

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



LOS OLIVOS COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE MEETING

Posted: 11-2-2022

November 7, 2022, 9:30 AM
St Mark's in the Valley Episcopal Church, Parish Hall
2901 Nojoqui Ave, Los Olivos CA 93441

Please observe decorum and instructions from the Committee Chair

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

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

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

Zoom:

<https://us06web.zoom.us/j/89407884419?pwd=QmVVCVUMwK2xqSWpoY2pteTJDY0xqUT09>

By Phone:

+1 669 900 6833 US (San Jose)

Meeting ID: 894 0788 4419 Passcode: 208251

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

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 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.

MEETING AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. DIRECTOR COMMENTS

Directors will give reports on any meetings that they attended on behalf of the Committee and/or choose to comment on various Committee activities.

4. PUBLIC COMMENTS

Members of the public may address the Committee on any items of interest within the subject matter and jurisdiction of the Committee but not on the agenda today (Gov. Code - 54954.3). The public may also request future agenda topics at this time. Speakers are limited to 3 minutes. Due to the requirements of the Ralph M. Brown Act, the District cannot take action today on any matter not on the agenda, but a matter raised during Public Comments can be referred to District staff for discussion and possible action at a future meeting.

5. ADMINISTRATIVE AGENDA

A. APPROVAL OF MEETING MINUTES

Finance Committee Meeting Minutes of October 10, 2022.

6. BUSINESS ITEMS

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

No.	Invoice Date	Invoice #	Provider	Amount
1.	Oct 7, 2022	876.003-4	GSI Water Solutions Inc – Effluent Study	\$4,721.25

2.	Oct 7, 2022	876-001-19	GSI Water Solutions Inc – Groundwater Wells	\$1,013.75
3.	Oct 7, 2022	180392.00	MNS – Engineering and Administrative services	\$1,305.00
4.	Oct 9, 2022	1056	Confluence ES – Effluent Study	\$4,400.00
5.	Oct 11, 2022	71040	Aleshire & Wynder, LLP – Legal Services	\$2,222.67
6.	Oct 17, 2022	1991878	Stantec – 30% Design close-out	\$1,205.75
7.	Oct 31, 2022	221031	Savage – General Manager services	\$4,050.00

B. Review Budget Reports (See Packet)

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

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

7. ADJOURNMENT

ITEM 5A - MINUTES TO APPROVE

MINUTES TO APPROVE

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



LOS OLIVOS COMMUNITY SERVICES DISTRICT Posted: 10-6-2022
Finance Committee Meeting, October 10, 2022, 8:30 AM
Please observe decorum and instruction from Committee Chair

FINANCE COMMITTEE MEETING AGENDA

This meeting will be held in person at St. Mark's In The Valley Episcopal Church, Common Room
2901 Nojoqui Ave, Los Olivos CA 93441

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

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

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

On Zoom:

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

By Phone:

+1 669 900 6833 US (San Jose)

Meeting ID: 894 0788 4419

Passcode: 208251

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

1. CALL TO ORDER

President Fayram called the meeting to order at: 8:43AM

Zoom has made a change to their software and reuse of a prior Zoom link is no longer allowed.

2. ROLL CALL

PRESENT: President Fayram, Director Palmer, General Manager Savage

ABSENT: None

3. DIRECTOR COMMENTS

Directors will give reports on any meetings that they attended on behalf of the Committee and/or choose to comment on various Committee activities.

Director Palmer noted that she was at an event over the weekend where she had an opportunity to talk with Congressman Carbajal, Senator Lemón (plus Benjamin Peterson on her staff). She conveyed our current status and need for financial support moving forward – essentially setting the table for more discussion regarding financial support.

Director Fayram noted he met with Congressman Carbajal's chief of staff Jeremy Tittle to discuss financing. Mr. Tittle will be setting up a connection with Greg Haas who supported the Los Osos financing efforts on behalf of the Congressman.

GM Savage noted he spoke with Blake Fixler (San Luis Obispo County Supervisor Bruce Gibson's Legislative Aide) regarding lessons learned (costs and key milestones) related to the Los Osos Wastewater Treatment Plant.

