



POSTED 4-29-2019

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, May 3, 2019, 10:00 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 4-8-2019

**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. 4-4-2019 MNS Invoice (IGM February Services) - \$3725.00
2. 4-25-2019 MNS Invoice (IGM March Services) - \$6707.50
3. 4-3-2019 A & W Invoice (Legal Counsel March Services) - \$2128.71

**B. County FIN Billing.** Authorization to pay a journal entry for the first 3 quarters of Fiscal Year 2018-19. The total of the journal entry will be \$1,500.00 (\$500 for each quarter). From Andrea D. Johnson, Department Administrator, County of Santa Barbara, Office of the Auditor-Controller

**C. Review Financial Status & Next FY Budget**

**8. Next Meeting:**

Friday, June 7, 2019, 10:00 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 [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.

**Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 946-0431**  
[losolivoscscsd@gmail.com](mailto:losolivoscscsd@gmail.com), [www.losolivoscscsd.com](http://www.losolivoscscsd.com)

POSTED 2-5-2019

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, February 8, 2019, 10:30 a.m.**  
**201 Industrial Way, Ste A, Buellton, CA 93427**

**FINANCE COMMITTEE MEETING MINUTES**

**1. CALL TO ORDER**

Meeting called to order at 10:33am

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

IGM Pike and Director Kennedy present. Director Arme attended via phone.

**3. APPROVAL OF 1-4-2019 MEETING MINUTES**

**Motion:** Approve 1-4-2019 Meeting Minutes

**First:** Director Kennedy   **Second:** Director Arme

**Vote:** 2-0 Motion passed

**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.

Director Kennedy – no report

Director Arme – no report

**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.

No public comments.

**6. INTERIM GENERAL MANAGER REPORT**

Interim General Manager Report on current assignments and general Committee business.

- FIN System Access finally available and VPN issue appears to be resolved.
- Documents are now on the website for public viewing.

**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**
- 3. Alyshire & Winder Services through Jan 31, 2019 - \$3,040.00**

**Motion:** Approve invoices for payment.

**First:** Director Kennedy **Second:** Director Arme

**Vote:** 2-0 Motion passed

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

VPN issue appears to be resolved.

**8. Next Meeting:**

Friday, March 8, 2019, 10:30 a.m.

MNS Engineers, 201 Industrial Way, Ste A, Buellton, CA 93427

**9. ADJOURNMENT**

**Motion:** Adjourn meeting at 11:07am

**First:** Director Kennedy **Second:** Director Arme

**Vote:** 2-0 Motion passed

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APPROVED

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Tom Fayram, President

ATTEST

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Julie Kennedy, Secretary

POSTED 3-4-2019

**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, March 8, 2019, 10:30 a.m.**  
**201 Industrial Way, Ste A, Buellton, CA 93427**

**FINANCE COMMITTEE MEETING MINUTES**

**1. CALL TO ORDER**

Meeting called to order at 10:35am

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

IGM Pike and Director Kennedy attended via phone. Director Arme was absent.

**3. APPROVAL OF MEETING MINUTES**

Meeting of 2-8-2019 – Minutes not approved, not available in time for board packet posting. Will be approved with the April 8 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.

Director Kennedy – no report

Director Arme – absent

**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.

No public comments.

**6. INTERIM GENERAL MANAGER REPORT**

Interim General Manager Report on current assignments and general Committee business.

- Still working out small kinks with County FIN System.
- Technical Working Group also considering estimates for planning work to include in project plan.

**7. BUSINESS ITEMS**

**A. Review and recommend to full Board of Directors payment of invoices to the District.**

1. 1-15-19 Aleshire & Wynder LLP (Services through 12-31-2018) - \$2,974.27
2. 2-5-2019 MNS Invoice (IGM December Services) - \$2,970.00
3. 3-6-19 Aleshire & Wynder LLP (Services through 2-28-2019) - \$2,869.50

**Motion:** Approve invoices for payment.

**First:** Director Kennedy **Second:** IGM Pike

**Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 946-0431**  
[losolivoscscsd@gmail.com](mailto:losolivoscscsd@gmail.com), [www.losolivoscscsd.com](http://www.losolivoscscsd.com)

**Vote:** 2-0 Motion passed

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

County Elections invoice payment was delayed slightly due to requirement for a vendor number and completion of necessary paperwork.

