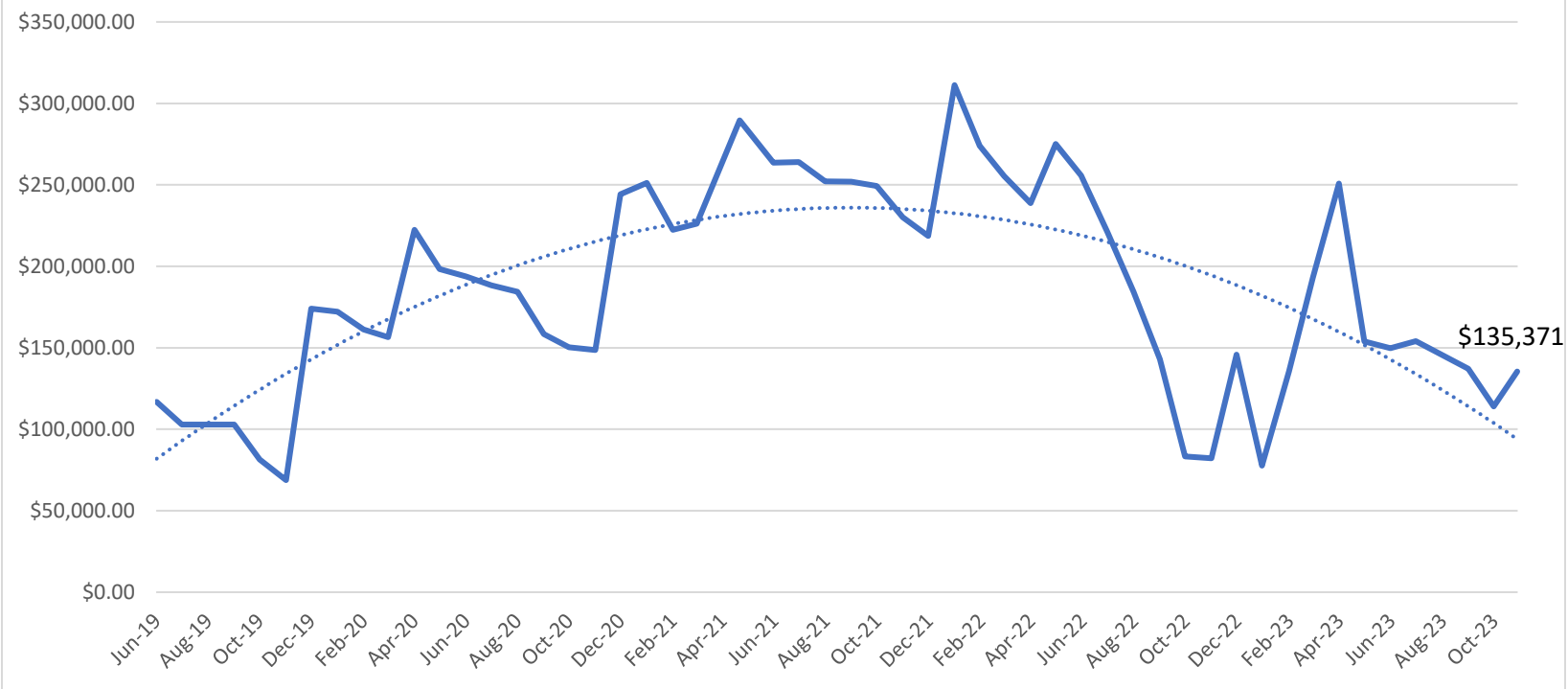
Summary Project Status Report

Audit (Moss, Levy & Hartzheim)	Budget: 	Schedule:
Waiting for bills from M, L & H – work complete		
REGEN – 30% Hybrid Collection Engineering Design	Budget: 	Schedule:
Initial site visit complete		

Other:

Meeting with CCWQCB and Solvang General Manager

Los Olivos CSD Cash Balance History



Cash Balances

As of: 10/28/2023
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund	10/1/2023 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	10/28/2023 Ending Balance
3490 -- Los Olivos CSD	114,054.13	30,000.00	759.59	0.00	9,442.25	135,371.47
Total Report	114,054.13	30,000.00	759.59	0.00	9,442.25	135,371.47