4. PUBLIC COMMENTS

Members of the public may address the Committee on any items of interest within the subject matter and jurisdiction of the Committee but not on the agenda today (Gov. Code - 54954.3). Speakers are limited to 3 minutes. Due to the requirements of the Ralph M. Brown Act, the District cannot take action today on any matter not on the agenda, but a matter raised during Public Comments can be referred to District staff for discussion and possible action at a future meeting.

No public in attendance.

5. ADMINISTRATIVE AGENDA

A. APPROVAL OF MEETING MINUTES

Finance Committee Meeting Minutes of September 6, 2022.

Motion to approve the Meeting Minutes.

Motion By: Director Palmer, Second: President Fayram

AYES: President Fayram, Director Palmer, General Manager Savage

NOES: None

ABSTAIN: None

6. BUSINESS ITEMS

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

No.	Invoice Date	Invoice #	Provider	Amount
1.	September 9, 2022	815121	Aleshire & Wynder – Legal Services August	\$ 860.00
2.	September 23, 2022	1981736	Stantec – 30% Design / Loading Study	\$ 5,948.00
3.	September 29, 2022	292283	NV5 – Assessment Engineering Services	\$ 12,225.00
4.	September 30, 2022	220930	Savage – GM Services	\$ 4,050.00

Director Fayram questions the Stantec invoice in relation to how much has been spent, how much is remaining, and whether they are “complete” with all 30% Design activities. GM Savage responds that they have answered a few remaining questions, but their effort is essentially complete.

During discussion about the NV5 invoice, Director Fayram requests that Jeff Cooper, NV5, present the financial assessment models to the finance committee at the November meeting. The goal would be to walk through the assessment models completed. Director Palmer concurs. GM Savage to make arrangements accordingly.

Motion to approve the invoices as presented.

Motion By: President Fayram, Second: Director Palmer

AYES: President Fayram, Director Palmer, General Manager Savage

NOES: None

ABSTAIN: None

B. Review Budget Reports (See Packet)

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

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

Discussion about the pros/cons of sharing redacted copies of the bills is held. General Manager Savage notes that he would not be comfortable redacting bills provided by Counsel. He states that in his opinion, this would likely result in Aleshire & Wynder providing two copies of their billing, one redacted and one not redacted. The duplicate bills would cost more to produce and the related costs passed on to District property owners. He also notes that he believes the current process works fine. Director Palmer asks about practices for similar organizations.

Motion to recommend to the full Board of Directors that existing practices wherein legal counsel billing details are reviewed by the Finance Committee and only a summary is provided to others continue.

Motion By: General Manager Savage, Second: President Fayram

AYES: President Fayram, Director Palmer, General Manager Savage

NOES: None

ABSTAIN: None

7. ADJOURNMENT

Motion to adjourn at 9:01.

Motion By: President Fayram, Second: Director Palmer

AYES: President Fayram, Director Palmer, General Manager Savage

NOES: None

ABSTAIN: None

Respectfully submitted:



Guy W. Savage

General Manager – Los Olivos Community Services District

Approved:

Tom Fayram,
President

ITEM 6A - INVOICE PAYMENT

INVOICE PAYMENT



55 SW Yamhill Street, Suite 300
 Portland, OR 97204
 P: 503.239.8799
 accounting@gsiws.com
 www.gsiws.com

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

October 07, 2022
 Invoice No: 00876.003 - 4

Project 00876.003 Effluent Disposal Study – Los Olivos Wastewater Reclamation

Professional Services from September 1, 2022 to September 30, 2022

Task .002 Alternatives Analysis and Technical Memorandum

Labor

	Hours	Rate	Amount	
Principal Consultant				
Thompson, Timothy	14.50	270.00	3,915.00	
Consulting Geologist				
Lapostol, Andres	5.25	145.00	761.25	
Administration				
Steensma, Nancy	.50	90.00	45.00	
Totals	20.25		4,721.25	
Total Labor				4,721.25
				Total this Task
				\$4,721.25

Project Summary

	Current Period	Prior Periods	Invoiced to Date
Total Billings	4,721.25	8,677.50	13,398.75
Authorized Budget			19,500.00
Budget Remaining			6,101.25
			Total this Invoice
			<u><u>\$4,721.25</u></u>

