

Lisa Palmer, President  
Tom Fayram, Vice President  
Mike Arme, Director  
Brian O'Neill, Director



POSTED 12-4-2020

**LOS OLIVOS COMMUNITY SERVICES DISTRICT**  
**Finance Committee Meeting, December 7, 2020, 10:00 a.m.**  
**VIA RING CENTRAL VIDEO CONFERENCE:**

Join from PC, Mac, Linux, iOS or Android: <https://meetings.ringcentral.com/j/1497827904> Or for browser connection visit <https://meetings.ringcentral.com/join> , enter meeting ID **149 782 7904**, Join Meeting  
Audio Can be via online connection or telephone - dial +1(623)404-9000 Meeting ID: **149 782 7904**

**The Public can listen and participate via this Conference Call**  
**Please observe decorum and instruction from Committee Chair**

**FINANCE COMMITTEE MEETING AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF MEETING MINUTES**

Approve minutes from the November 13, 2020 Finance Committee Meeting.

**4. DIRECTOR COMMENTS**

Directors will give reports on any meetings that they attended on behalf of the Committee and/or choose to comment on various Committee activities.

**5. PUBLIC COMMENTS**

Members of the public may address the Committee on any items of interest within the subject matter and jurisdiction of the Committee but not on the agenda today (Government Code - 54954.3). Speakers are limited to 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.

**6. INTERIM GENERAL MANAGER REPORT**

Interim General Manager Report on current assignments and general Committee business.

**7. BUSINESS ITEMS**

**A. Review and recommend to full Board of Directors payment of invoices to the District.**

1. 11-23-2020 MNS Invoice 76753 (Oct. Services) \$7,623.75
2. 12-1-2020 Aleshire & Wynder Invoice 59839 (Services through 11-19-2020) \$1292.00
3. Consider Other Bills That may be received before the Committee Meeting

**B. Review Budgets, Use of FIN System**

**C. Grant Process Review and cost tracking**

**8. Next Meeting:**

Friday, January 8, 2021, 10:00 a.m. **VIA RING CENTRAL MEETING**

**9. ADJOURNMENT** The Los Olivos Community Services District is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please call 805.946.0431 or email to [losolivoscscsd@gmail.com](mailto:losolivoscscsd@gmail.com). Any public records, which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at a location to be determined in Los Olivos, California 93441.

**Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 500-4098**  
[losolivoscscsd@gmail.com](mailto:losolivoscscsd@gmail.com), [www.losolivoscscsd.com](http://www.losolivoscscsd.com)



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

ENGINEERING  
 PLANNING  
 SURVEYING  
 CONSTRUCTION MANAGEMENT

November 23, 2020  
 Project No: LOCSD.180392.00  
 Invoice No: 76753

Los Olivos Community Services District  
 P.O. Box 553  
 Los Olivos, CA 93441

Principal Jeffrey Edwards  
 Project Manager Douglas Pike  
 Project LOCSD.180392.00 General Manager Services

This Invoice includes:

1. General District Management: \$4,808.75
2. WWTP Site Acquisition: \$385.00
3. Design Contract: \$600.00
4. GSI Contract \$300.00
5. Grant Management: 0.00
6. Jenzen Contract: \$0.00
7. Grant Work by MNS Grant Group \$1530.00

**Professional Services for the Period: October 1, 2020 to October 31, 2020**

Level 2 TASK01 District Management

**Professional Personnel**

	Hours	Rate	Amount	
Project Management				
Project Coordinator	6.75	105.00	708.75	
District Manager	25.50	200.00	5,100.00	
Totals	32.25		5,808.75	
<b>Total Labor</b>				<b>5,808.75</b>
				<b>Level 2 Subtotal</b>
				<b>\$5,808.75</b>

Level 2 TASK02 Engineering Tasks

**Professional Personnel**

	Hours	Rate	Amount
Project Management			
Senior Project Engineer	1.50	180.00	270.00

Project	LOCSD.180392.00	General Manager Services	Invoice	76753
General Consulting/Requested				
Supervising Engineer		1.50	190.00	285.00
Fund Development/Grant Applications				
Project Coordinator		12.00	105.00	1,260.00
Totals		15.00		1,815.00
<b>Total Labor</b>				<b>1,815.00</b>
			<b>Level 2 Subtotal</b>	<b>\$1,815.00</b>
			<b>Current Invoice Amount</b>	<b>\$7,623.75</b>

**Outstanding Invoices**

Number	Date	Balance
76271	10/23/2020	8,136.25
<b>Total</b>		<b>8,136.25</b>

# Billing Backup

Monday, November 23, 2020

MNS Engineers, Inc.

