

Julie Kennedy, President  
Lisa Palmer, Vice Director  
Tom Fayram, Director  
Greg Parks, Director  
Nina Stormo, Director



**LOS OLIVOS COMMUNITY SERVICES DISTRICT  
FINANCE SUBCOMMITTEE MEETING**

**Posted: 2-1-2024**

**February 9, 2024 – 8:30 AM**

**St Mark's in the Valley Episcopal Church  
2901 Nojoqui Ave, Los Olivos CA 93441**

**Please observe decorum and instructions from the Subcommittee Chair**

**Finance Committee: Vice President Julie Kennedy (Chair), 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:

Zoom: <https://us06web.zoom.us/j/81937722522?pwd=SWpSU0RYZFliZTBiLNGphZG41TGs4dz09>  
By Phone: +1 669 900 6833 US (San Jose) Meeting ID: 819 3772 2522 Passcode: 914085  
One tap mobile: +14086380968,,81937722522#,,,,\*914085# US (San Jose)

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](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.

## MEETING AGENDA

### 1. CALL TO ORDER

### 2. ROLL CALL

### 3. PUBLIC COMMENTS

Members of the public may address the Board of Directors on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Gov. Code - 54954.3). The public may also request future agenda topics at this time. Speakers are limited to a maximum of 3 minutes. Due to the requirements of the Ralph M. Brown Act, the Board of Directors 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.

### ADMINISTRATIVE ITEMS:

All matters listed hereunder constitute an administrative / consent agenda and will be acted upon by a single vote of the Board. Matters listed on the Consent Agenda will be read only on the request of a member of the Subcommittee, in which event the matter may be removed from the Consent Agenda and considered as a separate item. Public may comment on any of the items prior to the vote being taken by the Subcommittee.

### 4. CONSENT AGENDA

#### A. MINUTES APPROVAL

Approval of the minutes from January 5, 2024.

### BUSINESS ITEMS:

All matters listed hereunder will be acted upon separately and public comment will be held for each item.

**5. INVOICE REVIEW AND RECOMMENDATION**

The Subcommittee will review and recommend to the full Board of Directors’ payment of those unpaid invoices that were received on or before February 1, 2024.

No.	Invoice Date	Invoice #	Provider	Amount
1	1/11/2024	83365	Aleshire & Wynder – Legal Services	\$ 1,122.00
2	1/22/2024	N55777	County of Santa Barbara – Encroachment Permits (Grant Reimbursable)	\$ 926.00
3	1/24/2024	85320	MNS Engineering – Engineering and Support Svcs. (Portions Grant Reimbursable)	\$ 3,242.50
4	2/1/2024	20241	Savage – General Manager Services (Portions Grant Reimbursable)	\$ 8,670.89

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit (Pre 2023)	Moss, Levy & Hartzheim, LLP	\$ 2,780.00	\$ 4,995.00
30% Hybrid Design	REGEN, LLC.	\$ 25,306.59	\$ 49,693.41

**6. BUDGET REPORTS**

The General Manager will review the most recent budget reports (attached) and comment on changes to financial systems.

**INFORMATIONAL ITEMS:**

All matters listed hereunder are informational only, no action will be taken, and public comment not received.

**7. SUBCOMMITTEE MEMBER COMMENTS**

Subcommittee members will give reports on any meetings that they attended on behalf of the Subcommittee and/or choose to comment on various Subcommittee activities. Subcommittee member requests for future agenda items may also be made at this time.

**8. ADJOURNMENT**



Tom Fayram, President  
Julie Kennedy, Vice President  
Lisa Palmer, Director  
Greg Parks, Director  
Nina Stormo, Director



**LOS OLIVOS COMMUNITY SERVICES DISTRICT  
FINANCE SUBCOMMITTEE MEETING**

**Posted: 1-2-2024**

**January 5, 2024 – 8:30 AM**

**St Mark's in the Valley Episcopal Church  
2901 Nojoqui Ave, Los Olivos CA 93441**

**Please observe decorum and instructions from the Subcommittee Chair**

**Finance Committee: Vice President Julie Kennedy (Chair), Director Lisa Palmer, and General Manager Guy Savage**

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## MEETING AGENDA

### 1. CALL TO ORDER

**Director Palmer (as Chair Kennedy was absent) calls the meeting to order at: 8:40 AM**

### 2. ROLL CALL

**Present:** Director Palmer, General Manager Savage

**Absent:** Vice President Kennedy (Chair)

### 3. PUBLIC COMMENTS

Members of the public may address the Board of Directors on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Gov. Code - 54954.3). The public may also request future agenda topics at this time. Speakers are limited to a maximum of 3 minutes. Due to the requirements of the Ralph M. Brown Act, the Board of Directors 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.

**Director Palmer opens the floor to public comment.**

No commenters.

### ADMINISTRATIVE ITEMS:

All matters listed hereunder constitute an administrative / consent agenda and will be acted upon by a single vote of the Board. Matters listed on the Consent Agenda will be read only on the request of a member of the Subcommittee, in which event the matter may be removed from the Consent Agenda and considered as a separate item. Public may comment on any of the items prior to the vote being taken by the Subcommittee.

### 4. CONSENT AGENDA

#### A. MINUTES APPROVAL

Approval of the minutes from December 11, 2023.

**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)

Agenda Packet

Page 4 of 30

**Director Palmer opens the floor to public comment.**

No commenters.

**Motion to approve the minutes from December 11, 2023.**

**Motion by: Director Palmer, second: GM Savage**

**Voice vote 2-0**

**BUSINESS ITEMS:**

All matters listed hereunder will be acted upon separately and public comment will be held for each item.

