

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



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

Posted: 4-1-2024

April 5, 2024 – 8:30 AM

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

Please observe decorum and instructions from the Subcommittee Chair

Finance Committee: President Julie Kennedy (Chair), Vice President 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=SWpSU0RYZFliZTBiNGphZG41TGs4dz09>
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 Board of Directors on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Gov. Code - 54954.3). The public may also request future agenda topics at this time. Speakers are limited to a maximum of 3 minutes. Due to the requirements of the Ralph M. Brown Act, the Board of Directors cannot take action today on any matter not on the agenda, but a matter raised during Public Comments can be referred to District staff for discussion and possible action at a future meeting.

ADMINISTRATIVE ITEMS:

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

4. CONSENT AGENDA

A. MINUTES APPROVAL

Approval of the minutes from March 8, 2024.

BUSINESS ITEMS:

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

5. INVOICE REVIEW AND RECOMMENDATION

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

No.	Invoice Date	Invoice #	Provider	Amount
1	3/4/2024	1301	REGEN – 30% Engineering – Hybrid Models	\$ 22,000.00
2	3/7/2024	84901	Aleshire & Wynder – Legal Services	\$ 1,596.00
3	3/8/2024	876.004-2	GSI – Groundwater Monitoring Wells (Grant Reimbursable)	\$ 12,040.55
4	3/25/2024	85897	MNS Engineering – Engineering and Support Srvcs.	\$ 1,162.50
5	3/31/2024	20243	Savage – General Manager Services (Portions Grant Reimbursable)	\$ 5,199.19
6	4/1/2024	326BDB28-0005	Streamline – Website software	\$ 756.00

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit (Pre 2023)	Moss, Levy & Hartzheim, LLP	\$ 2,780.00	\$ 4,995.00
Audit (2023)	Moss, Levy & Hartzheim, LLP	\$ 0.00	\$ 2,900.00
30% Hybrid Design	REGEN, LLC.	\$ 47,306.59	\$ 27,693.41
Groundwater Wells	Various	\$ 85,855.57	\$ 35,589.60

6. BUDGET REPORTS

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

7. DONATION AND/OR GRANT ACCEPTANCE POLICY

The District recently reviewed two unanticipated grant/donation offers. At the March 8, 2024 meeting of the Finance Subcommittee, direction was given to staff to develop a draft policy and return to the April 2024 Finance Subcommittee for review of the draft policy. As part of the direction, the Finance Subcommittee members suggested a \$1,000 authorization limit on grants and donations be given to the General Manager as an acceptance level.

Existing law that is applicable for such grants/donations includes Gov Code section 61000 et seq, which states, in part:

“(a) Except as provided in Section 61040.1, a legislative body of five members known as the board of directors shall govern each district. The board of directors shall establish policies for the operation of the district. The board of directors shall provide for the implementation of those policies which is the responsibility of the district’s general manager. “ (Sec 61040).

8. FISCAL YEAR 2024-25 (FY 2024-25) BUDGET

The General Manager will present his draft budget for the Fiscal Year 2024-25. The District Fiscal Year runs from July 1, 2024 to June 30, 2025.

INFORMATIONAL ITEMS:

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

9. SUBCOMMITTEE MEMBER COMMENTS

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

10. ADJOURNMENT

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



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

Posted: 3-5-2024

March 8, 2024 – 8:30 AM

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

Please observe decorum and instructions from the Subcommittee Chair

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

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

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Zoom: <https://us06web.zoom.us/j/81937722522?pwd=SWpSU0RYZFljZTBkNGphZG41TGs4dz09>
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

Chair Kennedy calls the meeting to order at 8:30 AM.

2. ROLL CALL

Present: President Kennedy (Chair), Vice President Palmer, General Manager Savage

Absent: None

3. PUBLIC COMMENTS

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

Chair Kennedy opens the floor to public comment.

No public in attendance, so no requests to speak.

ADMINISTRATIVE ITEMS:

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

4. CONSENT AGENDA

A. MINUTES APPROVAL

Approval of the minutes from February 9, 2024.

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

losolivoscscsd@gmail.com, www.losolivoscscsd.com

Agenda Packet

Page 4 of 33

Chair Kennedy opens the floor to public comment.

No requests to speak.

Motion to approve the consent agenda.

Motion by Vice President Palmer, Second: President Kennedy

Voice vote 3-0

BUSINESS ITEMS:

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

5. INVOICE REVIEW AND RECOMMENDATION

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

No.	Invoice Date	Invoice #	Provider	Amount
1	2/6/2024	876.004-1	GSI – Groundwater Monitoring Wells (Grant Reimbursable)	\$ 13,266.81
2	2/7/2024	24-30118	BC2 Engineering – Groundwater Monitoring Well Drilling / Development (Grant Reimbursable)	\$ 31,662.50
3	2/15/2024	84161	Aleshire & Wynder – Legal Services	\$ 4,073.20
4	2/16/2024		MNS Engineering – Engineering and Support Svcs. (Portions Grant Reimbursable)	\$ 962.50
5	2/27/2024	24-30118.1	BC2 Engineering – Groundwater Monitoring Well Drilling / Development (Grant Reimbursable)	\$ 6,891.25
6	2/28/2024	20242	Savage – General Manager Services (Portions Grant Reimbursable)	\$ 6,785.80