Outstanding Invoices

Number	Date	Balance
3	9/13/2022	4,103.75
Total		4,103.75



55 SW Yamhill Street, Suite 300
 Portland, OR 97204
 P: 503.239.8799
 accounting@gsiws.com
 www.gsiws.com

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

October 07, 2022
 Invoice No: 00876.001 - 19

Project 00876.001 Groundwater Quality Management Services

Activities during this billing period include:

- Coordinate with LOCSD staff re monitoring well design and disposal of drill cuttings and produced water during installation and testing. Gather updated drilling quotes from contractor.
- Project Management

Professional Services from September 1, 2022 to September 30, 2022

Task	.003	Install Monitoring Well	-----		
Labor					
			Hours	Rate	Amount
Principal Consultant					
Thompson, Timothy			2.00	265.00	530.00
Consulting Geologist					
Lapostol, Andres			3.25	135.00	438.75
Totals			5.25		968.75
Total Labor					968.75
					Total this Task
					\$968.75

Task	.005	Project Management	-----		
Labor					
			Hours	Rate	Amount
Administration					
Steensma, Nancy			.50	90.00	45.00
Totals			.50		45.00
Total Labor					45.00
					Total this Task
					\$45.00

Project Summary	Current Period	Prior Periods	Invoiced to Date
Total Billings	1,013.75	67,105.00	68,118.75
Authorized Budget			85,000.00
Budget Remaining			16,881.25
			Total this Invoice
			<u><u>\$1,013.75</u></u>

Outstanding Invoices

Number	Date	Balance
17	8/8/2022	310.00

Project	00876.001	Los Olivos: GW Quality Mgmt Services	Invoice	19
	18	9/13/2022		510.00
	Total			820.00



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

Main: 805 692 6921

WWW.MNSENGINEERS.COM

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

October 7, 2022

Project No: LOCD.180392.00

Invoice No: 81369

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: \$472.50
2. Engineering Tasks:
 - a. Effluent Disposal Study: \$462.50
 - b. Stantec Contract Support: (30% Design Review) \$0
 - c. Assessment Engineer: \$0
 - d. General Engineering Tasks: \$185.00
 - e. Grant Support: \$185.00

Professional Services for the Period: September 1, 2022 to September 30, 2022

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount
Administrative Support			
Project Coordinator	4.50	105.00	472.50
Totals	4.50		472.50
Total Labor			472.50
		Level 2 Subtotal	\$472.50

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount
Project Management			
District Engineer	4.50	185.00	832.50
Totals	4.50		832.50
Total Labor			832.50

Project	LOCSD.180392.00	District Support Services	Invoice	81369
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Level 2 Subtotal	\$832.50
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Current Invoice Amount	\$1,305.00
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Outstanding Invoices

Number	Date	Balance
81166	9/9/2022	3,485.00
Total		3,485.00

Billing Backup

Friday, October 7, 2022

MNS Engineers, Inc.

Invoice 81369 Dated 10/7/2022

5:27:41 PM

Project	LOCS.D.180392.00	District Support Services
Level 2	TASK01	District Management

Professional Personnel

		Hours	Rate	Amount
Administrative Support				
Project Coordinator				
Zepeda, Mary	9/12/2022	.25	105.00	26.25
Electronic Filing of New A&W Invoice, Updated Budget Tracking Log				
Zepeda, Mary	9/15/2022	4.00	105.00	420.00
Follow-up with GM re Resolution/Meeting Minutes + District Calendar; Update Resolution Tracking Log; Prepare A&W, GSI, GWS, MNS, NV5 and Stantec Invoices for payment via FIN; Create and Process Single Payment Claims for A&W, GSI, GWS, MNS (2), NV5 and Stantec Invoices for DP; Update Budget Tracking Log				
Zepeda, Mary	9/23/2022	.25	105.00	26.25
File Stantec New Billing and Update Budget Tracking Log				
Totals		4.50		472.50
Total Labor				472.50
Level 2 Subtotal				\$472.50