**5. INVOICE REVIEW AND RECOMMENDATION**

The Subcommittee will review and recommend to the full Board of Directors' payment of those unpaid invoices that were received on or before December 31, 2023.

No.	Invoice Date	Invoice #	Provider	Amount
1	11/21/2023	84418	MNS Engineering – Engineering and Support Svcs.	\$ 2,615.05
2	12/4/2023	1277	REGEN, LLC.	\$ 10,900.00
3	12/21/2023	85048	MNS Engineering – Engineering and Support Svcs.	\$ 1,321.25
4	12/29/2023	202312	Savage – General Manager Services	\$ 6,654.96

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit	Moss, Levy & Hartzheim, LLP	\$ 2,780.00	\$ 4,995.00
30% Hybrid Design	REGEN, LLC.	\$ 25,306.59	\$ 49,693.41

GM Savage introduces the item. He notes that here is nothing particularly new in the invoices. He notes some delayed billing by MNS. Director Palmer comments that they need to get things in timely. GM Savage comments that he has completed some initial outreach to the Audit firm, adding that the amounts above do not reflect the additional funding for 2023. He closes his comments by noting that a little more than \$1,000 has been spent on the Groundwater Monitoring Well project. He has already added a line for that project to the full board agenda. Director Palmer comments that there is not much backup for REGEN's efforts and she thinks the additional transparency would be helpful.

**Director Palmer opens the floor to public comment.**

No commenters.

**Motion to recommend approval of invoices 1-4 to the full Board of Directors.**

**Motion by: Director Palmer, second: GM Savage**

**Voice vote: 2-0**

**6. BUDGET REPORTS**

The General Manager will review the most recent budget reports (attached) and comment on changes to financial systems.

GM Savage briefly walks the subcommittee through the attached budget reports. He comments on the large influx of funds from Property Tax Assessments, he adds that the State Grant funds should arrive before the next meeting (4-6 weeks from 12/11/23), and closes by saying that no new timeline has been set for the County's FIN to Workday transition.

**INFORMATIONAL ITEMS:**

All matters listed hereunder are informational only, no action will be taken, and public comment not received.

**7. SUBCOMMITTEE MEMBER COMMENTS**

Subcommittee members will give reports on any meetings that they attended on behalf of the Subcommittee and/or choose to comment on various Subcommittee activities. Subcommittee member requests for future agenda items may also be made at this time.

Director Palmer - None  
General Manager Savage - None

**8. ADJOURNMENT**

**Motion to adjourn at: 8:50 AM.**

**Motion by: GM Savage, second: Director Palmer**

**Voice vote 2-0**

Respectfully submitted:



Guy W. Savage  
General Manager – Los Olivos Community Services District

Approved:

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**Vice President Kennedy (Chair), Finance Subcommittee**

# ITEM 5 - INVOICE PAYMENT

**INVOICE PAYMENT**



1 Park Plaza, Suite 1000  
 Irvine, CA 92614  
 P (949) 223-1170 • F (949) 223-1180  
 awattorneys.com

Federal Tax ID: 55-0814676

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

Billing Period: December 2023

Matter Description	Total Hours	Total Fees	Total Costs	Total Other Charges	Total Billed	Comments
<b>0001 General</b>	5.10	1,122.00	0.00	0.00	1,122.00	
<b>TOTALS:</b>	<b>5.10</b>	<b>1,122.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,122.00</b>	





1 Park Plaza, Suite 1000  
 Irvine, CA 92614  
 Phone: (949) 223-1170  
 Fax: (949) 223-1180  
 Federal Tax ID: 55-0814676

Los Olivos Community Services District  
 General Manager  
 PO Box 345  
 Los Olivos, CA 93441

January 11, 2024  
 Bill No. 83365

For Legal Services Rendered Through 12/31/23

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

**PROFESSIONAL SERVICES**

Date	Attorney	Description	Hours	Amount
12/05/23	MDK	REVIEW AGENDA AND MEETING SCHEDULE RESOLUTION AND PROVIDE COMMENTS	0.50	110.00
12/05/23	SON	CORRESPONDENCE RE BROWN ACT AND MEETINGS	0.10	22.00
12/06/23	SON	CORRESPONDENCE RE NOTICE REQUIREMENTS AND COMMITTEES	0.10	22.00
12/07/23	SON	REVIEW AND EDIT AGENDA AND RESOLUTIONS	0.40	88.00
12/11/23	SON	REVIEW ADU RESEARCH; DRAFT EMAIL	1.00	220.00
12/13/23	SON	REVIEW CORRESPONDENCE RE BROWN ACT AND ADDING ITEM TO AGENDA; EMAIL GS; TELEPHONE CONFERENCE WITH GUY RE AGENDA ITEMS; REVIEW GOTT EMAIL; ATTEND BOARD MEETING	1.80	396.00
12/18/23	SON	CORRESPONDENCE RE WFX RESOLUTION	0.10	22.00
12/20/23	SON	CORRESPONDENCE RE FACILITIES TOUR	0.20	44.00
12/26/23	SON	CORRESPONDENCE WITH GUY RE BROWN ACT ISSUE AND MEETING IN AVILA	0.30	66.00
12/28/23	SON	REVIEW, EXECUTE WELL MONITORING CONTRACT	0.40	88.00

Client: 01245 - Los Olivos Community Services District  
 Matter: 0001 - General

January 11, 2024  
 Page 2

<b>Date</b>	<b>Attorney</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>
12/29/23	SON	REVIEW CORRESPONDENCE RE WEBSITE AND PRIVACY DATA	0.20	44.00
<b>Total Professional Services</b>			<b>5.10</b>	<b>\$1,122.00</b>