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit (Pre 2023)	Moss, Levy & Hartzheim, LLP	\$ 2,780.00	\$ 4,995.00
Audit (2023)	Moss, Levy & Hartzheim, LLP	\$ 0.00	\$ 2,900.00
30% Hybrid Design	REGEN, LLC.	\$ 25,306.59	\$ 49,693.41
Groundwater Wells	Various	\$ 121,445.00	\$ 59,087.55

GM Savage introduces the collection of invoices. He talks about the Groundwater Monitoring Wells project and notes that it is significantly under budget, primarily due to BC2 coming in well under budget. He notes that the project has had an impact on cash on hand, as the District has been paying bills and has not, yet, sought reimbursement from the County. He adds that the CCRWQCB has made additional requests related to testing of wells and that meetings are being scheduled to better understand their requests. Following brief comments by Vice President Palmer, GM Savage confirms that the project is already on the agenda for full Board discussion on March 13, 2024.

Chair Kennedy opens the floor to public comment.

No requests to speak.

Motion to recommend invoices 1-6 for approval to the full Board of Directors.

Motion by GM Savage; Second; Vice President Palmer

Voice vote 3-0

6. BUDGET REPORTS

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

GM Savage briefly walks through the budget reports, again pointing out the impact of the Groundwater Monitoring Wells project on cash available.

Chair Kennedy opens the floor to public comment.

No requests to speak.

7. DONATION AND/OR GRANT ACCEPTANCE APPROACH AND POLICY

The District recently reviewed two unanticipated grant/donation offers. The offers were for specific actions or purchases to be made by the District. The offers were both at or below \$500.00 (five hundred). Given the amount of time staff spent on the offers was extensive and the potential cost to administer the acceptance of such grants, the Subcommittee will discuss and consider making a recommendation to the full Board of Directors regarding approach and/or policy related to the receipt of such grants/donations. Potential recommendations could include, but are not limited to, updating existing policy, creating new policy, and updating District Bylaws.

Existing law that is applicable for such grants/donations includes Gov Code section 61000 et seq, which states, in part:

“(a) Except as provided in Section 61040.1, a legislative body of five members known as the board of directors shall govern each district. The board of directors shall establish policies for the operation of the district. The board of directors shall provide for the implementation of those policies which is the responsibility of the district’s general manager. “ (Sec 61040).

Existing District Bylaws language that may be applicable to the conversation includes:

8.4 Procurement of Goods and Services

When expenditures are made for the procurement of goods and services, staff will use its best efforts to conform to an informal solicitation process and shall not exceed \$2,500 (two thousand five hundred dollars). Any expenditure for these types of purchases will be brought to the Board of Directors at the next regularly scheduled Board meeting for consideration and ratification.

GM Savage introduces the item. The Subcommittee discusses a potential approach and policy. Discussion includes having an approach that would focus on small amounts of funds. The Subcommittee agrees it would be helpful to create a process the public can follow and reference for non-restricted gifts/grants. After discussion, the Subcommittee agrees that the approach should use \$1,000 as a baseline.

Direction is given to staff to draft a policy or revision to the Bylaws to cover this situation and bring it to the Finance Subcommittee meeting for discussion.

Chair Kennedy opens the floor to public comment.

No requests to speak.

INFORMATIONAL ITEMS:

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

8. SUBCOMMITTEE MEMBER COMMENTS

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

Vice President Palmer – Comments on the Preservation of Los Olivos grant. She notes that something should be done to recognize and thank POLO for their financial support.

President Kennedy – Asks about FY 2024-25 budgeting. GM Savage confirms that next meeting will include discussion about the upcoming Fiscal Year.

9. ADJOURNMENT

Motion to adjourn at 8:57 AM.

Motion Vice President Palmer; Second: President Kennedy

Voice vote 3-0

ITEM 5 - INVOICE PAYMENT

INVOICE PAYMENT



213 S. 11th St.
 Boise, ID 83702
 P 208.794.8558

Invoice

Invoice #: 1301
Invoice Date: 3/4/2024
Due Date: 3/4/2024
Project: 22031 Los Olivos Co...
P.O. Number:

Bill To:
 22031 Los Olivos Community Service Distri
 ct

Description	Hours/Qty	Rate	Prev. Invoiced	Amount
15% Design completion		22,000.00		22,000.00
			Total	\$22,000.00
			Payments/Credits	\$0.00
			Balance Due	\$22,000.00
			Job Total Balance	\$22,000.00



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

Federal Tax ID: 55-0814676

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

Billing Period: February 2024

Matter Description	Total Hours	Total Fees	Total Costs	Total Other Charges	Total Billed	Comments
0001 General	7.00	1,596.00	0.00	0.00	1,596.00	
TOTALS:	7.00	1,596.00	0.00	0.00	1,596.00	



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

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

March 7, 2024
 Bill No. 84901

For Legal Services Rendered Through 2/29/24

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

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
02/01/24	SON	CORRESPONDENCE RE WRDA FINANCING; DRAFT MEMO RE SERVICE	1.30	296.40
02/05/24	SON	FINALIZE MEMO; EMAIL GUY	0.20	45.60
02/06/24	SON	DRAFT RESPONSE TO BROWN ACT, FORMATION ISSUES	0.40	91.20
02/09/24	SON	CORRESPONDENCE RE DONATION, DISABILITY OBLIGATIONS, FILING AND AUDITS, EMAIL RE BROWN ACT ISSUE	0.60	136.80
02/13/24	SON	REVIEW GS EMAIL RE POTENTIAL DONATION	0.10	22.80
02/14/24	KL	REVIEW EMAIL RE LEGAL RATE INCREASE 2024; REVIEW ATTACHMENT; REPLY TO SAME	0.10	22.80
02/14/24	SON	REVIEW GS EMAIL RE MEETING ATTENDANCE; REVIEW GOTT EMAIL RE ACCESS	0.30	68.40
02/16/24	SON	TELEPHONE CONFERENCE WITH GUY RE REQUEST FOR ACCOMMODATION; CORRESPONDENCE RE SAME	0.30	68.40

