

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



LOS OLIVOS COMMUNITY SERVICES DISTRICT Posted 01-28-2022
Finance Committee Meeting, January 31, 2022 6:00 PM
Please observe decorum and instruction from Committee Chair

FINANCE COMMITTEE MEETING AGENDA

This meeting will be held in person at St. Mark's In The Valley Episcopal Church, Common Room
2901 Nojoqui Ave, Los Olivos CA 93441

1. CALL TO ORDER

2. ROLL CALL

3. 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.

4. 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 (Gov. 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.

5. ADMINISTRATIVE AGENDA

A. APPROVAL OF MEETING MINUTES

Finance Committee Meeting Minutes of January 10, 2022.

6. BUSINESS ITEMS

A. Review and recommend to full Board of Director's payment of invoices to the District.

- 1 November 19, 2021, MNS Engineering Services, invoice #79151, (October) \$5,441.27 (Reapproval due to agenda error)
- 2 December 19, 2021, MNS Engineering Services, invoice #79312, (November) \$4,852.50
- 3 January 7, 2022, Aleshire and Wynder, LOCSO invoice # 65594 Legal Services (December) \$960.00
- 4 January 25, 2022, Robert Perrault, General Management Services (12-16-2021 to 1-25, 2022) \$4,455
- 5 January 21, 2022, Stantec, Invoice # 1878574 Basis of Design (November) \$2,815.00

B. Review Budget Reports (See Packet)

C. Grant Seeking Activity Report

D. Discussion Regarding Future Dates and Locations

7. 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. 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, www.losolivoscscsd.com

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



LOS OLIVOS COMMUNITY SERVICES DISTRICT Posted 01-06-2022
Finance Committee Meeting, January 10, 2022, 6:00 PM
Please observe decorum and instruction from Committee Chair

FINANCE COMMITTEE MEETING MINUTES

This meeting will be held in person at St. Mark's in the Valley Episcopal Church, Common Room
2901 Nojoqui Ave, Los Olivos CA

1. CALL TO ORDER: The meeting was called to order at 6:00 PM

2. ROLL CALL: Members present included: President Palmer, Vice President Fayram, and General Manager Perrault

3. DIRECTOR COMMENTS

President Palmer noted she and Mr. Perrault had attended the virtual IRWM meeting. Ms. Palmer indicated that approximately \$2,000,000 would be available in the next round of local funding for the Santa Ynez River and San Antonio Basins. Members discussed how qualified the district could be competing for this funding.

4. PUBLIC COMMENTS

There were no public comments.

5. ADMINISTRATIVE AGENDA

A. APPROVAL OF MEETING MINUTES

Finance Committee Meeting Minutes of November 29, 2021: A motion was made by Vice President Fayram to approve the minutes of November 29, 2022. The motion was seconded by President Palmer- The motion was approved with a 2-0 vote.

6. BUSINESS ITEMS

A. Review and recommend to full Board of Director's payment of invoices to the District.

- 1 November 19, 2021, MNS Engineering Services, invoice #79151, (October) \$4,337.50
- 2 December 7, 2021, GSI Water Solutions, invoice #876-001-11 \$911.25
- 3 December 1, 2021, Aleshire and Wynder, LOCSO invoice # 1245 Legal Services (November) \$2,500
- 4 December 15, 2021, Robert Perrault, General Management Services (11-15-12-15, 2021) \$3,375
- 5 December 21, 2021, Stantec, Invoice # 1871308, Design and Siting Study (November) \$33,001.20

Committee members reviewed and discussed the bills and invoices as presented. There was some discussion regarding The Stantec bill and questions regarding the Siting Study were responded to by Mr. Perrault. President Palmer noted she would like to see more information relative to a project summary noting the percentage of work completed and invoiced. Mr. Perrault noted he would follow up with Stantec. The supporting documentation for the Aleshire Bill was also reviewed by the Committee members.

A motion was offered by Vice President Fayram to recommend payment to the full Board of items 6A. 1-5. The motion was seconded by President Palmer. The motion was approved with a roll call vote indicating: Vice President Fayram aye and President Palmer aye, with no one opposed. The motion passed.

B. Review Budget Reports (See Attachments): The reports were reviewed and discussed by the Committee members

C. Grant Seeking Activity Report

MNS is in the process of completing a report on the Strategy. The report will be distributed as soon as it is completed. Committee members discussed the need to form partnerships with other agencies and organizations. Vice President Fayram

Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 500-4098
losolivoscscd@gmail.com, www.losolivoscscd.com

Noted that now he was retired he would become more active in this area and also suggested the district discuss funding Potentials with the County's Federal Liaison.

D. Discussion Regarding Future Dates and Locations

Dates and Future locations for Finance Committee were discussed. It was noted meeting would continue to be held in the the common room of ST Mark's. Dates may fluctuate according to committee member availability.

7. ADJOURNMENT: There bein no comment from the member of the public present the meeting was adjourned at 6:37 PM on a motion by President Palmer and a second by Vice President Fayram. The motion passed unanimously



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

ENGINEERING
 PLANNING
 SURVEYING
 CONSTRUCTION MANAGEMENT

November 19, 2021

Project No: LOCSD.180392.00

Invoice No: 79151

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 Support to the General Manager: \$4,337.50
2. Engineering Tasks:
 - a. WRF Grant Management: \$0.00
 - b. Stantec Contract Support: \$138.75
 - c. Site Acquisition - Surveyor Support: \$0.00
 - d. Site Acquisition - Engineering Support: \$0.00
 - e. Attend Technical committee meeting: \$0.00
 - f. Assessment Engineer: \$0.00
 - g. General Engineering Tasks: \$925

\$910 was discounted by MNS prior to preparation of this invoice.

Professional Services for the Period: October 1, 2021 to October 31, 2021

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Administrative Support				
Project Coordinator	20.50	105.00	2,152.50	
Project Management				
Engineering Technician	23.00	95.00	2,185.00	
Totals	43.50		4,337.50	
Total Labor				4,337.50

Reimbursable Expenses

Yankee, Kent					
9/2/2021	Yankee, Kent	USPS PO BUELLTON		34.80	
	Total Reimbursables		1.15 times	34.80	40.02
			Level 2 Subtotal		\$4,377.52

 Level 2 TASK02 Engineering Tasks

Professional Personnel

		Hours	Rate	Amount	
Project Management					
District Engineer		5.75	185.00	1,063.75	
Totals		5.75		1,063.75	
	Total Labor				1,063.75
			Level 2 Subtotal		\$1,063.75
			Current Invoice Amount		\$5,441.27

Outstanding Invoices

Number	Date	Balance
78994	10/22/2021	4,225.01
Total		4,225.01

Billing Backup

Friday, November 19, 2021

MNS Engineers, Inc.