Financial Status

As of: 10/28/2023 (33% 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	10/28/2023 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	-6.50	-227,656.50	0.00 %
Taxes	227,650.00	-6.50	-227,656.50	0.00 %
Use of Money and Property				
3380 -- Interest Income	744.00	759.59	15.59	102.10 %
Use of Money and Property	744.00	759.59	15.59	102.10 %
Revenues	228,394.00	753.09	-227,640.91	0.33 %
Expenditures				
Services and Supplies				
7090 -- Insurance	2,934.00	0.00	2,934.00	0.00 %
7324 -- Audit and Accounting Fees	2,500.00	425.50	2,074.50	17.02 %
7430 -- Memberships	1,300.00	0.00	1,300.00	0.00 %
7460 -- Professional & Special Service	78,886.00	2,016.00	76,870.00	2.56 %
7508 -- Legal Fees	45,529.00	11,564.76	33,964.24	25.40 %
7510 -- Contractual Services	98,643.00	36,169.11	62,473.89	36.67 %
7530 -- Publications & Legal Notices	1,750.00	0.00	1,750.00	0.00 %
Services and Supplies	231,542.00	50,175.37	181,366.63	21.67 %
Expenditures	231,542.00	50,175.37	181,366.63	21.67 %
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	-49,422.28	-49,422.28	--

Financial Status

As of: 10/28/2023 (33% 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	10/28/2023 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
Net Financial Impact	0.00	-49,422.28	-49,422.28	--

General Ledger Trial Balance

As of: 10/28/2023
Accounting Period: OPEN

Selection Criteria: Fund = 3490

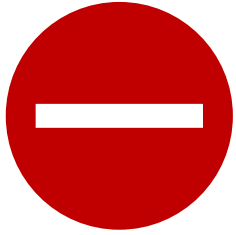
Layout Options: Summarized By = Fund; Page Break At = Fund

Fund 3490 -- Los Olivos CSD

	Beginning Balance 7/1/2023	Year-To-Date Debits	Year-To-Date Credits	Ending Balance 10/31/2023
Assets & Other Debits				
Assets				
0110 -- Cash in Treasury	154,050.07	35,571.62	54,250.22	135,371.47
0240 -- Interest Receivable	743.68	759.59	1,503.27	0.00
Total Assets	154,793.75	36,331.21	55,753.49	135,371.47
Total Assets & Other Debits	154,793.75	36,331.21	55,753.49	135,371.47
Liabilities, Equity & Other Credits				
Liabilities				
1010 -- Warrants Payable	0.00	2,296.00	2,296.00	0.00
1015 -- EFT Payable	0.00	47,733.87	47,733.87	0.00
1210 -- Accounts Payable	0.00	50,029.87	50,029.87	0.00
1730 -- Unidentified Deposits	0.00	0.00	30,000.00	-30,000.00
Total Liabilities	0.00	100,059.74	130,059.74	-30,000.00
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	4,074.85	4,827.94	-753.09
2810 -- Expenditures/Other Fin Uses	0.00	50,175.37	0.00	50,175.37
Total Equity	-154,793.75	285,792.22	236,369.94	-105,371.47
Total Liabilities, Equity & Other Credits	-154,793.75	385,851.96	366,429.68	-135,371.47
Total Los Olivos CSD	0.00	422,183.17	422,183.17	0.00

High Level Cutover Calendar for Dec 1 Go-Live

	MO	TU	WD	TH	FR	Date	Activity
October	2	3	4	5	6	10/6	Configuration Freeze: Configurations (included FDM) frozen for migration from Testing Tenant to Gold Tenant. Begin Change Control and Tracking.
	9	10	11	12	13	10/9-11/17	Critical Go-Live Activities: FDM Refinements, Integrations Testing, Data Extracts and Validations, Punch List Items, Critical Configuration Updates
	16	17	18	19	20	10/16	Silver Tenant: Copy of Gold Tenant created for Financial Accounting data loads/validations (Beginning Balances, Monthly Summaries, Budgets).
	23	24	25	26	27	11/9	2 Week Go Checkpoint: Steerco evaluates Go-Live readiness to affirm intent to Move to Production on Sunday 11/26.
November	30	31	1	2	3	11/10	Data Extract Deadline: Deadline for most data extracts to be provided to Accenture to load into Gold Tenant.
	6	7	8	9	10	11/20-11/22	Workday Delivery Assurance: Workday conducts final Configuration and Compliance Reviews in a copy of the Gold Tenant.
	13	14	15	16	17	11/22	48 Hour Go Checkpoint: Steerco evaluates Go-Live readiness to authorize Move to Production on Sunday 11/26.
	20	21	22	HOL		11/27	Move to Production: The County moves to a Production Tenant for Workday financials.
	27	28	29	30	1	11/17-12/8	Catch Up Work: Project Team completes postproduction data conversions, updates configurations, and records catchup transactions
Dec	4	5	6	7	8	12/4	Full Go-Live: County and Local Agency users are live in Workday Financials.
	11	12	13	14	15	12/11+	Open Labs: Project Team and Trainers host Open Labs for assist users processing transactions in production.



