



POSTED 8-6-2019

Tom Fayram, President
Lisa Palmer, Vice President
Julie Kennedy, Secretary
Mike Arme, Director
Brian O'Neill, Director

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Finance Committee Meeting, August 9, 2019, 3:00 p.m.
201 Industrial Way, Ste A, Buellton, CA 93427

FINANCE COMMITTEE MEETING AGENDA

1. CALL TO ORDER

2. ROLL CALL (Some will attend via phone)

3. APPROVAL OF MEETING MINUTES

Meeting of 6-7-2019
Meeting of 7-1-2019

4. DIRECTOR COMMENTS

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

5. PUBLIC COMMENTS

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

6. INTERIM GENERAL MANAGER REPORT

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

7. BUSINESS ITEMS

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

1. 7-11-2019 Aleshire & Wynder Invoice 52238 (June Legal Services) - \$1634.00
2. 8-02-2019 Aleshire & Wynder Invoice 52613 (June Legal Services) - \$1953.77
3. 7-5-2019 MNS Invoice 72975 (May IGM Services) - \$9127.50
4. 8-2-2019 MNS Invoice 73215 (June IGM Services) - \$5780.25
5. 5-16-2019 SDRMA Invoice 66789 (2019-20 Insurance) - \$2209.66

B. Review Assessors Submittal Process

8. Next Meeting:

Friday, September 6, 2019, 10:00 a.m., MNS Engineers, 201 Industrial Way, Ste A, Buellton, CA 93427

9. ADJOURNMENT

The Los Olivos Community Services District is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please call 805.946.0431 or email to losolivoscscd@gmail.com. Any public records, which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at a location to be determined in Los Olivos, California 93441.

Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 946-0431
losolivoscscd@gmail.com, www.losolivoscscd.com

POSTED 6-4-2019

Tom Fayram, President
Lisa Palmer, Vice President
Julie Kennedy, Secretary
Mike Arme, Director
Brian O'Neill, Director



LOS OLIVOS COMMUNITY SERVICES DISTRICT
Finance Committee Meeting, June 7, 2019, 10:00 a.m.
201 Industrial Way, Ste A, Buellton, CA 93427

FINANCE COMMITTEE MEETING MINUTES

1. CALL TO ORDER

Meeting called to order at 10:10am

2. ROLL CALL (Some will attend via phone)

Directors Arme and Kennedy present along with IGM Doug Pike

3. APPROVAL OF MEETING MINUTES

Meeting of 5-3-2019

Action: Approve 5-3-2019 Meeting Minutes.

Motion: . Director Kennedy **Second:** Director Arme

Vote: Motion passed 3-0

4. DIRECTOR COMMENTS

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

Director Arme – no report

Director Kennedy – will attend the June 11 Funding Fair in Santa Maria

5. PUBLIC COMMENTS

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

No public comments

6. INTERIM GENERAL MANAGER REPORT

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

IGM Pike – working with Legal Counsel, Ross Trindle, to develop a Purchasing Policy for consideration and approval by Finance Committee then Board approval. The Board will need this policy in place as work on the wastewater treatment and management project begins.

7. BUSINESS ITEMS

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

1. 4-25-2019 MNS CORRECTED Invoice 72810 (IGM March Services) - \$6727.50 (Was \$6,707.50 on previous agenda, hours corrected)
2. 6-4-2019 MNS Invoice 72810 (IGM April Services) - \$6,101.12 (Includes \$298.80 for May workshop mailing)
3. 5-3-2019 Aleshire & Wynder Invoice 51242 (April Legal Services) - \$1,701.82

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losolivoscscd@gmail.com, www.losolivoscscd.com

Action: Approve invoices for MNS Engineering and Aleshire & Wynder for payment, including the corrected MNS invoice.