Invoice 79151 Dated 11/19/2021

6:05:48 PM

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

Professional Personnel

			Hours	Rate	Amount
Administrative Support					
Project Coordinator					
Zepeda, Mary	10/1/2021		4.50	105.00	472.50
LOCS.D Website Update - Post Special Meeting Agenda and Agenda Packet and Finance Committee Meeting Agenda; Review Mail Chip, Gmail Account and Update Stakeholder List; Distribution Special Meeting Agenda to Board Members and Stakeholders/Interested Parties as requested by RP					
Zepeda, Mary	10/4/2021		1.50	105.00	157.50
District correspondence including emails in morning and before Special Meeting; Update LP and RP re Direct Mailer List for Properties within 500ft of Herthel and Gott Properties					
Zepeda, Mary	10/5/2021		.50	105.00	52.50
District correspondence including emails following Meeting; Update Stakeholder List					
Zepeda, Mary	10/6/2021		3.00	105.00	315.00
Update Stakeholder List; Update Sign-in Sheets and Restructure Administration File for Meeting Documents; Conference call with LP re Stakeholder List; Coordinate with TG regarding issuance of District Update					
Zepeda, Mary	10/7/2021		3.00	105.00	315.00
Response to RP re UPC; Update Vendor Reactivation Form for UPC and Resubmit for DP; ; Coordinate with TG re Direct Mailers; Assist with the Preparation of "Preliminary Design Process for Septic to Sewer Conversion Begins with \$150k State Matching Grant" Direct Mailers					
Zepeda, Mary	10/8/2021		2.50	105.00	262.50
Assist TG with Direct Mailer Printing; LOCS.D Website Update - Post and Distribute Regular Board Meeting Agenda; Prepare "Preliminary Design Process for Septic to Sewer Conversion Begins with \$150k State Matching Grant" Direct Mailers					
Zepeda, Mary	10/11/2021		2.00	105.00	210.00
District correspondence including emails; Final Review of Direct Mailers; Deliver Direct Mails to LO Post Office; LOCS.D Website - Upload Regular Meeting Agenda Packet and distribute Agenda Packet to Board Members					
Zepeda, Mary	10/20/2021		3.50	105.00	367.50
Prepare UPC & RP Invoices for payment via FIN and forward to DP for review and approval; Create Single Payment Claims within FIN for approved UPC and Robert Perrault Invoices; Update Budget Tracking Log; Prepare EHS Invoice Reimbursement Request Letter and forward to RP for review and approval for GSI Invoice 0876.001-7; Forward Missing Invoice GSI 0876.001-7 to EHS for reimbursement; File executed Resolution 21-05 and Regular Board Meeting Minutes (6/9/21); Update LOCS.D Website - Posted Regular Board Meeting Minutes (6/9/21)					

Project	LOCSD.180392.00	District Support Services	Invoice	79151	
Project Management					
Engineering Technician					
Gullikson, Taylor		10/6/2021	3.75	95.00	356.25
District Update finalzing, email distribution					
Gullikson, Taylor		10/7/2021	1.50	95.00	142.50
District Update direct mailers, email communication, Youtube video uploading					
Gullikson, Taylor		10/8/2021	4.00	95.00	380.00
Direct mailers-stuffing envelopes					
Gullikson, Taylor		10/13/2021	3.75	95.00	356.25
Emails, Youtube links to website, reaching out to Streamline, Calls w Mary					
Gullikson, Taylor		10/15/2021	.50	95.00	47.50
Doodle Poll creation and uploading meeting video					
Gullikson, Taylor		10/20/2021	2.50	95.00	237.50
Doodle Poll, Email communication					
Gullikson, Taylor		10/27/2021	1.50	95.00	142.50
LOCSD website/content calendar to do list					
Gullikson, Taylor		10/28/2021	2.50	95.00	237.50
Website improvements, prep for Streamline meeting					
Gullikson, Taylor		10/29/2021	3.00	95.00	285.00
Streamline meeting, website revamping					
Totals			43.50		4,337.50
Total Labor					4,337.50
Level 2 Subtotal					\$4,377.52

Level 2 TASK02 Engineering Tasks

Professional Personnel

			Hours	Rate	Amount
Project Management					
District Engineer					
Pike, Douglas		10/8/2021	.50	185.00	92.50
PRA Request assemble and transmit documents to Ross Trindle					
Pike, Douglas		10/13/2021	.50	185.00	92.50
PRA Request assemble and transmit documents to Ross Trindle					
Pike, Douglas		10/14/2021	.25	185.00	46.25
Street As-built Plans Transmitted to Stantec,					
Pike, Douglas		10/18/2021	.50	185.00	92.50
Data to Stantec (Cloacina info)					
Pike, Douglas		10/26/2021	2.00	185.00	370.00
Zoom Meetings with R. Perrault regarding progress updaates, proposals and Workshop Preparation (2)					
Design data to Autumn Glaeser (OLD P&S Analysis and formation mapping) (.5)					
Pike, Douglas		10/29/2021	1.00	185.00	185.00
Workshop Presentation					
Pike, Douglas		10/30/2021	1.00	185.00	185.00
Workshop Presentation					
Totals			5.75		1,063.75
Total Labor					1,063.75

Project	LOCSD.180392.00	District Support Services	Invoice	79151
			Level 2 Subtotal	\$1,063.75
			Project Total	\$5,441.27
			Total this Report	\$5,441.27

ADM105
LOCSP. 180392.00
DISTRICT SUPPORT SERVICES
DISTRICT MANAGER
WEST



BUELLTON
140 W HIGHWAY 246
BUELLTON, CA 93427-9721
(800)275-8777

09/02/2021 11:22 AM

Product	Qty	Unit Price	Price
US Flag Bklt/20	3	\$11.60	\$34.80

Grand Total: \$34.80

Credit Card Remitted \$34.80
Card Name: AMEX
Account #: XXXXXXXXXXXX1008
Approval #: 886965
Transaction #: 794
AID: A000000025010801 Chip
AL: AMERICAN EXPRESS
PIN: Not Required

USPS is experiencing unprecedented volume increases and limited employee availability due to the impacts of COVID-19. We appreciate your patience.

