

Lisa Palmer, President
Tom Fayram, Vice President
Mike Arme, Director
Brian O'Neill, Director
Brad Ross, Director



LOS OLIVOS COMMUNITY SERVICES DISTRICT **Posted 7-5-2021**
Finance Committee Meeting, July 8, 2021, 8:00 am

Robert Perrault is inviting you to a scheduled Zoom meeting.

Topic: Finance Committee

Time: Jul 8, 2021 08:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88519917669?pwd=MkRiVjI3K2FSbDQxSTVUWDIZZz09>

Meeting ID: 885 1991 7669

Passcode: 923771

One tap mobile

+16699006833,,88519917669#,,,,*923771# US (San Jose)

+14086380968,,88519917669#,,,,*923771# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 408 638 0968 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

Meeting ID: 885 1991 7669

Passcode: 923771

Find your local number: <https://us02web.zoom.us/j/88519917669>

Please observe decorum and instruction from Committee Chair

FINANCE COMMITTEE MEETING AGENDA REVISED

1. CALL TO ORDER

2. ROLL CALL

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 (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.

6. ADMINISTRATIVE AGENDA.

A. APPROVAL OF MEETING MINUTES

Approve minutes from the June 2, 2021 Finance Committee Meetings.

Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 500-4098
losolivoscscd@gmail.com, www.losolivoscscd.com

7. BUSINESS ITEMS

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

1. -June 3-2021 Aleshire and Wynder 1245 Legal Services(May) \$1,840.00.
2. -June 15,2021 Robert Perrault General Management Services (May 15-6-15) \$3,130.00.
3. -April 7,2021 Urban Planning Concepts Invoice 988.1 Siting Study \$2,136.25.
- 4.- June 15,2021 MNS Engineering Invoice #78031 Management and Engineering Support (May) \$3188.75.
5. June 7,2021 GSI Water Solutions Invoice #876-001-05 Groundwater Management Services (May) \$8,696.25
- 6.- June 3, 2021 SDRMA Public Liability Remainder Payment Invoice #70650 \$161.79.

B. Review Budget Reports (See Attachments)

C. Review proposed modification to FY 2021- 22 Budget.

8. NEXT MEETING:

Friday, August 4, 2021, 6 pm. **VIA Zoom**

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. 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.

Lisa Palmer, President
Tom Fayram, Vice President
Mike Arme, Director
Brian O'Neill, Director
Brad Ross, Director



LOS OLIVOS COMMUNITY SERVICES DISTRICT **Posted 5-29-2021**
Finance Committee Meeting, June 2, 2021, 6:00 p.m.
Meeting Minutes

The Meeting was held electronically via RingCentral Meetings. The public was able to hear and participate.

1. Join from PC, Mac, or Android:
2. Via telephone: +1(623)404-9000 Meeting ID: 147 686 9913 <https://meetings.ringcentral.com/j/1465191519>
3. If you choose to access through your browser, visit <https://meetings.ringcentral.com/join> enter Meeting ID: 147 686 9913, Join Meeting

Please observe decorum and instruction from Committee Chair

FINANCE COMMITTEE MEETING AGENDA REVISED

1. CALL TO ORDER : 6:08 Pm

2. ROLL CALL : President Palmer, Director Fayram, General Manager Perrault

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 (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.

6. ADMINISTRATIVE AGENDA.

A. APPROVAL OF MEETING MINUTES

Approve minutes from the May 10, 2021 Finance Committee Meetings.

Motion to approve Minutes made by Director Fayram, Second, Second President Palmer. Unanimous approval

7. BUSINESS ITEMS

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

1. 5-22-2021 MNS invoice # 77939 (April Services) \$7,238.75 Dist. Management.
2. 5-10-2021 GSI Water Solutions Inc. invoice # 0876.001-4 (April Services) \$3,970.00 Groundwater Quality Management Services.
3. Consider other Bills that may be received before the Committee Meeting.- There being no additional bills to consider and following a brief discussion a motion was offered by President Palmer and a second by Director Fayram . Unanimous approval

B. Review Budget Reports - This item was presented for information only. President Palmer noted cash balances in report should be brought up to date,

C. Review proposed budget for FY 21-22 and recommend the Board set a Public Hearing to consider public comment prior to the Board's adoption of the recommended Budget. Following a brief discussion Fayram moved the Budget be submitted to the Board and the public hearing be set for July 14, 2021, Second by President Palmer . Motion approved unanimously.

Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 500-4098
losolivoscscd@gmail.com, www.losolivoscscd.com

D. Review and make recommendations to the Board regarding the adoption of a Financial Reserve Policy required to achieve transparency certification offered by SDRMA- By consensus of the Committee the General Manager was directed to develop reserve policy language at 10% of operation costs.

8. NEXT MEETING:

Friday, July 7, 2021, 6 pm. **VIA RING CENTRAL MEETING**

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. 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.



**ALESHIRE &
WYNDER** LLP
ATTORNEYS AT LAW

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AWATTORNEYS.COM

ORANGE COUNTY | LOS ANGELES | RIVERSIDE | CENTRAL VALLEY

June 3 2021

VIA EMAIL ONLY: robertjerrault51@gmail.com

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

Re: **June 2021 Billing Statement (for services through 5/31/21);
Aleshire & Wynder, LLP**

Dear Bob:

Enclosed please find a billing statement for the month of June, which includes services rendered and costs incurred by Aleshire & Wynder, LLP, through May 31, 2021.

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: May 1 thru May 31, 2021

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
0001 General (\$200 Blended: Atty / Paralegal / Law Clerk)	9.20	200	1,840.00	0.00	1,840.00	0.00	(Advisory/Transactional Svcs)
TOTALS:	9.20		1,840.00	0.00	1,840.00	0.00	



ROBERT PERRAULT

1311 Crystal Cove Circle □ Grover Beach, CA 93433
(805) 668-7131 □ robertjperrault51@gmail.com

Date: 6-15-2021

To: Lisa Palmer
President, Los Olivos Community Service District
PO Box 345, Los Olivos Ca, 93441

Invoice No. 00615

Date	Description	Unit Hours	Total
5-18/21	Attend PMC meeting/ orientation	4 hours	\$540.00
5-20/21	Attendance at March CSDA Webinar	2 hours	\$270.00
5-24/21	Review LAFCO Staff Report	1 hours	\$135.00
5-26/21	FCM Meeting Prep/ Invoice Review	2 hours	\$170.00
5-27/21	Attend GSA Meeting	1 hours	\$135.00
5-31/2021	Prepare FCM Meeting/ Finalize Agenda	2 hours	\$270.00
6-3/2021	Attend LAFCO Meeting Agenda Prep	1.5 hours	\$202.00
6-2/2021	FCM Attendance and Board meeting Prep	3 hours	\$405.00
6-7/2021	Board Meeting Prep	2 hours	270.00
6-8/2021	Meeting EHS and Follow up	1.5 hours	\$202.00
6-9/2020	Board meeting	2 hours	\$270.00
6-14/2021	Admin matters and Min. Preparation	2 hours	\$270.00
	Total		\$3,130.00

Thank you for your business!



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

ENGINEERING
PLANNING
SURVEYING
CONSTRUCTION MANAGEMENT

June 15, 2021

Project No: LOCSD.180392.00

Invoice No: 78031

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

This Invoice includes:

1. General District Management. This includes the final month of IGM Pike's invoicing to this category, unless specifically requested by GM or Board. M. Zepeda will continue to assist as directed/requested: \$2,238.75
2. Engineering Tasks. This is the last month for D. Pike to bill the IGM rate for these tasks. His billing rate will be reduced to \$185 for PM work beginning next month:
 - a. Stantec Design Contract: \$100.00
 - b. WWTP County Site Easement: \$0.00
 - c. GSI Geotechnical, GWMP: \$200.00
 - d. Jenzen LAMP Project: \$50.00
 - e. UPC Siting Study: \$0.00
 - f. UPC Environmental Scope: \$400.00
 - g. WRF Grant Management: \$0.00
 - h. Seeking additional Grants: \$0.00
 - i. Ad Hoc PM Committee general tasks and support: \$200.00

Professional Services for the Period: May 1, 2021 to May 31, 2021

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount
Project Management			
Assistant Project Manager	.50	175.00	87.50
Project Coordinator	5.25	105.00	551.25

Project	LOCSD.180392.00	General Manager Services	Invoice	78031
District Manager			8.00	200.00
Totals			13.75	2,238.75
Total Labor				2,238.75
			Level 2 Subtotal	\$2,238.75

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount	
Project Management				
District Manager	4.75	200.00	950.00	
Totals	4.75		950.00	
Total Labor				950.00
			Level 2 Subtotal	\$950.00
			Current Invoice Amount	\$3,188.75

Outstanding Invoices

Number	Date	Balance
77939	5/21/2021	7,718.75
Total		7,718.75

Billing Backup

Tuesday, June 15, 2021

MNS Engineers, Inc.