Invoice 76753 Dated 11/23/2020

5:03:56 PM

Project	LOCSD.180392.00	General Manager Services
Level 2	TASK01	District Management

## Professional Personnel

		Hours	Rate	Amount
Project Management				
Project Coordinator				
Zepeda, Mary	10/5/2020	.25	105.00	26.25
Check LOCSD Gmail Account for emails from Community Members				
Zepeda, Mary	10/12/2020	.25	105.00	26.25
Check LOCSD Gmail Account for emails from Community Members				
Zepeda, Mary	10/16/2020	2.00	105.00	210.00
LOCSD Website Update: File and Upload Regular and Finance Committee Meeting Minutes; Update Budger Tracking Log and prepare to process billing for Aleshire & Wynder and MNS Billing; Followup with BOE re Invoice for BOE File No. 19-004				
Zepeda, Mary	10/19/2020	2.00	105.00	210.00
Check LOCSD Gmail Account for emails from Community Members; Assist with the processing of Aleshire & Wynder and MNS Invoices, create backup documentation for FIN and update budget tracking log				
Zepeda, Mary	10/28/2020	1.00	105.00	105.00
Review Resolution File Review with DP for additonal actions required; Update Resolutions				
Zepeda, Mary	10/29/2020	1.25	105.00	131.25
Assist with the processing of BOE Invoice and create backup documentation for FIN and update budget tracking log; Update Resolutions				
District Manager				
Pike, Douglas	10/2/2020	2.00	200.00	400.00
Finance Committee Meeting Agenda				
Pike, Douglas	10/5/2020	2.00	200.00	400.00
Finance Committee Mtg Packet				
Pike, Douglas	10/6/2020	2.00	200.00	400.00
Finance Committee Packet Prep, including generating, creating and updating Financial and Project Management Accounting Reports. Water Board Communications				
Pike, Douglas	10/7/2020	2.00	200.00	400.00
General Meeting Agenda				
Pike, Douglas	10/9/2020	3.50	200.00	700.00
Regular Meeting Agenda and post (2)				
Finance Committee Meeting (1.5)				
Pike, Douglas	10/12/2020	3.00	200.00	600.00
Regular Meeting Packet				
Pike, Douglas	10/14/2020	2.00	200.00	400.00
Board Meeting Prep and Attend				
Pike, Douglas	10/20/2020	.50	200.00	100.00
Meeting change date				

Project	LOCSD.180392.00	General Manager Services	Invoice	76753	
Pike, Douglas		10/21/2020	1.00	200.00	200.00
		Communications with Hector at the County Elections Office re: process to appoint a Board Member			
Pike, Douglas		10/23/2020	.50	200.00	100.00
		Stantec Schedule, Meeting coordination, communications			
Pike, Douglas		10/26/2020	1.00	200.00	200.00
		Santa Barbara Co 2020/21 Spec Assmt/Direct Chgs			
Pike, Douglas		10/26/2020	1.00	200.00	200.00
		Various District Communications, new meeting date			
Pike, Douglas		10/27/2020	1.50	200.00	300.00
		GSI Meeting and communications			
Pike, Douglas		10/27/2020	1.00	200.00	200.00
		Stantec Communications re: water data			
Pike, Douglas		10/28/2020	.50	200.00	100.00
		General Communicatins and coordination meeting with ID1			
Pike, Douglas		10/28/2020	1.50	200.00	300.00
		Meeting and Transmittals to Stantec.			
Pike, Douglas		10/30/2020	.50	200.00	100.00
		EHS Meeting coordination with Lars Seifert & Tom Fayram			
		Totals	32.25		5,808.75
		<b>Total Labor</b>			<b>5,808.75</b>
				<b>Level 2 Subtotal</b>	<b>\$5,808.75</b>

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Level 2            TASK02            Engineering Tasks

**Professional Personnel**

			Hours	Rate	Amount
Project Management					
Senior Project Engineer					
Jaquez, Gregory		10/6/2020	1.00	180.00	180.00
		Review of draft WRFP application and process with L. Palmquist.			
Jaquez, Gregory		10/12/2020	.50	180.00	90.00
		Update on WRFP process to Doug Pike.			
General Consulting/Requested					
Supervising Engineer					
Yankee, Kent		10/2/2020	1.00	190.00	190.00
		Update exhibit per DSP edits to zoom in and clarify topographical information. Modify drawing sheet to have more adequate text size scaling for exhibit and check color table for desired output. Submit to DSP.			
Yankee, Kent		10/5/2020	.50	190.00	95.00
		Updates requested by DSP for meeting.			
Fund Development/Grant Applications					
Project Coordinator					
Palmquist, Linda		10/5/2020	2.25	105.00	236.25
		Develop Plan of Study			
Palmquist, Linda		10/6/2020	4.75	105.00	498.75
		Develop Plan of Study and meet with GJ			
Palmquist, Linda		10/8/2020	1.50	105.00	157.50
		Develop Assessment of information needed of Recycled Water Project Report			
Palmquist, Linda		10/13/2020	.50	105.00	52.50
		Develop Assessment of information needed of Recycled Water Project Report			