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

ENGINEERING
PLANNING
SURVEYING
CONSTRUCTION MANAGEMENT

December 19, 2021
Project No: LOCSD.180392.00
Invoice No: 79312

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 Support to the General Manager: \$3,048.75
2. Engineering Tasks:
 - a. WRF Grant Management: \$0.00
 - b. Stantec Contract Support: \$0.00
 - c. Site Acquisition - Surveyor Support: \$0.00
 - d. Site Acquisition - Engineering Support: \$0.00
 - e. Attend Technical committee meeting: \$0.00
 - f. Assessment Engineer: \$0.00
 - g. General Engineering Tasks: \$1,803.75

\$665 was discounted by MNS prior to preparation of this invoice.

Professional Services for the Period: November 1, 2021 to November 30, 2021

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Administrative Support				
Project Coordinator	9.75	105.00	1,023.75	
Project Management				
Engineering Technician	17.00	95.00	1,615.00	
District Engineer	1.00	185.00	185.00	
Fund Development/Grant Applications				
Senior Project Engineer	1.25	180.00	225.00	
Totals	29.00		3,048.75	
Total Labor				3,048.75

Level 2 Subtotal	\$3,048.75
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Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount	
Project Management				
District Engineer	9.75	185.00	1,803.75	
Totals	9.75		1,803.75	
Total Labor				1,803.75
				Level 2 Subtotal
				\$1,803.75
				Current Invoice Amount
				\$4,852.50

Outstanding Invoices

Number	Date	Balance
79151	11/19/2021	5,441.27
Total		5,441.27

Billing Backup

Sunday, December 19, 2021

MNS Engineers, Inc.

Invoice 79312 Dated 12/19/2021

12:39:05 PM

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

Professional Personnel

		Hours	Rate	Amount
Administrative Support				
Project Coordinator				
Zepeda, Mary	11/8/2021	.50	105.00	52.50
District correspondences including emails; Followup with TG re Transparency Certificate				
Zepeda, Mary	11/10/2021	4.00	105.00	420.00
Follow-up with RP re CSDA Invoice; Prepare A&W, CSDA, GSI, MNS and RP Invoices for payment via FIN and forward Invoice Approvals to DP for review and final approval; Update Budget Tracking Log; Prepare EHS Invoice Reimbursement Request Letter and forward to RP for review and approval; File new GSI Invoices; Follow-up with TG re Transparency Certificate				
Zepeda, Mary	11/12/2021	4.00	105.00	420.00
Create Single Payment Claims within FIN for approved A&W, CSDA, GSI, MNS and RP Invoices; Update Budget Tracking Log; Forward Pending Meeting Minutes and Resolution List; Followup with SBC Assessor's Office				
Zepeda, Mary	11/15/2021	.50	105.00	52.50
District correspondences including emails				
Zepeda, Mary	11/18/2021	.25	105.00	26.25
Update Stakeholder List - Returned District Mailers				
Zepeda, Mary	11/22/2021	.25	105.00	26.25
District correspondences including emails				
Zepeda, Mary	11/29/2021	.25	105.00	26.25
District correspondences including emails				
Project Management				
Engineering Technician				
Gullikson, Taylor	11/2/2021	5.50	95.00	522.50
Website updates, communications with Lisa and Bob				
Gullikson, Taylor	11/4/2021	3.50	95.00	332.50
Website updates - budget page, menu tabs, district updates				
Gullikson, Taylor	11/5/2021	2.00	95.00	190.00
Posting Agendas and website updates				
Gullikson, Taylor	11/8/2021	1.50	95.00	142.50
Revising agenda formatting, posting agendas onto website, and distributing to extended list.				
Gullikson, Taylor	11/10/2021	1.00	95.00	95.00
Uploading meeting video recording to Youtube, embedding on website, posting agenda items (7b)				
Gullikson, Taylor	11/12/2021	1.50	95.00	142.50
Posting/uploading regular meeting video, email (Stantec surveying) distribution, removing emails from list per email response, adding contacts				
Gullikson, Taylor	11/16/2021	.25	95.00	23.75
Emails (distributing letter)				

Project	LOCSD.180392.00	District Support Services			Invoice	79312
Gullikson, Taylor		11/18/2021	.50	95.00	47.50	
		Updating website and calendar Finance Committee mtg change				
Gullikson, Taylor		11/22/2021	.75	95.00	71.25	
		LOCSD agenda, cancellation notice review and website posting.				
Gullikson, Taylor		11/24/2021	.50	95.00	47.50	
		LOCSD agenda packet posting, editing carousel teaser				
		District Engineer				
Pike, Douglas		11/5/2021	.50	185.00	92.50	
		Financial Reports for Bob				
Pike, Douglas		11/22/2021	.50	185.00	92.50	
		Financial Reports				
		Fund Development/Grant Applications				
		Senior Project Engineer				
Jaquez, Gregory		11/5/2021	.25	180.00	45.00	
		Consultation on Urban Drought Relier and Small Community Drought Relief.				
Jaquez, Gregory		11/22/2021	1.00	180.00	180.00	
		Grant strategy meeting with Robert Perrault, Doug Pike, and Lisa Palmer.				
		Totals	29.00		3,048.75	
		Total Labor				3,048.75
					Level 2 Subtotal	\$3,048.75