Level 2	TASK02	Engineering Tasks
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Professional Personnel

		Hours	Rate	Amount
Project Management				
District Engineer				
Pike, Douglas	9/6/2022	1.50	185.00	277.50
Effluent Disposal Meeting with Guy and GSI				
Pike, Douglas	9/20/2022	1.00	185.00	185.00
WRF Grant Overview to Guy				
Pike, Douglas	9/21/2022	1.00	185.00	185.00
Zoom Meeting with Guy				
Pike, Douglas	9/23/2022	1.00	185.00	185.00
Reviewed and commented on Dan Heimel (Confluence ES) Draft Scoring and Ranking Criteria				
Totals		4.50		832.50
Total Labor				832.50
Level 2 Subtotal				\$832.50
Project Total				\$1,305.00
Total this Report				\$1,305.00

Confluence Engineering Solutions, Inc.

PO 7098
 Los Osos, CA 93412
 (805) 459-8498
 danheimel@ConfluenceES.com

**INVOICE**

BILL TO
 Los Olivos CSD

INVOICE 1056
 DATE 10/09/2022
 TERMS Net 60
 DUE DATE 12/08/2022

PROJECT NAME
 Effluent Disposal Study

INVOICE PERIOD
 5/31/22 - 9/30/22

	DESCRIPTION	QTY	RATE	AMOUNT
Principal Engineer	Reviewed fully executed contract. Corresponded regarding project Kickoff Meeting. Project set-up.	0:30	200.00	100.00
Principal Engineer	Prepared invoice and progress report.	0:15	200.00	50.00
Principal Engineer	Kickoff Meeting Coordination with GSI and Los Olivos CSD.	0:15	200.00	50.00
Principal Engineer	Prepared agenda for Los Olivos CSD Effluent Disposal Study Kickoff Meeting. Prepared for and participated in Los Olivos CSD Effluent Disposal Study Kickoff Meeting.	1:45	200.00	350.00
Principal Engineer	Los Olivos SD disposal options discussion with RWQCB.	0:45	200.00	150.00
Principal Engineer	Prepared for and participated in meeting with GSI to review effluent disposal options and data availability. Outreach to County of San Luis Obispo regarding operational data for the Los Osos WRF Leach field.	1:45	200.00	350.00
Principal Engineer	Coordinated site visit at Broderson Leachfield with County/Los Osos Wastewater Operation Staff. Downloaded and reviewed 30% Design Drawings for Los Olivos CSD Collection System and Wastewater Treatment Plant.	0:45	200.00	150.00
Principal Engineer	Prepared for and participated in Coordination Meeting with GSI to review current status and discuss next steps. Prepared for and participated in Coordination Meeting with GSI to review current status and discuss next steps.	1:15	200.00	250.00
Principal Engineer	Coordinated Stantec meeting, disposal alternative evaluation criteria workshop and site visit. Preparation for an participation in Broderson Leachfield Site Visit and Information Gathering Meeting.	2:30	200.00	500.00
Principal Engineer	Prepared for and participated in 30% Design Coordination Meeting with Stantec.	2:00	200.00	400.00
Principal Engineer	Reviewed scope and disposal options.	0:30	200.00	100.00
Principal Engineer	Los Olivos Coordination Meeting and disposal analysis.	1:15	200.00	250.00
Principal Engineer	Disposal alternative analysis and project team coordination.	0:45	200.00	150.00
Principal Engineer	Prepared for and participated in effluent disposal alternatives project	0:45	200.00	150.00

team coordination meeting.

Principal Engineer	Prepared for and participated in Meeting to prepare for the Alternatives Evaluation Workshop. Prepared scoring and ranking matrix for Alternatives Evaluation Workshop.	1:45	200.00	350.00
Principal Engineer	Prepared for and participated in Meeting to prepare for the Disposal Alternatives Evaluation Workshop.	2:30	200.00	500.00
Principal Engineer	Reviewed and updated Effluent Disposal Alternatives Scoring and Ranking Matrix. Prepared for and participated in Project Team Coordination Meeting.	1:15	200.00	250.00
Associate Engineer	Prepared for and participated in Project Team Coordination Meeting.	1:00	150.00	150.00
Principal Engineer	Reviewed Los Olivos CSD Effluent Disposal Alternatives Scoring and Ranking Matrix comments. Prepared for and participated in Project Team Coordination Meeting.	0:45	200.00	150.00

Thank you for working with Confluence Engineering Solutions, Inc.