**8. Next Meeting:**

Monday, April 8, 2019, 10:30 a.m.

MNS Engineers, 201 Industrial Way, Ste A, Buellton, CA 93427

**9. ADJOURNMENT**

**Motion:** Adjourn meeting at 10:56am

**First:** Director Kennedy **Second:** IGM Pike

**Vote:** 2-0 Motion passed

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APPROVED

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Tom Fayram, President

ATTEST

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Julie Kennedy, Secretary

POSTED 4-3-2019

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, April 8, 2019, 10:00 a.m.**  
**201 Industrial Way, Ste A, Buellton, CA 93427**

**FINANCE COMMITTEE MEETING MINUTES**

**1. CALL TO ORDER**

Meeting called to order at 10:04am

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

IGM Pike, Director Kennedy and Director Arme attended via phone.

**3. APPROVAL OF MEETING MINUTES**

Meeting of 3-8-2019 – Approval of Minutes postponed to May 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.

Director Kennedy – will attend the CFCC Funding Fair in Sacramento to gather information for Financial Plan.

Director Arme – no report

**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.

- Technical Working Group making progress on the project plan with cost estimates.
- FIN System up and running and IGM is training Mary in the MNS office as another resource.

**7. BUSINESS ITEMS**

**A. Review and recommend to full Board of Directors payment of invoices to the District.**

1. 3-11-2019 MNS Invoice (IGM December Services) - \$4,760.00

**Motion:** Approve invoice for payment.

**First:** Director Kennedy **Second:** Director Arme

**Vote:** 2-0 Motion passed

**B. County FIN Billing per the attached agreement.** They normally send out JEs each quarter. The County wants to prepare a JE to get Los Olivos CSD caught up for the first three quarters of this fiscal year

**Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 946-0431**

[losolivoscscd@gmail.com](mailto:losolivoscscd@gmail.com), [www.losolivoscscd.com](http://www.losolivoscscd.com)

They need to know contact (Douglas Pike aor Julie Kennedy) Our contact at the County is Andrea D. Johnson, Department Administrator, Office of the Auditor-Controller, P.O. Box 39, Santa Barbara, CA 93102-0039, P: 805.568.2454, [AJohnson@co.santa-barbara.ca.us](mailto:AJohnson@co.santa-barbara.ca.us)

**Motion:** Appoint IGM Pike as the primary contact for this purpose.

**First:** Director Kennedy **Second:** Director Arme

**Vote:** 2-0 Motion passed

**8. Next Meeting:**

Friday, May 3, 2019, 10:30 a.m.

MNS Engineers, 201 Industrial Way, Ste A, Buellton, CA 93427

**9. ADJOURNMENT**

**Motion:** Adjourn meeting at 10:38am

**First:** Director Kennedy **Second:** Director Arme

**Vote:** 2-0 Motion passed

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APPROVED

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Tom Fayram, President

ATTEST

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Julie Kennedy, Secretary



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

ENGINEERING  
 PLANNING  
 SURVEYING  
 CONSTRUCTION MANAGEMENT

April 4, 2019  
 Project No: LOCS.D.180392.00  
 Invoice No: 72455

Los Olivos Community Services District  
 P.O. Box 553  
 Los Olivos, CA 93441

Principal Jeffrey Edwards  
 Project Manager Douglas Pike  
 Project LOCS.D.180392.00 General Manager Services

**Professional Services for the Period: February 1, 2019 to February 28, 2019**

Level 2 TASK01 District Management

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Project Management			
Project Coordinator	1.50	120.00	180.00
District Manager	17.50	200.00	3,500.00
Fund Development/Grant Applications			
Senior Project Engineer	.25	180.00	45.00
Totals	19.25		3,725.00
<b>Total Labor</b>			<b>3,725.00</b>
		<b>Level 2 Subtotal</b>	<b>\$3,725.00</b>
		<b>Current Invoice Amount</b>	<b>\$3,725.00</b>

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
72056	2/5/2019	2,970.00
72237	3/11/2019	4,760.00
<b>Total</b>		<b>7,730.00</b>



# Billing Backup

Thursday, April 4, 2019

MNS Engineers, Inc.