Level 2 TASK02 Engineering Tasks

Professional Personnel

			Hours	Rate	Amount
Project Management					
		District Engineer			
Pike, Douglas		11/1/2021	2.00	185.00	370.00
		Workshop slides support			
Pike, Douglas		11/2/2021	.50	185.00	92.50
		Meeting between LOCSD and Cambria CSD Regarding Plant Operations			
Pike, Douglas		11/3/2021	3.00	185.00	555.00
		Workshop preperation and support			
Pike, Douglas		11/8/2021	1.00	185.00	185.00
		Action Plan Preparation: Excell Gantt Chart and tabular schedule			
Pike, Douglas		11/10/2021	.25	185.00	46.25
		Review and input to letter to Lars Seifert			
Pike, Douglas		11/15/2021	.25	185.00	46.25
		Email and phone call to Kelly Grey Re: how to best serve lower Stow Street sewage needs.			
Pike, Douglas		11/22/2021	.50	185.00	92.50
		Field Meeting with Ms. Grey regarding sewer for her street.			
		Atlas/as-built drawing request to Paeter Garcia SYRWCD ID1			
Pike, Douglas		11/22/2021	1.00	185.00	185.00
		Grant Strategy Meeting with Lisa, Bob and Greg Jaquez (1)			
Pike, Douglas		11/23/2021	1.00	185.00	185.00
		Support to Bob P. (Finance Reports, Questions on the Consultant Contract Summary, Grant Strategy and Grant Matrix Update)			
Pike, Douglas		11/30/2021	.25	185.00	46.25

2022 Grant Opportunity to Protect and Improve Waters From Non-Point Source Pollution

Totals	9.75	1,803.75	
Total Labor			1,803.75

Level 2 Subtotal	\$1,803.75
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Project Total	\$4,852.50
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Total this Report	\$4,852.50
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**ALESHIRE &
WYNDER** LLP
ATTORNEYS AT LAW

Peggy K. Middleton
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18881 Von Karman Avenue,
Suite 1700
Irvine, CA 92612
P (949) 223.1170
F (949) 223.1180

January 7, 2022

VIA EMAIL ONLY: robertjerrault51@gmail.com

Mr. Bob Perrault, General Manager
Los Olivos Community Services District
P.O. Box 345
Los Olivos, CA 93441

Re: **January 2022 Billing Statement (for services through 12/31/21);
Aleshire & Wynder, LLP**

Dear Bob:

Enclosed please find Aleshire & Wynder's billing statements for the month of January. Please note: For year-end purposes, last month's December bills covered a shortened service period (11/1/21 – 11/18/21). The enclosed January Bills include the remaining billed services from November 19, 2021, through December 31, 2021.

Should you have any questions or require additional information concerning the foregoing, please let me know.

Sincerely,

ALESHIRE & WYNDER, LLP

Peggy Middleton *for*
G. Ross Trindle, III

Enclosure

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: November 19 thru December 31, 2021

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
0001 General (\$200 Blended: Atty / Paralegal / Law Clerk)	4.80	200	960.00	0.00	960.00	0.00	(Advisory/Transactional Svcs)
TOTALS:	4.80		960.00	0.00	960.00	0.00	



**ALESHIRE &
WYNDER** LLP
ATTORNEYS AT LAW

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

Federal Tax ID: 55-0814676

Los Olivos Community Services District
Attn: Mr. Bob Perrault, General Manager
2540 Alamo Pintado Avenue
Los Olivos, CA 93441

January 7, 2022
Bill No. 65594

For Legal Services Rendered Through 12/31/21

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

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
12/03/21	GRT	(ROHRER PRA REQUEST) INITIAL REVIEW OF FOLLOW UP QUESTIONS ON PUBLIC RECORDS ACT RESPONSE AND RENEWED THREAT OF LITIGATION	0.40	80.00
12/06/21	GRT	(ROHRER PRA REQUEST) EMAIL EXCHANGES WITH BOARD PRESIDENT AND GENERAL MANAGER RE INITIAL REVIEW OF FOLLOW UP QUESTIONS ON PUBLIC RECORDS ACT RESPONSE AND RENEWED THREAT OF LITIGATION; DRAFT PROPOSED RESPONSE RE SAME	1.20	240.00
	GRT	(ROHRER INQUIRY) BRIEF EMAIL EXCHANGE WITH GENERAL MANAGER RESPONSE TO MRS. ROHRER RE FINANCE COMMITTEE CHANGE AND POSTING	0.10	20.00
12/07/21	GRT	(ROHRER PRA REQUEST) EMAIL EXCHANGE WITH BOARD PRESIDENT ON FINAL LANGUAGE; DRAFT FINAL LANGUAGE AND TRANSMITTAL	0.50	100.00
12/08/21	GRT	(REGULAR MEETING) COMPLETE PREPARATION FOR AND ATTEND REGULAR MEETING VIA ZOOM	1.70	340.00

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
12/09/21	GRT	(RESOLUTION 22-1) DRAFT RESOLUTION 22-1 SETTING DISTRICT'S MEETING SCHEDULE FOR 2022; DRAFT TRANSMITTAL TO GENERAL MANAGER RE SAME	0.90	180.00
Total Professional Services			<u>4.80</u>	<u>\$960.00</u>

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
GRT	George "Ross" Trindle	4.80	200.00	960.00
Total Professional Services		<u>4.80</u>		<u>\$960.00</u>

CURRENT BILL TOTAL AMOUNT DUE \$960.00

Balance Forward: 2,500.00

Payments & Adjustments: -0.00

Total Due: \$3,460.00

Please return this page with remittance

to
Aleshire & Wynder, LLP

Bill Number: 65594
Bill Date: January 7, 2022
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services	960.00
Total Disbursements	0.00
CURRENT BILL TOTAL AMOUNT DUE	<u>960.00</u>
Balance Forward:	2,500.00
Payments & Adjustments:	-0.00
Total Due:	<u>3,460.00</u>

Amount enclosed: _____

Thank You



ROBERT PERRAULT

1311 Crystal Cove Circle ☐ Grover Beach, CA 93433
(805) 668-7131 ☐ robertjperrault51@gmail.com

Date: 1/26/2022
To: Lisa Palmer
President, Los Olivos, Community Service District
PO Box 345,
Los Olivos CA, 93441

No. 622

Date	Description	Unit Hours	Total
1/26/22	General Management		
	Services provided to Los		
	Olivos Community Service Dist. For 12-16-21 to 1-26-2022	33	\$4,455
	Per attached detail		
		Total	\$4,455

**Total Due By:
Due Upon
Receipt**

Thank you for your business!