**PROFESSIONAL SERVICES SUMMARY**

<b>Code</b>	<b>Name</b>	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
MDK	Martin D. Koczanowicz	0.50	220.00	110.00
SON	Steven O'Neill	4.60	220.00	1,012.00
<b>Total Professional Services</b>		<b>5.10</b>		<b>\$1,122.00</b>

**CURRENT BILL TOTAL AMOUNT DUE** **\$1,122.00**

Balance Forward: 1,430.00

**Receipts Since Last Bill**

<b>Date</b>	<b>Description</b>	<b>Total Applied</b>
12/22/23	Wire Transfer Payment - Thank you	-1,188.00
12/22/23	Wire Transfer Payment - Thank you	-242.00
Less Total Payments		<u>-1,430.00</u>

Payments & Adjustments: -1,430.00

**Total Due:** **\$1,122.00**

# Please return this page with remittance

to  
Aleshire & Wynder LLP

**Bill Number:** 83365  
**Bill Date:** January 11, 2024  
**Client Code:** 01245  
**Client Name:** Los Olivos Community Services District  
**Matter Code:** 0001  
**Matter Name:** General

Total Professional Services:	1,122.00
Total Disbursements:	0.00
<b>CURRENT BILL TOTAL AMOUNT DUE</b>	<b><u>\$1,122.00</u></b>
Balance Forward:	1,430.00
Payments & Adjustments:	-1,430.00
<b>Total Due:</b>	<b><u>\$1,122.00</u></b>

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

**Thank You**



**COUNTY OF SANTA BARBARA  
DEPARTMENT OF PUBLIC WORKS - TRANSPORTATION DIVISION  
4417 Cathedral Oaks Road  
Santa Barbara, CA 93110  
Tel. (805) 681-4990**



**INVOICE**

**ENCROACHMENT PERMIT**

*Please make checks payable to:  
County of S.B. - P.W. Trans.*

Invoice Date: January 22, 2024

Permit No.: **N55777**

**PERMITTEE:**

Guy Savage  
LOS OLIVOS COMMUNITY SERVICES DISTRICT  
PO Box 345  
Los Olivos, CA 93441

Amount Enclosed: \_\_\_\_\_

The following permit services have been provided to you  
by Public Works - Transportation Division.

Location of Encroachment: 2280, 2440 OLIVET ST, Los Olivos

**Encroachment Permit Fees:**

Plan Review + Inspection Fee: \$926.00

**TOTAL FEES:** \$926.00

**Balance Due: \$926.00**

Please reference the Permit Number on your check.  
Please enclose REMIT copy with payment and mail to:

**County of Santa Barbara  
Public Works Transportation Permit Office  
4417 Cathedral Oaks Rd.  
Santa Barbara, CA 93110**

If you have any questions, Please call (805) 681-4990

All permits fees must be **PAID IN FULL** prior to completion of work.

**DUPLICATE STATEMENT: ONE for REMITTANCE, ONE for PERMITTEE**



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

Main: 805 692 6921

[WWW.MNSENGINEERS.COM](http://WWW.MNSENGINEERS.COM)

- > CIVIL ENGINEERING
- > CONSTRUCTION MANAGEMENT
- > LAND SURVEYING

January 24, 2024

Project No: LOCD.180392.00

Invoice No: 85320

Los Olivos Community Services District

P.O. Box 553

Los Olivos, CA 93441

Principal Jeffrey Edwards  
 Project Manager Douglas Pike  
 Project LOCD.180392.00 District Support Services

This Invoice includes:

1. General District Support Tasks: \$420.00
2. Engineering Tasks:
  - a. General Support Tasks: Attend Meeting \$0.00
  - b. General Engineering Tasks GIS/CAD Exhibits: \$2,822.50

**Professional Services for the Period: December 01, 2023 to December 31, 2023**

Level 2 TASK01 District Management

**Professional Personnel**

	Hours	Rate	Amount
Administrative Support			
Project Coordinator	4.00	105.00	420.00
Totals	4.00		420.00
<b>Total Labor</b>			<b>420.00</b>
		<b>Level 2 Subtotal</b>	<b>\$420.00</b>

Level 2 TASK02 Engineering Tasks

**Professional Personnel**

	Hours	Rate	Amount
Project Management			
Supervising Technician	.50	135.00	67.50
District Engineer	2.00	185.00	370.00

Project	LOCSD.180392.00	District Support Services	Invoice	85320
Development Review (Plan/Map Checking)				
	Senior Project Engineer	13.25	180.00	2,385.00
	Totals	15.75		2,822.50
	<b>Total Labor</b>			<b>2,822.50</b>
			<b>Level 2 Subtotal</b>	<b>\$2,822.50</b>
			<b>Current Invoice Amount</b>	<b>\$3,242.50</b>

**Outstanding Invoices**

Number	Date	Balance
84819	11/21/2023	2,615.05
<b>Total</b>		<b>2,615.05</b>

# Billing Backup

Wednesday, January 24, 2024

MNS Engineers, Inc.

