

Tom Fayram, President
Brad Ross, Vice President
Julie Kennedy, Director
Lisa Palmer, Director
Greg Parks, Director



**LOS OLIVOS COMMUNITY SERVICES DISTRICT
FINANCE SUBCOMMITTEE MEETING
July 31, 2023 – 8:30 AM**

Posted: 7-26-2023

**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: Director Julie Kennedy, 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=SWpSU0RYZFJlZTBLNGphZG41TGs4dz09>
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. 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 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 may 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 Subcommittee. Matters listed on the Administrative Agenda will be read only on the request of a member of the Subcommittee, in which event the matter may be removed from the Administrative Agenda and considered as a separate item. A single public comment period will be heard for all the matters on the Administrative Agenda.

4. APPROVAL OF MEETING MINUTES

Finance Subcommittee (Committee) Meeting minutes of July 7, 2023.

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 invoices that were received by July 26, 2023.

No.	Invoice Date	Invoice #	Provider	Amount
1	5/15/2023	2081049	Stantec – Mapping Services	\$ 1,303.50
2	5/31/2023	36702	Moss, Levy & Hartzheim, LLP – Audit Services	\$ 280.00
3	6/5/2023	71662	Aleshire & Wynder – Legal Services (May)	\$ 1,716.00
4	6/8/2023	2088936	Stantec – Mapping Services	\$ 712.50
5	7/13/2023	77497	Aleshire & Wynder – Legal Services (June)	\$ 3,388.00
6	7/26/2023	20237	Savage – General Manager and District Services	\$ 6,393.74

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit	Moss, Levy & Hartzheim, LLP	\$ 2,780.00	\$ 4,995.00

6. BUDGET REPORTS

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

7. SELECTION OF A SUBCOMMITTEE CHAIR

The Subcommittee will select a chair who will preside over meetings and lead the reporting on Subcommittee activities at full Board of Directors meetings.

8. CONSIDERATION OF A REGULAR MEETING DATE AND TIME

The Subcommittee is generally slated to meet on the Friday prior to a Regular Board of Director’s meeting, at 8:30 AM. As part of this item, the Subcommittee will discuss the possibility of moving the time for its meetings. Final selection of dates and times will be subject to the availability and confirmation of a suitable facility. For efficiency of Subcommittee member time, the following times are to be considered:

- 8:30 AM – Grants Subcommittee (Director Kennedy is a member) – quarterly schedule
- 9:00 AM – Finance Subcommittee (Director Palmer and Director Kennedy are members) – monthly schedule
- 9:30 AM – Project Management Subcommittee (Director Palmer is a member) – quarterly schedule

INFORMATIONAL ITEMS:

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

9. SUBCOMMITTEE MEMBER COMMENTS

Directors 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.

10. ADJOURNMENT

Tom Fayram, President
Brad Ross, Vice-President
Julie Kennedy, Director
Lisa Palmer, Director
Greg Parks, Director



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

Posted: 7-3-2023

July 7, 2023 – 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 Committee Chair

Finance Committee: Director Julie Kennedy, 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:
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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)

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MEETING AGENDA

1. CALL TO ORDER

The meeting was called to order at: 8:32 AM.

2. ROLL CALL

Attending: Director Kennedy, 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. Committee member requests for future agenda items may also be made at this time. GM Savage notes that he will not be able to attend next month as he will be travelling. He offers to attend via Zoom if needed. He adds that everything will be posted as required.

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 may be referred to District staff for discussion and possible action at a future meeting.

Public Comment: Michelle de Werd speaks.

5. ADMINISTRATIVE AGENDA

A. APPROVAL OF MEETING MINUTES

Finance Committee Meeting Minutes of June 9, 2023.

Public Comment: No comments.

Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 500-4098

losolivoscscsd@gmail.com, www.losolivoscscsd.com

Motion to approve the meeting minutes of June 9, 2023.

Motion by: Director Palmer, Second: Director Kennedy. Voice vote: (3-0) All in favor.

6. BUSINESS ITEMS

A. Review and recommend to full Board of Directors' payment of invoices received by July 1, 2023.

No.	Invoice Date	Invoice #	Provider	Amount
1.	6/5/2023	76112	Aleshire & Wynder – Legal Services	\$ 4,189.02
2.	6/21/2023	83478	MNS – Engineering Services	\$ 1,277.50
3.	7/1/2023	20236	Savage – General Manager and District Services	\$ 4,050.00

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit	Moss, Levy & Hartzheim, LLP	\$ 2,500.00	\$ 5,275.00

GM Savage notes that he has a meeting later this afternoon with Stantec to discuss recent billings and that the bills will be on the August agenda.

Public Comment: Michelle de Werd speaks.

Director Palmer asks about Aleshire & Wynder bill (PERSONNEL COMMITTEE) RETURN TRAVEL TIME FOR PERSONNEL COMMITTEE IN LIEU OF REGULAR 1.8 hours, \$396. She requests we hold the bill until it is clarified. Director Palmer asks about the work MNS did to create a map of parcel sizes. GM Savage responds

Motion by: Director Kennedy, Second: Director Palmer, invoices for MNS and General Manager Savage and hold invoice #1 Aleshire & Wynder until next month. Voice vote: (3-0) All in favor.

B. Review Budget Reports

GM Savage introduces the item and describes the year-end activities.

Public Comment: Michelle de Werd speaks.

7. ADJOURNMENT

Motion to adjourn at 8:48AM.

Motion by: Director Kennedy, Second: Director Palmer. Voice vote: (3-0) All in favor.