Robert J Perrault

Memo to: Lisa Palmer, President Los Olivos Board CSD, Board of Directors
From: Bob Perrault, General Manager
Subject: Invoice Detail December 16- January 25, 2022
Date: January 25, 2022

Date	Description	Hrs.	Amount
12-19	Respond to emails, Schedule Finance Committee, SDRMA	1	\$135.00
12-21	EHS extension request Review Stantec Bill	3	\$405.00
12-27	Project Description, RFQ EA, finalization, distribution	3	\$405.00
12-28	Project description, filing Election questionnaire w/County	1.5	\$202.50
1-2	Draft GSA Plan Comment Letter Work on Project Management	2	\$370.00
1-4	Discussion w/ Board President Prep and PMC meeting	2	\$370.00
1-5	Final Letter to GSA on Plan	1.5	\$202.50
1-6	Finance Committee Agenda revisions Board Agenda dev& rev. email comm W/ Board Pres. And legal counsel Attend GSA meeting	4	\$540.00
1-8	Finance Committee materials	2	\$370.00
1-9	Board materials development	2	\$370.00
1-10	Agenda packet distribution attend IRWM meeting , Finance Committee	3	\$405.00

1-12	Attendance at Board Meeting LAMP comments	3	\$405.00
1-13	Meeting follow-up review and Release BOD draft, change Finance and Board meeting dates Communication w/Stantec	3	\$405.00
1-18	Lamp revision and redistribution Set meeting for BOD Review Discussion w Engineer – CSDA	2	\$370.00
1-21	Zoom meeting Stantec/ BOD	1	\$135.00
1-25	Minute Preparation	2	\$135.00

Invoice Number	1878574
Invoice Date	January 21, 2022
Customer Number	163739
Project Number	184031368

Bill To

Los Olivos Community Service District
Douglas Pike
PO Box 345
Los Olivos CA 93441
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID
11-2167170

Project Description: Los Olivos Community Service District Project Design Services – Task Order No. 1 rev 01 (Loading Study)

Stantec Project Manager:	Glaeser, Autumn Lee
Authorization Amount:	\$296,750.00
Authorization Previously Billed:	\$49,595.70
Authorization Billed to Date:	\$52,410.70
Current Invoice Due:	\$2,815.00
For Period Ending:	December 24, 2021

email invoice to: robertjperrault51@gmail.com

Invoice Number

1878574

Project Number

184031368

Top Task 202

Basis of Design

Low Task 202.002

30 Percent Design

Professional Services

Category/Employee	Date	Hours	Rate	Current Amount
Poytress, Carrie Elizabeth	2021-11-22	2.75	228.00	627.00
Poytress, Carrie Elizabeth	2021-11-23	0.50	228.00	114.00
Poytress, Carrie Elizabeth	2021-11-29	0.25	228.00	57.00
		3.50		798.00
Sanchez Gomez, Reyna	2021-12-13	0.50	154.00	77.00
		0.50		77.00
Vernon, Matthew Joseph	2021-11-29	2.00	243.00	486.00
		2.00		486.00
Zukowski, Jonathan Thomas (Jonny)	2021-12-13	0.25	192.00	48.00
		0.25		48.00
Professional Services Subtotal		6.25		1,409.00

Low Task 202.002 Subtotal

1,409.00

Low Task 202.004

Project Management, Meetings, and Communication

Professional Services

Category/Employee	Date	Hours	Rate	Current Amount
Aronow, Gabriel I (Gabe)	2021-11-22	2.00	251.00	502.00
Aronow, Gabriel I (Gabe)	2021-11-29	0.50	251.00	125.50
		2.50		627.50
Glaeser, Autumn Lee	2021-11-22	2.00	217.00	434.00
Glaeser, Autumn Lee	2021-12-13	1.00	217.00	217.00
		3.00		651.00
Professional Services Subtotal		5.50		1,278.50

Low Task 202.004 Subtotal

1,278.50

INVOICE

Invoice Number

1878574

Project Number

184031368

Top Task 202 Total

2,687.50

Top Task 203

Third Party Siting Review

Low Task 203.001

Third Party Siting Review

Professional Services

Category/Employee

Date

Hours

Rate

Current
Amount

Soldo, Stephanie Hassoldt

2021-11-23

0.75

170.00

127.50

0.75

127.50

Professional Services Subtotal

0.75

127.50

Low Task 203.001 Subtotal

127.50

Top Task 203 Total

127.50

Total Fees & Disbursements

\$2,815.00

INVOICE TOTAL (USD)

\$2,815.00

Project Name: Septic to Sewer Preliminary Design Project
 Contract Order No.:
 Progress Report No.: **2**
 Ending Date: **24-Dec-21**

TASK SUMMARY

Task	Title	Authorized Budget	Billed to Date	Billed this Invoice	Total Billed	Status
201	Loading Study	\$ 19,862.00	\$ 16,846.00	\$ -	\$ 16,846.00	Complete
202	Basis of Design	\$ 266,750.00	\$ 28,073.00	\$ 2,687.50	\$ 30,760.50	In Progress
203	WWTP Siting Study	\$ 10,000.00	\$ 7,493.00	\$ 127.50	\$ 7,620.50	In Progress
Total Due this invoice				\$ 2,815.00		

TASK EXPENDITURE SUMMARY

WORK TASK	DESCRIPTION	ASSIGNED	EXPENDED PREVIOUSLY	EXPENDED THIS PERIOD	TOTAL EXPENDED	% OF FUNDS EXPENDED	% ACTUAL COMPLETED
201	Loading Study	\$ 19,862.00	\$ 16,845.50		\$ 16,845.50	85%	100%
202	Basis of Design	\$ 266,750.00	\$ 25,385.00	\$ 2,687.50	\$ 28,072.50	11%	11%
202.001	Basis of Design	\$ 13,876.00	\$ 13,320.00		\$ 13,320.00	96%	100%
202.002	30 Percent Design	\$ 173,048.00	\$ 10,695.00	\$ 1,409.00	\$ 12,104.00	7%	5%
202.003	60 Percent Design	\$ 51,040.00			\$ -	0%	0%
202.004	PM	\$ 28,786.00	\$ 1,370.00	\$ 1,278.50	\$ 2,648.50	9%	5%
203	Siting Study	\$ 10,696.00	\$ 7,326.00	\$ 127.50	\$ 7,453.50	70%	70%
203.001	3rd Party Review	\$ 45,212.00	\$ 7,326.00	\$ 127.50	\$ 7,453.50	16%	70%
CONTRACT TOTALS:		\$ 297,308.00	\$ 49,556.50	\$ 2,815.00	\$ 52,371.50	17.6%	18%

