

Tom Fayram, President
 Brad Ross, Vice-President
 Mike Arme, Director
 Lisa Palmer, Director
 Tom Nelson, Director



LOS OLIVOS COMMUNITY SERVICES DISTRICT **Posted: 10-6-2022**
Finance Committee Meeting, October 10, 2022, 8:30 AM
 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

Finance Committee: President Tom Fayram, Director Lisa Palmer, and General Manager Guy Savage

This meeting will be held both in-person and electronically via Zoom Meetings. In-person the meeting will be held at the following locations: St Mark's in the Valley Episcopal Church, 2901 Nojoqui Ave, Los Olivos CA 93441

The public will also be able to hear and participate electronically via Zoom by using the following links:

On Zoom:

<https://us06web.zoom.us/j/89407884419?pwd=QmVVCVUMwK2xgSWpoY2pteTJDY0xqUT09>

By Phone:

+1 669 900 6833 US (San Jose)

Meeting ID: 894 0788 4419

Passcode: 208251

One tap mobile: +16699006833,,89407884419#,,,,*208251# US (San Jose)

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 September 6, 2022.

6. BUSINESS ITEMS

A. Review and recommend to full Board of Directors' payment of invoices received by October 1, 2022.

No.	Invoice Date	Invoice #	Provider	Amount
1.	September 9, 2022	815121	Aleshire & Wynder – Legal Services August	\$ 860.00
2.	September 23, 2022	1981736	Stantec – 30% Design / Loading Study	\$ 5,948.00
3.	September 29, 2022	292283	NV5 – Assessment Engineering Services	\$ 12,225.00
4.	September 30, 2022	220930	Savage – GM Services	\$ 4050.00

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

B. Review Budget Reports (See Packet)

C. Development of a recommendation regarding the sharing of legal counsel billing details.

At the September Regular Meeting of the Board of Directors for the Los Olivos Community Services District, there was a short discussion about the sharing of the details of legal counsel billing detail. Discussion included whether or not the full Board should receive a redacted copy of legal bills, fully reviewed by Finance Committee.

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 805.500.4098 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.

ITEM 5A - MINUTES TO APPROVE

MINUTES TO APPROVE

Tom Fayram, President
Brad Ross, Vice-President
Mike Arme, Director
Lisa Palmer, Director
Tom Nelson, Director



LOS OLIVOS COMMUNITY SERVICES DISTRICT Posted: 09-02-2022
Finance Committee Meeting, September 6, 2022, 9:30 AM
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

Finance Committee: President Tom Fayram, Director Lisa Palmer, and General Manager Guy Savage

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By Phone:

+1 669 900 6833 US (San Jose)

Meeting ID: 894 0788 4419

Passcode: 208251

One tap mobile: +16699006833,,89407884419#,,,,*208251# US (San Jose)

1. CALL TO ORDER

Meeting called to order at 9:30

2. ROLL CALL

In attendance: President Tom Fayram, Director Lisa Palmer, and GM Guy Savage

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.

GM Savage notes that he is still working with the County to get the Financial system setup for FY 2022-23.

Director Palmer will not be able to attend the October meeting on the 7th. A very brief conversation ensues about upcoming Finance committee meetings. GM Savage notes that he will coordinate with both members.

Director Palmer requests that we add an agenda item for future meetings to discuss Grants and Finance.

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.

GM Savage opens the floor for public comment

No comments

5. ADMINISTRATIVE AGENDA

A. APPROVAL OF MEETING MINUTES

Finance Committee Meeting Minutes of August 5, 2022.

Motion to approve prior minutes.

GM Savage opens the floor for public comment

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

losolivoscscd@gmail.com, www.losolivoscscd.com

No comments

Motion By: Palmer, Second: Fayram

AYES: President Tom Fayram, Director Lisa Palmer, and GM Guy Savage

NOES: None

ABSTAIN: None

6. BUSINESS ITEMS

A. Review and recommend to full Board of Directors' payment of invoices received by September 1, 2022.

No.	Invoice Date	Invoice #	Provider	Amount
1.	May 9, 2022	80407	MNS Engineers, Inc. – District Services	\$ 3,204.50
2.	August 4, 2022	69621	Aleshire & Wynder – Legal Services June	\$ 4,381.10
3.	August 8, 2022	80986	MNS Engineers, Inc. – District Services	\$ 1,256.25
4.	August 10, 2022	00876.003-2	GSI – Effluent Study / Alternatives	\$2,417.50
5.	August 22, 2022	286284	NV5 – Assessment Engineering Services	\$ 6,588.16
6.	August 25, 2022	1968507	Stantec – 30% Design / Loading Study	\$ 13,392.25
7.	August 30, 2022	220830	Savage – GM Services	\$5,648.55

GM Savage introduces the item, describes background for several of the invoices.