Date	Attorney	Description	Hours	Amount
02/20/24	SON	CORRESPONDENCE WITH GS RE STAFF REPORTS AND AGENDA ITEMS; REVIEW AGENDAS FOR TECH AND PROJECT MANAGEMENT SUBCOMMITTEES; CORRESPONDENCE RE PA SYSTEM	0.50	114.00
02/21/24	SON	CORRESPONDENCE WITH GS RE MEETING POSTING	0.20	45.60
02/22/24	SON	CORRESPONDENCE RE ACCOMMODATIONS FOR MEETING PARTICIPANTS	0.10	22.80
02/26/24	SON	REVIEW LOHMEYER EMAIL RE TECH COMMITTEE; CORRESPONDENCE RE SAME ; RESOLUTIONS ACCEPTING DONATIONS; CORRESPONDENCE RE SAME, SOLVANG OPTION	0.60	136.80
02/28/24	SON	PREPARE AND ATTEND BORD MEETING	2.00	456.00
02/29/24	SON	REVIEW ANTI-HARASSMENT CERTIFICATE; CORRESPONDENCE RE SETBACKS AND SEC 53091 EXEMPTION	0.30	68.40
Total Professional Services			7.00	\$1,596.00

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
KL	Keith Lemieux	0.10	228.00	22.80
SON	Steven O'Neill	6.90	228.00	1,573.20
Total Professional Services		7.00		\$1,596.00

CURRENT BILL TOTAL AMOUNT DUE **\$1,596.00**
 Balance Forward: 5,195.20

Receipts Since Last Bill

Date	Description	Total Applied
03/07/24	Wire Transfer Payment - Thank you	-1,122.00
Less Total Payments		-1,122.00
Payments & Adjustments:		-1,122.00
Total Due:		\$5,669.20

Please return this page with remittance

to
Aleshire & Wynder LLP

Bill Number: 84901
Bill Date: March 7, 2024
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services:	1,596.00
Total Disbursements:	0.00
CURRENT BILL TOTAL AMOUNT DUE	<u>\$1,596.00</u>
Balance Forward:	5,195.20
Payments & Adjustments:	-1,122.00
Total Due:	<u>\$5,669.20</u>

Amount enclosed: _____

Thank You



650 NE Holladay St., Suite 900
 Portland, OR 97232
 P: 503.239.8799
 accounting@gsiws.com
 www.gsiws.com

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

March 08, 2024
 Invoice No: 00876.004 - 2

Project 00876.004 Construction of Three New Monitoring Wells
Professional Services from February 01, 2024 to February 29, 2024

Task .001 Installation of Three Monitoring Wells

Labor

	Hours	Rate	Amount	
Principal Consultant				
Thompson, Timothy	14.00	305.00	4,270.00	
Managing Hydrogeologist				
Lapostol, Andres	12.00	175.00	2,100.00	
Staff Hydrogeologist				
Fortunelli, Nehuen	27.00	155.00	4,185.00	
Administration				
Blagg, Paige	.50	125.00	62.50	
Steensma, Nancy	.50	115.00	57.50	
Totals	54.00		10,675.00	
Total Labor				10,675.00

Subconsultants

Eurofins Environment Testing				
3/4/2024 Eurofins Environment Testing Lab Analysis			735.00	
Total Subconsultants		1.1 times	735.00	808.50

Reimbursable Expenses

Equipment Rental/Purchase			382.74	
Field Supplies			14.03	
Total Reimbursables		1.1 times	396.77	436.45

GSI Owned Equipment Billing

GSI Owned Vehicle				
		87.0 miles @ 0.67	58.29	
		93.0 miles @ 0.67	62.31	
Total GSI Owned Equipment			120.60	120.60

Total this Task \$12,040.55

Project Summary

	Current Period	Prior Periods	Invoiced to Date	
Total Billings	12,040.55	13,266.81	25,307.36	
Authorized Budget			36,700.00	
Budget Remaining			11,392.64	
				Total this Invoice \$12,040.55

Outstanding Invoices

Number	Date	Balance
1	2/6/2024	13,266.81
Total		13,266.81



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

Main: 805 692 6921

WWW.MNSENGINEERS.COM

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

March 25, 2024

Project No: LOCD.180392.00

Invoice No: 85897

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-Groundwater Monitoring Wells

This Invoice includes:

1. General District Support Tasks: \$792.50
2. Engineering Tasks:
 - a. General Support Tasks: Attend Meeting \$370.00

Professional Services for the Period: February 01, 2024 to February 29, 2024

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Administrative Support				
Project Coordinator	.50	105.00	52.50	
Project Management				
District Engineer	4.00	185.00	740.00	
Totals	4.50		792.50	
Total Labor				792.50
				Level 2 Subtotal
				\$792.50

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount	
Project Management				
District Engineer	2.00	185.00	370.00	
Totals	2.00		370.00	
Total Labor				370.00

Project	LOCSD.180392.00	District Support Services	Invoice	85897
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Level 2 Subtotal	\$370.00
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Current Invoice Amount	\$1,162.50
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Outstanding Invoices

Number	Date	Balance
85541	2/16/2024	962.50
Total		962.50

Billing Backup

Monday, March 25, 2024

MNS Engineers, Inc.