Invoice 78031 Dated 6/15/2021

4:16:19 PM

Project	LOCS.D.180392.00	General Manager Services
Level 2	TASK01	District Management

Professional Personnel

		Hours	Rate	Amount
Project Management				
Assistant Project Manager				
Nisich, Anthony	5/5/2021	.50	175.00	87.50
post meeting notice at Los Olivos Post Office				
Project Coordinator				
Zepeda, Mary	5/3/2021	.25	105.00	26.25
District correspondence including emails				
Zepeda, Mary	5/6/2021	.50	105.00	52.50
File Streamline Payment Receipts and Invoices; Prepare FIN Approvals for GIS and Stantec Pending Invoices				
Zepeda, Mary	5/7/2021	1.00	105.00	105.00
Create Single Payment Claims for approved GSI, and Stantec Invoices and process payment for DP				
Zepeda, Mary	5/10/2021	.25	105.00	26.25
District correspondence including emails				
Zepeda, Mary	5/17/2021	.25	105.00	26.25
District correspondence including emails				
Zepeda, Mary	5/21/2021	1.50	105.00	157.50
Create Single Payment Claims within FIN for approved A&W and MNS Invoices; Process A&W and MNS Invoices for payment via FIN for DP; Update Budget Tracking Log				
Zepeda, Mary	5/24/2021	1.00	105.00	105.00
District correspondence including emails; District Transparency Certificate Pending Items				
Zepeda, Mary	5/28/2021	.50	105.00	52.50
Verify with BP revised Finance Committee Meeting Date; Update LOCS.D Website with new Finance Committee Meeting Date and upload Agenda				
District Manager				
Pike, Douglas	5/5/2021	1.50	200.00	300.00
Finance Committee meeting agenda and post				
Pike, Douglas	5/7/2021	2.00	200.00	400.00
Regular Meeting agenda prep				
Pike, Douglas	5/10/2021	3.00	200.00	600.00
Special Meeting Agenda Posting & Publication, Finance Committee meeting & Prep				
Pike, Douglas	5/12/2021	1.50	200.00	300.00
Preparation for Board Meeting				
Totals		13.75		2,238.75
Total Labor				2,238.75
Level 2 Subtotal				\$2,238.75

Level 2	TASK02	Engineering Tasks
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Professional Personnel

			Hours	Rate	Amount	
Project Management						
District Manager						
Pike, Douglas	5/10/2021		.50	200.00	100.00	
Stantec Follow-up and phone meeting and email on completing the Load Study Tech Memo						
Pike, Douglas	5/17/2021		.50	200.00	100.00	
Ad Hoc Proj Mgt Committee Agenda						
Pike, Douglas	5/18/2021		1.00	200.00	200.00	
Ad Hoc Project Management Meeting & action item list (1)						
GSI 60% Complete Proposal - transmit additionally requested info (.25)						
UPC 60% Complete Proposal (.25)						
Pike, Douglas	5/19/2021		.25	200.00	50.00	
Email to County Raods requesting contacts and process for encroachment permit, also sent them the draft GWMP document						
Pike, Douglas	5/24/2021		.75	200.00	150.00	
Environmental scope response to UPC for proposal due Friday (.75)						
Pike, Douglas	5/26/2021		1.50	200.00	300.00	
County Road Encroachment Permit reserach and communications with Leroy Cadena and Eric Pearson regaring installation of GW sampling wells in County Road ROW. (.5 hr)						
Meeting with Dave Swenk & Brian Tetly to answer Environmental scope proposal due Friday May 28 (1 Hr)						
Pike, Douglas	5/28/2021		.25	200.00	50.00	
Onsite System Guidance draft mark-ups .25						
Totals			4.75		950.00	
Total Labor						950.00
					Level 2 Subtotal	\$950.00
					Project Total	\$3,188.75
					Total this Report	\$3,188.75



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

Water Solutions, Inc.