Invoice 72455 Dated 4/4/2019

4:51:49 PM

Project	LOCSD.180392.00	General Manager Services
Level 2	TASK01	District Management

## Professional Personnel

		Hours	Rate	Amount	
Project Management					
Project Coordinator					
Zepeda, Mary	2/13/2019	1.50	120.00	180.00	
Prepare Additional Agenda Packets for Board Meeting (2/13/18); Finalize Binders; Updated Meeting Minutes					
District Manager					
Pike, Douglas	2/4/2019	1.50	200.00	300.00	
Prepare and post Finance Committee Agenda					
Pike, Douglas	2/5/2019	1.00	200.00	200.00	
Ad Hoc Tech Committee					
Pike, Douglas	2/6/2019	.50	200.00	100.00	
Website Update					
Pike, Douglas	2/7/2019	1.00	200.00	200.00	
Form 700 Research					
Pike, Douglas	2/8/2019	4.00	200.00	800.00	
LOCSD Finanace Commi9ttee prepare and attend, Post Regular Agenda					
Pike, Douglas	2/11/2019	2.00	200.00	400.00	
Board Packet					
Pike, Douglas	2/13/2019	6.00	200.00	1,200.00	
LOCSD Regular Maeeting Prepare and attand					
Pike, Douglas	2/22/2019	1.00	200.00	200.00	
Communications with County Assessor's office and District Counsel: re if our COI policy must be approved by the Co. BOS.					
Pike, Douglas	2/28/2019	.50	200.00	100.00	
Website coordination					
Fund Development/Grant Applications					
Senior Project Engineer					
Jaquez, Gregory	2/6/2019	.25	180.00	45.00	
Funding consultation.					
Totals		19.25		3,725.00	
<b>Total Labor</b>					<b>3,725.00</b>
				<b>Level 2 Subtotal</b>	<b>\$3,725.00</b>
				<b>Project Total</b>	<b>\$3,725.00</b>
				<b>Total this Report</b>	<b>\$3,725.00</b>



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

ENGINEERING  
 PLANNING  
 SURVEYING  
 CONSTRUCTION MANAGEMENT

April 25, 2019

Project No: LOCSD.180392.00

Invoice No: 72601

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: March 1, 2019 to March 31, 2019**

Level 2 TASK01 District Management

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Project Management				
Project Coordinator	16.00	120.00	1,920.00	
District Manager	20.50	200.00	4,100.00	
General Consulting/Requested				
Assistant Engineer	5.50	125.00	687.50	
Totals	42.00		6,707.50	
<b>Total Labor</b>				<b>6,707.50</b>
				<b>Level 2 Subtotal</b>
				<b>\$6,707.50</b>

Level 2 TASK03 Survey Tasks

Level 3 02 Office

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Project Management				
Principal Surveyor	1.50	220.00	330.00	
Research				
Senior Land Title Analyst	2.00	145.00	290.00	
Totals	3.50		620.00	
<b>Total Labor</b>				<b>620.00</b>
				<b>Level 3 Subtotal</b>
				<b>\$620.00</b>
				<b>Level 2 Subtotal</b>
				<b>\$620.00</b>

**Current Invoice Amount \$7,327.50**

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
72056	2/5/2019	2,970.00

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Project	LOCSD.180392.00	General Manager Services	Invoice	72601
	72237	3/11/2019	4,760.00	
	72455	4/4/2019	3,725.00	
	<b>Total</b>		<b>11,455.00</b>	

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# Billing Backup

Thursday, April 25, 2019

MNS Engineers, Inc.