Motion: . Director Kennedy **Second:** Director Arme

Vote: Motion passed 3-0

B. County FIN Billing. Authorization to pay a journal entry for the 4th quarter of Fiscal Year 2018-19. The total of the journal entry will be \$500 (amount for each quarter). From Andrea D. Johnson, Department Administrator, County of Santa Barbara, Office of the Auditor-Controller

Action: Approve payment for journal entry for Q4 FY2018-19 of \$500 to County of Santa Barbara.

Motion: . Director Kennedy **Second:** Director Arme

Vote: Motion passed 3-0

C. Review Financial Status & Next FY Budget

Action: Assign Director Kennedy and IGM Pike to develop 2019-20 Budget for Board consideration and approval.

Motion: . Director Arme **Second:** Director Kennedy

Vote: Motion passed 3-0

8. Next Meeting:

Friday, July 5, 2019, 10:00 a.m., MNS Engineers, 201 Industrial Way, Ste A, Buellton, CA 93427

9. ADJOURNMENT

Action: Adjourn meeting at 11:09am

Motion: . Director Kennedy **Second:** Director Arme

Vote: Motion passed 3-0

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APPROVED

Tom Fayram, President

ATTEST

Julie Kennedy, Secretary



POSTED 6-28-2019, 10 am

Tom Fayram, President
Lisa Palmer, Vice President
Julie Kennedy, Secretary
Mike Arme, Director
Brian O'Neill, Director

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Finance Committee Meeting, July 1, 2019, 10:00 a.m.
201 Industrial Way, Ste A, Buellton, CA 93427

FINANCE COMMITTEE MEETING MINUTES

1. CALL TO ORDER

Meeting called to order at 10:00am

2. ROLL CALL (Some will attend via phone)

Director Arme and IGM Pike present. Director Kennedy absent.

3. APPROVAL OF MEETING MINUTES

Meeting of 6-7-2019

No action – approval deferred to August Finance Committee meeting for approval

4. DIRECTOR COMMENTS

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

Director Arme – no report

Director Kennedy – absent

5. PUBLIC COMMENTS

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

No public comments

6. INTERIM GENERAL MANAGER REPORT

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

IGM Pike – no report

7. BUSINESS ITEMS

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

1. 6-6-2019 Aleshire & Wynder Invoice 51683 (April Legal Services) - \$1121.00

B. Review Financial Status & Next FY Budget

Action: Approve invoice for Aleshire & Wynder for payment.

Motion: . Director Arme **Second:** IGM Pike

Vote: Motion passed 2-0 with Director Kennedy absent

8. Next Meeting:

Friday, August 2, 2019, 10:00 a.m., MNS Engineers, 201 Industrial Way, Ste A, Buellton, CA 93427

Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 946-0431
losolivoscscd@gmail.com, www.losolivoscscd.com

9. ADJOURNMENT

Action: Adjourn meeting at 10:15am

Motion: . Director Arme **Second:** IGM Pike

Vote: Motion passed 2-0 with Director Kennedy absent

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APPROVED

Tom Fayram, President

ATTEST

Julie Kennedy, Secretary



**ALESHIRE &
WYNDER** LLP
ATTORNEYS AT LAW

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eelee@awattorneys.com

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Suite 1700
Irvine, CA 92612
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F (949) 223.1180

ORANGE COUNTY | LOS ANGELES | RIVERSIDE | CENTRAL VALLEY

AWATTORNEYS.COM

July 11, 2019

VIA EMAIL ONLY to dpikem@mnsengineers.com

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

Re: **July 2019 Billing Statement (for services through 6/30/19);
Aleshire & Wynder, LLP**

Dear Doug:

Enclosed please find a billing statement for the month of July, which includes services rendered and costs incurred by Aleshire & Wynder, LLP, through June 30, 2019.

