

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 4, 2019, 10:30 a.m.  
201 Industrial Way, Ste A, Buellton, CA 93427

**FINANCE COMMITTEE MEETING AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL (Some will attend via phone)**

**3. APPROVAL OF MEETING MINUTES**

Meeting of 1-4-2019

**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. 2018-19 Streamline Website (12 month Invoice) - \$600
2. 1-14-2019 MNS Invoice (IGM November Services) - \$5905

**B. County FIN System, use and access.**

**8. Next Meeting:**

Friday, March 8, 2019, 10:30 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 [losolivoscsd@gmail.com](mailto:losolivoscsd@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.

<b>Los Olivos Community Services District</b>	
PO Box 395, Los Olivos, CA 93441	
www.losolivoscsd.com Phone: (805) 946-0431	
Contact: Julie Kennedy, Board Secretary, (805) 245-1111	
<b>Fiscal Year 2018-19 Budget</b>	
<b>Source of Funds</b>	<b>FY 2018-19 Budget</b>
Intergovernmental Revenue	195,500.00
Miscellaneous Revenue	0.00
<b>Total Source of Funds</b>	<b>195,500.00</b>
<b>Use of Funds</b>	
<b>Salaries &amp; Employee Benefits</b>	
Regular Salaries	0.00
<b>Total Salaries &amp; Benefits</b>	<b>0.00</b>
<b>Services &amp; Supplies</b>	
Audit & Accounting Fees	10,000.00
Memberships	3,000.00
Office Expense	3,000.00
Professional & Special Services	4,000.00
Legal Fees	20,000.00
Contractual Services	74,000.00
Publications & Legal Notices	300.00
Board Training	6,000.00
<b>Total Services &amp; Supplies</b>	<b>120,300.00</b>
<b>Other Charges</b>	
Rent & Leases	0.00
Communication Services	3,000.00
Insurance	3,500.00
<b>Total Other Charges</b>	<b>6,500.00</b>
<b>Total Use of Funds</b>	<b>126,800.00</b>
Beginning Fund Balance	0.00
Changes in Fund Balance	68,700.00
<b>Ending Fund Balance</b>	<b>68,700.00</b>
<b>NOTES</b>	
Intergovernmental Revenues - Property Tax Assessment of \$500 per parcel	
Miscellaneous Revenue - contributions of money and/or in-kind	
Regular Salaries - General Manager .5 FTE	
Audit & Accounting Fees - biennial audit for first two years and services contracted with County	
Memberships - CDSA	
Office Expense - postage, printing, supplies	
Professional & Special Services - other outsourced services	
Legal Fees - provides for 110 hours of services	
Contractual Services - fees imposed by County (elections, tax collection, etc.) and State	
Publications & Legal Notices - required filings	
Board Training - required by State law	
Rents & Leases - no expense for first year	
Communication Services - website hosting, e-mail list	
Insurance - Liability insurance	
Amended Change January 2019 - Moved \$50,000 under Salaries to Contractual Services (Increased from \$24,000 to \$74,000)	