BALANCE DUE

\$4,400.00



October 11, 2022

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

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

Re: **October 2022 Billing Statement (for services through 9/30/22);
Aleshire & Wynder, LLP**

Dear Bob:

Enclosed please find a billing statement for the month of October, which includes services rendered and costs incurred by Aleshire & Wynder, LLP, through September 30, 2022.

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

Sincerely,

ALESHIRE & WYNDER, LLP

Peggy Middleton *for*
G. Ross Trindle, III

Enclosure

cc: Mary Zepeda – mzepeda@mnsengineers.com

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: September 1 thru September 30, 2022

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
0001 General (\$220 Blended: Atty / Paralegal / Law Clerk)	9.00	220	1,980.00	242.67	2,222.67	0.00	(Advisory/Transactional Svcs)
TOTALS:	9.00		\$1,980.00	\$242.67	\$2,222.67	\$0.00	

Project Name: Septic to Sewer Preliminary Design Project
 Contract Order No.:
 Progress Report No.: **15**
 Ending Date: **16-Sep-22**

TASK SUMMARY

Authorized						
Task	Title	Budget	Billed to Date	Billed this Invoice	Total Billed	Status
201	Loading Study	\$ 19,862.00	\$ 16,845.50	\$ -	\$ 16,845.50	Complete
202	Basis of Design	\$ 266,750.00	\$ 167,715.90	\$ 1,205.75	\$ 168,921.65	In Progress
203	WWTP Siting Study	\$ 10,000.00	\$ 9,922.25	\$ -	\$ 9,922.25	Complete
Total Due this invoice				\$ 1,205.75		

TASK EXPENDITURE SUMMARY

WORK		EXPENDED	EXPENDED	TOTAL	% OF FUNDS	% ACTUAL
TASK	DESCRIPTION	ASSIGNED	PREVIOUSLY	THIS PERIOD	EXPENDED	EXPENDED COMPLETED
201	Loading Study	\$ 19,862.00	\$ 16,845.50		\$ 16,845.50	85% 100%
202	Basis of Design	\$ 266,750.00	\$ 167,715.90	\$ 1,205.75	\$ 168,921.65	63% 60%
202.001	Basis of Design	\$ 13,876.00	\$ 13,320.00		\$ 13,320.00	96% 100%
202.002	30 Percent Design	\$ 173,048.00	\$ 141,412.90	\$ 414.75	\$ 141,827.65	82% 100%
202.003	60 Percent Design	\$ 51,040.00			\$ -	0% 0%
202.004	PM	\$ 28,786.00	\$ 12,983.00	\$ 791.00	\$ 13,774.00	48% 48%
203	Siting Study	\$ 10,000.00	\$ 9,922.25	\$ -	\$ 9,922.25	99% 100%
203.001	3rd Party Review	\$ 10,000.00	\$ 9,922.25		\$ 9,922.25	99% 100%
CONTRACT TOTALS:		\$ 296,612.00	\$ 194,483.65	\$ 1,205.75	\$ 195,689.40	66.0% 66%

Invoice Number	1991878
Invoice Date	October 17, 2022
Customer Number	163739
Project Number	184031368

Bill To

Los Olivos Community Service District
Guy Savage
PO Box 345
Los Olivos CA 93441
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID
11-2167170

Project Description: Los Olivos Community Service District Project Design Services – Task Order No. 1 rev 01 (Loading Study)

Stantec Project Manager:	Glaeser, Autumn Lee
Authorization Amount:	\$296,750.00
Authorization Previously Billed:	\$194,483.65
Authorization Billed to Date:	\$195,689.40
Current Invoice Due:	\$1,205.75
For Period Ending:	September 16, 2022