Invoice 85897 Dated 3/25/2024

1:53:54 PM

Project	LOCSD.180392.00	District Support Services-Groundwater Monitoring Wells		
Level 2	TASK01	District Management		

Professional Personnel

	Hours	Rate	Amount
Administrative Support			
Project Coordinator			
Zepeda, Mary	2/5/2024	.25	105.00
Assist DP re FIN Invoices; Update Budget Training Log			
Zepeda, Mary	2/20/2024	.25	105.00
File and Upload MNS and A&W Invoice; Update Budget Tracking Log			
Project Management			
District Engineer			
Pike, Douglas	2/5/2024	1.00	185.00
Prepared and submitted Deposit Journal Entry in FIN to assist the County in closing out the calendar year. Submitted it after coordinating with three Count Staff Members (Coordinated with Guy while he was travelling)			
Pike, Douglas	2/26/2024	1.00	185.00
Assemble file, and Print Materials for Regular Board Meeting			
Pike, Douglas	2/28/2024	2.00	185.00
Regular Board Meeting set-up and support			
Totals		4.50	792.50
Total Labor			792.50
Level 2 Subtotal			\$792.50

Level 2	TASK02	Engineering Tasks		
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Professional Personnel

	Hours	Rate	Amount
Project Management			
District Engineer			
Pike, Douglas	2/5/2024	1.00	185.00
Tech Committee support and attendance			
Pike, Douglas	2/26/2024	1.00	185.00
Technical Committee Meeting			
Totals		2.00	370.00
Total Labor			370.00
Level 2 Subtotal			\$370.00
Project Total			\$1,162.50
Total this Report			\$1,162.50

INVOICE

FROM:

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

BILL TO:

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

Invoice #: 20243
Invoice Date: 3/31/2024

Dear President Kennedy,

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

Date	Description	Units	Rate	Amount
3/31/2024	General Manager Services - LOCSD (3/1/24-3/31/24) See Attached for Details	31.75	\$ 138.65	\$ 4,401.98
3/31/2024	Grant Reimbursable - General Manager Services - Groundwater Monitoring Wells (3/1/24-3/31/24) See Attached for Details	5.75	\$ 138.65	\$ 797.21
Total				\$ 5,199.19

Thank you for your continued support.



Email: GM.LOCSD@gmail.com

Date	Description	Hours	Grant			Amount Grant Reimbursable
			Reimbursable	Rate	Amount	
4-Mar	February Regular Meeting 3/31 minutes, video post	0.5		\$ 138.65	\$ 69.32	\$ -
	State Controller - 1099 emps/BOD	0.5		\$ 138.65	\$ 69.32	\$ -
5-Mar	March Finance Agenda, Post, County Passport troubleshoot	1.75		\$ 138.65	\$ 242.63	\$ -
6-Mar	February quarterly update, website updates, emails, Kennedy call	3.25		\$ 138.65	\$ 450.60	\$ -
	LGRS SCO letter and online updates	0.75		\$ 138.65	\$ 103.98	\$ -
	February Regular Meeting 3/31 minutes	2		\$ 138.65	\$ 277.29	\$ -
	Special groundwater well sampling (split sample) coordination		0.25	\$ 138.65	\$ -	\$ 34.66
7-Mar	March Regular agenda	0.5		\$ 138.65	\$ 69.32	\$ -
	Equipment retrieval from MNS	0.5		\$ 138.65	\$ 69.32	\$ -
8-Mar	Finance Subcommittee meeting	0.75		\$ 138.65	\$ 103.98	\$ -
	`	0.75		\$ 138.65	\$ 103.98	\$ -
9-Mar	Finalize March Regular agenda	1		\$ 138.65	\$ 138.65	\$ -
	Finance Subcommittee meeting minutes, video, post	1		\$ 138.65	\$ 138.65	\$ -
11-Mar	Meeting coordination advanced onsite	0.5		\$ 138.65	\$ 69.32	\$ -
	Emails, a/v system coordination	1.25		\$ 138.65	\$ 173.31	\$ -
	Prior meeting minutes - scan and post	0.5		\$ 138.65	\$ 69.32	\$ -
	Website updates	0.5		\$ 138.65	\$ 69.32	\$ -
12-Mar	Emails, LO School outreach	0.25		\$ 138.65	\$ 34.66	\$ -
	Equipment pickup SYCSD	0.5		\$ 138.65	\$ 69.32	\$ -
	Special groundwater well sampling (split sample), review, coord w/GSI, CCRWQCB		0.5	\$ 138.65	\$ -	\$ 69.32
13-Mar	Emails, Tech Sub coordination	1		\$ 138.65	\$ 138.65	\$ -
	Grant reimbursement and monthly reporting		1.5	\$ 138.65	\$ -	\$ 207.97
	Addendum 1 - create, post, notify	0.5		\$ 138.65	\$ 69.32	\$ -
	March Regular meeting	3		\$ 138.65	\$ 415.94	\$ -
14-Mar	APWA awards meeting	3		\$ 138.65	\$ 415.94	\$ -
	March Regular meeting minutes	0.75		\$ 138.65	\$ 103.98	\$ -
	Emails, APWA award announcement	0.25		\$ 138.65	\$ 34.66	\$ -
	Technical and Grants Subcommittee agendas	0.75		\$ 138.65	\$ 103.98	\$ -
	Prior meeting minutes - scan and post	0.5		\$ 138.65	\$ 69.32	\$ -
21-Mar	Site remediation		3.5	\$ 138.65	\$ -	\$ 485.26
22-Mar	Technical Subcommittee	0.75		\$ 138.65	\$ 103.98	\$ -
	Grants Subcommittee	0.75		\$ 138.65	\$ 103.98	\$ -
	Website updates, video posts, meeting minutes, email	1.5		\$ 138.65	\$ 207.97	\$ -
26-Mar	Los Olivos Elementary meeting	0.75		\$ 138.65	\$ 103.98	\$ -
28-Mar	Emails, website,new well follow up	1		\$ 138.65	\$ 138.65	\$ -
29-Mar	Fayram meeting	0.5		\$ 138.65	\$ 69.32	\$ -
Totals		31.75	5.75		\$ 4,401.98	\$ 797.21