Los Olivos Community Service District

MONTHLY INVOICE

Project Name: Septic to Sewer Preliminary Design Project
 Contract Order No.:
 Progress Report No.: **2**
 Ending Date: **24-Dec-21**

TASK EXPENDITURE SUMMARY

WORK TASK	DESCRIPTION	ASSIGNED	EXPENDED PREVIOUSLY	EXPENDED THIS PERIOD	TOTAL EXPENDED	% OF FUNDS EXPENDED
201	Loading Study	\$ 19,862.00	\$ 16,845.50		\$ 16,845.50	85%
202	Basis of Design	\$ 266,750.00	\$ 25,385.00	\$ 828.00	\$ 26,213.00	10%
202.001	Basis of Design	\$ 13,876.00	\$ 13,320.00	\$ 486.00	\$ 13,806.00	99%
202.002	30 Percent Design	\$ 173,048.00	\$ 10,695.00	\$ 125.00	\$ 10,820.00	6%
202.003	60 Percent Design	\$ 51,040.00			\$ -	0%
202.004	PM	\$ 28,786.00	\$ 1,370.00	\$ 217.00	\$ 1,587.00	6%
203	Siting Study	\$ 10,696.00	\$ 7,326.00	\$ -	\$ 7,326.00	68%
203.001	3rd Party Review	\$ 45,212.00	\$ 7,326.00		\$ 7,326.00	16%
	CONTRACT TOTALS:	\$ 297,308.00	\$ 49,556.50	\$ 828.00	\$ 50,384.50	16.9%

184031368

**% ACTUAL
COMPLETED**

100%

10%

100%

5%

0%

5%

70%

70%

17%

Page 2 of 2

Project Name: Septic to Sewer Preliminary Design Project
 Progress Report No.: 1
 Ending Date: 19-Nov-21

TASK SUMMARY

Task	Title	Authorized Budget	Billed to Date	Billed this Invoice	Total Billed	Status
201	Loading Study	\$ 19,862.00	\$ 16,846.00	\$ 251.00	\$ 17,097.00	Complete
202	Basis of Design	\$ 266,750.00	\$ 28,073.00	\$ 25,385.00	\$ 53,458.00	In Progress
203	WWTP Siting Study	\$ 10,000.00	\$ 7,493.00	\$ 7,365.20	\$ 14,858.20	In Progress
Total Due this invoice				\$ 33,001.20		

TASK EXPENDITURE SUMMARY

WORK TASK	DESCRIPTION	ASSIGNED	EXPENDED PREVIOUSLY	EXPENDED THIS PERIOD	TOTAL EXPENDED	% OF FUNDS EXPENDED	% ACTUAL COMPLETED
201	Loading Study	\$ 19,862.00	\$ 16,845.50	\$ 251.00	\$ 17,096.50	86%	100%
202	Basis of Design	\$ 266,750.00	\$ -	\$ 25,385.00	\$ 25,385.00	10%	11%
202.001	Basis of Design	\$ 13,876.00	\$ -	\$ 13,320.00	\$ 13,320.00	96%	100%
202.002	30 Percent Design	\$ 173,048.00	\$ -	\$ 10,695.00	\$ 10,695.00	6%	5%
202.003	60 Percent Design	\$ 51,040.00			\$ -	0%	0%
202.004	PM	\$ 28,786.00	\$ -	\$ 1,370.00	\$ 1,370.00	5%	5%
203	Siting Study	\$ 10,696.00	\$ -	\$ 7,365.20	\$ 7,365.20	69%	70%
203.001	3rd Party Review	\$ 45,212.00	\$ -	\$ 7,365.20	\$ 7,365.20	16%	70%
CONTRACT TOTALS:		\$ 297,308.00	\$ 16,845.50	\$ 33,001.20	\$ 49,846.70	16.8%	17%

Los Olivos Community Service District

MONTHLY INVOICE

Project Name: Septic to Sewer Preliminary Design Project
 Contract Order No.:
 Progress Report No.: **2**
 Ending Date: **24-Dec-21**

TASK EXPENDITURE SUMMARY

WORK TASK	DESCRIPTION	ASSIGNED	EXPENDED PREVIOUSLY	EXPENDED THIS PERIOD	TOTAL EXPENDED	% OF FUNDS EXPENDED
201	Loading Study	\$ 19,862.00	\$ 16,845.50		\$ 16,845.50	85%
202	Basis of Design	\$ 266,750.00	\$ 25,385.00	\$ 828.00	\$ 26,213.00	10%
202.001	Basis of Design	\$ 13,876.00	\$ 13,320.00	\$ 486.00	\$ 13,806.00	99%
202.002	30 Percent Design	\$ 173,048.00	\$ 10,695.00	\$ 125.00	\$ 10,820.00	6%
202.003	60 Percent Design	\$ 51,040.00			\$ -	0%
202.004	PM	\$ 28,786.00	\$ 1,370.00	\$ 217.00	\$ 1,587.00	6%
203	Siting Study	\$ 10,696.00	\$ 7,326.00	\$ -	\$ 7,326.00	68%
203.001	3rd Party Review	\$ 45,212.00	\$ 7,326.00		\$ 7,326.00	16%
	CONTRACT TOTALS:	\$ 297,308.00	\$ 49,556.50	\$ 828.00	\$ 50,384.50	16.9%

184031368

**% ACTUAL
COMPLETED**

100%

10%

100%

5%

0%

5%

70%

70%

17%

Page 2 of 2

Report : Financial Status (Real-Time)