Invoice 85320 Dated 1/24/2024

12:36:38 PM

Project	LOCSD.180392.00	District Support Services		
Level 2	TASK01	District Management		

**Professional Personnel**

	Hours	Rate	Amount
Administrative Support			
Project Coordinator			
Zepeda, Mary	12/1/2023	.25 105.00	26.25
File and Upload A&W Invoice; Update Budget Tracking Log			
Zepeda, Mary	12/4/2023	.25 105.00	26.25
Follow-up with DP and GS re processing election payment			
Zepeda, Mary	12/5/2023	.25 105.00	26.25
File and Upload MNS Invoice; Update Budget Tracking Log; Follow-up with DP and GS re Reimbursement Statements			
Zepeda, Mary	12/8/2023	.25 105.00	26.25
Follow-up with GS and DP re LOCSD Reimbursement Statement			
Zepeda, Mary	12/20/2023	3.00 105.00	315.00
Prepare A&W (2), CSDA, GWS, and Regen Invoices for payment via FIN; Create and Process Single Payment Claims for A&W (2), CSDA, GWS, and Regen Invoices for DP; Update Budget Tracking Log			
Totals	4.00		420.00
<b>Total Labor</b>			<b>420.00</b>
<b>Level 2 Subtotal</b>			<b>\$420.00</b>

Level 2	TASK02	Engineering Tasks		
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**Professional Personnel**

	Hours	Rate	Amount
Project Management			
Supervising Technician			
Starr, Robert	12/14/2023	.50 135.00	67.50
E-transmit district information maps.			
District Engineer			
Pike, Douglas	12/11/2023	.50 185.00	92.50
Exhibits for 3 new wells			
Pike, Douglas	12/12/2023	1.00 185.00	185.00
Field measurements for Sampling Well Exhibits			
Pike, Douglas	12/29/2023	.50 185.00	92.50
water use rates from the Water District to Tristian Bounds			
Development Review (Plan/Map Checking)			
Senior Project Engineer			
Mak, Gabriella	12/8/2023	2.00 180.00	360.00
Prepared 3 exhibits			
Mak, Gabriella	12/11/2023	1.50 180.00	270.00
Groundwater wells map			
Mak, Gabriella	12/12/2023	1.00 180.00	180.00
Groundwater wells map			
Mak, Gabriella	12/13/2023	4.00 180.00	720.00
meeting with Doug and prepared exhibits			

Project	LOCSD.180392.00	District Support Services			Invoice	85320
Mak, Gabriella		12/14/2023	2.75	180.00	495.00	
		Meeting with Doug and revised exhibits				
Mak, Gabriella		12/15/2023	2.00	180.00	360.00	
		Revised exhibits				
		Totals	15.75		2,822.50	
		<b>Total Labor</b>				<b>2,822.50</b>
				<b>Level 2 Subtotal</b>		<b>\$2,822.50</b>
				<b>Project Total</b>		<b>\$3,242.50</b>
				<b>Total this Report</b>		<b>\$3,242.50</b>



# INVOICE

**FROM:**

Guy W. Savage  
 PO Box 894  
 Los Olivos, Ca 93441

**BILL TO:**

Via electronic delivery  
 President Julie Kennedy  
 Los Olivos Community Services District  
 PO Box 345  
 Los Olivos, Ca 93441

**Invoice #:** 20241  
**Invoice Date:** 2/1/2024

Dear President Kennedy,

Please see the below for professional services provided, plus any expenditures 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 or as authorized by the District.

Date	Description	Units	Rate	Amount
1/31/2024	General Manager Services - LOCSD (1/1/24-1/31/24) See Attached for Details	30	\$ 138.65	\$ 4,159.35
1/31/2024	Grant Reimbursable - General Manager Services - Groundwater Monitoring Wells (1/1/24-1/31/24) See Attached for Details	24	\$ 138.65	\$ 3,327.48
1/20/2024	Grant Reimbursable Expense - Paint for field marking (DIG ALERT			\$ 30.41
1/22/2024	Grant Reimbursable Expense - NO PARKING signs			\$ 11.03
1/22/2024	Grant Reimbursable Expense - LOCSD equipment marking			\$ 7.60
1/22/2024	Grant Reimbursable Expense - Grainger Online - signs, cones, barricades, safety equipment			\$ 1,126.26
1/30/2024	Grant Reimbursable Expense - Drill rig generator fuel			\$ 8.76
<b>Total</b>				<b>\$ 8,670.89</b>

Thank you for your continued support.



Email: [GM.LOCSD@gmail.com](mailto:GM.LOCSD@gmail.com)