Respectfully submitted:



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

Approved:

Lisa Palmer or Julie Kennedy
Director – Los Olivos Community Services District

ITEM 5 - INVOICE PAYMENT

INVOICE PAYMENT

Project Name: Septic to Sewer Preliminary Design Project
 Contract Order No.:
 Progress Report No.: **16**
 Ending Date: **21-Apr-23**

TASK SUMMARY

Task	Title	Authorized Budget	Billed to Date	Billed this Invoice	Total Billed	Status
201	Loading Study	\$ 20,000.00	\$ 16,845.50	\$ -	\$ 16,845.50	Complete
202	Basis of Design	\$ 266,750.00	\$ 168,921.65	\$ 1,303.50	\$ 170,225.15	In Progress
203	WWTP Siting Study	\$ 10,000.00	\$ 9,922.25	\$ -	\$ 9,922.25	Complete
Total Due this invoice				\$ 1,303.50		

TASK EXPENDITURE SUMMARY

WORK TASK	DESCRIPTION	ASSIGNED	EXPENDED PREVIOUSLY	EXPENDED THIS PERIOD	TOTAL EXPENDED	% OF FUNDS EXPENDED	% ACTUAL COMPLETED
201	Loading Study	\$ 20,000.00	\$ 16,845.50		\$ 16,845.50	84%	100%
202	Basis of Design	\$ 266,750.00	\$ 168,921.65	\$ 1,303.50	\$ 170,225.15	64%	60%
202.001	Basis of Design	\$ 13,876.00	\$ 13,720.00	\$ -	\$ 13,720.00	99%	100%
202.002	30 Percent Design	\$ 173,048.00	\$ 141,427.65	\$ 125.00	\$ 141,552.65	82%	100%
202.003	60 Percent Design	\$ 51,040.00	\$ -	\$ 1,178.50	\$ 1,178.50	2%	0%
202.004	PM	\$ 28,786.00	\$ 13,774.00	\$ -	\$ 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:		\$ 296,750.00	\$ 195,689.40	\$ 1,303.50	\$ 196,992.90	66.4%	66%



INVOICE

Invoice Number	2081049
Invoice Date	May 15, 2023
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:	Poytress, Carrie Elizabeth
Authorization Amount:	\$296,750.00
Authorization Previously Billed:	\$195,689.40
Authorization Billed to Date:	\$196,992.90
Current Invoice Due:	\$1,303.50
For Period Ending:	April 21, 2023

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

INVOICE

Invoice Number

2081049

Project Number

184031368

Top Task 202 Basis of Design

Low Task 202.002 30 Percent Design

Professional Services

Billing Level	Date	Hours	Rate	Current Amount
Level 15				
Poytress, Carrie Elizabeth	2023-04-03	0.25	250.00	62.50
Poytress, Carrie Elizabeth	2023-04-04	0.25	250.00	62.50
		<u>0.50</u>		<u>125.00</u>
Professional Services Subtotal		<u>0.50</u>		<u>125.00</u>

Low Task 202.002 Subtotal **125.00**

Low Task 202.003 60 Percent Design

Professional Services

Billing Level	Date	Hours	Rate	Current Amount
Level 11				
Soldo, Stephanie Hassoldt	2023-04-03	4.50	200.00	900.00
Soldo, Stephanie Hassoldt	2023-04-04	0.50	200.00	100.00
		<u>5.00</u>		<u>1,000.00</u>
Level 14				
Smer, Marla Jo McGee	2023-03-14	0.25	238.00	59.50
Smer, Marla Jo McGee	2023-03-16	0.50	238.00	119.00
		<u>0.75</u>		<u>178.50</u>
Professional Services Subtotal		<u>5.75</u>		<u>1,178.50</u>

Low Task 202.003 Subtotal **1,178.50**

Top Task 202 Total **1,303.50**

Total Fees & Disbursements \$1,303.50

INVOICE

Invoice Number
Project Number

2081049
184031368

INVOICE TOTAL (USD)

\$1,303.50

Moss, Levy & Hartzheim LLP

2400 Professional Parkway, Suite 205

Santa Maria, CA 93455

805.925.2579

LOS OLIVOS COMMUNITY SERVICES DISTRICT

PO BOX 345

LOS OLIVOS, CA 93441

Invoice No. 36702

Date 05/31/2023

Client No. 459

2022 Audit to Date
Less Previously Billed

\$ 2,780.00
(2,500.00)

Current Amount Due

\$ 280.00



18881 Von Karman Avenue, Suite 1700
 Irvine, CA 92612
 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

June 5, 2023
 Bill No. 71662

(CORRECTED BILL)

For Legal Services Rendered Through 6/5/23

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

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
05/03/23	GRT	(GOTT PRA) EMAIL EXCHANGE WITH GENERAL MANAGER RE REQUEST TO DIRECTOR ROSS	0.20	44.00
05/05/23	GRT	(LAFCO) REVIEW OF PUBLIC COMMENTS TO LAFCO RE SPHERE OF INFLUENCE DECISION	0.50	110.00
05/09/23	GRT	(REGULAR MEETING) INITIAL TRAVEL TIME FOR REGULAR MEETING [SPLIT WITH IVCSO, SMVWCD]	1.30	286.00
05/10/23	GRT	(REGULAR MEETING) COMPLETE PREPARATION FOR AND ATTEND REGULAR MEETING; FOLLOW UP MEETING WITH GENERAL MANAGER RE SAME	3.40	748.00
05/12/23	GRT	(REGULAR MEETING) RETURN TRAVEL TIME FOR REGULAR MEETING [SPLIT WITH IVCSO, SMVWCD]	1.30	286.00
05/16/23	GRT	(PUBLIC COMMUNICATIONS) RECEIPT OF EMAIL CORRESPONDENCE FROM MS. GOTT RE EMAIL FROM MS. DE WERD TO LAFCO; DRAFT TRANSMITTAL TO GENERAL MANAGER RE SAME	0.20	44.00