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

June 7, 2021
 Invoice No: 0876.001 - 5

Project 0876.001 Groundwater Quality Management Services

Professional Services from May 1, 2021 to May 31, 2021

Task .004 Technical Memorandum and Submittals

Labor

	Hours	Rate	Amount	
Principal Consultant				
Thompson, Timothy	12.50	265.00	3,312.50	
Managing Hydrogeologist				
Franz, Brian	13.75	160.00	2,200.00	
Project Geologist				
Lapostol, Andres	21.75	135.00	2,936.25	
Totals	48.00		8,448.75	
Total Labor				8,448.75
				Total this Task
				\$8,448.75

Task .005 Project Management

Labor

	Hours	Rate	Amount	
Project Geologist				
Lapostol, Andres	1.50	135.00	202.50	
Administrative Assistant				
Deck, Anneliese	.50	90.00	45.00	
Totals	2.00		247.50	
Total Labor				247.50
				Total this Task
				\$247.50

Project Summary

	Current Period	Prior Periods	Invoiced to Date
Total Billings	8,696.25	28,391.25	37,087.50
Authorized Budget			85,000.00
Budget Remaining			47,912.50
			Total this Invoice
			<u><u>\$8,696.25</u></u>

Outstanding Invoices

Number	Date	Balance
4	5/10/2021	3,970.00
Total		3,970.00



2624 Airpark Drive
 Santa Maria, CA 93455
 (805) 934-5760

Los Olivos Community Services District
 dpike@mnsengineers.com

Invoice number 9888.1
 Date 04/07/2021

Project **U2108 -- LOS OLIVOS WASTEWATER RECLAMATION PROGRAM**

Professional Services Through 3/31/2021

A Siting Study

Date	Hours	Rate	Billed Amount
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General Services

Senior Planner

03/09/2021	0.50	155.00	77.50
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Emails w/ Jason T.: discuss status of parcel review. Email to client: forward latest version of parcel list spreadsheet.

03/10/2021	0.75	155.00	116.25
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Email from engineer: transmittal of property selection matrix spreadsheet. Emails w/ Jason T.: discuss remainign parcel info. needed & transmittal of final parcel list.

03/11/2021	2.00	155.00	310.00
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Parcel Research.

03/12/2021	4.50	155.00	697.50
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Parcel Research. Edit parcel spreadsheet and transmit to engineer.

03/25/2021	0.25	155.00	38.75
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Email from client: transmittal of top properties map.

Coordination

Associate Planner

03/01/2021	1.00	135.00	135.00
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APN zoning research

03/03/2021	1.00	135.00	135.00
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APN zoning research

03/05/2021	1.00	135.00	135.00
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APN zoning research

03/08/2021	1.00	135.00	135.00
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APN zoning research

03/09/2021	1.00	135.00	135.00
------------	------	--------	--------

APN zoning research

03/10/2021	1.00	135.00	135.00
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Professional Services Through 3/31/2021

A Siting Study

Coordination

Associate Planner
 APN zoning info

	Date	Hours	Rate	Billed Amount
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Parcel history research 03/17/2021 1.00 135.00 135.00

updates to property research 03/22/2021 1.00 135.00 135.00

Principal Planner

Status review of materials, site assessment 03/10/2021 1.00 170.00 170.00

Project progress review 03/18/2021 0.50 170.00 85.00

Status review of inventory assessment 03/23/2021 0.50 170.00 85.00

Meeting

Senior Planner

Call w/ client: discuss interim parcel list. 03/01/2021 0.25 155.00 38.75

Call w/ client: discuss project status & next steps. 03/08/2021 0.25 155.00 38.75

Call w/ engineer: discuss project status. 03/10/2021 0.25 155.00 38.75

Call from engineer: discuss project status & next steps. 03/11/2021 0.25 155.00 38.75
 03/12/2021 0.25 155.00 38.75

Videoconference: discuss property review and selection of top properties. 03/25/2021 0.75 155.00 116.25

Call w/ engineer: discuss property review matrix. 03/26/2021 0.25 155.00 38.75

Document Preparation

Senior Planner

Research parcels. Revise spreadsheet and prepare parcel exhibits. Transmit to client. 03/30/2021 1.00 155.00 155.00

Siting Study Subtotal 21.25 3,163.75

Invoice subtotal	<u>3,163.75</u>
Over Contract Adjustment	<u>-1,027.50</u>
Invoice Total	<u>2,136.25</u>