Grand Totals Hours 37.50 \$ 5,199.19

Invoice



Invoice number 326BDB28-0005
Date of issue April 1, 2024
Date due May 1, 2024

Streamline
United States
+1 916-238-1811
support@getstreamline.com

Bill to
Douglas Pike - Los Olivos
Community Services District
P.O. Box 345
Los Olivos, California 93441
United States
+1 805-697-1416
dpike@mnsengineers.com

\$756.00 USD due May 1, 2024

[Pay online](#)

Description	Qty	Unit price	Amount
Streamline Web Member 50k-250k Apr 1, 2024 – Apr 1, 2025	1	\$756.00	\$756.00
Subtotal			\$756.00
Total			\$756.00
Amount due			\$756.00 USD

Questions?
Billing: 916-477-2455
Website Support: 916-238-1811

Need our W-9 for tax purposes?
You can download it at www.getstreamline.com/w9.

If paying by check, include invoice number in the memo line on the check

Pay with ACH or wire transfer

Bank transfers, also known as ACH payments, can take up to five business days. To pay via ACH, transfer funds using the following bank information.

Bank name WELLS FARGO BANK, N.A.
Routing number 121000248
Account number 40630134959785748
SWIFT code WFBIUS6S

Pay \$756.00 by check

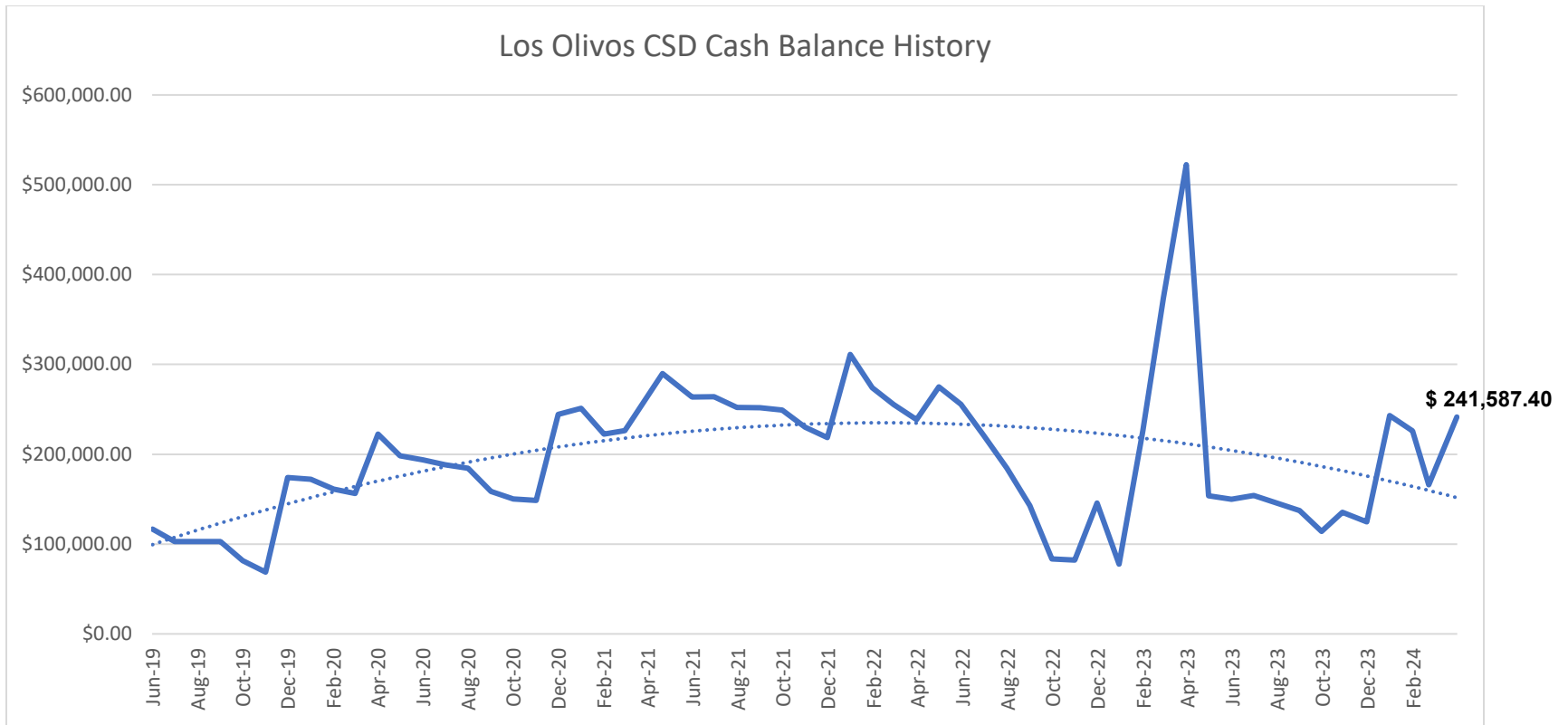
Make payable to Streamline
Memo 326BDB28-0005
Mail to PO Box 207561
Dallas, TX 75320-7561