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

INVOICE

Invoice Number

1991878

Project Number

184031368

Top Task 202 **Basis of Design**

Low Task 202.002 **30 Percent Design**

Professional Services

Category/Employee	Date	Hours	Rate	Current Amount
Poytress, Carrie Elizabeth	2022-08-24	0.50	237.00	118.50
Poytress, Carrie Elizabeth	2022-09-15	1.25	237.00	296.25
		<u>1.75</u>		<u>414.75</u>
Professional Services Subtotal		<u>1.75</u>		<u>414.75</u>

Low Task 202.002 Subtotal **414.75**

Low Task 202.004 **Project Management, Meetings, and Communication**

Professional Services

Category/Employee	Date	Hours	Rate	Current Amount
Glaeser, Autumn Lee	2022-08-23	1.00	237.00	237.00
Glaeser, Autumn Lee	2022-08-24	1.00	237.00	237.00
Glaeser, Autumn Lee	2022-08-25	1.00	237.00	237.00
		<u>3.00</u>		<u>711.00</u>
Sanchez Gomez, Reyna	2022-08-22	0.50	160.00	80.00
		<u>0.50</u>		<u>80.00</u>
Professional Services Subtotal		<u>3.50</u>		<u>791.00</u>

Low Task 202.004 Subtotal **791.00**

Top Task 202 Total **1,205.75**

Total Fees & Disbursements \$1,205.75

INVOICE TOTAL (USD) **\$1,205.75**

INVOICE

FROM:

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

BILL TO:

Via electronic delivery
President Thomas Fayram
Los Olivos Community Services District
PO Box 345
Los Olivos, Ca 93441

Invoice # 221031
Invoice Date: 10/31/2022

Dear President Fayram,

Please see the below for professional services provided, plus any purchases made on behalf of the District. The attached tally of hours (units) exceeds those being billed below. This is being done to track the hours for future reference. Per agreement, the hours will be capped at the number below.

Date	Description	Units	Rate	Amount
10/31/2022	General Manager Services - LOCSD (10/1/22-10/31/22) See Attached for Details	30	\$ 135.00	\$ 4,050.00
Total				\$ 4,050.00

Thank you for your continued support.



Date	Description	Hours	Rate	Amount
1-Oct	Emails, brown act, bills	1	\$ 135.00	\$ 135.00
3-Oct	LAFCO meeting preparation	1.5	\$ 135.00	\$ 202.50
6-Oct	LAFCO meeting	1	\$ 135.00	\$ 135.00
	Finance meeting agenda and packet	1.5	\$ 135.00	\$ 202.50
7-Oct	Six month summary, recommendations, and report	1	\$ 135.00	\$ 135.00
	Pike meeting	1	\$ 135.00	\$ 135.00
	Regular meeting agenda and packet	2.5	\$ 135.00	\$ 337.50
8-Oct	Regular meeting agenda and six month review	2	\$ 135.00	\$ 270.00
10-Oct	Herthel meeting	0.5	\$ 135.00	\$ 67.50
	Finance committee and minutes	1.5	\$ 135.00	\$ 202.50
	Fayram check-in	0.75	\$ 135.00	\$ 101.25
	Email responses, bills, etc.	0.75	\$ 135.00	\$ 101.25
	Community response / requests for information	1.5	\$ 135.00	\$ 202.50
	Palmer agenda discussion	0.5	\$ 135.00	\$ 67.50
	Project Management committee	1.25	\$ 135.00	\$ 168.75
11-Oct	Update to Zoom on agenda, include addendums	1	\$ 135.00	\$ 135.00
	Minutes - scan, post, Box save	0.75	\$ 135.00	\$ 101.25
12-Oct	Regular Meeting	3	\$ 135.00	\$ 405.00
13-Oct	Regular Meeting minutes, trim and post video	2	\$ 135.00	\$ 270.00
17-Oct	Fayram check-in	0.75	\$ 135.00	\$ 101.25
	Palmer check-in	0.5	\$ 135.00	\$ 67.50
	Email responses, bills, etc.	1	\$ 135.00	\$ 135.00
	deWerd PRA	0.5	\$ 135.00	\$ 67.50
18-Oct	Survey google forms, Padre meeting	1	\$ 135.00	\$ 135.00
	Fayram/Palmer follow up	0.5	\$ 135.00	\$ 67.50
19-Oct	EHS follow up, November meeting planning, bills	0.5	\$ 135.00	\$ 67.50
24-Oct	deWerd PRA	1.5	\$ 135.00	\$ 202.50
	EHS November meeting planning	2.25	\$ 135.00	\$ 303.75
	Cloacina conversations regarding STEP and MBR	0.5	\$ 135.00	\$ 67.50
26-Oct	BC2 Contract	0.25	\$ 135.00	\$ 33.75
	deWerd PRA	0.75	\$ 135.00	\$ 101.25
28-Oct	EHS/RWQCB meeting coordination and discussion	0.5	\$ 135.00	\$ 67.50
	BC2 Contract	1.5	\$ 135.00	\$ 202.50
	2023 Calendar	0.5	\$ 135.00	\$ 67.50
	Stantec discussion - re: STEP contract	0.5	\$ 135.00	\$ 67.50
31-Oct	Pike - groundwater monitoring well siting, permits	0.75	\$ 135.00	\$ 101.25
	Community survey	1	\$ 135.00	\$ 135.00
	Permit for groundwater monitoring wells	2.25	\$ 135.00	\$ 303.75
	Fayram check-in	0.75	\$ 135.00	\$ 101.25
	Totals	42.75	\$	5,771.25