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

June 5, 2023
 Page 2

Date	Attorney	Description	Hours	Amount
05/18/23	GRT	(BROWN ACT) REVIEW OF EMAIL STRING COMMUNICATION BETWEEN GENERAL MANAGER AND MR. AND MRS. ROHRER AND AD HOC COMMITTEES; PROVIDE ANALYSIS TO GENERAL MANAGER RE SAME	0.90	198.00
Total Professional Services			7.80	\$1,716.00

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
GRT	George "Ross" Trindle	7.80	220.00	1,716.00
Total Professional Services		7.80		\$1,716.00

CURRENT BILL TOTAL AMOUNT DUE **\$1,716.00**

Balance Forward: 2,914.01

Receipts Since Last Bill

Date	Description	Total Applied
05/22/23	Payment - Thank you, Check # 802730	-836.99
	Less Total Payments	-836.99

Payments & Adjustments: -836.99

Total Due: **\$3,793.02**

Please return this page with remittance

to
Aleshire & Wynder LLP

Bill Number: 71662
Bill Date: June 5, 2023
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services:	1,716.00
Total Disbursements:	0.00
CURRENT BILL TOTAL AMOUNT DUE	<u>\$1,716.00</u>
Balance Forward:	2,914.01
Payments & Adjustments:	-836.99
Total Due:	<u>\$3,793.02</u>

Amount enclosed: _____

Thank You

Project Name: Septic to Sewer Preliminary Design Project
 Contract Order No.:
 Progress Report No.: **17**
 Ending Date: **19-May-23**

TASK SUMMARY

Task	Title	Authorized Budget	Billed to Date	Billed this Invoice	Total Billed	Status
201	Loading Study	\$ 20,000.00	\$ 16,845.50	\$ -	\$ 16,845.50	Complete
202	Basis of Design	\$ 266,750.00	\$ 170,225.15	\$ 712.50	\$ 170,937.65	In Progress
203	WWTP Siting Study	\$ 10,000.00	\$ 9,922.25	\$ -	\$ 9,922.25	Complete
Total Due this invoice				\$ 712.50		

TASK EXPENDITURE SUMMARY

WORK TASK	DESCRIPTION	ASSIGNED	EXPENDED PREVIOUSLY	EXPENDED THIS PERIOD	TOTAL EXPENDED	% OF FUNDS EXPENDED	% ACTUAL COMPLETED
201	Loading Study	\$ 20,000.00	\$ 16,845.50		\$ 16,845.50	84%	100%
202	Basis of Design	\$ 266,750.00	\$ 170,225.15	\$ 712.50	\$ 170,937.65	64%	60%
202.001	Basis of Design	\$ 13,876.00	\$ 13,720.00	\$ -	\$ 13,720.00	99%	100%
202.002	30 Percent Design	\$ 173,048.00	\$ 141,552.65	\$ 587.50	\$ 142,140.15	82%	100%
202.003	60 Percent Design	\$ 51,040.00	\$ 1,178.50		\$ 1,178.50	2%	0%
202.004	PM	\$ 28,786.00	\$ 13,774.00	\$ 125.00	\$ 13,899.00	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:		\$ 296,750.00	\$ 196,992.90	\$ 712.50	\$ 197,705.40	66.6%	67%

Invoice Number 2088936
Invoice Date June 8, 2023
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: Poytress, Carrie Elizabeth
Authorization Amount: \$296,750.00
Authorization Previously Billed: \$196,992.90
Authorization Billed to Date: \$197,705.40
Current Invoice Due: \$712.50
For Period Ending: May 19, 2023

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

INVOICE

Invoice Number

2088936

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

2023-05-04

0.25

250.00

62.50

Poytress, Carrie Elizabeth

2023-05-09

0.25

250.00

62.50

Poytress, Carrie Elizabeth

2023-05-10

0.25

250.00

62.50

0.75

187.50

Whelan, Chisa N

2023-05-09

2.00

200.00

400.00

2.00

400.00

Professional Services Subtotal

2.75

587.50

Low Task 202.002 Subtotal

587.50

Low Task 202.004

Project Management, Meetings, and Communication

Professional Services

Category/Employee

Date

Hours

Rate

Current Amount

Poytress, Carrie Elizabeth

2023-05-15

0.50

250.00

125.00

0.50

125.00

Professional Services Subtotal

0.50

125.00

Low Task 202.004 Subtotal

125.00

Top Task 202 Total

712.50

Total Fees & Disbursements

\$712.50

INVOICE TOTAL (USD)

712.50

July 13, 2023

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

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

Re: **July 2023 Billing Statement (for services through 6/30/23);
Aleshire & Wynder, LLP**

Dear General Manager:

Enclosed, please find the billing statements for the month of July, which include services rendered and costs incurred by Aleshire & Wynder, LLP, through June 30, 2023.

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

Sincerely,

ALESHIRE & WYNDER, LLP

Elizabeth Shaffer *for*
G. Ross Trindle, III

Enclosure

cc: Mary Zepeda – mzepeda@mnsengineers.com

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: June 1 thru June 30, 2023

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
0001 General (\$220 Blended: Atty / Paralegal / Law Clerk)	15.40	220	3,388.00	0.00	3,388.00	0.00	(Advisory/Transactional Svcs)
TOTALS:	15.40		\$3,388.00	0.00	\$3,388.00	0.00	