Date	Description	Hours	Grant			Amount Grant Reimbursable
			Reimbursable	Rate	Amount	
1-Jan	Emails	0.25		\$ 138.65	\$ 34.66	\$ -
2-Jan	Grants subcommittee meeting	1		\$ 138.65	\$ 138.65	\$ -
	Carbajal Office follow-up	0.25		\$ 138.65	\$ 34.66	\$ -
4-Jan	Bylaws and Brown Act discussion w/Counsel	0.75		\$ 138.65	\$ 103.98	\$ -
	Grants meeting minutes, video post	0.25		\$ 138.65	\$ 34.66	\$ -
	WRDA funding requests	0.5		\$ 138.65	\$ 69.32	\$ -
	Regular meeting agenda and related agenda item development	4		\$ 138.65	\$ 554.58	\$ -
	Encroachment permit / BC2 contract follow-up		0.25	\$ 138.65	\$ -	\$ 34.66
	2023 Audit outreach to Moss, Levy, Hartzheim	0.25		\$ 138.65	\$ 34.66	\$ -
5-Jan	Finance Subcommittee	0.25		\$ 138.65	\$ 34.66	\$ -
	Finance Subcommittee minutes, prior minutes	0.25		\$ 138.65	\$ 34.66	\$ -
8-Jan	PM Meeting	1		\$ 138.65	\$ 138.65	\$ -
	PM Minutes, video, web post	0.5		\$ 138.65	\$ 69.32	\$ -
	Finance Subcommittee minutes, video, web post	0.25		\$ 138.65	\$ 34.66	\$ -
	Administrative - annual activities	1		\$ 138.65	\$ 138.65	\$ -
	Fayram meeting	0.5		\$ 138.65	\$ 69.32	\$ -
	Review 2023 video postings, minutes, etc. to ensure posting	0.75		\$ 138.65	\$ 103.98	\$ -
9-Jan	Regen	0.5		\$ 138.65	\$ 69.32	\$ -
	Bylaws	0.75		\$ 138.65	\$ 103.98	\$ -
	1/10 meeting prep	0.75		\$ 138.65	\$ 103.98	\$ -
	Draft CCRWQCB monthly memo	0.5		\$ 138.65	\$ 69.32	\$ -
10-Jan	Regular meeting			\$ 138.65	\$ -	\$ -
11-Jan	CCRWQCB monthly memo regarding Groundwater Monitoring Wells		0.25	\$ 138.65	\$ -	\$ 34.66
	Letter to Solvang	0.25		\$ 138.65	\$ 34.66	\$ -
	Regular meeting minutes, video, post	1.5		\$ 138.65	\$ 207.97	\$ -
	Administrative - billing, emails, County follow up	0.5		\$ 138.65	\$ 69.32	\$ -
	Responses to City of Solvang related to 1/24 City Council meeting	0.25		\$ 138.65	\$ 34.66	\$ -
	Website updates, Form 700	1		\$ 138.65	\$ 138.65	\$ -
12-Jan	County Recorder follow up	0.5		\$ 138.65	\$ 69.32	\$ -
16-Jan	Emails, CSDA	0.75		\$ 138.65	\$ 103.98	\$ -
17-Jan	1/22 Tech Agenda, post	1		\$ 138.65	\$ 138.65	\$ -
19-Jan	Kennedy meeting, emails, website updates	2		\$ 138.65	\$ 277.29	\$ -
	BC2 coordination, signs, barricades		1	\$ 138.65	\$ -	\$ 138.65
20-Jan	Letter to residents near drill sites, dig-alert prep and paint, talk to neighbors		3.25	\$ 138.65	\$ -	\$ 450.60
22-Jan	Technical Subcommittee meeting, minutes, post video, post prior minu	2.25		\$ 138.65	\$ 311.95	\$ -
	Safety equipment purchasing, No Parking signage, put up barriers		3.5	\$ 138.65	\$ -	\$ 485.26
	City of Solvang Council Meeting - connection to Solvang	4.25		\$ 138.65	\$ 589.24	\$ -
23-Jan	Coord 1/29 drilling, No Parking signage, put up barriers, encroachment permits		2.5	\$ 138.65	\$ -	\$ 346.61
	GSI Contract		0.75	\$ 138.65	\$ -	\$ 103.98
24-Jan	GSI Contract-finish and sign		0.5	\$ 138.65	\$ -	\$ 69.32
25-Jan	Dunn School meeting	1		\$ 138.65	\$ 138.65	\$ -
26-Jan	Deposits - \$75k, \$20k, \$20	0.5		\$ 138.65	\$ 69.32	\$ -
30-Jan	MW - 4		6.5	\$ 138.65	\$ -	\$ 901.19
31-Jan	MW - 3, cuttings		5.5	\$ 138.65	\$ -	\$ 762.55
				\$ 138.65	\$ -	\$ -
<b>Totals</b>		<b>30</b>	<b>24</b>		<b>\$ 4,159.35</b>	<b>\$ 3,327.48</b>
<b>Grand Totals</b>		<b>Hours</b>	<b>54.00</b>			<b>\$ 7,486.83</b>



Guy Savage &lt;gm.locsd@gmail.com&gt;

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**Re: Request regarding hours**

---

**Julie Kennedy** <julie.kennedy.locsd@gmail.com>  
To: General Manager - LOCS D <gm.locsd@gmail.com>

Fri, Jan 12, 2024 at 8:54 AM

Thank you Guy for the background info, I appreciate it!  
Yes, additional hours approved.  
Julie

---

**Julie Kennedy** , Los Olivos Community Services District



Phone: 805.946.0431  
Mobile: 805.693.4077  
Email: julie.kennedy.locsd@gmail.com  
Website: www.losolivoscsd.com  
Address: PO Box 345, Los Olivos, CA 93441

On Thu, Jan 11, 2024 at 3:42 PM General Manager - LOCS D <gm.locsd@gmail.com> wrote:  
Julie,

My contract requires that I ask for approval to exceed 30 hours a month. The 30 hours is roughly what is needed to support the "normal" business of the District. I think you've also noticed that I regularly exceed 30 hours, but donate the excess hours, unless I get close to or over 40 hours.

The work currently being carried out related to Groundwater Monitoring Wells, which is reimbursable via our EHS grant, is a workload that could quickly push me over 30 hours in January, February, and March. Therefore, I am requesting that you approve me to work as many hours as necessary on the wells effort until this current well project is completed. These hours would be in addition to my contractually agreed to maximum of 30 hours. If I need more than 30 hours for "normal" business, I will make a separate request.

Hopefully that is clear enough. I would essentially work my 30 hours, plus as many hours as necessary to support the wells project (without a cap). If you would please respond with an approval or denial of this approach, it would be appreciated.