Invoice 72601 Dated 4/25/2019

1:44:22 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	3/4/2019	2.00	120.00	240.00
Met with Doug Pike and Lisa Palmer re website redevelopment; Post Finance Committee Meeting Agenda and Pickup Mail at Los Olivos Post Office				
Zepeda, Mary	3/8/2019	1.00	120.00	120.00
Post Board Meeting Agenda and Pickup Mail at Los Olivos Post Office				
Zepeda, Mary	3/25/2019	5.00	120.00	600.00
Modified LOCS.D Website and provided list of changes to LP and DP on 3/25/19				
Zepeda, Mary	3/26/2019	4.00	120.00	480.00
Modified LOCS.D Website and created tracking log for website changes; Research 218				
Zepeda, Mary	3/27/2019	4.00	120.00	480.00
Modified LOCS.D Website and updated tracking log for website changes; Research 218 via Google, LAFCO and LAO				
District Manager				
Pike, Douglas	3/4/2019	1.50	200.00	300.00
Finance Committee Agenda				
Pike, Douglas	3/5/2019	1.50	200.00	300.00
Pay Invoices				
Pike, Douglas	3/6/2019	2.00	200.00	400.00
Draft Agenda				
Pike, Douglas	3/8/2019	1.00	200.00	200.00
Finance Committee Meeting (1), Committee makeup and who can vote? coordinated with Ross Trindle.				
Pike, Douglas	3/11/2019	3.00	200.00	600.00
Finalize Agenda and Packet				
Pike, Douglas	3/12/2019	4.00	200.00	800.00
3-Month Work Plan Development				
Pike, Douglas	3/13/2019	5.00	200.00	1,000.00
Board Meeting Preparation and Attendance				
Pike, Douglas	3/30/2019	2.50	200.00	500.00
3-month workplan and Tech. Ad-hoc Committee Meeting				
General Consulting/Requested				
Assistant Engineer				
Madrigal, Josh	3/11/2019	2.50	125.00	312.50
Scanning and filing documents (1 hour). Working on Exhibit of downtown los olivos parcel (1.5 hour).				
Madrigal, Josh	3/12/2019	1.50	125.00	187.50
Exhibit for Los Olivos Wastewater Treatment Plant				
Madrigal, Josh	3/13/2019	1.50	125.00	187.50

Project	LOCS.D.180392.00	General Manager Services	Invoice	72601
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Finished Exhibit for wastewater treatment plant

Totals	42.00	6,707.50	
<b>Total Labor</b>			<b>6,707.50</b>

**Level 2 Subtotal \$6,707.50**

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Level 2            TASK03            Survey Tasks  
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Level 3            02            Office

**Professional Personnel**

		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Project Management					
Principal Surveyor					
Reinhardt, Mark	3/29/2019	1.50	220.00	330.00	
	Review questions. Set up Masa to research. Review with Masa and write brief report on findings for questions about Mattei's Tavern and vacated streets, and ownership questions. Send report to Doug.				
Research					
Senior Land Title Analyst					
Ueoka, Masayuki	3/29/2019	2.00	145.00	290.00	
	research for Los Olivos Service District				
Totals		3.50		620.00	
<b>Total Labor</b>					<b>620.00</b>
					<b>Level 3 Subtotal \$620.00</b>
					<b>Level 2 Subtotal \$620.00</b>
					<b>Project Total \$7,327.50</b>
					<b>Total this Report \$7,327.50</b>



**ALESHIRE &  
WYNDER<sub>LLP</sub>**  
ATTORNEYS AT LAW

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[AWATTORNEYS.COM](http://AWATTORNEYS.COM)

ORANGE COUNTY | LOS ANGELES | RIVERSIDE | CENTRAL VALLEY

April 3, 2019

**VIA EMAIL ONLY** to [dpike@mnsengineers.com](mailto:dpike@mnsengineers.com)

Mr. Doug Pike, Interim General Manager  
Los Olivos Community Services District  
P.O. Box 345  
Los Olivos, CA 93441

Re: **April 2019 Billing Statement (for services through 3/31/19);  
Aleshire & Wynder, LLP**

Dear Doug:

Enclosed please find a billing statement for the month of April, which includes services rendered and costs incurred by Aleshire & Wynder, LLP, through March 31, 2019.