Cutoff Dates



SEPTEMBER							OCTOBER														NOVEMBER										DECEMBER																																	
M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F																									
18	19	20	21	22	25	26	27	28	29	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31	1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	1	4	5	6	7	8	11	12	13	14	15

11/30/23	Accounting System	Legacy Systems (FIN, Palette, RAMI)																												30	Workday						
10/2/23	Accounting Codes	POPAA Change (FIN)							POPAA Freeze																					FDM Request							
10/30/23	Vendor Changes	Vendors Change (FIN)														30	Vendor Change Freeze														Supplier						
11/6/23	Requisitions	Online Requisition (Palette)														6	Procurement Freeze														Requisition						
11/6/23	Payments	Claim, Travel Reimbursement, Disbursement UPL (FIN)														6	Payment Freeze														Supplier Invoice						
11/8/23	Budget Changes	Budget Journal Entry (FIN)														8	Budget Freeze														Budget Amendment						
12/4/23	Deposit JEs	Deposit Journal Entry (FIN)																												4	Cash Sale						
12/5/23	Journal Entries	Journal Entry (FIN)																												5	Journal						

LOCSO - Septic to Sewer / Water Reclamation Roadmap - WORKING DRAFT



Last Update: 11/9/2023

Task	2023	2024				FY 2023-24 Costs	FY 2023-24 Budgeted?	Total Costs
	Q4	Q1	Q2	Q3	Q4			
Board and Public Education								
Public workshops and outreach							Y	
Engineering / Design								
Collection Study						\$70k	Amended	\$70k
Treatment Study						\$90k+	N	\$90k+
Confirm Disposal Options							Y	
Siting options							Y	
Final Project Description							Y	
60% Design						\$50k	N	\$300k+
Assessment Engineer Report including benefit factors/rates							N	\$50k+
								Confirm timing with NV5
Environmental Review								
Environmental study, assessment and report (incl. public review)							N	\$150k+
								Confirm timing with Padre
Grants and Financing								
Develop financing plan							Y	
Seek grants and financing							Y	
Prop 218 - Property Owner vote on proposed project								
Polling for election feasibility							N	\$25K
Conduct Prop 218 workshops with public							N	
Voting process							N	\$125k
Monitoring Well(s)								
Find funding for well monitoring program							Y	
Drill three additional monitoring wells						\$121K	Amended	\$121k
Data from all five wells							Y	
Monitoring of wells, completed every 6 months (5 years)							N	\$12K
Total						\$331k+		\$943k+

By Funded / Unfunded

Task	2024					FY 2023-24 Costs	FY 2023-24 Budgeted?	Total Costs
	Q4	Q1	Q2	Q3	Q4			
FUNDABLE (Funds exist in existing budget)								
Public workshops and outreach							Y	
Confirm Disposal Options							Y	
Siting options							Y	
Final Project Description							Y	
Develop financing plan							Y	
Seek grants and financing							Y	
Find funding for well monitoring program							Y	
Data from all five wells							Y	
Collection Study						\$70k	Amended	\$70k
Drill three additional monitoring wells						\$121K	Amended	\$121k
UNFUNDED								
Treatment Study						\$90k+	N	\$90k+
60% Design						\$50K	N	\$300k+
Assessment Engineer Report including benefit factors/rates							N	\$50k+
Environmental study, assessment and report (incl. public review)							N	\$150k+
Polling for election feasibility							N	\$25K
Conduct Prop 218 workshops with public							N	
Voting process							N	\$125k
Monitoring of wells, completed every 6 months (5 years)							N	\$12k
Total						\$331k+		\$943k+

Confirm timing with NV5
Confirm timing with Padre

Legend:  Can be completed prior to (or without) a Final Project Description
 Cannot be completed prior to Final Project Description