GM Savage opens the floor for public comment

No comments

Motion to approve items 6A.

Motion By: Fayram, Second: Palmer

AYES: President Tom Fayram, Director Lisa Palmer, and GM Guy Savage

NOES: None

ABSTAIN: None

B. Review Budget Reports (See Packet)

Motion to approve items 6B.

GM Savage opens the floor for public comment

No comments

Motion By: Savage, Second: Fayram

AYES: President Tom Fayram, Director Lisa Palmer, and GM Guy Savage

NOES: None

ABSTAIN: None

7. ADJOURNMENT

Motion to adjourn at 9:46

Motion By: Fayram, Second: Palmer

AYES: President Tom Fayram, Director Lisa Palmer, and GM Guy Savage

NOES: None

ABSTAIN: None

Respectfully submitted:



Guy W. Savage

General Manager – Los Olivos Community Services District

Approved:

Tom Fayram,
President

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ITEM 6A - INVOICE PAYMENT

INVOICE PAYMENT



September 9, 2022

Via Email: Guy Savage – GM.LOCSD@gmail.com

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

Re: **September 2022 Billing Statement (for services through 08/31/22);
Aleshire & Wynder, LLP**

Dear Bob:

Enclosed please find a billing statement for the month of September, which includes services rendered and costs incurred by Aleshire & Wynder, LLP, through August 31, 2022.

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

cc: Mary Zepeda – mzepeda@mnsengineers.com

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: August 1 thru August 31, 2022

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
0001 General (\$200 Blended: Atty / Paralegal / Law Clerk)	4.30	200	860.00	0.00	860.00	0.00	(Advisory/Transactional Svcs)
TOTALS:	4.30		\$860.00	\$0.00	\$860.00	\$0.00	



INVOICE

Invoice Number 1981736
Invoice Date September 23, 2022
Customer Number 163739
Project Number 184031368

Bill To

Los Olivos Community Service District
Guy Savage
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: \$188,535.65
Authorization Billed to Date: \$194,483.65
Current Invoice Due: \$5,948.00
For Period Ending: August 19, 2022

email invoice to: Guy Savage (GM.LOCSD@gmail.com)

INVOICE

Invoice Number

1981736

Project Number

184031368

Top Task 202 **Basis of Design**

Low Task 202.001 **Basis of Design**

Professional Services

Category/Employee	Date	Hours	Rate	Current Amount
Maddux, Michael Louis (Mike)	2022-07-27	1.00	200.00	200.00
Maddux, Michael Louis (Mike)	2022-07-28	1.00	200.00	200.00
		2.00		400.00
		<hr/>		<hr/>
Professional Services Subtotal		2.00		400.00
		<hr/>		<hr/>

Low Task 202.001 Subtotal **400.00**

Low Task 202.002 **30 Percent Design**

Professional Services

Category/Employee	Date	Hours	Rate	Current Amount
Glaeser, Autumn Lee	2022-07-26	1.00	237.00	237.00
Glaeser, Autumn Lee	2022-07-29	3.00	237.00	711.00
Glaeser, Autumn Lee	2022-08-01	2.00	237.00	474.00
Glaeser, Autumn Lee	2022-08-03	2.00	237.00	474.00
		8.00		1,896.00
		<hr/>		<hr/>
Poytress, Carrie Elizabeth	2022-08-01	0.25	237.00	59.25
Poytress, Carrie Elizabeth	2022-08-02	2.50	237.00	592.50
Poytress, Carrie Elizabeth	2022-08-11	0.25	237.00	59.25
		3.00		711.00
		<hr/>		<hr/>
Soldo, Stephanie Hassoldt	2022-08-10	3.50	190.00	665.00
Soldo, Stephanie Hassoldt (OT)	2022-08-10	1.25	190.00	237.50
Soldo, Stephanie Hassoldt	2022-08-11	0.75	190.00	142.50
		5.50		1,045.00
		<hr/>		<hr/>
Professional Services Subtotal		16.50		3,652.00
		<hr/>		<hr/>

Low Task 202.002 Subtotal **3,652.00**

INVOICE

Invoice Number

1981736

Project Number

184031368

Low Task 202.004

Project Management, Meetings, and Communication

Professional Services

Category/Employee	Date	Hours	Rate	Current Amount
Glaeser, Autumn Lee	2022-08-09	2.00	237.00	474.00
Glaeser, Autumn Lee	2022-08-10	5.00	237.00	1,185.00
Glaeser, Autumn Lee	2022-08-19	1.00	237.00	237.00
		<u>8.00</u>		<u>1,896.00</u>
Professional Services Subtotal		<u>8.00</u>		<u>1,896.00</u>