Selection Criteria: Fund = 3490

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

Last Updated: 1/29/2022

Accounting Period: OPEN

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2022 Fiscal Year Adjusted Budget	1/29/2022 Year-To-Date Actual	6/30/2022 Fiscal Year Variance	6/30/2022 Fiscal Year Pct of Budget	
Revenues					
Taxes					
3066 -- Special Tax Assessment	196,253.00	116,614.72	-79,638.28	59.42%	3.9% CPI Increase
Taxes	196,253.00	116,614.72	-79,638.28	0.00%	
Use of Money and Property					
3380 -- Interest Income	0.00	432.32	432.32	--	
3381 -- Unrealized Gain/Loss Invstmnts	-80.00	-1,580.27	-1,500.27	1975.34%	
Use of Money and Property	-80.00	-1,147.95	-1,067.95	1434.94%	
Intergovernmental Revenue-Other					
4840 -- Other Governmental Agencies	274,000.00	39,543.50	-234,456.50	14.43%	\$124k Remaining EHS Funds, 150k State Planning Grant
Intergovernmental Revenue-Other	274,000.00	39,543.50	-234,456.50	14.43%	
Revenues	470,173.00	155,010.27	-315,162.73	32.97%	
Expenditures					
Services and Supplies					
7090 -- Insurance	2,500.00	161.79	-2,338.21	6.47%	SDRMA Membership-Liability Coverage
7324 -- Audit and Accounting Fees	4,000.00	59.25	-3,940.75	1.48%	FIN Expenses,Audit Expenses
7325 -- Other Professional Services (Grant Assistance)	10,000.00	0.00	-10,000.00	0.00%	Grant Writing
7430 -- Memberships	1,200.00	1,102.00	-98.00	91.83%	CSDA
7450 -- Office Expense	2,000.00	0.00	-2,000.00	0.00%	Postage, Printing,supplies
7460 -- Professional & Special Service (Project, Planning & Studies)	439,000.00	80,994.70	-358,005.30	18.45%	Grant revenue and cash reserves- Planning, Design and Environ. WWTP
7508 -- Legal Fees	27,000.00	15,520.00	-11,480.00	57.48%	
7510 -- Contractual Services (IGM Contract, Engineer)	67,000.00	50,035.50	-16,964.50	74.68%	Incl. MNS (\$18,000 - \$1500/mo) and Perm. GM. (\$45,000 - \$135/hr x 30 hrs/Mo Round up.)
7530 -- Publications & Legal Notices	5,000.00	0.00	-5,000.00	0.00%	Anticipates additional noticing for Propn 218
7671 -- Special Projects	15,000.00	0.00	-15,000.00	0.00%	Special Assessment Vote
7732 -- Training	1,500.00	0.00	-1,500.00	0.00%	
Services and Supplies	574,200.00	147,873.24	-426,326.76	25.75%	
Other Charges					
7894 -- Communication Services	930.00	0.00	930.00	0.00%	Website Hosting, Ring Central
Expenditures	575,130.00	147,873.24	-426,326.76	25.71%	
Cash Balance					
Fund	Beginning Balance	Month-to-date cash receipts	Month-To-Date Treasury Credits (+)	Month-To-Date Treasury Debits (-)	Ending Balance
1/1/2022 - 1/29/2022 (FY 2021-22)	\$311,229.26	0.00	1,350.96	38,625.20	\$273,955.02



Report : General Ledger Transactions

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Selection Criteria: Fund = 3490; GLAccount = 2810; LineItemAccount = 7510

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

Last Updated: 1/29/2022 3:40 AM

Fund 3490 -- Los Olivos CSD

From 7/1/2021 to 1/31/2022

Document	Post On	Dept	GLAcct	Description	Debit	Credit	
Line Item Account 7510 -- Contractual Services							
CLM - 0643706	7/16/2021		2810	MNS Invoice 78031	3,188.75	0.00	Details...
CLM - 0643711	7/16/2021		2810	Robert J Perrault Invoice 00615	3,130.00	0.00	Details...
CLM - 0648682	8/25/2021		2810	MNS Invoice 78299	2,710.00	0.00	Details...
CLM - 0648691	8/25/2021		2810	Robert J Perrault Invoice 616	3,915.00	0.00	Details...
CLM - 0652982	9/28/2021		2810	Robert J Perrault Invoice 617	3,645.00	0.00	Details...
CLM - 0656361	10/21/2021		2810	Robert J Perrault Invoice 618	3,510.00	0.00	Details...
CLM - 0659331	11/13/2021		2810	MNS Engineers Invoice 78728	6,380.00	0.00	Details...
CLM - 0659335	11/13/2021		2810	MNS Engineers Invoice 78559-R1	7,739.50	0.00	Details...
CLM - 0659340	11/13/2021		2810	Robert J Perrault Invoice 619	4,108.62	0.00	Details...
CLM - 0662918	12/11/2021		2810	MNS Engineers Invoice 78994	4,225.01	0.00	Details...
CLM - 0662921	12/11/2021		2810	Robert J Perrault Invoice 620	4,108.62	0.00	Details...
CLM - 0667111	1/19/2022		2810	Robert J Perrault Invoice 621	3,375.00	0.00	Details...
Total Contractual Services					50,035.50	0.00	
Total Los Olivos CSD					50,035.50	0.00	