# Financial Status (Real-Time)

As of: 12/19/2018 (47% 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	6/30/2019 Fiscal Year Adjusted Budget	12/19/2018 Year-To-Date Actual	6/30/2019 Fiscal Year Variance	6/30/2019 Fiscal Year Pct of Budget
<b>Revenues</b>				
<b>Taxes</b>				
3066 -- Special Tax Assessment	195,500.00	0.00	-195,500.00	0.00 %
	195,500.00	0.00	-195,500.00	0.00 %
<b>Revenues</b>	195,500.00	0.00	-195,500.00	0.00 %
<b>Expenditures</b>				
<b>Salaries and Employee Benefits</b>				
6100 -- Regular Salaries	50,000.00	0.00	50,000.00	0.00 %
<b>Salaries and Employee Benefits</b>	50,000.00	0.00	50,000.00	0.00 %
<b>Services and Supplies</b>				
7090 -- Insurance	3,500.00	0.00	3,500.00	0.00 %
7324 -- Audit and Accounting Fees	10,000.00	0.00	10,000.00	0.00 %
7430 -- Memberships	3,000.00	0.00	3,000.00	0.00 %
7450 -- Office Expense	3,000.00	0.00	3,000.00	0.00 %
7460 -- Professional & Special Service	4,000.00	0.00	4,000.00	0.00 %
7508 -- Legal Fees	20,000.00	0.00	20,000.00	0.00 %
7510 -- Contractual Services	24,000.00	0.00	24,000.00	0.00 %
7530 -- Publications & Legal Notices	300.00	0.00	300.00	0.00 %
7732 -- Training	6,000.00	0.00	6,000.00	0.00 %
<b>Services and Supplies</b>	73,800.00	0.00	73,800.00	0.00 %
<b>Other Charges</b>				
7894 -- Communication Services	3,000.00	0.00	3,000.00	0.00 %
<b>Other Charges</b>	3,000.00	0.00	3,000.00	0.00 %
<b>Expenditures</b>	126,800.00	0.00	126,800.00	0.00 %
<b>Los Olivos CSD</b>	68,700.00	0.00	-68,700.00	0.00 %

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## Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2019 Fiscal Year Adjusted Budget	12/19/2018 Year-To-Date Actual	6/30/2019 Fiscal Year Variance	6/30/2019 Fiscal Year Pct of Budget
Net Financial Impact	68,700.00	0.00	-68,700.00	0.00 %





**General Manager Budget Tracking  
Los Olivos CSD**

**MNS Engineers**

<b>Invoice No</b>	<b>Date</b>	<b>Amount</b>	<b>Finance Committee Date</b>	<b>Council Date</b>	<b>Input into FIN Date</b>
<b>Budget</b>		<b>\$50,000.00</b>			
71276	10/18/2018	\$300.00	11/9/2018	11/14/2018	12/19/2018
71470	10/30/2018	\$4,262.50	12/7/2018	12/12/2018	
71686	12/12/2018	\$6,333.75	1/4/2019	1/9/2019	
71888	1/14/2019	\$5,905.00	2/8/2019	2/13/2019	
		<b>\$16,801.25</b>	<b>Expended to-date</b>		

**\$33,198.75 Budget remaining to 6/30/2019**  
**34% Percent Budget Expended**

**General Manager Budget Tracking  
Los Olivos CSD**

**MNS Engineers**

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<b>Budget</b>		<b>\$50,000.00</b>			
71276	10/18/2018	\$300.00	11/9/2018	11/14/2018	12/19/2018
71470	10/30/2018	\$4,262.50	12/7/2018	12/12/2018	
71686	12/12/2018	\$6,333.75	1/4/2019	1/9/2019	
71888	1/14/2019	\$5,905.00	2/8/2019	2/13/2019	
		<b>\$16,801.25</b>	<b>Expended to-date</b>		

**\$33,198.75 Budget remaining to 6/30/2019**  
**34% Percent Budget Expended**

**From:** [Maria Lara](#)  
**To:** [Doug Pike](#)  
**Cc:** [Ginger O'Brien](#); [Lisa Palmer](#)  
**Subject:** Re: Streamline Invoices Overdue  
**Date:** Monday, February 04, 2019 11:55:27 AM

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Hi Doug,

Great, thank you! Please see the invoicing information below and you will receive it via email through Quickbooks (please note it will also contain our parent company name, Digital Deployment).

### How billing works

- As a member of our partner organization, your monthly invoice amount will be \$50 (CSDA Member)
- Your invoicing will begin: September 1, 2018 (annual invoicing)
- We'll bill you at:
  - Contact Person Name: Doug Pike
  - District/Company Name: Los Olivos Community Services District
  - Address: PO Box 345, Los Olivos CA 93441
  - Phone: (805) 697-1416
  - Email address: [dpike@mnsengineers.com](mailto:dpike@mnsengineers.com)
- Your membership fee is based on your annual operating revenue and membership with one of our partner organizations. There are no upfront costs or surprise fees; hosting and support are included, and unlimited. Pricing can be found [on our website](#).

Thank you!