Guy

-----  
Guy Savage  
General Manager  
Los Olivos Community Services District  
PO Box 345, Los Olivos, CA 93441  
(805) 500-4098  
[www.LosOlivosCSD.com](http://www.LosOlivosCSD.com)



Guy Savage <gm.locsd@gmail.com>

### Grainger Online Order Confirmation #1504292365 / P.O. #WEB2484585265

Grainger <Grainger@service.grainger.com>  
Reply-To: Grainger <CustomerFeedback@service.grainger.com>  
To: gm.locsd@gmail.com

Mon, Jan 22, 2024 at 10:37 AM



[My Account](#) | [Order History](#) | [Help](#) | [All Products](#)

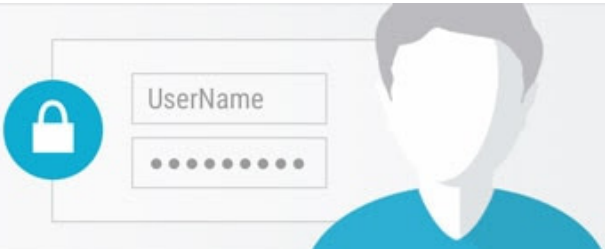
## ORDER CONFIRMATION

Hello Guy Savage,

Thank you for placing an order with Grainger. We confirm that the following order has been received.

**Order Faster—Next Time!**  
Your details are saved. All you need now is a user ID, password and security question/answer.

**FINISH REGISTRATION**



## ORDER DETAILS

Order #1504292365  
PO #WEB2484585265  
Company Name : GUY SAVAGE

### ORDER SUMMARY

Subtotal **\$975.80**  
Estimated Tax **\$75.63**  
Estimated Shipping **\$74.83**  
**Estimated Total \$1,126.26**

Availability, Shipping, Tax & Promotions are not final until your order is processed. All final charges will be reflected on the associated invoice.

### DELIVERY METHOD

SHIPPING ADDRESS  
**Los Olivos Community Services Distr**  
2833 Grand Ave  
Guy Savage  
Los Olivos, CA 93441-4407  
US

### PAYMENT METHOD

VISA \*\*\*\*0153 

## MY PURCHASED PRODUCTS



APPROVED VENDOR  
Item # **3UTY5**  
Price **\$163.89** / each

STATUS  
**Preparing to Ship**  
**Expected to Arrive Between Tue Jan 23\* and Wed Jan 24\***

TOTAL **\$655.56**  
QTY **4**

PO Line # 1



CONDOR  
Item # **53YN58**  
Price **\$19.04** / each

STATUS  
**Preparing to Ship**  
**Expected to Arrive Between Tue Jan 23\* and Wed Jan 24\***

TOTAL **\$19.04**  
QTY **1**

PO Line # 2



APPROVED VENDOR  
Item # **6FHA1**  
Price **\$30.12** / each

STATUS  
**Preparing to Ship**  
**Expected to Arrive Between Tue Jan 23\* and Wed Jan 24\***

TOTAL **\$301.20**  
QTY **10**

PO Line # 3

\*Within the continental U.S. when your order is received by 5 p.m. local time at your local shipping facility, which may be in a different time zone from you. Deliveries occur Monday-Friday, excluding holidays. Currently subject to limited product availability on select high-demand, pandemic-related items.

<b>GRAINGER CHOICE</b>	<b>REPLACEMENT PARTS</b>	<b>KEEPSTOCK</b>	<b>KNOWHOW®</b>
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This email was sent to gm.locsd@gmail.com. To ensure emails are inboxed directly, please add grainger@service.grainger.com as a contact. This is an automated email. Please do not reply.

These items are sold for domestic consumption in the US. If exported, purchaser assumes full responsibility for compliance with US export controls. All US and Export orders are subject to the [Grainger Terms of Sale](#) as set forth on the website and/or an existing contract, if applicable. Products shipped directly from suppliers to customers are subject to supplier availability. Certain items are not eligible for purchase by individual consumers without a Grainger business account. If you are not a registered business customer or did not place this order under a logged in account, your order is subject to review and Grainger may refuse to accept your request for certain products.

THANK YOU FOR SHOPPING AT  
VALLEY HARDWARE  
1665 MISSION DR.  
SOLVANG, CA 93463  
(805) 688-4191

30 DAY RETURN/REFUND EXCHANGE

01/22/24 1:50PM DG 551 SALE

5028140 1 EA \$6.99 EA  
STENCIL KIT HD 3" 36PK \$6.99

SUB-TOTAL:\$ 6.99 TAX: \$ .61  
TOTAL: \$ 7.60  
BC AMT: \$ 7.60

BK CARD#: XXXXXXXXXXXX0153  
MID:\*\*\*\*\*4885 TID:\*\*\*2495  
AUTH: 98552G AMT: \$ 7.60  
Host reference #:476959 Bat#

Authorizing Network: VISA

Chip Read  
CARD TYPE:VISA EXPR: XXXX

AID : A0000000031010  
TVR : 8080008000  
IAD : 06010A03602000  
TSI : 6800  
ARC : 00  
MODE : Issuer  
CVM : No CVM  
Name : VISA CREDIT  
ATC :05C1  
AC : F260F928D23F4699  
TxnID/ValCode: 528820

Bank card USD\$ 7.60



==>> JRNL#E76959 <<==  
CUST NO:\*12363

THANK YOU GUY SAVAGE  
FOR YOUR PATRONAGE  
ACE REWARDS ID # 1971447600

Acct: GUY SAVAGE

Customer Copy

Inklines Printing Co.  
1693 Mission Drive...Suite C-101  
Solvans CA 93463  
(805) 686-0705