18881 Von Karman Avenue, Suite 1700
 Irvine, CA 92612
 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

July 13, 2023
 Bill No. 77479

For Legal Services Rendered Through 6/30/23

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

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
06/02/23	GRT	(AD HOC COMMITTEES) COMMUNICATION EXCHANGE WITH GENERAL MANAGER RE MINUTES AND AGENDA REQUIREMENTS FOR AD HOC COMMITTEES	0.20	44.00
06/06/23	GRT	(MONITORING WELLS) REVIEW OF CORRESPONDENCE FROM CENTRAL COAST REGIONAL WATER QUALITY CONTROL BOARD RE MONITORING WELLS REQUIREMENT; BRIEF EMAIL EXCHANGE WITH GENERAL MANAGER RE SAME	0.40	88.00
06/12/23	GRT	(BROWN ACT) REVIEW OF BROWN ACT VIOLATION NOTICE FROM MS. GOTT; PREPARE ANALYSIS RE SAME	1.30	286.00
06/12/23	GRT	(PUBLIC COMMUNICATIONS) REVIEW OF COMMUNICATIONS FROM MS. DE WERD RE ADDITIONAL AGENDA INFORMATION; REVIEW OF COMMUNICATION FROM MS. ROHRER RE ADDITIONAL AGENDA INFORMATION; REVIEW OF STAFF RESPONSE RE BOTH	0.40	88.00
06/13/23	GRT	(REGULAR MEETING) INITIAL TRAVEL TIME FOR REGULAR MEETING [SPLIT WITH IVCS, SMVWCD]	1.20	264.00

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

July 13, 2023
 Page 2

Date	Attorney	Description	Hours	Amount
06/14/23	GRT	(COMMUNICATIONS) REVIEW AND ANALYSIS OF LATEST COMMUNICATION FROM MR. ROHRER RE CRITICISMS OF DISTRICT ACTIONS; PROVIDE ANALYSIS TO BOARD PRESIDENT AND GENERAL MANAGER RE SAME	0.70	154.00
06/14/23	GRT	(REGULAR MEETING) COMPLETE PREPARATION FOR AND ATTEND REGULAR MEETING	3.20	704.00
06/15/23	GRT	(ANALYSIS) PROVIDE ANALYSIS RE PROJECT DESCRIPTION	1.10	242.00
06/16/23	GRT	(REGULAR MEETING) RETURN TRAVEL TIME FOR REGULAR MEETING [SPLIT WITH LOCS, SMVWCD]	1.00	220.00
06/16/23	GRT	(REGULAR MEETING) RETURN TRAVEL TIME FOR REGULAR MEETING [SPLIT WITH IVCS, SMVWCD]	1.30	286.00
06/22/23	CSP	(RESOLUTIONS) DRAFT RESOLUTION REPLACING LOS OLIVOS COMMUNITY SERVICES RESOLUTION 18-4 ON COMMITTEE POLICY	0.70	154.00
06/27/23	CMC	(RESOLUTIONS) RESEARCH RE PRIOR RESOLUTION AND COMMITTEE POLICY; REVISE NEW RESOLUTION ON STANDING COMMITTEES	1.00	220.00
06/28/23	CMC	(BYLAWS) RESEARCH RE WHETHER ANY BYLAWS OR SIMILAR DOCUMENTS HAVE BEEN ENACTED BY LOS OLIVOS; RESEARCH NECESSARY ELEMENTS AND SOURCES FOR SECTIONS	2.90	638.00
Total Professional Services			15.40	\$3,388.00

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
CMC	Christine M. Carson	3.90	220.00	858.00
GRT	George "Ross" Trindle	10.80	220.00	2,376.00
CSP	Cody Parker	0.70	220.00	154.00
Total Professional Services		15.40		\$3,388.00

CURRENT BILL TOTAL AMOUNT DUE

\$3,388.00

Balance Forward:

3,793.02

Total Due:

\$7,181.02

Please return this page with remittance

to
Aleshire & Wynder LLP

Bill Number: 77479
Bill Date: July 13, 2023
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services:	3,388.00
Total Disbursements:	0.00
CURRENT BILL TOTAL AMOUNT DUE	<u>\$3,388.00</u>
Balance Forward:	<u>3,793.02</u>
Total Due:	<u>\$7,181.02</u>

Amount enclosed: _____

Thank You

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 #: 20237
Invoice Date: 7/26/2023

Dear President Fayram,

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 President.

Please note that this bill does not cover the full month of July. As noted, while I expect to spend more than 60 hours this month, only the 40 hours listed below are being billed.

Date	Description	Units	Rate	Amount
7/26/2023	General Manager Services - LOCSD (7/1/23-7/26/23) See Attached for Details	40	\$ 135.00	\$ 5,400.00
7/24/2023	Encroachment Permits N55380 and N55374 payment - non-FIN	1	\$ 728.00	\$ 728.00
7/12/2023	Handouts - meeting with Supv Hartmann and staff	1	\$ 23.33	\$ 23.33
6/20/2023	Budget Hearing Notice	1	\$ 93.41	\$ 93.41
4/18/2023	Zoom - annual license	1	\$ 149.00	\$ 149.00
Total				\$ 6,393.74

Thank you for your continued support.