Best,

Maria Lara  
Community Manager

(916) 900-6619 direct  
(916) 900-6618 text/mobile

**Streamline**  
A division of [Digital Deployment, Inc.](#)  
[2321 P Street](#), First Floor, Sacramento, CA 95816

On Thu, Jan 31, 2019 at 5:29 PM Doug Pike <[dpike@mnsengineers.com](mailto:dpike@mnsengineers.com)> wrote:

Hi Maria,

Attached is our approved budget, reflecting our annual operating revenue.



I assume we pay annually? Please send me a current invoice and I will get you paid. Thanks so much for your help and patience,

Regards,

**Doug Pike, PE**

*Interim General Manager*

**Los Olivos CSD**

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**MNS Engineers, Inc.**

201 Industrial Way, Ste A / Buellton, CA 93427

Direct Cell (805) 697-1416 / Cell (805) 331-3553

[dpike@mnsengineers.com](mailto:dpike@mnsengineers.com)

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**From:** Lisa Palmer <[lisa@lpalmerconsulting.com](mailto:lisa@lpalmerconsulting.com)>

**Sent:** Thursday, January 31, 2019 2:48 PM

**To:** Maria Lara <[maria@getstreamline.com](mailto:maria@getstreamline.com)>

**Cc:** Ginger O'Brien <[ginger@digitaldeployment.com](mailto:ginger@digitaldeployment.com)>; Doug Pike <[dpike@mnsengineers.com](mailto:dpike@mnsengineers.com)>

**Subject:** Re: Streamline Invoices Overdue

Hi Maria,

Thanks for reaching out & sorry for the delay.

I've copied our interim General Manager, Doug Pike, who is your new contact and can facilitate payment.

Thanks again for working with us to get up & going!

Best,

Lisa

Sent from my iPhone

On Jan 31, 2019, at 1:50 PM, Maria Lara <[maria@getstreamline.com](mailto:maria@getstreamline.com)> wrote:

Hi Lisa,

Hope all is well with you and the new district.

I have tried to contact you and the district regarding your website invoicing, but have not heard back yet. Our agreement was to provide the district with a free website until September 2018, due to the district being newly set up with no revenue at the time. We need a document with Los Olivos CSD's annual operating revenue so we can set up your invoicing, so if you have that available please let me know. If there is someone else I should contact regarding this, feel free to send me their information.

Thank you!

Best,

Maria Lara  
Community Manager

(916) 900-6619 direct

(916) 900-6618 text/mobile

[Streamline](#)

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[2321 P Street](#), First Floor, Sacramento, CA 95816

## Pricing

OUR ENTIRE BUSINESS IS DESIGNED TO PROVIDE AFFORDABLE WEBSITE TECHNOLOGIES, REGARDLESS OF YOUR AGENCY SIZE.

Streamline Web is available for all local government agencies in the United States for a low monthly subscription fee. No contracts, no RFPs, no up front costs or long term commitment, and no hidden expenses. The pricing below includes support and unlimited hosting. The whole point is to make the experience predictable and give you complete control over your content.

**Members of our partner agencies (/partners) receive a discount;** if you're a member of one of these agencies, please indicate so when you sign-up. If you want an agency you're affiliated with to become a partner of ours, please contact us (/contact).

Features	For Members	For Non-Members
Streamline™ Web	Included	Included
State Transparency Dashboard	Included	Included
Technical Support and Hosting	Unlimited, tickets and phone	Unlimited, tickets only
Annual Operating Revenue	Monthly Member Pricing	Monthly Nonmember Pricing
0 - \$15K	\$10	\$20
\$15K - \$50K	\$25	\$50
\$50K - \$250K	\$50	\$75
\$250K - \$500K	\$75	\$100
\$500K - \$1M	\$100	\$150
\$1M - \$5M	\$200	\$300
\$5M - \$10M	\$300	\$450
\$10M - \$20M	\$400	\$600
\$20M +	\$550	\$825

Again: no hidden fees. The pricing includes hosting, support, and unlimited content management, along with every new feature we develop.

We're committed to creating a community of support around local government website transparency.