Property/Liability Package Program Invoice

Program Year 2021-22

Los Olivos Community Services District

Post Office Box 345
Los Olivos, California 93441

Invoice Date: 06/03/2021
Invoice Number: 70650
Member Number: 7948

Property, Boiler/Machinery, Pollution, Cyber <i>Coverage for 0 reported item(s) valued at (including contents): \$0</i>	\$0.00
Mobile/Contractors Equipment <i>Coverage for 0 reported item(s) valued at: \$0</i>	0.00
General Liability*, Errors & Omissions, Employee & Public Officials Dishonesty <i>Certificates: 1 Non-Member Certificate(s)</i>	2,759.00
Auto Liability (includes \$50 charge for non-owned auto coverage) <i>Coverage for 0 reported item(s) valued at: \$0</i>	50.00
Auto Comp / Collision <i>Coverage for 0 reported item(s) valued at: \$0</i>	0.00
Trailers <i>Coverage for 0 reported item(s) valued at: \$0</i>	0.00

Gross Package Contribution	\$2,809.00
Earned CIP Credits (4)	-88.75
Longevity Distribution Credit	0.00
MemberPlus Online RQ Bonus	-75.00
Other Discounts	0.00
Subtotal	\$2,645.25
5% Multi-Program Discount	\$0.00

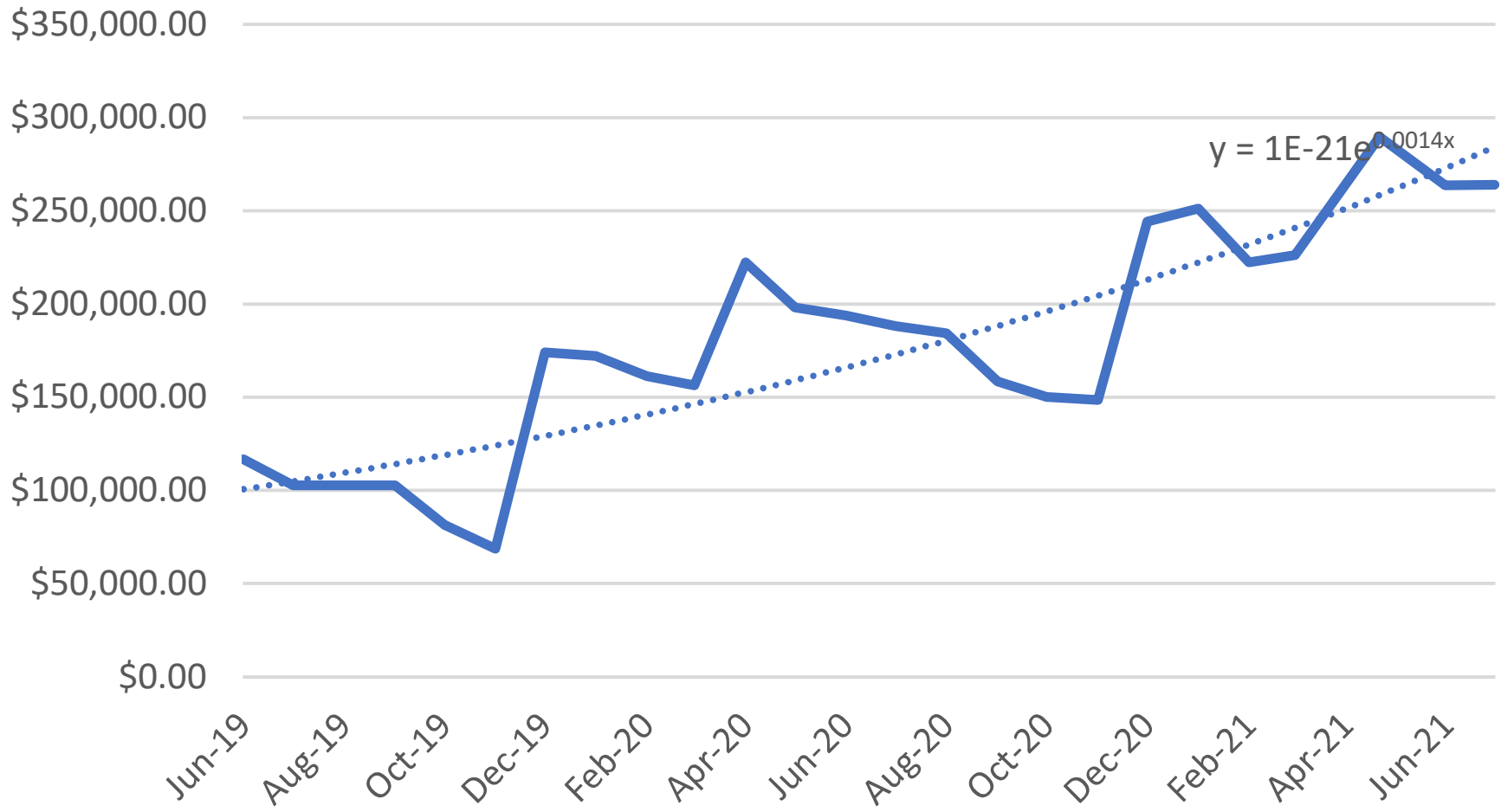
Total Contribution Amount Due by July 15	\$2,645.25
<i>*Current Limit of Liability is \$2.5M for G/L, A/L and E&O (excluding outside excess liability limits)</i>	(\$2,483.46)
Less Payments received (4/28/2021)	
Balance Due by July 15	\$161.79