Please enclose a printed copy of this Invoice PDF and use USPS. (Courier services may not deliver to PO Boxes.) Once received, checks are processed within 3 business days.

ITEM 6 – BUDGET REPORTS

BUDGET REPORTS

Los Olivos CSD Cash Balance History



241,587.40

Cash Balances

As of: 3/31/2024
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund	3/1/2024 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	3/31/2024 Ending Balance
3490 -- Los Olivos CSD	320,879.90	0.00	0.00	0.00	79,292.50	241,587.40
Total Report	320,879.90	0.00	0.00	0.00	79,292.50	241,587.40

Financial Status

As of: 3/31/2024 (75% 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	3/31/2024 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
Revenues				
Taxes				
3066 -- Special Tax Assessment	227,650.00	140,740.21	-86,909.79	61.82 %
Taxes	227,650.00	140,740.21	-86,909.79	61.82 %
Use of Money and Property				
3380 -- Interest Income	744.00	1,620.52	876.52	217.81 %
Use of Money and Property	744.00	1,620.52	876.52	217.81 %
Intergovernmental Revenue-State				
4339 -- State-Other	0.00	75,000.00	75,000.00	--
Intergovernmental Revenue-State	0.00	75,000.00	75,000.00	--
Intergovernmental Revenue-Other				
4840 -- Other Governmental Agencies	0.00	30,000.00	30,000.00	--
Intergovernmental Revenue-Other	0.00	30,000.00	30,000.00	--
Miscellaneous Revenue				
5895 -- Other-Donations	0.00	20,000.00	20,000.00	--
5909 -- Other Miscellaneous Revenue	0.00	20.00	20.00	--
Miscellaneous Revenue	0.00	20,020.00	20,020.00	--
Revenues	228,394.00	267,380.73	38,986.73	117.07 %
Expenditures				
Services and Supplies				
7090 -- Insurance	2,934.00	2,932.81	1.19	99.96 %
7324 -- Audit and Accounting Fees	2,500.00	425.50	2,074.50	17.02 %
7430 -- Memberships	1,300.00	1,244.00	56.00	95.69 %
7460 -- Professional & Special Service	78,886.00	79,143.15	-257.15	100.33 %
7508 -- Legal Fees	45,529.00	20,235.96	25,293.04	44.45 %

Financial Status

As of: 3/31/2024 (75% 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	3/31/2024 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
7510 -- Contractual Services	98,643.00	76,032.02	22,610.98	77.08 %
7530 -- Publications & Legal Notices	1,750.00	0.00	1,750.00	0.00 %
7671 -- Special Projects	0.00	573.64	-573.64	--
Services and Supplies	231,542.00	180,587.08	50,954.92	77.99 %
Expenditures	231,542.00	180,587.08	50,954.92	77.99 %
Changes to Fund Balances				
Decrease to Residual Fund Balance				
9601 -- Residual Fund Balance-Inc/Dec	3,148.00	0.00	-3,148.00	0.00 %
Decrease to Residual Fund Balance	3,148.00	0.00	-3,148.00	0.00 %
Changes to Fund Balances	3,148.00	0.00	-3,148.00	0.00 %
Los Olivos CSD	0.00	86,793.65	86,793.65	--
Net Financial Impact	0.00	86,793.65	86,793.65	--

General Ledger Trial Balance

As of: 3/31/2024
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund 3490 -- Los Olivos CSD

	Beginning Balance 7/1/2023	Year-To-Date Debits	Year-To-Date Credits	Ending Balance 3/31/2024
Assets & Other Debits				
Assets				
0110 -- Cash in Treasury	154,050.07	412,193.58	324,656.25	241,587.40
0240 -- Interest Receivable	743.68	1,620.52	2,364.20	0.00
Total Assets	154,793.75	413,814.10	327,020.45	241,587.40
Total Assets & Other Debits	154,793.75	413,814.10	327,020.45	241,587.40
Liabilities, Equity & Other Credits				
Liabilities				
1010 -- Warrants Payable	0.00	2,296.00	2,296.00	0.00
1015 -- EFT Payable	0.00	177,571.94	177,571.94	0.00
1210 -- Accounts Payable	0.00	179,867.94	179,867.94	0.00
1730 -- Unidentified Deposits	0.00	125,020.00	125,020.00	0.00
Total Liabilities	0.00	484,755.88	484,755.88	0.00
Equity				
2200 -- Fund Balance-Residual	-154,793.75	0.00	0.00	-154,793.75
2410 -- Est Revenues/Oth Fin Src	0.00	231,542.00	0.00	231,542.00
2510 -- Appropriations/Oth Fin Use	0.00	0.00	231,542.00	-231,542.00
2710 -- Revenues/Other Fin Sources	0.00	144,069.17	411,449.90	-267,380.73
2810 -- Expenditures/Other Fin Uses	0.00	180,587.08	0.00	180,587.08
Total Equity	-154,793.75	556,198.25	642,991.90	-241,587.40
Total Liabilities, Equity & Other Credits	-154,793.75	1,040,954.13	1,127,747.78	-241,587.40
Total Los Olivos CSD	0.00	1,454,768.23	1,454,768.23	0.00