Report : General Ledger Transactions

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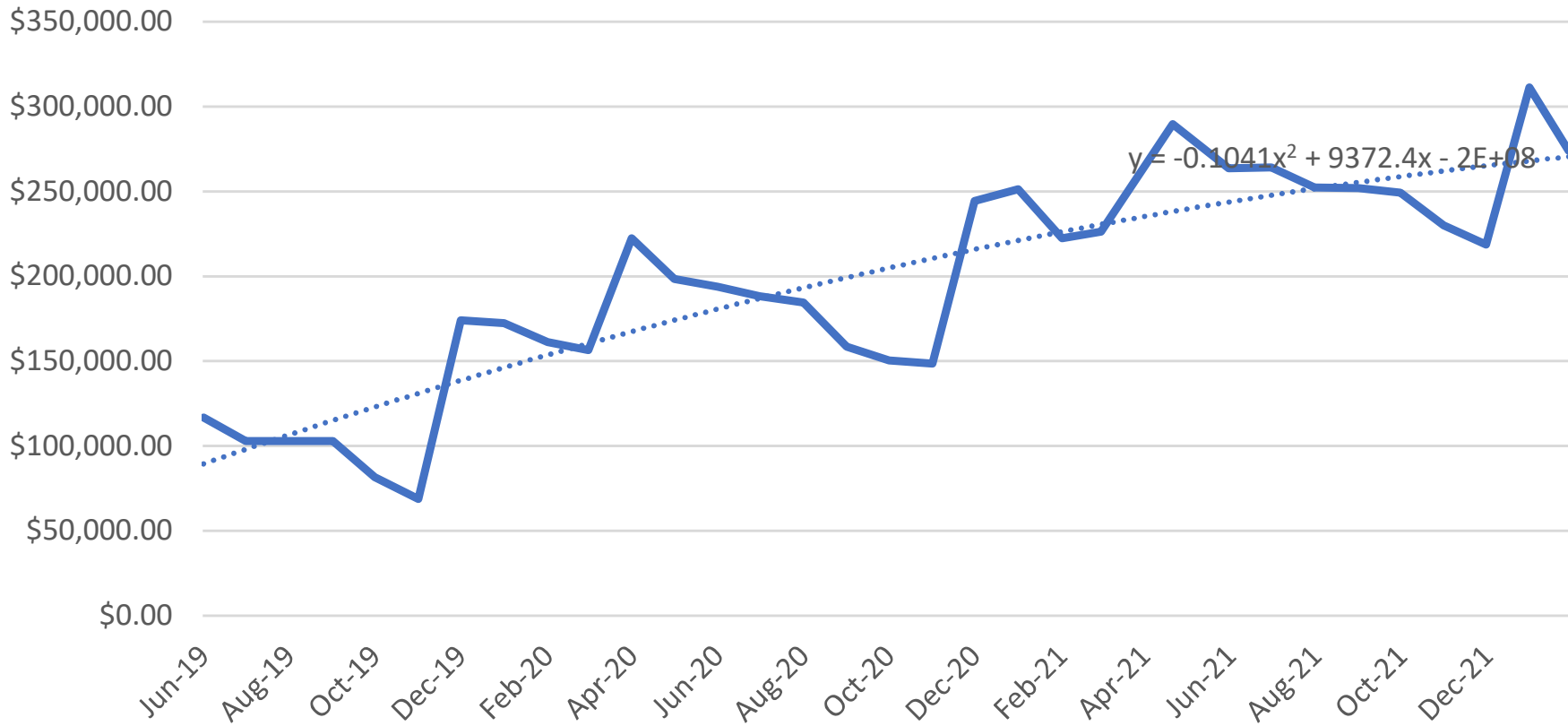
Selection Criteria: Fund = 3490; GLAccount = 2810; LineItemAccount = 7460
Layout Options: Summarized By = Fund, LineItemAccount; Page Break At = Fund
Last Updated: 1/29/2022 3:40 AM

Fund 3490 -- Los Olivos CSD

From 7/1/2021 to 1/31/2022

Document	Post On	Dept	GLAcct	Description	Debit	Credit
Line Item Account 7460 -- Professional & Special Service						
CLM - 0643258	7/14/2021		2810	GSI Invoice 0876.001-4	3,970.00	0.00 Details...
CLM - 0648657	8/25/2021		2810	GSI Invoice 0876.001-6	300.00	0.00 Details...
CLM - 0648648	8/31/2021		2810	GSI Invoice 0876.001-5	8,696.25	0.00 Details...
CLM - 0653370	9/30/2021		2810	GSI Invoice 0876.001-8	7,300.00	0.00 Details...
CLM - 0656363	10/21/2021		2810	Urban Planning Concepts Inc Invoice 9844	2,663.75	0.00 Details...
CLM - 0656364	10/21/2021		2810	Urban Planning Concepts Inc Invoice 9888.1	2,163.25	0.00 Details...
CLM - 0656365	10/21/2021		2810	Urban Planning Concepts Inc Invoice 10021	155.00	0.00 Details...
CLM - 0659328	11/13/2021		2810	GSI Invoice 876.001-07	1,926.25	0.00 Details...
CLM - 0662922	12/11/2021		2810	GSI Water Solutions Invoice 876.001-09	4,706.25	0.00 Details...
CLM - 0662925	12/11/2021		2810	GSI Water Solutions Invoice 876.002-1	11,001.25	0.00 Details...
CLM - 0663885	12/18/2021		2810	GSI Water Solutions Inc Invoice 876.001-10	3,876.25	0.00 Details...
CLM - 0663887	12/18/2021		2810	GSI Water Solutions Inc Invoice 876.002-2	575.00	0.00 Details...
CLM - 0667107	1/19/2022		2810	Stantec Invoice 1871308 (Top Task 202, 203)	32,750.20	0.00 Details...
CLM - 0668479	1/28/2022		2810	GSI Invoice 00876.001-11	911.25	0.00 Details...
Total Professional & Special Service					80,994.70	0.00
Total Los Olivos CSD					80,994.70	0.00

Los Olivos CSD Cash Balance History



Consultant Contract Cost Summary

STATUS DATE

1/28/2022

Project	Consultant	Contract Value	FY 2019-20	FY 2020-21	FY 2021-22	TOTAL CONTRACT TO-DATE	CONTRACT REMAINING
			TOTAL FY 2019-20	TOTAL FY 2020-21	TOTAL FY 2020-21		
Task 1 - Load Study	Stantec	\$19,862.00	\$0.00	\$16,594.50	\$251.50	\$16,846.00	\$3,016
		% Expended				85%	
		% Est Wk Comp				100%	
Task 2 - Siting 3rd Party Review	Stantec	\$10,000.00			\$7,620.50	\$7,620.50	\$2,380
		% Expended				76%	
		% Est Wk Comp				99%	
Task 3 - Feasibility/Concept Design	Stantec	\$266,750.00			\$30,760.50	\$30,760.50	\$235,990
		% Expended				12%	
		% Est Wk Comp				0%	
Project Management			\$1,105.00	\$2,292.50	\$138.75	\$3,536.25	
A&W Contract Review/Support			\$0.00	\$0.00	\$0.00	\$0.00	
Task 1 - Preliminary Hydrogeologic/ Geotechnical Services	GSI	\$85,000.00	\$0.00	\$37,387.50	\$14,843.75	\$52,231.25	\$32,769
		% Expended				61%	
		% Est Wk Comp				60%	
Task 2 - Rough Estimate- Injection Well	GSI	\$12,500.00	\$0.00	\$0.00	\$11,001.25	\$11,001.25	\$1,499
		% Expended				88%	
		% Est Wk Comp				100%	
Project Management			\$1,000.00	\$3,512.50	\$0.00	\$4,512.50	
A&W Contract Review/Support			\$0.00	\$38.00	\$0.00	\$38.00	
Grant Support Auth 11-2021	MNS	\$10,000.00	\$0.00	\$0.00	\$225.00	\$9,775.00	\$225