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

Sincerely,

ALESHIRE & WYNDER, LLP

Eileen Lee for
G. Ross Trindle, III

Enclosure

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: June 1 thru June 30, 2019

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
0001 General (\$190 Blended: Atty / Paralegal / Law Clerk)	8.60	190	1,634.00	0.00	1,634.00	0.00	(Advisory/Transactional Svcs)
TOTALS:	8.60		1,634.00	0.00	1,634.00	0.00	



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

July 11, 2019
Bill No. 52238

For Legal Services Rendered Through 06/30/19

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

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
06/10/19	GRT	(BUDGET NOTICE) REVIEW OF CURRENT PROPOSED BUDGE NOTICE LANGUAGE REQUIRED BY GOVERNMENT CODE SECTION 61001(C); LEGAL RESEARCH RE SAME; REVISE RE SAME AND UPDATE GENERAL MANAGER AND BOARD SECRETARY	0.30	57.00
06/11/19	GRT	(REGULAR BOARD MEETING) INITIAL TRAVEL FOR REGULAR BOARD MEETING [SPLIT WITH IVCS D]	2.00	380.00
06/12/19	GRT	(REGULAR BOARD MEETING) COMPLETE PREPARATION FOR AND ATTEND REGULAR BOARD MEETING	2.30	437.00
06/13/19	GRT	(REGULAR BOARD MEETING) RETURN TRAVEL FROM REGULAR BOARD MEETING [SPLIT WITH IVCS D]	1.90	361.00
06/19/19	GRT	(CPI INCREASE) EMAIL EXCHANGE WITH INTERIM GENERAL MANAGER RE ANALYSIS AND PRACTICAL ADVICE FOR ASSESSING CPI INCREASE AND COLLECTING INCREASE ON NEXT TAX PERIODS	0.30	57.00
06/26/19	GRT	(COMMITTEE NOTICE) EMAIL EXCHANGE WITH INTERIM GENERAL MANAGER RE NOTICING REQUIREMENTS FOR STANDING COMMITTEES	0.20	38.00

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
06/27/19	GRT	(TECH AD HOC COMMITTEE) REVIEW AND ANALYSIS OF LEGAL SERVICES WORK PLAN DIRECTIVE FROM DIRECTOR O'NEILL AND IGM PIKE RE SPECIAL PROBLEM DESIGNATION BY COUNTY OF SANTA BARBARA, REQUIRED ANALYSIS AND PROJECT COSTS, AND FOLLOW UP FOR BOARD ACTION ON FULL ANALYSIS AND RELATED WORK PRODUCT; PROVIDE RESPONSE AND ANALYSIS RE SAME, INCLUDING ANALYSIS RE PUBLIC MEETING CLOSED SESSION EXEMPTIONS, AGENDA REQUIREMENTS, AND REPORT OUT REQUIREMENTS	1.60	304.00
Total Professional Services			8.60	\$1,634.00

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
GRT	George "Ross" Trindle	8.60	190.00	1,634.00
Total Professional Services		8.60		\$1,634.00

CURRENT BILL TOTAL AMOUNT DUE	\$1,634.00
Balance Forward:	2,823.32
Payments & Adjustments:	-0.00
Total Due:	\$4,457.32

Please return this page with remittance

to
Aleshire & Wynder, LLP

Bill Number: 52238
Bill Date: July 11, 2019
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services	1,634.00
Total Disbursements	0.00
CURRENT BILL TOTAL AMOUNT DUE	<u>\$1,634.00</u>
Balance Forward:	2,823.32
Payments & Adjustments:	-0.00
Total Due:	<u>\$4,457.32</u>

Amount enclosed: _____

Thank You



**ALESHIRE &
WYNDER** LLP
ATTORNEYS AT LAW

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ORANGE COUNTY | LOS ANGELES | RIVERSIDE | CENTRAL VALLEY

AWATTORNEYS.COM

August 5, 2019

VIA EMAIL ONLY to dpike@mnsengineers.com

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

Re: **August 2019 Billing Statement (for services through 7/31/19);
Aleshire & Wynder, LLP**

Dear Doug:

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

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

Sincerely,

ALESHIRE & WYNDER, LLP

Eileen Lee for
G. Ross Trindle, III

Enclosure

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: July 1 thru July 31, 2019

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
0001 General (\$190 Blended: Atty / Paralegal / Law Clerk)	8.30	190	1,577.00	376.77	1,953.77	0.00	(Advisory/Transactional Svcs)
TOTALS:	8.30		1,577.00	376.77	1,953.77	0.00	



**ALESHIRE &
WYNDER** LLP
ATTORNEYS AT LAW

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Federal Tax ID: 55-0814676

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

August 2, 2019
Bill No. 52613

For Legal Services Rendered Through 07/31/19

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

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
07/05/19	GRT	(RESOLUTION 19-03) COMPLETE DRAFTING OF RESOLUTION 19-3 RE SPECIAL TAX IMPLEMENTATION, CPI INCREASE, AND REQUEST FOR COLLECTION BY AUDITOR-CONTROLLER; DRAFT TRANSMITTAL TO INTERIM GENERAL MANAGER RE SAME; PHONE CONFERENCE WITH INTERIM GENERAL MANAGER RE REVISIONS TO INCLUDE PROPERTY EXEMPTIONS; DRAFT REVISIONS TO RESOLUTION PER DIRECTION FROM INTERIM GENERAL MANAGER; DRAFT UPDATED TRANSMITTAL TO INTERIM GENERAL MANAGER RE SAME	2.70	513.00
	GRT	(RESOLUTION 19-02) REVIEW AND REVISE DRAFT OF RESOLUTION 19-02 APPROVING AND FIXING A BUDGET FOR FY 2019-2020; DRAFT TRANSMITTAL TO INTERIM GENERAL MANAGER RE SAME	0.50	95.00
07/09/19	GRT	(DIRECTOR REQUEST) REVIEW OF PROJECT REQUEST EMAIL FROM DIRECTOR PALMER; COMMENCE INITIAL ANALYSIS RE SAME	0.60	114.00
07/10/19	GRT	(REGULAR MEETING) COMPLETE PREPARATION FOR ATTENDING REGULAR MEETING VIA PHONE CONFERENCE	2.00	380.00

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
07/10/19	GRT	(HEAL THE OCEAN) REVIEW OF CHARACTERIZATION REPORT FROM HEAL THE OCEAN AS PROVIDED BY DIRECTOR PALMER	0.80	152.00
07/23/19	GRT	(BOARD OF DIRECTORS) DRAFT EMAIL DIRECTION AND FOLLOW UP EXCHANGES TO BOARD OF DIRECTORS RE DISTRIBUTION OF INFORMATION CONSISTENT WITH BROWN ACT REQUIREMENTS RE PROJECT DESCRIPTION AND RESPONSE TO SANTA YNEZ BASIN SUMMARY REPORT	0.50	95.00
07/25/19	GRT	(SYRV GROUNDWATER BASIN REPORT) REVIEW OF DETAILED RESPONSE LETTER; UPDATE FILE RE POTENTIAL REGULATORY IMPACTS AND LITIGATION RISK MANAGEMENT	1.20	228.00
Total Professional Services			8.30	\$1,577.00

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
GRT	George "Ross" Trindle	8.30	190.00	1,577.00
Total Professional Services		8.30		\$1,577.00

DISBURSEMENTS

Date	Description	Amount
07/12/19	MILEAGE TO/FROM 14D5168-(TO IVCS D, 06/11/19);Check#30197 - G. Ross Trindle, III	88.29
07/12/19	MILEAGE TO/FROM 14D5168-(TO LOCS D FROM IVCS D, 06/11/19);Check#30197 - G. Ross Trindle, III	21.22
07/12/19	MEALS / ENTERTAINMENT 14D5168-(MEALS, 06/12/19);Check#30197 - G. Ross Trindle, III	20.00
07/12/19	MILEAGE TO/FROM 14D5168- (TO IVCS D FROM LOCS D, 06/13/19);Check#30197 - G. Ross Trindle, III	21.22
07/12/19	MILEAGE TO/FROM 14D5168-(TO RIV FROM IVCS D, 06/13/19);Check#30197 - G. Ross Trindle, III	46.98
07/12/19	TRAVEL EXPENSE 14D5168-(HOTEL, 06/13/19);Check#30197 - G. Ross Trindle, III	179.06
Total Disbursements		\$376.77