Please pay in full by the due date. If not, a late charge of one percent (1%) per month, twelve percent (12%) per annum, will be assessed on all sums past due. Imposition of this charge does not extend the due date for payment.

For invoice questions call the SDRMA Finance Department.



Los Olivos CSD Cash Balance History



Report : Financial Status (Real-Time)

Selection Criteria: Fund = 3490

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

Last Updated: 6/30/2021

Accounting Period: OPEN

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2021 Fiscal Year Adjusted Budget	6/30/2021 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
Revenues				
Taxes				
3066 -- Special Tax Assessment	188,887.00	197,023.03	8,136.03	104.31%
Taxes	188,887.00	197,023.03	8,136.03	0.00%
Use of Money and Property				
3380 -- Interest Income	0.00	838.68	838.68	--
3381 -- Unrealized Gain/Loss Invstmnts	-1,158.00	-1,157.43	0.57	99.95%
Use of Money and Property	-1,158.00	-318.75	839.25	27.53%
Intergovernmental Revenue-Other				
4840 -- Other Governmental Agencies	180,000.00	44,985.75	-135,014.25	24.99%
Intergovernmental Revenue-Other	180,000.00	44,985.75	-135,014.25	24.99%
Revenues	367,729.00	241,690.03	-126,038.97	0.66
				SBCEHS Reimb. For Special Studies
Expenditures				
Services and Supplies				
7090 -- Insurance	2,320.00	0.00	-2,320.00	0.00%
7324 -- Audit and Accounting Fees	4,000.00	2,000.00	-2,000.00	50.00%
7325 -- Other Professional Services	8,000.00	0.00	-8,000.00	0.00%
7430 -- Memberships	1,200.00	3,533.46	2,333.46	294.46%
7450 -- Office Expense	2,000.00	0.00	-2,000.00	0.00%
7460 -- Professional & Special Service (Project, Planning & Studies)	193,500.00	54,190.75	-139,309.25	28.01%
7508 -- Legal Fees	27,000.00	17,921.22	-9,078.78	66.37% \$3238.02 from FY 19-20
7510 -- Contractual Services (IGM Contract)	80,400.00	95,022.50	14,622.50	118.19% \$13,333.75 from FY 19-20
7530 -- Publications & Legal Notices	1,000.00	0.00	-1,000.00	0.00%
7732 -- Training	1,500.00	0.00	-1,500.00	0.00%
Services and Supplies	317,920.00	172,667.93	-148,252.07	54.31%
Other Charges				
7894 -- Communication Services	930.00	600.00	330.00	64.52%
Other Charges (County Election Fees)	8,000.00	600.00	330.00	7.50% \$2,000 Charged to 7324
Expenditures	326,850.00	173,267.93	-148,252.07	53.01%