ITEM 7 – DONATIONS RESOLUTION

DONATIONS RESOLUTION

RESOLUTION NO. 24-03

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT
REGARDING ACCEPTANCE OF DONATIONS**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LOS OLIVOS
COMMUNITY SERVICES DISTRICT (“LOCSD” or “District”) as follows:**

WHEREAS, the Los Olivos Community Services District is authorized to apply for and receive grants, accept donations, and seek other funding opportunities for the benefit of the District; and

WHEREAS, the LOCSD Board of Directors (“Board”) adopted Resolution 23-07 granting certain authority regarding the pursuit of grants to the Grants Subcommittee on September 13, 2023; and

WHEREAS, the Board, through its adopted Bylaws, has determined it is in the LOCSD’s best interest to delegate certain authorities to the General Manager regarding expenditures; and

WHEREAS, donations are occasionally offered to the LOCSD in varying amounts; and

WHEREAS, the Board has total discretion on how donations are to be spent; and

WHEREAS, the costs to bring to the Board for approval and acceptance and otherwise administer such donations can exceed the amount of the donation.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE LOS OLIVOS
COMMUNITY SERVICES DISTRICT, DOES HEREBY RESOLVE** that authority is given to the General Manager to accept or reject donations to the LOCSD in amounts up to, but not exceed, \$1,000.00 (one thousand dollars).

BE IT FURTHER RESOLVED in the event the General Manager accepts a donation within the amount allowed by this Resolution, such acceptance will be noted in the General Manager’s report at the next regularly scheduled board meeting for Board.

BE IT FURTHER RESOLVED that all donations in amounts exceeding \$1,000.00 (one thousand dollars) shall be brought to the Board for review and potential acceptance.

[THIS SECTION INTENTIONALLY LEFT BLANK]

I **HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the Board of Directors of the Los Olivos Community Services District at a regular meeting held on the 10th day of April 2024, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

ATTEST:

GUY W. SAVAGE

General Manager / Board Secretary

By: _____

Julie Kennedy, Board President

APPROVED AS TO FORM:



By: _____

Aleshire & Wynder LLP, District Counsel

I, **Guy W. Savage**, General Manager / Board Secretary of the Los Olivos Community Services District, Santa Barbara County, California, DO **HEREBY CERTIFY** that the foregoing is a true and accurate copy of the Resolution passed and adopted by the Board of Directors of the Los Olivos Community Services District on the date and by the vote indicated herein.

ITEM 8 – FISCAL YEAR 2024-25 DRAFT BUDGET

FISCAL YEAR 2024-25 DRAFT BUDGET

FY 2024-25 Budget Process and Timeline Review

	PROPOSED STEPS	DATE
1	DRAFT Budget to Finance Subcommittee	4/5/2024
2	Budget Workshop, after Regular Meeting concludes	4/10/2024
3	GM prepares recommended DRAFT Budget based on Workshop	4/30/2024
	Finance Committee prepares and approves recommended DRAFT Budget to present to Board	5/10/2024
4	Board Approves a PRELIMINARY budget at a Regular Meeting and determines a Hearing Date	5/15/2024
5	<p>The District will publish a notice stating that the GM has prepared a proposed final budget which is available for inspection on the website; and include the date, time, and place when the Board will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items.</p> <p>Publication must be at least 2 weeks before Budget adoption meeting in at least one newspaper of general circulation in the district. NOTE: The notice must be PUBLISHED at least two weeks before the hearing, (SY Valley News / Santa Maria Times). It only needs to be published one time. Post DRAFT Budget on Website.</p>	5/21/2024 - publication must be at least 2 weeks before 6/12/2024 meeting
6	FINAL Budget hearing, part of Regular Meeting	6/12/2024
7	Post FINAL Budget on website	6/15/2024