Email: GM.LOCSD@gmail.com

Date	Description	Hours	Rate	Amount
3-Jul	July Finance Agenda, post, website updates	1	\$ 135.00	\$ 135.00
5-Jul	Gina Fischer (Supv Hartmann's office)	1	\$ 135.00	\$ 135.00
	VVCSD	0.25	\$ 135.00	\$ 33.75
6-Jul	WFX	1.25	\$ 135.00	\$ 168.75
7-Jul	Finance Committee	1	\$ 135.00	\$ 135.00
	Resolutions, agenda prep	3.5	\$ 135.00	\$ 472.50
8-Jul	Regular Meeting agenda and prep	2.5	\$ 135.00	\$ 337.50
11-Jul	Rohrer PRAs	0.5	\$ 135.00	\$ 67.50
	Website updates, emails	0.75	\$ 135.00	\$ 101.25
12-Jul	Supv Hartmann meeting	1.75	\$ 135.00	\$ 236.25
	Regular Meeting	3.25	\$ 135.00	\$ 438.75
13-Jul	Emails, Regular Meeting minutes	1.25	\$ 135.00	\$ 168.75
14-Jul	POLO initial scoping Zoom	0.75	\$ 135.00	\$ 101.25
	Regen call	0.25	\$ 135.00	\$ 33.75
	Grants planning / Dir Kennedy call	0.25	\$ 135.00	\$ 33.75
	Additional subcommittee meeting coordination	0.75	\$ 135.00	\$ 101.25
	LAFCO / Community update	1.75	\$ 135.00	\$ 236.25
15-Jul	LAFCO / Community update	2	\$ 135.00	\$ 270.00
16-Jul	Subcommittee coordination and room scheduling	0.5	\$ 135.00	\$ 67.50
	LAFCO / Community update	0.75	\$ 135.00	\$ 101.25
	Website updates for new subcommittees	1.5	\$ 135.00	\$ 202.50
	Technical and Grants agendas and posting	0.5	\$ 135.00	\$ 67.50
17-Jul	Grants agenda and posting	0.5	\$ 135.00	\$ 67.50
18-Jul	Bills, website changes	1	\$ 135.00	\$ 135.00
	FY 2023-24 budget and related resolutions	2.5	\$ 135.00	\$ 337.50
19-Jul	REGEN / POLO scope	1	\$ 135.00	\$ 135.00
20-Jul	Project Management Sub agendas and posting	0.5	\$ 135.00	\$ 67.50
	Grants Subcommittee meeting and minutes	3	\$ 135.00	\$ 405.00
	VVCSD/SYVCSD meeting	1.25	\$ 135.00	\$ 168.75
	EHS meeting	1	\$ 135.00	\$ 135.00
	Fayram meeting	0.25	\$ 135.00	\$ 33.75
	BOX storage updates for subcommittees	1	\$ 135.00	\$ 135.00
21-Jul	Technical sub meeting	3	\$ 135.00	\$ 405.00
24-Jul	Quarterly Update	1.75	\$ 135.00	\$ 236.25
	Website updates	1	\$ 135.00	\$ 135.00
	Fayram meeting	1	\$ 135.00	\$ 135.00
	Streamline (website) debugging - video issue, bills	2	\$ 135.00	\$ 270.00
	PACE labs, EHS well follow-up	1.25	\$ 135.00	\$ 168.75
	Project Management sub meeting	1.5	\$ 135.00	\$ 202.50
25-Jul	POLO scoping discussion	0.5	\$ 135.00	\$ 67.50
	Website debug and updates	0.75	\$ 135.00	\$ 101.25
	Counsel transition discussion	1	\$ 135.00	\$ 135.00
	Finance subcommittee agenda	0.5	\$ 135.00	\$ 67.50
26-Jul	EHS meeting - JJ	0.75	\$ 135.00	\$ 101.25
27-Jul			\$ 135.00	\$ -
28-Jul	Finance subcommittee agenda and post		\$ 135.00	\$ -
29-Jul			\$ 135.00	\$ -
30-Jul			\$ 135.00	\$ -
31-Jul	Finance subcommittee		\$ 135.00	\$ -
Totals		54	\$	7,290.00



Guy Savage <gm.locsd@gmail.com>

Re: Request to exceed 30 hours

1 message

Thomas Fayram <tom.fayram.locsd@gmail.com>
To: General Manager - LOCSD <gm.locsd@gmail.com>

Tue, Jul 11, 2023 at 4:02 PM

Approved

On Jul 11, 2023, at 2:16 PM, General Manager - LOCSD <gm.locsd@gmail.com> wrote:

Tom,

July is an "Update to LAFCO" month. When I couple this effort with the kickoff for the various subcommittees and related redo of work already completed, I expect to significantly exceed my 30 hours this month. Consequently, I am requesting up to an additional 10 hours, for a maximum of 40, in the month of July. Anything beyond 40 hours I will absorb.

Guy

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

Thomas Fayram, President
Brad Ross, Vice President
Julie Kennedy, Director
Lisa Palmer, Director
Greg Parks, Director



PO Box 345, Los Olivos Ca 93441
Telephone (805) 500-4098
losolivoscsd@gmail.com
www.losolivoscsd.com

Guy Savage, General Manager

July 24, 2023

County of Santa Barbara
Department of Public Works – Transportation Division
417 Cathedral Oaks Road
Santa Barbara, CA 93110

SUBJECT: Outstanding Encroachment Permit Invoices

Please find a personal check for \$728.00 which is payment in full for encroachment permits:

N55380 (2999 Ballard Canyon Road, Los Olivos) - \$364.00

N55374 (2990 Grand Avenue, Los Olivos) - \$364.00

If you have any questions, please do not hesitate to reach out to me directly.

Sincerely,

Guy Savage
General Manager
Los Olivos Community Services District

cc: Tom Fayram, President (via email)



**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 27, 2023

Permit No.: **N55380**

PERMITTEE:

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

AGENT:

MNS Engineers

201 Industrial Way
Buellton , CA 93427

Amount Enclosed: _____

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

Location of Encroachment: 2999 BALLARD CANYON RD , Los Olivos

Encroachment Permit Fees:

Issuance Fee:	<u>\$68.00</u>
Plan Review + Inspection Fee:	<u>\$296.00</u>

TOTAL FEES:	<u>\$364.00</u>
--------------------	------------------------

Balance Due: \$364.00

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. **This Invoice is more than 60 days past due!**

DUPLICATE STATEMENT: ONE for REMITTANCE, ONE for PERMITTEE



**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 27, 2023

Permit No.: **N55374**

PERMITTEE:

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

AGENT:

MNS Engineers

201 Industrial Way
Buellton , CA 93427

Amount Enclosed: _____

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

Location of Encroachment: 2990 GRAND AV , Los Olivos

Encroachment Permit Fees:

Issuance Fee:	<u>\$68.00</u>
Plan Review + Inspection Fee:	<u>\$296.00</u>

<u>TOTAL FEES:</u>	<u>\$364.00</u>
---------------------------	------------------------

Balance Due: \$364.00

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. **This Invoice is more than 60 days past due!**

DUPLICATE STATEMENT: ONE for REMITTANCE, ONE for PERMITTEE



**COUNTY OF SANTA BARBARA
DEPARTMENT OF PUBLIC WORKS - TRANSPORTATION
ROAD ENCROACHMENT PERMIT**



Permit No.: **N55374**

DATE: November 10, 2022

ROAD NAME: GRAND AV



INSPECTION REQUIRED - SEE ATTACHED REQUIREMENTS

OWNER: Guy Savage - LOS OLIVOS COMMUNITY SERVICES DISTRICT

Address: PO Box 345, Los Olivos, CA 93441

APPLICANT: MNS Engineers - Doug Pike

Address: 201 Industrial Way, Buellton, CA 93427

hereby makes application for permit to excavate and/or encroach in the Public Road/Right-of-way at the location(s) and as described herein, subject to the provisions required by Ordinance No. 1491, of Santa Barbara County, applicable State or Federal Regulations, AND ANY SPECIFIED REQUIREMENTS ATTACHED HERETO.

In consideration of the granting of this permit the applicant agrees to defend, indemnify and save harmless the County of Santa Barbara its officers, agents and employees from any and all claims, demands, damages, costs, expenses (including attorney's fees), judgments or liabilities arising out of this permit or occasioned by the performance or attempted performance of the permit and any SPECIAL PROVISIONS of the permits hereof including but not limited to, any act or omission to act on the part of the applicant or his agents or employees or other independent contractors directly responsible to him; except those claims, demands, cost, expenses (including attorney's fees), judgments or liabilities resulting from the sole negligence or willful misconduct of the COUNTY. It is further agreed that if any facilities placed in the excavation or obstruction for which the application is granted and approved as a permit, shall become incompatible with future travel by the general public, then the applicant or its assigns or successors will, either remove such facilities in cases where such removal is necessary or in cases where the use thereof has been or is to be abandoned, or in other cases, applicant or its assigns or its successors, will relocate such facilities at a location designated by the Public Works Director, as provided in Section 30 and 30.1 of Ordinance No. 1491 of the County of Santa Barbara.

The provisions of the foregoing sentence shall not apply in any case where the easement for the facilities was in existence prior to the existence as such of the public highway concerned herein.

DESCRIPTION OF ENCROACHMENT:

The type of activity permitted in the right-of-way is for a new groundwater sampling/monitoring well and traffic control near 2990 Grand (monitoring well to be located in the Railway Avenue Right-of-Way), Los Olivos, CA 93441. The monitoring well is permanent & will be sampled 1-2 times per year. An Annual Permit is required for each monitoring well in perpetuity.

******Special Provisions******

1. Subgrade compaction in the COSB ROW shall be a minimum of 95%.
2. Monitoring wells shall be placed as close to the back of ROW as possible.
3. Maintain a 5' min. from other utilities or side property line.
4. Historical drainage within the County road Right-of-way shall be maintained.

Working hours are 7:00 to 3:30pm Monday thru Friday. No Right-Of-Way work is allowed on weekends or holidays, unless pre-approved by Permits Manager. Work is to take place within 90 days of the issue date of this Permit.

*****Notify the Roads Division Inspector at (805)803-8750 a minimum of 72 hours prior to any work to begin.*****

Traffic control shall be in accordance with the latest edition of the California M.U.T.C.D. or as directed by the Road Division Inspector.

NOTE: All work shall be in accordance with the attachments and the applicable sections of the County Road Encroachment Permit Requirements and includes the latest editions of the Caltrans and County Engineering Design Standards.

Location of Encroachment: 2990 GRAND AV , Los Olivos - CROSS STREET: ()

APN No.:	District No.: <u>3052</u>	USA No.:	Tract No.:	File No.:
----------	---------------------------	----------	------------	-----------

Contractor:

Bldg. Permit No.:

Contractor Phone: Cell:

Start Date:

Permit Received By: AGENT

Attachments: NO

Signed: _____ Date: _____

Prepared By: Richard S Jamar _____

Owner Ph: (805) 500-4098 - Agent Ph: (805) 331-3553

Issuer's Signature: _____ Date: _____
Richard S Jamar 11/10/2022

The work indicated on this permit is complete and acceptable.

By Inspector: _____ Date: _____

Encroachment Permit Fees:

Issuance Fee: \$68.00

Plan Review + Inspection Fee: \$296.00

TOTAL FEES: \$364.00

Payment Method:

Total Payment-(all receipts):

VOID IF WORK IS NOT STARTED IN 30 DAYS AND CONTINUED TO COMPLETION
WHITE - APPLICANT COPY CANARY - FILE COPY PINK - INSPECTION COPY

INKLINGS
1693 MISSION DR STE C101
SOLVANG, CA 93463
8056860705
SALE

7/12/23 3:55PM

Merchant ID: *****2874

Term ID: 004

Subtotal \$23.33

Total USD \$23.33

Visa

CHIP READ CONTACTLESS

VISA CREDIT: *0153

Approved: Online

REFERENCE:20200001

AUTH: 81290G

Trans ID: 4045

Invoice: 002120723155504

Response: CAPTURED

CID: 0x80 (ARQC)