CURRENT BILL TOTAL AMOUNT DUE

\$1,953.77

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

August 2, 2019
Page 3

Balance Forward:	2,755.50
Payments & Adjustments:	-0.00
Total Due:	<u>\$4,709.27</u>

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to
Aleshire & Wynder, LLP

Bill Number: 52613
Bill Date: August 2, 2019
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services	1,577.00
Total Disbursements	376.77
CURRENT BILL TOTAL AMOUNT DUE	<u>\$1,953.77</u>
Balance Forward:	2,755.50
Payments & Adjustments:	-0.00
Total Due:	<u>\$4,709.27</u>

Amount enclosed: _____

Thank You



HAMPTON INN & SUITES BUELLTON/SANTA YNEZ VALLEY
 600 MCMURRAY RD
 BUELLTON, CA 93427
 United States of America
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 www.hilton.com or 1 800 HILTONS

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

Room No: 328/NKXU
 Arrival Date: 6/11/2019 2:24:00 PM
 Departure Date: 6/13/2019 10:28:00 AM
 Adult/Child: 1/0
 Cashier ID: EGUEST
 Room Rate: 157.37
 AL:
 HH #: 629895263 DIAMOND
 VAT #
 Folio No/Che: 77514 A

Confirmation Number: 83392502

HAMPTON INN & SUITES BUELLTON/SANTA YNEZ VALLEY 6/13/2019
 10:27:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
6/11/2019	168592	GUEST ROOM	\$157.37
6/11/2019	168592	OCCUPANCY TAX	\$18.88
6/11/2019	168592	TBID	\$2.50
6/11/2019	168592	CA TOURISM ASSESMENT	\$0.31
6/12/2019	168844	GUEST ROOM	\$157.37
6/12/2019	168844	OCCUPANCY TAX	\$18.88
6/12/2019	168844	TBID	\$2.50
6/12/2019	168844	CA TOURISM ASSESMENT	\$0.31
6/13/2019	168923	AX *1000	(\$358.12)
BALANCE			\$0.00

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CREDIT CARD DETAIL

APPR CODE	222166	MERCHANT ID	3343897716
CARD NUMBER	AX *1000	EXP DATE	12/22
TRANSACTION ID	168923	TRANS TYPE	Sale

SPLIT : 1233.1
 1245.1 } REGULAR BOARD MEETING \$179.06 each ✓



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

ENGINEERING
 PLANNING
 SURVEYING
 CONSTRUCTION MANAGEMENT

July 5, 2019
 Project No: LOCSD.180392.00
 Invoice No: 72975

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

Principal Jeffrey Edwards
 Project Manager Douglas Pike
 Project LOCSD.180392.00 General Manager Services

Professional Services for the Period: May 1, 2019 to May 31, 2019

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Administrative Support				
Administrative Assistant	.50	70.00	35.00	
Marketing Services				
	1.00		0.00	
Administrative Assistant	1.75	70.00	122.50	
Project Management				
Project Coordinator	42.25	120.00	5,070.00	
District Manager	19.50	200.00	3,900.00	
Totals	65.00		9,127.50	
Total Labor				9,127.50
		Level 2 Subtotal		\$9,127.50
		Current Invoice Amount		\$9,127.50

Outstanding Invoices

Number	Date	Balance
72810	6/4/2019	6,101.12
72601-R1	6/4/2019	6,727.50
Total		12,828.62

Billing Backup

Friday, July 5, 2019

MNS Engineers, Inc.