Cash Balance

Fund	Beginning Balance	Month-to-date cash receipts	Month-To-Date Treasury Credits (+)	Month-To-Date Treasury Debits (-)	Ending Balance
3490 -- Los Olivos CSD					
6/1/2019 - 6/30/2019 (FY 2018-19)	112,073.98	0.00	189,600.16	184,868.00	\$116,806.14
7/1/2019 - 7/31/2019 (FY 2019-20)	116,806.14	0.00	568.10	14,530.44	\$102,843.80
8/1/2019 - 8/31/2019 (FY 2019-20)	102,843.80	0.00	0.00	0.00	\$102,843.80
9/1/2019 - 9/30/2019 (FY 2019-20)	102,843.80	0.00	0.00	0.00	\$102,843.80
10/1/2019 - 10/31/2019 (FY 2019-20)	102,843.80	0.00	502.03	21,826.18	\$81,519.65
11/1/2019 - 11/30/2019 (FY 2019-20)	81,519.65	0.00	0.00	12,726.68	\$68,792.97
12/1/2019 - 12/31/2019 (FY 2019-20)	68,792.97	0.00	118,021.75	12,772.97	\$174,041.75
1/31/2019 - 1/30/2020 (FY 2019-20)	174,041.75	0.00	0.00	1,799.03	\$172,242.72
2/1/2020 - 2/29/2020 (FY 2019-2020)	172,671.12	0.00	257.75	11,695.00	\$161,233.87
3/1/2020 - 3/31/2020 (FY 2019-2020)	161,233.87	525.00	117,224.70	122,555.77	\$156,472.80
4/1/2020 - 4/30/2020 (FY 2019-2020)	156,427.80	0.00	72,396.85	6,402.60	\$222,422.05
5/1/2020 - 5/31/2020 (FY 2019-2020)	222,422.05	0.00	72,309.08	96,379.70	\$198,351.43
6/1/2020 - 6/30/2020 (FY 2019-2020)	198,351.43	0.00	7,231.00	11,696.49	\$193,885.94
7/1/2020 - 7/31/2020 (FY 2020-21)	193,885.94	0.00	608.94	6,190.00	\$188,304.88
8/1/2020 - 8/31/2020 (FY 2020-21)	188,304.88	0.00	0.00	3,883.02	\$184,421.86
9/1/2020 - 9/02/2020 (FY 2020-21)	184,421.86	0.00	0.00	25,696.25	\$158,453.86
10/1/2020 - 10/31/2020 (FY 2020-21)	158,453.86	0.00	339.47	8,476.50	\$150,316.83
11/1/2020 - 11/30/2020 (FY 2020-21)	150,316.83	0.00	0.00	0.00	\$148,574.58
12/1/2020 - 12/7/2020 (FY 2020-21)	148,574.58	0.00	115,577.07	19,862.00	\$244,289.65
1/1/2021 - 1/31/2021 (FY 2020-21)	244,289.65	0.00	6,838.04	0.00	\$251,127.69
2/1/2021 - 2-28-2021 (FY 2020-21)	251,127.69	0.00	116,459.34	145,180.52	\$222,406.00
3/1/2021 - 3/31/2021 (FY 2020-21)	\$222,406.00	0.00	16,661.75	0.00	\$226,199.51
4/1/2021 - 4/30/2021 (FY 2020-21)	226,199.51	0.00	92,220.41	28,730.21	\$289,689.71
5/1/2021 - 5/28/2021 (FY 2020-21)	289,689.71	0.00	0.00	0.00	\$263,654.04
6/1/2021 - 6/30/2021 (FY 2020-21)	263,654.04	0.00	0.00	0.00	\$264,074.41