Low Task 202.004 Subtotal

1,896.00

Top Task 202 Total

5,948.00

Total Fees & Disbursements

\$5,948.00

INVOICE TOTAL (USD)

\$5,948.00

Project Name: Septic to Sewer Preliminary Design Project
 Contract Order No.:
 Progress Report No.: **14**
 Ending Date: **19-Aug-22**

TASK SUMMARY

Task	Title	Authorized			Total Billed	Status
		Budget	Billed to Date	Billed this Invoice		
201	Loading Study	\$ 19,862.00	\$ 16,845.50	\$ -	\$ 16,845.50	Complete
202	Basis of Design	\$ 266,750.00	\$ 161,767.90	\$ 5,948.00	\$ 167,715.90	In Progress
203	WWTP Siting Study	\$ 10,000.00	\$ 9,922.25	\$ -	\$ 9,922.25	Complete
Total Due this invoice				\$ 5,948.00		

TASK EXPENDITURE SUMMARY

WORK		EXPENDED	EXPENDED	TOTAL	% OF FUNDS	% ACTUAL
TASK	DESCRIPTION	ASSIGNED	PREVIOUSLY	THIS PERIOD	EXPENDED	EXPENDED COMPLETED
201	Loading Study	\$ 19,862.00	\$ 16,845.50		\$ 16,845.50	85% 100%
202	Basis of Design	\$ 266,750.00	\$ 161,767.90	\$ 5,948.00	\$ 167,715.90	63% 60%
202.001	Basis of Design	\$ 13,876.00	\$ 13,320.00		\$ 13,320.00	96% 100%
202.002	30 Percent Design	\$ 173,048.00	\$ 137,360.90	\$ 4,052.00	\$ 141,412.90	82% 95%
202.003	60 Percent Design	\$ 51,040.00			\$ -	0% 0%
202.004	PM	\$ 28,786.00	\$ 11,087.00	\$ 1,896.00	\$ 12,983.00	45% 45%
203	Siting Study	\$ 10,000.00	\$ 9,922.25	\$ -	\$ 9,922.25	99% 100%
203.001	3rd Party Review	\$ 10,000.00	\$ 9,922.25		\$ 9,922.25	99% 100%
CONTRACT TOTALS:		\$ 296,612.00	\$ 188,535.65	\$ 5,948.00	\$ 194,483.65	65.6% 66%

Invoice

Remit to:
 NV5, Inc.
 PO Box 74008680
 Chicago, IL 60674-8680



Guy Savage
 Los Olivos Community Services District
 PO Box 345
 Los Olivos, CA 93441

September 29, 2022
 Project No: 227022-0001110.00
 Invoice No: 292283
 Due Date: October 29, 2022

Project 227022-0001110.00 Los Olivos Comm Svcs-Assessment Eng Svcs

Professional Services from August 1, 2022 to August 31, 2022

Phase 01 Assessment District

Professional Personnel

	Hours	Rate	Amount	
Principal/Assessment Engineer Cooper, Jeffrey	3.00	250.00	750.00	
Senior CAD Technician/Financial Analyst Gutierrez, Rafael	85.00	135.00	11,475.00	
Totals	88.00		12,225.00	
Total Labor				12,225.00
				Total this Phase \$12,225.00

Billing Limits	Current	Prior	To-Date	
Total Billings	12,225.00	6,588.16	18,813.16	
Limit			20,000.00	
Remaining			1,186.84	
				Total this Invoice \$12,225.00

Outstanding Invoices

Number	Date	Balance
286284	8/22/2022	6,588.16
Total		6,588.16

For invoice inquiries, please contact your Project Analyst @ Gary.Rivas@NV5.com

Project Manager Jeffrey Cooper

Total Contract Fee 20,000.00

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 # 220930
Invoice Date: 9/30/2022

Dear President Fayram,

Please see the below for professional services provided, plus any purchases 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.

Date	Description	Units	Rate	Amount
9/30/2022	General Manager Services - LOCSD (9/1/22-9/30/22) See Attached for Details	30	\$ 135.00	\$ 4,050.00
Total				\$ 4,050.00

Thank you for your continued support.