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

Sincerely,

ALESHIRE & WYNDER, LLP

Eileen Lee for  
G. Ross Trindle, III

Enclosure

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

Billing Period: March 1 thru March 31, 2019

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
<b>0001 General</b> (\$190 Blended: Atty / Paralegal / Law Clerk)	8.00	190	1,520.00	608.71	2,128.71	0.00	(Advisory/Transactional Svcs)
<b>TOTALS:</b>	<b>8.00</b>		<b>1,520.00</b>	<b>608.71</b>	<b>2,128.71</b>	<b>0.00</b>	



Los Olivos Community Services District  
Attn: Mr. Doug Pike, Interim General Manager  
2540 Alamo Pintado Avenue  
Los Olivos, CA 93441

April 1, 2019  
Bill No. 50799

For Legal Services Rendered Through 03/31/19

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

**PROFESSIONAL SERVICES**

<b>Date</b>	<b>Attorney</b>	<b>Description</b>	<b>Hours</b>	<b>Amount</b>
03/04/19	GRT	(CONFLICT OF INTEREST POLICY) LEGAL RESEARCH RE REQUIREMENT THAT BOARD OF SUPERVISORS APPROVE CONFLICT OF INTEREST POLICY; LEGAL RESEARCH RE FILING OFFICER FOR INDEPENDENT SPECIAL DISTRICTS RE FORM 700S; DRAFT ANALYSIS EMAIL TO GENERAL MANAGER RE ALL	2.10	399.00
03/08/19	GRT	(FINANCE COMMITTEE) EMAIL EXCHANGES WITH INTERIM GENERAL MANAGER RE FINANCE COMMITTEE QUORUM, REPORTING OUT ACTION, AND FOLLOW UP RE APPROVAL BY BOARD OF DIRECTORS OF RECOMMENDED ACTIONS	0.60	114.00
03/12/19	GRT	(REGULAR BOARD MEETING) INITIAL TRAVEL TIME FOR REGULAR BOARD MEETING [TRAVEL SPLIT WITH IVCSO]	2.10	399.00
03/13/19	GRT	(COUNTY HOMESTAY ORDINANCE) COMMENCE INITIAL RESEARCH RE ABILITY OF DISTRICT TO CONTEST HOMESTAY PERMITS	0.90	171.00
03/14/19	GRT	(REGULAR BOARD MEETING) RETURN TRAVEL FROM REGULAR BOARD MEETING [SPLIT WITH IVCSO]	2.30	437.00
<b>Total Professional Services</b>			<b>8.00</b>	<b>\$1,520.00</b>



**PROFESSIONAL SERVICES SUMMARY**

Code	Name	Hours	Rate	Amount
GRT	George "Ross" Trindle	8.00	190.00	1,520.00
<b>Total Professional Services</b>		<b>8.00</b>		<b>\$1,520.00</b>

**DISBURSEMENTS**

Date	Description	Amount
03/07/19	MILEAGE TO/FROM 1461084-(RETURN TO RIVERSIDE, SPLIT COST, LOCSD, 02/14/19);Check#29572 - G. Ross Trindle, III	46.98
03/07/19	MILEAGE TO/FROM 1461084-(BOARD MEETING; TO LOCSD, SPLIT COST,02/12/19);Check#29572 - G. Ross Trindle, III	46.98
03/07/19	MILEAGE TO/FROM 1461084-(FROM IVCS D TO LOCSD, 02/12/19);Check#29572 - G. Ross Trindle, III	21.22
03/07/19	TRAVEL EXPENSE 1461084-(HOTEL; LOCSD, SPLIT COST, 02/12/19);Check#29572 - G. Ross Trindle, III	151.90
03/07/19	MEALS / ENTERTAINMENT 1461084-(LUNCH; LOCSD, 02/13/19);Check#29572 - G. Ross Trindle, III	20.24
03/07/19	MILEAGE TO/FROM 1461084-(TRAVEL FROM LOCSD TO IVCS D, 02/14/19);Check#29572 - G. Ross Trindle, III	21.22
03/07/19	MILEAGE TO/FROM 1461335-(TO LOCSD, SPLIT COST, 01/08/19);Check#29573 - G. Ross Trindle, III	46.98
03/07/19	MILEAGE TO/FROM 1461335-(FROM IVCS D TO LOCSD, 01/08/19);Check#29573 - G. Ross Trindle, III	21.22
03/07/19	TRAVEL EXPENSE 1461335-(HOTEL; LOCSD, SPLIT COST, 01/08/19);Check#29573 - G. Ross Trindle, III	141.45
03/07/19	MEALS / ENTERTAINMENT 1461335-(LUNCH; LOCSD BOARD MEETING, 01/09/19);Check#29573 - G. Ross Trindle, III	22.32
03/07/19	MILEAGE TO/FROM 1461335-(TO IVCS D FROM LOCSD, BOARD MEETING, 01/10/19);Check#29573 - G. Ross Trindle, III	21.22
03/07/19	MILEAGE TO/FROM 1461335-(TO RIVERSIDE OFFICE, SPLIT COST, 01/10/19);Check#29573 - G. Ross Trindle, III	46.98
<b>Total Disbursements</b>		<b>\$608.71</b>