Consultant Contract Cost Summary

STATUS DATE

6/30/2021

	Project	Consultant	SCHEDULE		Contract Value	FY 2019-20	FY 2020-21						FY 2020-21	TOTAL		
			START	FINISH		TOTAL FY 2019-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	TOTAL FY 2020-21	CONTRACT TO-DATE		
1	Residential OWTS Requirements & Guidelines	Paul Jenzen	1/31/2020	4/30/2021	\$19,200.00	\$1,960.00	\$1,600.00	\$1,440.00					\$3,040.00	\$5,000.00		
					% Expended										26%	
					% Est Wk Comp											99%
	MNS Project Management						\$905.00	\$500.00	\$400.00	\$300.00	\$200.00		\$50.00	\$1,950.00	\$2,855.00	
	A&W Contract Review/Support				\$0.00							\$0.00	\$0.00			
3	Preliminary Design Services	Stantec	8/20/2020	2/28/2021	\$20,000.00	\$0.00		\$3,250.50	\$4,944.00				\$16,594.50	\$16,594.50		
					% Expended										83%	
					% Est Wk Comp										99%	
	MNS Project Management						\$1,105.00	\$200.00	\$100.00	\$100.00			\$100.00	\$2,200.00	\$3,305.00	
	A&W Contract Review/Support				\$0.00							\$0.00	\$0.00			
4	Preliminary Hydrogeologic/ Geotechnical Services	GSI	12/8/2020	5/21/2021	\$85,000.00	\$0.00			\$7,142.50	\$3,867.50	\$3,970.00	\$8,696.25	\$23,676.25	\$23,676.25		
					% Expended										28%	
					% Est Wk Comp										30%	
	MNS Project Management						\$1,000.00	\$200.00	\$100.00	\$762.50	\$50.00	\$200.00	\$200.00	\$3,512.50	\$4,512.50	
	A&W Contract Review/Support				\$0.00							\$38.00	\$38.00			
5	Preliminary Environmental Services	TBD	1/13/2020	5/15/2021	\$45,000.00	\$0.00							\$0.00	\$0.00		
	MNS Project Management						\$0.00	\$300.00	\$300.00					\$800.00	\$800.00	
	A&W Contract Review/Support						\$0.00							\$0.00	\$0.00	
6	County Excess ROW Site	County of SB	7/30/2020	2/28/2021	\$5,000.00	\$0.00			\$4,236.00				\$4,236.00	\$4,236.00		
					% Expended										85%	
					% Est Wk Comp										50%	
	MNS Project Management/Engrg.						\$5,725.00	\$300.00	\$300.00	\$200.00		\$100.00		\$3,563.75	\$9,288.75	
	MNS Survey						\$2,240.00		\$495.00					\$2,730.00	\$2,730.00	
	A&W Contract Review/Support				\$0.00							\$0.00	\$0.00			
7	Site ID Study	UPC	2/5/2021	3/15/2021	\$4,800.00	\$0.00				\$2,663.75	\$2,136.25		\$4,800.00	\$4,800.00		
					% Expended										100%	
					% Est Wk Comp										100%	
	MNS Project Management						\$0.00		\$600.00	\$500.00	\$400.00		\$400.00	\$1,900.00	\$1,900.00	
	A&W Contract Review/Support				\$0.00							\$0.00	\$0.00			
8	Assessment Engineer's Report	Water Consulta	12/30/2019	TBD	\$15,280.00	\$9,860.00							\$0.00	\$9,860.00		
					% Expended										65%	
					% Est Wk Comp										45%	
	MNS Project Management						\$855.00							\$0.00	\$855.00	
	A&W Contract Review/Support				\$0.00							\$0.00	\$0.00			
9	Ongoing Grant Support	MNS	2/28/2021	TBD	T&M	\$0.00				\$205.00	\$180.00		\$385.00	\$385.00		
	WRF Grant	MNS					T&M	\$0.00		\$612.50	\$825.00			\$1,437.50	\$1,437.50	
								\$0.00						\$0.00	\$0.00	
10	MNS General Technical Support	MNS	5/1/2021	TBD	T&M	\$0.00					\$200.00	\$200.00	\$200.00			
						\$0.00										
TOTAL Contract Costs					\$186,440.00	\$14,535.00							\$76,962.26	\$102,220.35		

Lisa Palmer, President
Tom Fayram, Vice President
Mike Arme, Director
Brian O'Neill, Director
Brad Ross, Director



Memo

TO: Members of the Finance Committee

From: Bob Perrault, General Manager

Subject: Recommended Modifications to Proposed Budget

Date: July 8, 2021

As the Committee will recall, the Committee recommended the CSD Board set a public hearing to review the proposed budget for FY 2021- 22. The Board subsequently set the public hearing for the upcoming meeting to be held on July 14th. At this time the proposed Budget remains balanced with Revenue of \$676,257 and expenditures of \$565,130. The Board has the opportunity to further adjust the budget based on input it receives as the result of the public hearing or further Board deliberation. I would like to suggest the Committee recommend to the Board the adoption of a budget which reflects some additional modifications: (1) The recognition that the Consumer Price Index is likely to be slightly higher than projected and (2) the need to add costs associated with grant seeking.

Property tax assessments are to be increased annually by the Consumer Price Index for the previous year. At the time the budget was originally developed it was assumed the CPI would only increase by .5% within the Los Angeles, Long Beach, Anaheim Statistical Region. A recent review of the increase for this region indicates that for the year 2020 the increase was 1.5%. This will mean that Assessment revenue will rise from the estimated \$188,887 to \$191,720.

In the past MNS has performed Grant seeking services on behalf of the District. As a result the District has been successful in receiving grants nearing \$300,000 from the County and. According to MMS the costs for seeking these grants has amounted to \$5,000 in a single year. As the District moves aggressively forward to find a means of financing a multi- million dollar plant the more grant dollars that are identified the lesser the burden will be on the property owner. Consequently I am recommending the Budget be modified by an additional \$10,000 for grant seeking services. As noted in the Budget Spreadsheet the Budget will remain balanced.

Recommendation: It is recommended the Committee recommend to the Board that the proposed budget reflect the increase in the CPI adjustment and include Grant Seeking costs in the amount of \$10,000.