ITEM 6B – BUDGET REPORTS

BUDGET REPORTS

Report : Financial Status (Real-Time)

Selection Criteria: Fund = 3490

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

Last Updated: 11/3/2022

Accounting Period: OPEN

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2023 Fiscal Year Adjusted Budget	10/31/2022 Year-To-Date Actual	6/30/2023 Fiscal Year Variance	6/30/2023 Fiscal Year Pct of Budget	
Revenues					
Taxes					
3066 -- Special Tax Assessment	136,475.00	-7.00	-136,482.00	-0.01%	
Taxes	136,475.00	-7.00	-136,482.00	0.00%	
Use of Money and Property					
3380 -- Interest Income	724.00	339.43	-384.57	--	
3381 -- Unrealized Gain/Loss Invstmnts	0.00	0.00	0.00	#DIV/0!	
Use of Money and Property	0.00	339.43	-384.57	#DIV/0!	
Intergovernmental Revenue-Other					
4840 -- Other Governmental Agencies	169,804.00	5,662.50	-164,141.50	3.33%	
Intergovernmental Revenue-Other	274,000.00	5,662.50	-268,337.50	2.07%	
Revenues	306,279.00	5,994.93	-301,008.07	1.96%	
Expenditures					
Services and Supplies					
7090 -- Insurance	2,500.00	2,799.92	299.92	112.00%	SDRMA Membership-Liability Coverage, increased rate for 2022-23
7324 -- Audit and Accounting Fees	4,000.00	0.00	-4,000.00	0.00%	FIN Expenses,Audit Expenses
7430 -- Memberships	1,200.00	0.00	-1,200.00	0.00%	CSDA
7450 -- Office Expense	2,000.00	0.00	-2,000.00	0.00%	Postage, Printing,supplies
7460 -- Professional & Special Service (Project, Planning & Studies)	189,908.00	103,414.66	-86,493.34	54.46%	Includes FY 2021-22 Services (Stantec \$25,851.25)
7508 -- Legal Fees	30,000.00	10,521.38	-19,478.62	35.07%	Includes FY 2021-22 Services (A&W \$3365.28)
7510 -- Contractual Services (IGM Contract, Engineer)	49,000.00	27,218.10	-21,781.90	55.55%	Includes FY 2021-22 Services (MNS\$2077.50+GWS \$4557.55)
7530 -- Publications & Legal Notices	1,000.00	0.00	-1,000.00	0.00%	
7671 -- Special Projects	175,000.00	0.00	-175,000.00	0.00%	Special Assessment Vote
7732 -- Training	1,500.00	0.00	-1,500.00	0.00%	
Services and Supplies	456,108.00	143,954.06	-312,153.94	31.56%	
Expenditures	456,108.00	143,954.06	-312,153.94	31.56%	

Los Olivos CSD Cash Balance History