Invoice 72975 Dated 7/5/2019

3:44:57 PM

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

Professional Personnel

			Hours	Rate	Amount
Administrative Support					
Administrative Assistant					
Lombardi, Emma	5/13/2019		.50	70.00	35.00
Supply Order					
Marketing Services					
Nievares, Lynnette					
	5/16/2019		1.00		0.00
postcard coordination w/ vendor and team					
Administrative Assistant					
Haefele, Anna	5/17/2019		1.25	70.00	87.50
Design revision for LOCS.D Postcard/Mailer					
Haefele, Anna	5/20/2019		.50	70.00	35.00
Calls with Mary and GraphicInk					
Project Management					
Project Coordinator					
Zepeda, Mary	5/1/2019		.50	120.00	60.00
Update and Post Finance Committee Agenda Packet for 5/3/19 Meeting and insert 2/8/19, 3/8/19 and 4/8/19 Meeting Minutes					
Zepeda, Mary	5/8/2019		1.50	120.00	180.00
Update Binders with Regular Committee Meeting Agenda and Agenda Packet for 5/8/19 Meeting					
Zepeda, Mary	5/13/2019		5.00	120.00	600.00
Finalized LOCS.D Electronic File(s) Reorganization/Update with DP					
Zepeda, Mary	5/14/2019		.50	120.00	60.00
Update Binder Size					
Zepeda, Mary	5/15/2019		4.00	120.00	480.00
Draft Wastewater Collection and Reclamation Postcard for Public Notice; Research Postcard Postage					
Zepeda, Mary	5/16/2019		3.50	120.00	420.00
Modify Wastewater Collection and Reclamation Postcard; Organize Assistance with Creating Postcard and Printing; Revised Binder Covers and Spine; Begin Downloading Files from Los Olivos Water Reclamation Website					
Zepeda, Mary	5/17/2019		5.00	120.00	600.00
Coordinate Wastewater Collection and Reclamation Postcard modification with AF; and Forward Final Draft to DP and LP for review and approval; Begin Compiling Mailing List Structure with Graphic Inc					
Zepeda, Mary	5/20/2019		4.50	120.00	540.00
Coordinate the final modification a WC&R Project Postcard with AF; Forward Final Postcard (V2) to DP and LP for approval; Finalize Mailing List for Postcard from Tax Roll Spreadsheet; Obtain Postcard Approval from DP; Forward Postcard Approval and Mailing List to GraphicInc; Run and Review Duplicate Mailing List Report to review with GraphicInc; Mock Workshop Presentation Review					