01/22/24 13:56:50

DESCRIPTION	QTY	PRICE
C - Color Copy 8.5x14	6	10.14
Subtotal		10.14
Tax		0.89
Total		11.03
Tendered Cash		11.03
Change		0.00

THANK YOU FOR SHOPPING AT  
VALLEY HARDWARE  
1665 MISSION DR.  
SOLVANG, CA 93463  
(805) 688-4191

30 DAY RETURN/REFUND EXCHANGE

01/20/24 12:24PM RC 552 SALE

27219 1 EA \$9.99 EA  
TAPE BARACD CAUTION 200 \$9.99  
1804855 1 EA \$9.99 EA  
MARKING PAINT PL WB WHT \$9.99  
1396084 1 EA \$7.99 EA  
SPRYPNT 2X SAT CANYN BLK \$7.99

SUB-TOTAL:\$ 27.97 TAX:\$ 2.44  
TOTAL:\$ 30.41  
BC AMT:\$ 30.41

BK CARD#: XXXXXXXXXXXX0153  
MID:\*\*\*\*\*4885 TID:\*\*\*2495  
AUTH: 06349G AMT:\$ 30.41  
Host reference #:476512 Bat#

Authorizing Network: VISA

Chip Read  
CARD TYPE:VISA EXPR: XXXX  
AID : A0000000031010  
TVR : 8080008000  
IAD : 06010A03602000  
TSI : 6800  
ARC : 00  
MODE : Issuer  
CVM :  
Name : VISA CREDIT  
ATC :05BF  
AC : 074721054724AACD  
TxnID/ValCode: 528513

Bank card USD\$ 30.41



==>> JRNL#E76512 <<==  
CUST NO:\*12363

THANK YOU GUY SAVAGE  
FOR YOUR PATRONAGE  
ACE REWARDS ID # 1971447600

006 TAXABLE 8.75% .87  
006 TAXABLE 8.75% 1.57

Acct: GUY SAVAGE

Customer Copy

Jims Service Center  
2015 Mission Drive  
Solvang, CA 93463

2015 MISSION DR  
JIMS SERVICE STATIO  
XXXXXXXXXX7001  
SOLVANG, CA  
93463  
01/30/2024 820316437  
10:04:20 AM

XXXX XXXX XXXX 0153  
Visa  
INVOICE 058074  
AUTH 08099G

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

PUMP# 5

REGULAR 2.136G  
PRICE/GAL \$4.099

FUEL TOTAL \$ 8.76

-----  
TOTAL = \$ 8.76

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

CREDIT \$ 8.76

=====  
Customer-activated Purchase/Capture  
Sequence Number 04887  
Contactless  
APPROVED 08099G  
=====

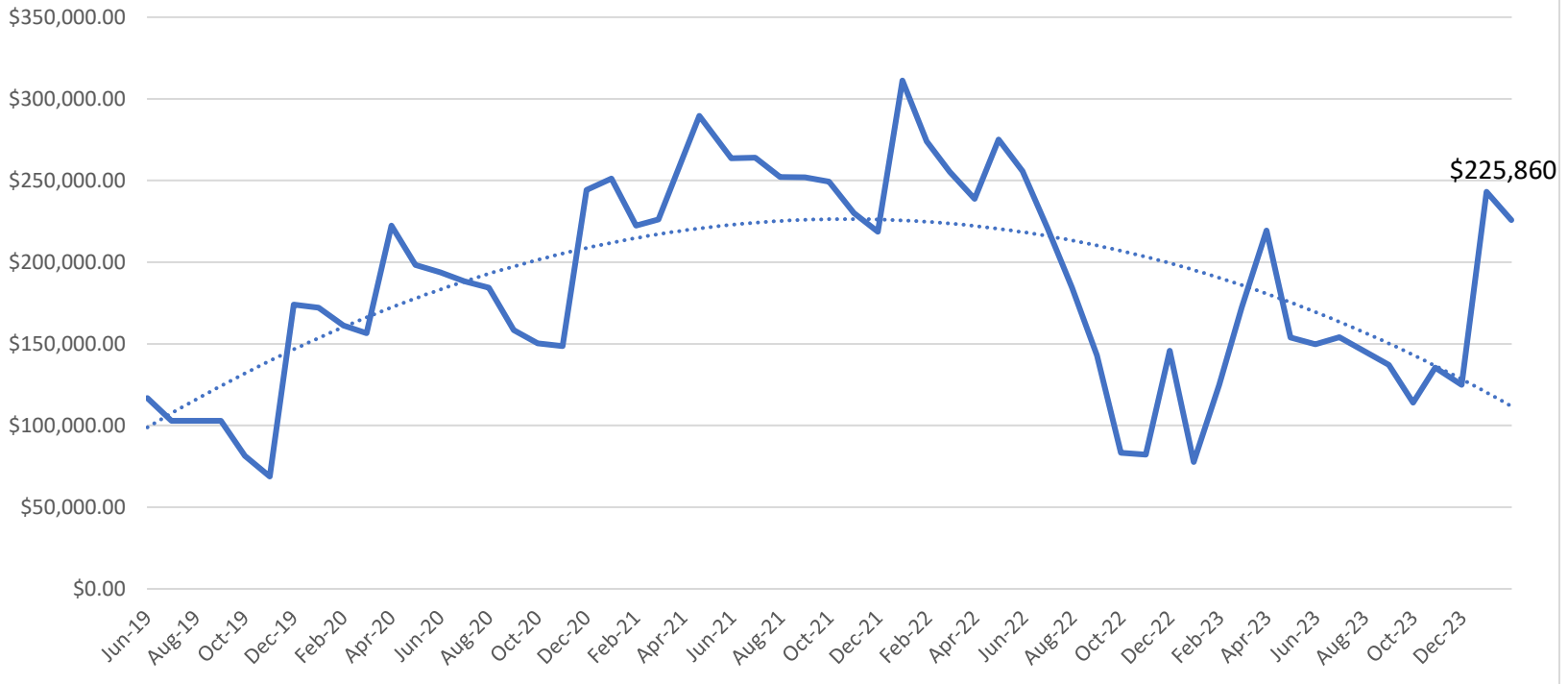
Thanks for coming in!  
Come back soon!