**Receipts Since Last Bill**

Prior Balance On This Matter	-170.50	
Date	Description	Total Applied to this Matter
03/07/19	SANTA BARBARA	3,040.00
Less Total Payments		\$3,040.00
Current Matter Due Amount		\$7,972.48

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

April 1, 2019  
Page 3

**CURRENT BILL TOTAL AMOUNT DUE**

	<u><b>\$2,128.71</b></u>
Balance Forward:	8,883.77
Payments & Adjustments:	-3,040.00
<b>Total Due:</b>	<u><b>\$7,972.48</b></u>

# Please return this page with remittance

to  
Aleshire & Wynder, LLP

Bill Number: 50799  
Bill Date: April 1, 2019  
Client Code: 01245  
Client Name: Los Olivos Community Services District  
Matter Code: 0001  
Matter Name: General

Total Professional Services	1,520.00
Total Disbursements	608.71
<b>CURRENT BILL TOTAL AMOUNT DUE</b>	<b><u>\$2,128.71</u></b>
Balance Forward:	8,883.77
Payments & Adjustments:	-3,040.00
<b>Total Due:</b>	<b><u>\$7,972.48</u></b>

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

Thank You



HAMPTON INN & SUITES BUELLTON/SANTA YNEZ VALLEY  
 600 MCMURRAY RD  
 BUELLTON, CA 93427  
 United States of America  
 TELEPHONE 805-686-1555 • FAX 805-686-0898  
 Reservations  
 www.hilton.com or 1 800 HILTONS

TRINDLE, G  
 1217 N 1ST AVE  
 UPLAND CA 91786  
 UNITED STATES OF AMERICA

Room No: 341/NKJZ  
 Arrival Date: 2/12/2019 4:20:00 PM  
 Departure Date: 2/14/2019 11:24:00 AM  
 Adult/Child: 1/0  
 Cashier ID: DEBE  
 Room Rate: 133.16  
 AL:  
 HH # 629895263 DIAMOND  
 VAT #  
 Folio No/Che 67690 A

Confirmation Number: 97477196

HAMPTON INN & SUITES BUELLTON/SANTA YNEZ VALLEY 2/14/2019  
 11:24:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
2/12/2019	145921	GUEST ROOM	\$133.16
2/12/2019	145921	OCCUPANCY TAX	\$15.98
2/12/2019	145921	TBID	\$2.50
2/12/2019	145921	CA TOURISM ASSESMENT	\$0.26
2/13/2019	146047	GUEST ROOM	\$133.16
2/13/2019	146047	OCCUPANCY TAX	\$15.98
2/13/2019	146047	TBID	\$2.50
2/13/2019	146047	CA TOURISM ASSESMENT	\$0.26
2/14/2019	146091	AX *1000	(\$303.80)
**BALANCE**			\$0.00

Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 5,000 hotels and resorts in 100 countries, please visit Honors.com

Hampton hotels are all over the world. Find us in Canada, Costa Rica, Ecuador, Germany, India, Mexico, Poland, Turkey, United Kingdom, and United States of America. Coming soon in Italy and Romania.