Los Olivos Community Services District											
FY 2024-25 Budget (DRAFT)											
Line Item Account	FY 2020-21 Budget	FY 2020-21 (as of 6/30/2021)	FY 2021-22 Budget	FY 2021-22 (as of 6/30/2022)	FY 2022-23 Budget	FY 2022-23 (as of 6/30/2023)	FY 2023-24 Budget	FY 2023-24 (as of 4/1/2024)	DRAFT FY 2024-25	DRAFT FY 2024-25	Notes
Beginning Balance	\$ 193,885	\$ 193,885	\$ 213,370	\$ 213,370	\$ 136,475	\$ 154,050	\$ 87,567	\$ 87,567	\$ 173,617	\$ -	
Revenues											
Taxes											
3066 -- Special Tax Assessment	\$ 188,887	\$ 197,023	\$ 196,253	\$ 200,931	\$ 203,121	\$ 232,834	\$ 211,246	\$ 140,740	\$ 219,696	\$ 219,696	Assumes 4% YOY from prior
Taxes	\$ 188,887	\$ 197,023	\$ 196,253	\$ 200,931	\$ 203,121	\$ 232,834	\$ 211,246	\$ 140,740	\$ 219,696	\$ 219,696	
Use of Money and Property											
3380 -- Interest Income		\$ 839	\$ -	\$ 764	\$ 724	\$ 2,079	\$ 744	\$ 877	\$ 877	\$ 877	YTD
3381 -- Unrealized Gain/Loss Invstmnts		\$ (1,157)	\$ (80)	\$ (6,602)		\$ -	\$ -	\$ -	\$ -	\$ -	
Use of Money and Property		\$ (319)	\$ (80)	\$ (5,838)	\$ 724	\$ 2,079	\$ 744	\$ 877	\$ 877	\$ 877	
Intergovernmental Revenue	\$ -										
4339 -- State - Other								\$ 75,000	\$ -	\$ -	
4840 -- Other Governmental Agencies	\$ 180,000	\$ 44,986	\$ 274,000	\$ 43,386	\$ 169,804	\$ 30,131	\$ -	\$ 30,000	\$ -	\$ -	
Intergovernmental Revenue-Other							\$ -	\$ 105,000	\$ -	\$ -	
Miscellaneous Revenue											
5895 and 5909 -- Donations								\$ 20,020			
Miscellaneous Revenue	\$ 180,000	\$ 44,986	\$ 274,000	\$ 43,386	\$ 169,804	\$ 30,131	\$ -	\$ 20,020	\$ -	\$ -	
Total Cash & Revenues	\$ 562,772	\$ 435,575	\$ 683,543	\$ 451,849	\$ 510,124	\$ 419,095	\$ 299,557	\$ 354,204	\$ 394,189	\$ 220,572	
Expenditures											
Services and Supplies											
7090 -- Insurance	\$ 2,320	\$ -	\$ 2,500	\$ 162	\$ 2,500	\$ 2,800	\$ 2,934	\$ 2,933	\$ 2,750	\$ 2,750	Per SDRMA letter 2/22/2024
7324 -- Audit and Accounting Fees	\$ 4,000	\$ 2,000	\$ 4,000	\$ 178	\$ 4,000	\$ 2,646	\$ 2,500	\$ 426	\$ 2,900	\$ 2,900	1-year est MLH
7325 -- Other Professional Services (Well Testing)		\$ -	\$ 10,000	\$ -		\$ -			\$ 12,300	\$ 12,300	
7430 -- Memberships	\$ 1,200	\$ 3,533	\$ 1,200	\$ 1,102	\$ 1,200	\$ 1,287	\$ 1,300	\$ 1,244	\$ 1,300	\$ 1,300	
7450 -- Office Expense	\$ 2,000		\$ 2,000	\$ 600	\$ 2,000	\$ -					
7460 -- Professional & Special Service (Project, Planning & Studies)	\$ 193,500	\$ 54,191	\$ 439,000	\$ 156,283	\$ 189,908	\$ 214,602	\$ 112,050	\$ 79,143	\$ -	\$ -	
7508 -- Legal Fees	\$ 27,000	\$ 17,921	\$ 27,000	\$ 27,165	\$ 30,000	\$ 33,005	\$ 41,191	\$ 20,236	\$ 28,061	\$ 28,061	YTD 9 month average plus April, May, June; plus contractual increases
7510 -- Contractual Services (IGM Contract, Engineer)	\$ 80,400	\$ 95,023	\$ 67,000	\$ 103,038	\$ 49,000	\$ 76,589	\$ 95,583	\$ 76,032	\$ 105,431	\$ 105,431	YTD 9 month average plus April, May, June; plus contractual increases
7530 -- Publications & Legal Notices	\$ 1,000	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 1,750		\$ 1,750	\$ 1,750	Budget notices + 5 workshops mailers, etc. at \$300 per workshop
7671 -- Special Projects	\$ 8,000	\$ -	\$ 15,000	\$ -	\$ 175,000	\$ -		\$ 574	\$ -	\$ -	
7732 -- Training	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ -			\$ -	\$ -	
Services and Supplies	\$ 320,920	\$ 172,668	\$ 574,200	\$ 288,527	\$ 460,108	\$ 330,928	\$ 257,307	\$ 180,587	\$ 154,492	\$ 154,492	
Other Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
7894 - Communication Services	\$ 930	\$ 600	\$ 930	\$ -	\$ -	\$ 600	\$ -		\$ -	\$ -	
Other Charges	\$ 930	\$ 600	\$ 930	\$ -	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	
Operational Reserve							\$ 42,249		\$ 43,939	\$ 43,939	20% of Special Tax Revenues
Reserve							\$ 42,249	\$ -	\$ 43,939	\$ 43,939	
Total Expenditures	\$ 321,850	\$ 173,268	\$ 575,130	\$ 288,527	\$ 460,108	\$ 331,528	\$ 299,557	\$ 180,587	\$ 198,431	\$ 198,431	
Ending Balance	\$240,922	\$262,307	\$108,413	\$163,321	\$ 49,293	\$ 87,567	\$ 0	\$173,617	\$ 195,758	\$ 22,141	