



POSTED 1-3-2020

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

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Finance Committee Meeting, January 6, 2020, 11:00 a.m.
2680 San Marcos Ave., Los Olivos, CA 93441

FINANCE COMMITTEE MEETING AGENDA

1. CALL TO ORDER

2. ROLL CALL (Some will attend via phone)

3. APPROVAL OF MEETING MINUTES

Approve minutes from the December 6, 2019 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. January 2020 Aleshire & Wynder (Dec. 15-Dec. 31 Services) \$ (Pending-will bring to meeting if received)
2. 12-20-2020 MNS (November Billings) \$4,500.00

B. Review Budget

8. Next Meeting:

Friday, February 7, 20 9:00 a.m., MNS Engineers, 201 Industrial Way, Ste A, Buellton, CA 93427

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 losolivoscscd@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.



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

ENGINEERING
 PLANNING
 SURVEYING
 CONSTRUCTION MANAGEMENT

December 20, 2019

Project No: LOCSD.180392.00

Invoice No: 74206

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

Professional Services for the Period: November 1, 2019 to November 30, 2019

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Project Management				
Project Coordinator	10.00	120.00	1,200.00	
District Manager	16.50	200.00	3,300.00	
Totals	26.50		4,500.00	
Total Labor				4,500.00
				Level 2 Subtotal
				\$4,500.00
				Current Invoice Amount
				\$4,500.00

Outstanding Invoices

Number	Date	Balance
73947	11/29/2019	7,195.00
Total		7,195.00

Billing Backup

Friday, December 20, 2019

MNS Engineers, Inc.

Invoice 74206 Dated 12/20/2019

4:59:42 PM

Project	LOCS.D.180392.00	General Manager Services
Level 2	TASK01	District Management

Professional Personnel

		Hours	Rate	Amount
Project Management				
Project Coordinator				
Zepeda, Mary	11/4/2019	.50	120.00	60.00
Assist DP with Budget Planning Spreadsheet				
Zepeda, Mary	11/12/2019	1.50	120.00	180.00
Update Binders to include Regular Meeting Agenda and Agenda Packet (11/13/19) and print extra copies for meeting agenda (including sign-in sheet); Print new Binder Tabs; Remove Binder Documents prior to Sept 19 for Archiving per DP request				
Zepeda, Mary	11/18/2019	5.00	120.00	600.00
Create A&W, MNS and CSDA Invoices Attachment Files for FIN and Update Budget Tracking Logs				
Zepeda, Mary	11/25/2019	3.00	120.00	360.00
Create Fin Single Payment Claim Form for payment of CSDA Invoice and Multiple Payment Claim Form for payment of A&W and MNS Invoices				
District Manager				
Pike, Douglas	11/6/2019	2.00	200.00	400.00
Regular Meeting Agenda, 11-8-2019 Finance Committee Meeting Agenda				
Pike, Douglas	11/8/2019	4.50	200.00	900.00
Larry Faye Meeting (1)				
Finance Committe Mtg (1)				
Regular Meeting Agenda, Grant Writing Proposals, Engineers Report Proposals (2)				
Pike, Douglas	11/12/2019	1.50	200.00	300.00
Regular Meeting Packet				
Pike, Douglas	11/13/2019	2.50	200.00	500.00
Regular Meeting Prep & Attend				
Pike, Douglas	11/15/2019	1.50	200.00	300.00
Proposed Phase 1 lots, Draft LAMP Proposal Scope of Work				
Pike, Douglas	11/25/2019	2.00	200.00	400.00
County Road Parcel research and communications with Carlo Achdjian, Real Property Agent (1.5)				
Pay Invoices (.5)				
Pike, Douglas	11/26/2019	1.00	200.00	200.00
Meeting With Matteis Development Team				

Project	LOCSD.180392.00	General Manager Services			Invoice	74206
Pike, Douglas		11/27/2019	1.50	200.00	300.00	
		Minutes from Meeting with Matteis development Team (.5)				
		Letter response to 2575 Park Street, Los Olivos / APN 135-220-048 (.5)				
		Send out Status Email to all on our contact list (.5)				
		Totals	26.50		4,500.00	
		Total Labor				4,500.00
					Level 2 Subtotal	\$4,500.00
					Project Total	\$4,500.00
					Total this Report	\$4,500.00