CREDIT CARD DETAIL

APPR CODE	185332	MERCHANT ID	3343897716
CARD NUMBER	AX *1000	EXP DATE	12/22
TRANSACTION ID	146091	TRANS TYPE	Sale

1233.1 - CLIENT \$ 151.90  
 SPLIT: 1 UCSD } REGULAR BOARD MEETING  
 1 LCSD }  
 1245.1 - CLIENT \$ 151.90



HAMPTON INN & SUITES BUELLTON/SANTA YNEZ VALLEY  
 600 MCMURRAY RD  
 BUELLTON, CA 93427  
 United States of America  
 TELEPHONE 805-686-1555 • FAX 805-686-0898  
 Reservations  
 www.hilton.com or 1 800 HILTONS

TRINDLE, G  
 1217 N 1ST AVE  
 UPLAND CA 91786  
 UNITED STATES OF AMERICA

Room No: 332/NKRU  
 Arrival Date: 1/8/2019 2:07:00 PM  
 Departure Date: 1/10/2019 11:04:00 AM  
 Adult/Child: 1/0  
 Cashier ID: EGUEST  
 Room Rate: 123.85  
 AL:  
 HH #: 629895263 DIAMOND  
 VAT #  
 Folio No/Che: 67689 A

Confirmation Number: 96952588

HAMPTON INN & SUITES BUELLTON/SANTA YNEZ VALLEY 1/10/2019  
 11:03:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
1/8/2019	140589	GUEST ROOM	\$123.85
1/8/2019	140589	OCCUPANCY TAX	\$14.86
1/8/2019	140589	TBID	\$2.50
1/8/2019	140589	CA TOURISM ASSESMENT	\$0.24
1/9/2019	140757	GUEST ROOM	\$123.85
1/9/2019	140757	OCCUPANCY TAX	\$14.86
1/9/2019	140757	TBID	\$2.50
1/9/2019	140757	CA TOURISM ASSESMENT	\$0.24
1/10/2019	140821	AX *1000	(\$282.90)
**BALANCE**			\$0.00

Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 5,000 hotels and resorts in 100 countries, please visit Honors.com

Hampton hotels are all over the world. Find us in Canada, Costa Rica, Ecuador, Germany, India, Mexico, Poland, Turkey, United Kingdom, and United States of America. Coming soon in Italy and Romania.

CREDIT CARD DETAIL

APPR CODE	168138	MERCHANT ID	3343897716
CARD NUMBER	AX *1000	EXP DATE	12/22
TRANSACTION ID	140821	TRANS TYPE	Sale

1233.1 - CLIENT # 141.45  
 SPLIT: INCSD } REGULAR BOARD MEETINGS  
 LOCSD }  
 1245.1 - CLIENT # 141.45

# Financial Status

As of: 4/26/2019 (82% 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	4/26/2019 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	184,368.00	-11,132.00	94.31 %
Taxes	195,500.00	184,368.00	-11,132.00	94.31 %
<b>Use of Money and Property</b>				
3380 -- Interest Income	0.00	502.26	502.26	--
3381 -- Unrealized Gain/Loss Invstmnts	17.00	16.87	-0.13	99.24 %
Use of Money and Property	17.00	519.13	502.13	3,053.71 %
Revenues	195,517.00	184,887.13	-10,629.87	94.56 %
<b>Expenditures</b>				
<b>Salaries and Employee Benefits</b>				
6100 -- Regular Salaries	50,000.00	0.00	50,000.00	0.00 %
Salaries and Employee Benefits	50,000.00	0.00	50,000.00	0.00 %
<b>Services and Supplies</b>				
7090 -- Insurance	3,500.00	1,783.79	1,716.21	50.97 %
7324 -- Audit and Accounting Fees	10,000.00	0.00	10,000.00	0.00 %
7430 -- Memberships	3,000.00	1,196.00	1,804.00	39.87 %
7450 -- Office Expense	3,000.00	70.00	2,930.00	2.33 %
7460 -- Professional & Special Service	4,000.00	35.00	3,965.00	0.88 %
7508 -- Legal Fees	20,000.00	18,609.38	1,390.62	93.05 %
7510 -- Contractual Services	24,000.00	35,377.51	-11,377.51	147.41 %
7530 -- Publications & Legal Notices	300.00	40.89	259.11	13.63 %
7732 -- Training	6,000.00	0.00	6,000.00	0.00 %
Services and Supplies	73,800.00	57,112.57	16,687.43	77.39 %
<b>Other Charges</b>				
7894 -- Communication Services	3,000.00	600.00	2,400.00	20.00 %