Project	LOCSD.180392.00	General Manager Services	Invoice	72975
Zepeda, Mary	5/21/2019	4.50 120.00	540.00	
Update LOCSD Website - Create Workshop Teaser and posting for Special Board Meetings for Each Workshop; Coordinate Pickup of Extra Postcards; Documentation Filing - Meeting Minutes etc; Post Meeting Minutes on Website; Update Subscriber List on Mail Chimp; Followup with LP and DP re Email Public Workshop Notices				
Zepeda, Mary	5/22/2019	5.25 120.00	630.00	
Create Fin Single Payment Claim for payment of A&W Invoice; File Paid Invoices; Post Public Workshop Announcement in LO PO;				
Zepeda, Mary	5/23/2019	4.00 120.00	480.00	
Create Fin Single Payment Claim for payment of A&W and MNS Invoice; Update Meeting Minutes with Signature on LOCSD Website; Verify all Regular Board Meetings, Special Board Meetings and Finance Committee Meetings Agenda FY 2018 and 2019 are searchable; Continue Document Filing				
Zepeda, Mary	5/24/2019	2.50 120.00	300.00	
Upload Supporting Documents for Fin Single Payment Claim for payment of MNS Invoice; Upload Special Board Meeting Agenda for May 29 and 30; Continue Document Filing				
Zepeda, Mary	5/28/2019	.25 120.00	30.00	
Update Binders with Special Meeting Agenda for 5/29/19 and 5/30/19 Meeting				
Zepeda, Mary	5/30/2019	1.00 120.00	120.00	
Assist with Public Workshop Handouts				
Zepeda, Mary	5/31/2019	.25 120.00	30.00	
Update LOCSD Website and Upload Public Workshop 1 Video (Part 1 and Part 2)				
District Manager				
Pike, Douglas	5/1/2019	2.00 200.00	400.00	
Draft Agenda & IGM Notes				
Pike, Douglas	5/3/2019	2.00 200.00	400.00	
Agenda and Fin Committee Mtg				
Pike, Douglas	5/6/2019	2.00 200.00	400.00	
Board Packets				
Pike, Douglas	5/10/2019	.50 200.00	100.00	
Special Meeting Agenda				
Pike, Douglas	5/15/2019	3.00 200.00	600.00	
Special Meeting Prep and attendance				
Pike, Douglas	5/20/2019	2.00 200.00	400.00	
Mailings, Meeting with Brian O'Neill				
Pike, Douglas	5/21/2019	1.00 200.00	200.00	
Mailings/Presentation Support				
Pike, Douglas	5/24/2019	1.00 200.00	200.00	
Prepare/Post Agenda				
Pike, Douglas	5/29/2019	2.50 200.00	500.00	
Special Meeting Workshop				
Pike, Douglas	5/30/2019	3.00 200.00	600.00	
Special Meeting Workshop				
Pike, Douglas	5/31/2019	.50 200.00	100.00	
Various Communications (Attorney, Directors Palmer and Kennedy, Paul Jenzen)				
Totals		65.00	9,127.50	
Total Labor			9,127.50	

Project	LOCSD.180392.00	General Manager Services	Invoice	72975
			Level 2 Subtotal	\$9,127.50
			Project Total	\$9,127.50
			Total this Report	\$9,127.50



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

ENGINEERING
 PLANNING
 SURVEYING
 CONSTRUCTION MANAGEMENT

August 2, 2019
 Project No: LOCS.D.180392.00
 Invoice No: 73215

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

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

Professional Services for the Period: June 1, 2019 to June 30, 2019

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Marketing Services				
Administrative Assistant	1.50	70.00	105.00	
Project Management				
Project Coordinator	14.25	120.00	1,710.00	
District Manager	17.00	200.00	3,400.00	
Totals	32.75		5,215.00	
Total Labor				5,215.00
				Level 2 Subtotal
				\$5,215.00

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount	
General Consulting/Requested				
Assistant Engineer	4.00	125.00	500.00	
Totals	4.00		500.00	
Ovt. Premium			65.25	
Total Labor				565.25
				Level 2 Subtotal
				\$565.25
				Current Invoice Amount
				\$5,780.25

Outstanding Invoices

Number	Date	Balance
72975	7/5/2019	9,127.50
Total		9,127.50

Billing Backup

Tuesday, August 6, 2019

MNS Engineers, Inc.