# ITEM 6 – BUDGET REPORTS

## BUDGET REPORTS

Los Olivos CSD Cash Balance History



# Cash Balances

As of: 2/1/2024  
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund	2/1/2024 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	2/1/2024 Ending Balance
3490 -- Los Olivos CSD	225,859.90	0.00	0.00	0.00	0.00	225,859.90
Total Report	225,859.90	0.00	0.00	0.00	0.00	225,859.90

# Financial Status

As of: 2/1/2024 (59% 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	6/30/2024 Fiscal Year Adjusted Budget	2/1/2024 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
<b>Revenues</b>				
<b>Taxes</b>				
3066 -- Special Tax Assessment	227,650.00	140,740.21	-86,909.79	61.82 %
Taxes	227,650.00	140,740.21	-86,909.79	61.82 %
<b>Use of Money and Property</b>				
3380 -- Interest Income	744.00	1,620.52	876.52	217.81 %
Use of Money and Property	744.00	1,620.52	876.52	217.81 %
<b>Intergovernmental Revenue-Other</b>				
4840 -- Other Governmental Agencies	0.00	30,000.00	30,000.00	--
Intergovernmental Revenue-Other	0.00	30,000.00	30,000.00	--
<b>Revenues</b>	<b>228,394.00</b>	<b>172,360.73</b>	<b>-56,033.27</b>	<b>75.47 %</b>
<b>Expenditures</b>				
<b>Services and Supplies</b>				
7090 -- Insurance	2,934.00	2,932.81	1.19	99.96 %
7324 -- Audit and Accounting Fees	2,500.00	425.50	2,074.50	17.02 %
7430 -- Memberships	1,300.00	1,244.00	56.00	95.69 %
7460 -- Professional & Special Service	78,886.00	27,322.59	51,563.41	34.64 %
7508 -- Legal Fees	45,529.00	15,040.76	30,488.24	33.04 %
7510 -- Contractual Services	98,643.00	53,755.28	44,887.72	54.49 %
7530 -- Publications & Legal Notices	1,750.00	0.00	1,750.00	0.00 %
7671 -- Special Projects	0.00	573.64	-573.64	--
Services and Supplies	231,542.00	101,294.58	130,247.42	43.75 %
<b>Expenditures</b>	<b>231,542.00</b>	<b>101,294.58</b>	<b>130,247.42</b>	<b>43.75 %</b>

# Financial Status

As of: 2/1/2024 (59% 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	6/30/2024 Fiscal Year Adjusted Budget	2/1/2024 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
Changes to Fund Balances				
Decrease to Residual Fund Balance				
9601 -- Residual Fund Balance-Inc/Dec	3,148.00	0.00	-3,148.00	0.00 %
Decrease to Residual Fund Balance	3,148.00	0.00	-3,148.00	0.00 %
Changes to Fund Balances	3,148.00	0.00	-3,148.00	0.00 %
Los Olivos CSD	0.00	71,066.15	71,066.15	--
Net Financial Impact	0.00	71,066.15	71,066.15	--

# General Ledger Trial Balance

As of: 2/1/2024  
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

## Fund 3490 -- Los Olivos CSD

	Beginning Balance 7/1/2023	Year-To-Date Debits	Year-To-Date Credits	Ending Balance 2/29/2024
<b>Assets &amp; Other Debits</b>				
<b>Assets</b>				
0110 -- Cash in Treasury	154,050.07	317,173.58	245,363.75	225,859.90
0240 -- Interest Receivable	743.68	1,620.52	2,364.20	0.00
Total Assets	154,793.75	318,794.10	247,727.95	225,859.90
Total Assets & Other Debits	154,793.75	318,794.10	247,727.95	225,859.90
<b>Liabilities, Equity &amp; Other Credits</b>				
<b>Liabilities</b>				
1010 -- Warrants Payable	0.00	2,296.00	2,296.00	0.00
1015 -- EFT Payable	0.00	98,279.44	98,279.44	0.00
1210 -- Accounts Payable	0.00	100,575.44	100,575.44	0.00
1730 -- Unidentified Deposits	0.00	30,000.00	30,000.00	0.00
Total Liabilities	0.00	231,150.88	231,150.88	0.00
<b>Equity</b>				
2200 -- Fund Balance-Residual	-154,793.75	0.00	0.00	-154,793.75
2410 -- Est Revenues/Oth Fin Src	0.00	231,542.00	0.00	231,542.00
2510 -- Appropriations/Oth Fin Use	0.00	0.00	231,542.00	-231,542.00
2710 -- Revenues/Other Fin Sources	0.00	144,069.17	316,429.90	-172,360.73
2810 -- Expenditures/Other Fin Uses	0.00	101,294.58	0.00	101,294.58
Total Equity	-154,793.75	476,905.75	547,971.90	-225,859.90
Total Liabilities, Equity & Other Credits	-154,793.75	708,056.63	779,122.78	-225,859.90
Total Los Olivos CSD	0.00	1,026,850.73	1,026,850.73	0.00