# Financial Status

As of: 4/26/2019 (82% 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	4/26/2019 Year-To-Date Actual	6/30/2019 Fiscal Year Variance	6/30/2019 Fiscal Year Pct of Budget
Other Charges	3,000.00	600.00	2,400.00	20.00 %
Expenditures	126,800.00	57,712.57	69,087.43	45.51 %
<b>Changes to Fund Balances</b>				
<b>Increase to Restricted</b>				
9797 -- Unrealized Gains	17.00	16.87	0.13	99.24 %
Increase to Restricted	17.00	16.87	0.13	99.24 %
Changes to Fund Balances	-17.00	-16.87	0.13	99.24 %
Los Olivos CSD	68,700.00	127,157.69	58,457.69	185.09 %
Net Financial Impact	68,700.00	127,157.69	58,457.69	185.09 %

# Vendor Disbursements

From 7/1/2018 to 4/26/2019

Selection Criteria: Fund = 3490

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

## Fund 3490 -- Los Olivos CSD

Disbursement	Disbursement Date	Dept	Purchase Order	Remit Description	Amount
<b>Vendor 002073 -- SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY</b>					
ACH - 624545	01/23/2019			Vendor Invoice #: 65417	1,783.79
Total SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY					1,783.79
<b>Vendor 089645 -- ALESHIRE AND WYNDER LLP</b>					
ACH - 621414	12/19/2018			Vendor Invoice #: 49140; Vendor Account: Los Olivos CSD	1,944.00
ACH - 621414	12/19/2018			Vendor Invoice #: 47978; Vendor Account: Los Olivos CSD	3,078.79
ACH - 621414	12/19/2018			Vendor Invoice #: 47551; Vendor Account: Los Olivos CSD	2,448.00
ACH - 621414	12/19/2018			Vendor Invoice #: 48421; Vendor Account: Los Olivos CSD	378.00
ACH - 621414	12/19/2018			Vendor Invoice #: 48886; Vendor Account: Los Olivos CSD	1,877.32
ACH - 629558	03/06/2019			Vendor Invoice #: 49977	3,040.00
ACH - 633680	04/11/2019			Vendor Invoice #: 50388	2,869.00
ACH - 633680	04/11/2019			Vendor Invoice #: 49579	2,974.27
Total ALESHIRE AND WYNDER LLP					18,609.38
<b>Vendor 101532 -- STREAMLINE</b>					
ACH - 635435	04/25/2019			Vendor Invoice #: 99485	600.00
Total STREAMLINE					600.00
<b>Vendor 101553 -- JULIE KENNEDY</b>					
W - 09717522	12/19/2018			Reimbursement for CSD Start-up costs incurred	1,341.89
Total JULIE KENNEDY					1,341.89
<b>Vendor 513410 -- MNS ENGINEERS</b>					
ACH - 621458	12/19/2018			Vendor Invoice #: 71470; Vendor Account: Los Olivos CSD	4,262.50
ACH - 621458	12/19/2018			Vendor Invoice #: 71276; Vendor Account: Los Olivos CSD	300.00
ACH - 629625	03/06/2019			Vendor Invoice #: 71888	5,905.00



# Vendor Disbursements

From 7/1/2018 to 4/26/2019

Selection Criteria: Fund = 3490

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

## Fund 3490 -- Los Olivos CSD

<u>Disbursement</u>	<u>Disbursement Date</u>	<u>Dept</u>	<u>Purchase Order</u>	<u>Remit Description</u>	<u>Amount</u>
ACH - 629625	03/06/2019			Vendor Invoice #: 71686	6,333.75
				Total MNS ENGINEERS	16,801.25
				Total Los Olivos CSD	39,136.31

<b>Los Olivos Community Services District</b>	
PO Box 395, Los Olivos, CA 93441	
www.losolivoscscsd.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	50,000.00
<b>Total Salaries &amp; Benefits</b>	<b>50,000.00</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	24,000.00
Publications & Legal Notices	300.00
Board Training	6,000.00
<b>Total Services &amp; Supplies</b>	<b>70,300.00</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	

# 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 %

# 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
Net Financial Impact	68,700.00	0.00	-68,700.00	0.00 %