Project	LOCSD.180392.00	General Manager Services			Invoice	76753
Palmquist, Linda		10/14/2020	.50	105.00	52.50	
		Develop Assessment of information needed of Recycled Water Project Report				
Palmquist, Linda		10/15/2020	.50	105.00	52.50	
		Develop Assessment of information needed of Recycled Water Project Report				
Palmquist, Linda		10/20/2020	.50	105.00	52.50	
		Develop Assessment of information needed				
Palmquist, Linda		10/22/2020	.50	105.00	52.50	
		Develop Assessment of information needed				
Palmquist, Linda		10/26/2020	.50	105.00	52.50	
		Develop Assessment of information needed				
Palmquist, Linda		10/29/2020	.50	105.00	52.50	
		Prepare emails				
		Totals	15.00		1,815.00	
		<b>Total Labor</b>				<b>1,815.00</b>
					<b>Level 2 Subtotal</b>	<b>\$1,815.00</b>
					<b>Project Total</b>	<b>\$7,623.75</b>
					<b>Total this Report</b>	<b>\$7,623.75</b>



**ALESHIRE &  
WYNDER, LLP**  
ATTORNEYS AT LAW

ORANGE COUNTY | LOS ANGELES | RIVERSIDE | CENTRAL VALLEY

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December 1, 2020

VIA EMAIL ONLY: [dpike@mnsengineers.com](mailto:dpike@mnsengineers.com)

Mr. Doug Pike, Interim General Manager  
Los Olivos Community Services District  
P.O. Box 345  
Los Olivos, CA 93441

Re: **December 2020 Billing Statement (for services through 11/19/20);  
Aleshire & Wynder, LLP**

Dear Doug:

It has been a pleasure for our firm to provide you with legal services this year. Enclosed is our final billing statement for 2020. We are at that *one* time of the year where we ask our clients to expedite the processing and payment of all pending invoices. As you may know, we are a "cash basis" taxpayer and, to the maximum extent possible, seek to collect all outstanding invoices prior to December 31, 2020.

We would greatly appreciate it if the finance department processed payment of the enclosed invoice being mailed out now for services rendered through November 19, 2020.

As always, if you should have any billing questions, please feel free to contact me at (949) 223-1170. Thank you for your efforts in expediting the processing and payment so that we are in receipt of payment by close of business on December 31st. We wish you, and your staff, a happy holiday.

Sincerely,

ALESHIRE & WYNDER, LLP

Eileen Lee for  
G. Ross Trindle, III

Enclosure

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

Billing Period: November 1 thru November 19, 2020

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
<b>0001 General</b> (\$190 Blended: Atty / Paralegal / Law Clerk)	2.50	190	475.00	0.00	475.00	0.00	(Advisory/Transactional Svcs)
<b>TOTALS:</b>	2.50		475.00	0.00	475.00	0.00	





**ALESHIRE &  
WYNDER** LLP  
ATTORNEYS AT LAW

Federal Tax ID: 55-0814676

Orange County  
18881 Von Karman Ave., Suite 1700  
Irvine, CA 92612  
P 949.223.1170 • F 949.223.1180  
awattorneys.com

Los Olivos Community Services District  
Attn: Mr. Doug Pike, Interim General Manager  
2540 Alamo Pintado Avenue  
Los Olivos, CA 93441

December 1, 2020  
Bill No. 59839

For Legal Services Rendered Through 11/19/20

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

**PROFESSIONAL SERVICES**

Date	Attorney	Description	Hours	Amount
11/11/20	GRT	(PRA REQUEST) BRIEF EMAIL EXCHANGE WITH IGM RE IMPENDING PUBLIC RECORDS ACT REQUEST	0.30	57.00
11/18/20	GRT	(REGULAR MEETING) COMPLETE PREPARATION FOR AND ATTEND REGULAR MEETING VIA RING CENTRAL	2.20	418.00
<b>Total Professional Services</b>			<b>2.50</b>	<b>\$475.00</b>

**PROFESSIONAL SERVICES SUMMARY**

Code	Name	Hours	Rate	Amount
GRT	George "Ross" Trindle	2.50	190.00	475.00
<b>Total Professional Services</b>		<b>2.50</b>		<b>\$475.00</b>

<b>CURRENT BILL TOTAL AMOUNT DUE</b>	<b>\$475.00</b>
Balance Forward:	817.00
Payments & Adjustments:	-0.00
<b>Total Due:</b>	<b>\$1,292.00</b>

# Please return this page with remittance

to  
Aleshire & Wynder, LLP

**Bill Number:** 59839  
**Bill Date:** December 1, 2020  
**Client Code:** 01245  
**Client Name:** Los Olivos Community Services District  
**Matter Code:** 0001  
**Matter Name:** General

Total Professional Services	475.00
Total Disbursements	0.00
<b>CURRENT BILL TOTAL AMOUNT DUE</b>	<b><u>475.00</u></b>
Balance Forward:	817.00
Payments & Adjustments:	-0.00
<b>Total Due:</b>	<b><u>1,292.00</u></b>

Amount enclosed: \_\_\_\_\_

Thank You