Date	Description	Hours	Rate	Amount
1-Sep	Finance Committee Agenda	0.5	\$ 135.00	\$ 67.50
2-Sep	Finalize Finance Committee Agenda Packet, Post	0.75	\$ 135.00	\$ 101.25
5-Sep	HOLIDAY		\$ 135.00	\$ -
6-Sep	Finance Committee Meeting	1	\$ 135.00	\$ 135.00
	Fayram Check-in	0.5	\$ 135.00	\$ 67.50
	Effluent Disposal GSI/Confluence	2	\$ 135.00	\$ 270.00
8-Sep	Regular meeting agenda prep	0.5	\$ 135.00	\$ 67.50
9-Sep	Regular meeting agenda finish, post, etc.	1.5	\$ 135.00	\$ 202.50
	Consultant follow up	1.5	\$ 135.00	\$ 202.50
12-Sep	Fayram Check-in	0.5	\$ 135.00	\$ 67.50
	Emails, Board questions, contractor follow up	4	\$ 135.00	\$ 540.00
14-Sep	Regular meeting - prep, meeting, clean-up	3	\$ 135.00	\$ 405.00
15-Sep	Minutes, website, bills, video trim and upload	2.75	\$ 135.00	\$ 371.25
19-Sep	Fayram, Letter to Editor, Project Management meeting	6	\$ 135.00	\$ 810.00
20-Sep	Roadmap spreadsheet, emails, meeting setup	1	\$ 135.00	\$ 135.00
21-Sep	Letter to the editor, PRA response, website updates	1.5	\$ 135.00	\$ 202.50
	Will Clemens (Oceano CSD), Pike meetings	1	\$ 135.00	\$ 135.00
22-Sep	LAFCO meeting preparation	1	\$ 135.00	\$ 135.00
23-Sep	NV5 meeting	1	\$ 135.00	\$ 135.00
26-Sep	Fayram Check-in, Loch Dreizer (SY CSD) meeting	3	\$ 135.00	\$ 405.00
	Cloacina, EHS follow up discussions, email responses	1	\$ 135.00	\$ 135.00
	PM meeting	1	\$ 135.00	\$ 135.00
30-Sep	LAFCO meeting preparation	1	\$ 135.00	\$ 135.00
Totals		36	\$	4,860.00

ITEM 6B – BUDGET REPORTS

BUDGET REPORTS

Report : Financial Status (Real-Time)

Selection Criteria: Fund = 3490

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

Last Updated: 10/6/2022

As of: 10/1/2022

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2023 Fiscal Year Adjusted Budget	9/30/2022 Year-To-Date Actual	6/30/2023 Fiscal Year Variance	6/30/2023 Fiscal Year Pct of Budget	
Revenues					
Taxes					
3066 -- Special Tax Assessment	136,475.00	-7.00	-136,482.00	-0.01%	
Taxes	136,475.00	-7.00	-136,482.00	0.00%	
Use of Money and Property					
3380 -- Interest Income	724.00	339.43	-384.57	--	
3381 -- Unrealized Gain/Loss Invstmnts	0.00	0.00	0.00	#DIV/0!	
Use of Money and Property	0.00	339.43	-384.57	#DIV/0!	
Intergovernmental Revenue-Other					
4840 -- Other Governmental Agencies	169,804.00	5,662.50	-164,141.50	3.33%	
Intergovernmental Revenue-Other	274,000.00	5,662.50	-268,337.50	2.07%	
Revenues	306,279.00	5,994.93	-301,008.07	1.96%	
Expenditures					
Services and Supplies					
7090 -- Insurance	2,500.00	2,799.92	299.92	112.00%	SDRMA Membership-Liability Coverage, increasrd rate for 2022-23
7324 -- Audit and Accounting Fees	4,000.00	0.00	-4,000.00	0.00%	FIN Expenses,Audit Expenses
7430 -- Memberships	1,200.00	0.00	-1,200.00	0.00%	CSDA
7450 -- Office Expense	2,000.00	0.00	-2,000.00	0.00%	Postage, Printing,supplies
7460 -- Professional & Special Service (Project, Planning & Studies)	189,908.00	85,241.66	-104,666.34	44.89%	Includes FY 2021-22 Services (Stantec \$25,851.25)
7508 -- Legal Fees	30,000.00	9,661.38	-20,338.62	32.20%	Includes FY 2021-22 Services (A&W \$3365.28)
7510 -- Contractual Services (IGM Contract, Engineer)	49,000.00	23,168.10	-25,831.90	47.28%	Includes FY 2021-22 Services (MNS\$2077.50+GWS \$4557.55)
7530 -- Publications & Legal Notices	1,000.00	0.00	-1,000.00	0.00%	
7671 -- Special Projects	175,000.00	0.00	-175,000.00	0.00%	Special Assessment Vote
7732 -- Training	1,500.00	0.00	-1,500.00	0.00%	
Services and Supplies	456,108.00	120,871.06	-335,236.94	26.50%	
Expenditures	456,108.00	120,871.06	-335,236.94	26.50%	

Los Olivos CSD Cash Balance History