Invoice 73215 Dated 8/2/2019

5:11:27 PM

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

Professional Personnel

		Hours	Rate	Amount
Marketing Services				
Administrative Assistant				
Haefele, Anna	6/3/2019	1.50	70.00	105.00
Assist with posting of Project Options Presentation Videos on website and YouTube.				
Project Management				
Project Coordinator				
Zepeda, Mary	5/10/2019	5.00	120.00	600.00
LOCS.D Electronic File(s) Reorganization/Update				
Zepeda, Mary	6/3/2019	1.00	120.00	120.00
Update LOCS.D Website with Meeting Minutes and Upload Public Workshop YouTube Videos; Review Documents for Filing with DP				
Zepeda, Mary	6/4/2019	2.00	120.00	240.00
dit Website Meeting Minutes for Signatures and Update Electronic Files				
Zepeda, Mary	6/5/2019	2.50	120.00	300.00
Update LOCS.D Website with Meeting Minutes; Audit Website Meeting Minutes for Signatures and Update Electronic Files; Create Filing System for Hardcopy Documents				
Zepeda, Mary	6/7/2019	1.50	120.00	180.00
Updated Resolution Electronic Files and Filed Hard Copies				
Zepeda, Mary	6/10/2019	1.50	120.00	180.00
Update LOCS.D Website-Post Regular Meeting Packet; Print Regular Meeting Packets and Agenda and Update Meeting Binders				
Zepeda, Mary	6/14/2019	.25	120.00	30.00
Update LOCS.D Website Create Special Meeting Dates				
Zepeda, Mary	6/19/2019	.25	120.00	30.00
Update LOCS.D Website - Restructure In the News webpage and add the Article from the Santa Ynez Valley Star				
Zepeda, Mary	6/20/2019	.25	120.00	30.00
LOCS.D Website - Post Special Meeting Agenda				
District Manager				
Pike, Douglas	6/4/2019	1.00	200.00	200.00
Finance Committe agenda				
Pike, Douglas	6/7/2019	2.00	200.00	400.00
Regular Meeting Agenda (1), Finance committe and Budget Meeting				
Pike, Douglas	6/8/2019	2.00	200.00	400.00
LOCS.D Agenda				
Pike, Douglas	6/10/2019	1.00	200.00	200.00
LOCS.D Packet				
Pike, Douglas	6/12/2019	3.50	200.00	700.00
Regular Meeting Prep and support				
Pike, Douglas	6/18/2019	1.50	200.00	300.00
Communications prep for Workshop				

Project	LOCSD.180392.00	General Manager Services			Invoice	73215
Pike, Douglas		6/21/2019	1.00	200.00	200.00	
		Agendas & Post Meetings				
Pike, Douglas		6/24/2019	2.00	200.00	400.00	
		Special Meeting				
Pike, Douglas		6/26/2019	2.00	200.00	400.00	
		District Workshop				
Pike, Douglas		6/27/2019	.50	200.00	100.00	
		Closed Session Guidelines with Counsel				
Pike, Douglas		6/28/2019	.50	200.00	100.00	
		Finance Committee meeting				
		Totals	32.75		5,215.00	
		Total Labor				5,215.00
					Level 2 Subtotal	\$5,215.00

Level 2	TASK02	Engineering Tasks				
Professional Personnel						
			Hours	Rate	Amount	
General Consulting/Requested						
Assistant Engineer						
Madrigan, Josh		6/24/2019	1.00	125.00	125.00	
		Prepare exhibit for Brian Oneill				
Madrigan, Josh		6/26/2019	3.00	125.00	375.00	
		Los Olivos Community Services District Public Workshop				
		Totals	4.00		500.00	
		Ovt. Premium			65.25	
		Total Labor				565.25
					Level 2 Subtotal	\$565.25
					Project Total	\$5,780.25
					Total this Report	\$5,780.25



Property/Liability Package Program Invoice

Program Year 2019-20

Los Olivos Community Services District
Post Office Box 345
Los Olivos, California 93441

Invoice Date: 05/16/2019
Invoice Number: 66789
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: 0 Non-Member Certificate(s)</i>	2,203.73
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	\$2,253.73
Earned CIP Credits (2)	-44.07
Longevity Distribution Credit	0.00
MemberPlus Online RQ Bonus	0.00
Other Discounts	0.00
Subtotal	\$2,209.66
 5% Multi-Program Discount	 \$0.00

Total Contribution Amount Due by July 15 **\$2,209.66**

**Current Limit of Liability is \$2.5M for G/L, A/L and E&O (excluding outside excess liability limits)*

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.

Please return GREEN COPY with your payment. For invoice questions call the SDRMA Finance Department.

Special District Risk Management Authority
1112 I Street Suite 300, Sacramento, California 95814-2865
Tel 916.231.4141 or 800.537.7790 | Fax 916.231.4111
www.sdrma.org