CREDIT

AID: A0000000031010

TVR: 0000000000 TSI: 0000

AC: F5D6369BCAADF0A1

IAD: A66B067E792CF36C3030

TTQ: 36A04000

Approved USD \$23.33

CUSTOMER COPY

Column Software PBC
 PO Box 208098
 Dallas, TX 75320-8098
help.column.us

Invoice number	BD88A4A8-0001
Notice ID	XpcTX00N054Wbl68evPf
Publisher	Santa Ynez Valley News
Date of issue	Jun 29, 2023
Date due	Jul 29, 2023
Amount due	\$93.41

Bill to
 Los Olivos Community Service District

Description	Qty	Unit price	Amount
06/29/2023: Other Notice	1	80.37	80.37

=== Notes ===

Notice Name: Budget Hearing Notice
 Order Number: 213721

=== How to pay this invoice ===

This publisher accepts online payment via credit or debit card, or ACH bank transfers. Please click here to pay online:
<https://www.column.us/invoices/fHYEueZKv4vFfNcM7tY0/pay>

Please note that, once paid, the merchant name on your billing statements will be Column Software PBC.

Select organizations may also pay via check. Checks will result in processing delays and should not be used if your notice requires upfront payment. Please pay the exact amount due, write your invoice number BD88A4A8-0001 on the memo, include a printed copy of your Invoice PDF, make the check payable to Column Software PBC, and mail to the address above.

Subtotal	\$80.37
Tax	0.00
Processing Fee	13.04
Amount due	\$93.41

Pay here: <https://www.column.us/invoices/fHYEueZKv4vFfNcM7tY0/pay>

Invoice



Zoom Video Communications Inc.
55 Almaden Blvd, 6th Floor
San Jose, CA 95113

Invoice Date: Apr 18, 2023
Invoice #: INV198175199
Payment Terms: Due Upon Receipt
Due Date: Apr 18, 2023
Account Number: 5034586594
Currency: USD
Payment Method: MasterCard *****0584
Account Information: Guy Savage

Federal Employer ID Number: 61-1648780

Purchase Order Number:

Tax Exempt Certificate ID:

[Zoom W-9](#)

Sold To Address: PO Box 894, 2833 Grand Avenue
Los Olivos, California 93441
United States

gm.locsd@gmail.com

Bill To Address: PO Box 894, 2833 Grand Avenue
Los Olivos, California 93441
United States

gm.locsd@gmail.com

Charge Details

CHARGE DESCRIPTION	SUBSCRIPTION PERIOD	SUBTOTAL	TAXES, FEES & SURCHARGES	TOTAL
Charge Name: Zoom One Pro Annual Quantity: 1 Unit Price: \$149.90	Apr 18, 2023 - Apr 17, 2024	\$149.90	\$0.00	\$149.90
			Subtotal	\$149.90
			Total (Including Taxes, Fees & Surcharges)	\$149.90
			Invoice Balance	\$0.00

Taxes, Fees & Surcharge Details

CHARGE NAME	TAX, FEE OR SURCHARGE NAME	JURISDICTION	CHARGE AMOUNT	TAX, FEE OR SURCHARGE AMOUNT
Total (Including Taxes, Fees & Surcharges)				\$0.00

Transactions

Invoice Total	\$149.90
---------------	----------

TRANSACTION DATE	TRANSACTION NUMBER	TRANSACTION TYPE	DESCRIPTION	APPLIED AMOUNT
Apr 18, 2023	P-231641972	Payment		\$-149.90
Invoice Balance				\$0.00

Need help understanding your invoice?

[CLICK HERE](#)

Standard Pro and Standard Biz are now called Zoom One Pro and Zoom One Business. Please note that your Services will remain the same and that this name change does not change the price of your current subscription.

This plan includes products with monthly and/or yearly subscription periods. The subscription period for each plan, and the total charge, \$149.90 (plus applicable taxes and regulatory fees), per subscription period for that product are set out above in the Charge Details section. Unless you cancel, your subscription(s) will auto-renew each subscription period and each subscription period thereafter, at the price(s) listed above (plus any taxes and regulatory fees applicable at the time of renewal) and your payment method on file at zoom.us/billing will be charged. You can cancel auto-renewal anytime, but you must cancel by the last day of your current subscription period to avoid being charged for the next subscription period. You will not be able to cancel your "base plan" (Zoom Meetings, Zoom Phone, or Zoom Rooms) without first canceling all other subscriptions in your plan. If you cancel, you will not receive a refund for the remainder of your then-current subscription period. You can cancel by navigating to zoom.us/billing and clicking "Cancel Subscription," clicking through the prompts, and then clicking to confirm cancellation. Should Zoom change its pricing, it will provide you with notice, and you may be charged the new price for subsequent subscription.

Zoom Phone services provided by Zoom Voice Communications, Inc. Rates, terms and conditions for Zoom Phone services are set by Zoom Voice Communications, Inc

ITEM 6 – BUDGET REPORTS

BUDGET REPORTS

Cash Balances

As of: 7/25/2023
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund	7/1/2023 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	7/25/2023 Ending Balance
3490 -- Los Olivos CSD	154,050.07	0.00	743.68	0.00	2,452.50	152,341.25
Total Report	154,050.07	0.00	743.68	0.00	2,452.50	152,341.25

Financial Status

As of: 7/25/2023 (7% 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	7/25/2023 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
Expenditures				
Services and Supplies				
7508 -- Legal Fees	0.00	2,077.02	-2,077.02	--
7510 -- Contractual Services	0.00	15,540.00	-15,540.00	--
Services and Supplies	0.00	17,617.02	-17,617.02	--
Expenditures	0.00	17,617.02	-17,617.02	--
Los Olivos CSD	0.00	-17,617.02	-17,617.02	--
Net Financial Impact	0.00	-17,617.02	-17,617.02	--