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

ENGINEERING  
 PLANNING  
 SURVEYING  
 CONSTRUCTION MANAGEMENT

January 14, 2019

Project No: LOCSD.180392.00

Invoice No: 71888

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, 2018 to November 30, 2018**

Level 2 TASK01 District Management

**Professional Personnel**

	Hours	Rate	Amount	
Administrative Support				
Administrative Assistant	2.00	70.00	140.00	
Project Management				
District Manager	23.50	200.00	4,700.00	
Fund Development/Grant Applications				
Project Coordinator	7.00	120.00	840.00	
Principal Engineer	1.00	225.00	225.00	
Totals	33.50		5,905.00	
<b>Total Labor</b>				<b>5,905.00</b>
				<b>Level 2 Subtotal</b>
				<b>\$5,905.00</b>
				<b>Current Invoice Amount</b>
				<b>\$5,905.00</b>

**Outstanding Invoices**

Number	Date	Balance
71686	12/12/2018	6,333.75
<b>Total</b>		<b>6,333.75</b>

# Billing Backup

Tuesday, February 5, 2019

MNS Engineers, Inc.

Invoice 71888 Dated 1/14/2019

11:12:23 AM

Project LOCSD.180392.00 General Manager Services

Level 2 TASK01 District Management

## Professional Personnel

			Hours	Rate	Amount
Administrative Support					
Administrative Assistant					
Lombardi, Emma	11/7/2018		1.00	70.00	70.00
Internet Based Phone Service - RingCentral Research					
Lombardi, Emma	11/9/2018		1.00	70.00	70.00
Internet Based Phone System Research					
Project Management					
District Manager					
Pike, Douglas	11/2/2018		.50	200.00	100.00
Email to Ros requesting draft resolution to remove parcels from the Assessment rolls. (.5 hrs), Visit and conversation with St Marks Business Manager (.5 hrs)					
Pike, Douglas	11/6/2018		2.00	200.00	400.00
Finance Committee agenda					
Pike, Douglas	11/9/2018		4.00	200.00	800.00
Prepare Agenda and Post, Finance Committee meeting					
Pike, Douglas	11/12/2018		3.00	200.00	600.00
Prepare Board Packet for 11-14-2018 Mtg					
Pike, Douglas	11/13/2018		3.00	200.00	600.00
Prepare for 11-14-2018 Meeting					
Pike, Douglas	11/14/2018		6.00	200.00	1,200.00
Prepare for and attend Regular Meeting of 11-14-2018					
Pike, Douglas	11/16/2018		3.00	200.00	600.00
Assessment Extension Letter. Conversations and emails between Paul Hood and Lisa Palmer (1 hr). RESolution signatures from Roass Trindle and Tom Fayram (.5 Hrs). Request for change of assessment ("Attachment 4") to County Auditor (.5 hrs). Resolution Signatures and mail pick-up (Trip to L.O.) (1 hr).					
Pike, Douglas	11/19/2018		.50	200.00	100.00
Send exemption resolution to churches, SYRWCD (.5 hrs)					
Pike, Douglas	11/20/2018		1.00	200.00	200.00
completed forms DFA, FSA, CFO for Auditor to get us in the FIN System.					
Pike, Douglas	11/30/2018		.50	200.00	100.00
Research for Assessment Exemptions					
Fund Development/Grant Applications					
Project Coordinator					
Palmquist, Linda	11/8/2018		4.00	120.00	480.00
Preparation of preliminary grant/ loan opportunities e-mail to District					
Palmquist, Linda	11/9/2018		3.00	120.00	360.00
Preparation of preliminary grant/ loan opportunities e-mail to District					
Principal Engineer					
Jaquez, Gregory	11/9/2018		1.00	225.00	225.00

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Project	LOCSD.180392.00	General Manager Services	Invoice	71888
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CWSRF summary and financing recommendation.

Totals 33.50

5,905.00

**Total Labor**

**5,905.00**

**Level 2 Subtotal**

**\$5,905.00**

**Project Total**

**\$5,905.00**

**Total this Report**

**\$5,905.00**