General Ledger Trial Balance

As of: 7/25/2023
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 7/31/2023
Assets & Other Debits				
Assets				
0110 -- Cash in Treasury	154,050.07	743.68	2,452.50	152,341.25
0240 -- Interest Receivable	743.68	0.00	743.68	0.00
Total Assets	154,793.75	743.68	3,196.18	152,341.25
Total Assets & Other Debits	154,793.75	743.68	3,196.18	152,341.25
Liabilities, Equity & Other Credits				
Liabilities				
1015 -- EFT Payable	0.00	2,452.50	17,617.02	-15,164.52
1210 -- Accounts Payable	0.00	17,617.02	17,617.02	0.00
Total Liabilities	0.00	20,069.52	35,234.04	-15,164.52
Equity				
2200 -- Fund Balance-Residual	-154,793.75	0.00	0.00	-154,793.75
2810 -- Expenditures/Other Fin Uses	0.00	17,617.02	0.00	17,617.02
Total Equity	-154,793.75	17,617.02	0.00	-137,176.73
Total Liabilities, Equity & Other Credits	-154,793.75	37,686.54	35,234.04	-152,341.25
Total Los Olivos CSD	0.00	38,430.22	38,430.22	0.00

Revised P1 Timeline	July				August				September				October				November						
	3-Jul	10-Jul	17-Jul	24-Jul	31-Jul	7-Aug	14-Aug	21-Aug	28-Aug	4-Sep	11-Sep	18-Sep	25-Sep	2-Oct	9-Oct	16-Oct	23-Oct	30-Oct	6-Nov	13-Nov	20-Nov	27-Nov	
	Architect				Configure & Prototype												Test						
	Test								Deploy								Support						
Configurations	Complete Configurations & Testing				1 Sign-Off	Production Dress Rehearsal			WSO Plan														
Integrations	Integration Unit Testing				Integrations E2E Testing				2														
Reports	Develop and Validate Critical Reports								3														
Training Materials	Develop Job Aids				Develop Course Materials & Videos				Post Materials														
End User Training	Assign Trainers				Student Registration		Train the Trainers		Deliver End User Training				Host Open Labs										
Cutover	Develop Cutover Plan				WD DA Review		Sign-Off		4				Gold Build				DA Checks		5	MTP	Users Live with Hypercare Support		

Key Checkpoints

- 1 Configuration Freeze Date and Transition to Change Control
- 2 Integrations Freeze Date
- 3 Reports Freeze Date
- 4 Cutover Plan Approval and Authorization to Proceed with Gold Build
- 5 Authorization to Move to Production

**Los Olivos Community Services District
FY 2023-24 Budget (Proposed)**

Line Item Account	FY 2022-23 Approved Budget	FY 2022-23 YTD Actuals+ Commitments (as of 4/30/23)	PROPOSED FY 2023-24	Notes
Beginning Balance	\$ 136,475	\$ 136,475	\$ 48,678	
Revenues				
Taxes				
3066 -- Special Tax Assessment	\$ 203,121	\$ 227,650	\$ 227,650	Used FY 2022-23 actual
Taxes	\$ 203,121	\$ 227,650	\$ 227,650	
Use of Money and Property				
3380 -- Interest Income	\$ 724	\$ 1,191	\$ 744	Average prior 3 years
3381 -- Unrealized Gain/Loss Invstmnts		\$ -		
Use of Money and Property	\$ 724	\$ 1,191	\$ 744	
Intergovernmental Revenue-Other				
4840 -- Other Governmental Agencies	\$ 169,804	\$ 30,131	\$ -	
Intergovernmental Revenue-Other	\$ 169,804	\$ 30,131	\$ -	
Total Cash & Revenues	\$ 510,124	\$ 395,447	\$ 277,072	
Expenditures				
Services and Supplies				
7090 -- Insurance	\$ 2,500	\$ 2,800	\$ 2,934	Per SDRMA letter 3/27/23
7324 -- Audit and Accounting Fees	\$ 4,000	\$ 7,775	\$ 2,500	1-year est MLH
7325 -- Other Professional Services (Grant Assistance)		\$ -		
7430 -- Memberships	\$ 1,200	\$ 1,287	\$ 1,300	
7450 -- Office Expense	\$ 2,000	\$ -		
7460 -- Professional & Special Service	\$ 189,908	\$ 219,384	\$ 78,886	\$78,886 in unallocated Professional and Special Services funds. There are a number of unfunded efforts on the workplan that Board has expressed interest in completing in FY 2023-24, including: \$90k technical study, \$300k 60% design, \$50k Assessment Engineer report, \$100k (of \$150k) environmental (remaining \$50 would be completed in FY 2024-25), \$50k MHI study
7508 -- Legal Fees	\$ 30,000	\$ 36,481	\$ 45,529	Straight-line (\$3,648/mo), plus increase per contract (4%), plus May, June
7510 -- Contractual Services (GM Contract, Engineer)	\$ 49,000	\$ 79,041	\$ 98,643	Straight-line (\$7,904/mo), plus increase per contract (4%), plus May, June
7530 -- Publications & Legal Notices	\$ 5,000	\$ -	\$ 1,750	Budget notices + 5 workshops mailers, etc. at \$300 per workshop
7671 -- Special Projects	\$ 175,000	\$ -		
7732 -- Training	\$ 1,500	\$ -		
Services and Supplies	\$ 460,108	\$ 346,769	\$ 231,542	
Other Charges	\$ -	\$ -	\$ -	
7894 - Communication Services	\$ -	\$ -	\$ -	
Other Charges	\$ -	\$ -	\$ -	
Reserves			\$ 45,530	20% of Special Tax Revenues, per Policy could be \$27,702 (10%)
Reserves		\$ -	\$ 45,530	
Total Expenditures	\$ 460,108	\$ 346,769	\$ 277,072	
Ending Balance	\$ 49,293	\$ 48,678	\$ 0	