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



POSTED 8-6-2019

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 losolivoscsd@gmail.com. Any public records, which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at a location to be determined in Los Olivos, California 93441.

Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 946-0431

losolivoscsd@gmail.com, www.losolivoscsd.com

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



POSTED 6-4-2019

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 Arm 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)
 - 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

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

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 losolivoscsd@gmail.com. Any public records, which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at a location to be determined in Los Olivos, California 93441.

APPROVED

Tom Fayram, President

ATTEST

Julie Kennedy, Secretary

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



POSTED 6-28-2019, 10 am

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 Direct 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 losolivoscsd@gmail.com, www.losolivoscsd.com

9. ADJOURNMENT

Action: Adjourn meeting at 10:15am Motion: . Director Arme Second: IGM Pike Vote: Motion passed 2-0 with Director Kennedy absent

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 losolivoscsd@gmail.com. Any public records, which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at a location to be determined in Los Olivos, California 93441.

APPROVED

Tom Fayram, President

ATTEST

Julie Kennedy, Secretary



18881 Von Karman Avenue, Suite 1700 Irvine, CA 92612 P (949) 223.1170 F (949) 223.1180

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July 11, 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: 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	

Continued . . .

Federal Tax ID: 55-0814676

Orange County 18881 Von Karman Ave., Suite 1700 Irvine, CA 92612 P 949.223.1170 • F 949.223.1180

awattorneys.com

July 11, 2019 Bill No. 52238

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

For Legal Services Rendered Through 06/30/19

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

LAW

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 IVCSD]	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 TRAVE FROM REGULAR BOARD MEETING [SPLIT WITH IVCSD]	L 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 WIT INTERIM GENERAL MANAGER RE NOTICING REQUIREMENTS FOR STANDING COMMITTEES	H 0.20	38.00



Client:	01245 - Los Olivos Community Services District	July 11, 2019
Matter:	0001 - General	Page 2

PROFESSIONAL SERVICES

Date	Attorney	Description		Hours	Amount
06/27/19	GRT	(TECH AD HOC COMMITTEE) REY ANALYSIS OF LEGAL SERVICES DIRECTIVE FROM DIRECTOR O'N PIKE RE SPECIAL PROBLEM DES COUNTY OF SANTA BARBARA, R ANALYSIS AND PROJECT COSTS FOLLOW UP FOR BOARD ACTION ANALYSIS AND RELATED WORK PROVIDE RESPONSE AND ANALY SAME, INCLUDING ANALYSIS RE MEETING CLOSED SESSION EXE AGENDA REQUIREMENTS, AND R	WORK PLAN VEILL AND IGN SIGNATION BY EQUIRED S, AND N ON FULL PRODUCT; YSIS RE PUBLIC EMPTIONS,		304.00
		Total Professional Services	S	8.60	\$1,634.00
		PROFESSIONAL SERVICES	SUMMARY		
Code	Name		Hours	Rate	Amount
GRT	George	e "Ross" Trindle	8.60	190.00	1,634.00
		Total Professional Services	8.60		\$1,634.00
CURREN		\$1,634.00			
Balance F	orward:				2,823.32
Payments	s & Adjustme	ents:			-0.00
Total Due	e:				\$4,457.32

Please return this page with remittance

to Aleshire & Wynder, LLP

Bill Number: Bill Date: Client Code: Client Name: Matter Code: Matter Name:	52238 July 11, 2019 01245 Los Olivos Community Services District 0001 General		
Total Professiona		1,634.00	
Total Disburseme		0.00	
CURRENT BILL	\$1,634.00		
Balance Forward		2,823.32	
Payments & Adju	-0.00		
Total Due:			\$4,457.32

Amount enclosed: _____

Thank You



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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 Biended: 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	



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awattorneys.com

August 2, 2019 Bill No. 52613

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

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

Continued . . .

Client:	01245 - Los Olivos Community Services District	August 2, 2019
Matter:	0001 - General	Page 2

PROFESSIONAL SERVICES

Date	Attorney	Description		Hours	Amount	
07/10/19	GRT	(HEAL THE OCEAN) REVIEW OF CHARACTERIZATION REPORT FI THE OCEAN AS PROVIDED BY D PALMER		0.80	152.00	
07/23/19	GRT	(BOARD OF DIRECTORS) DRAFT DIRECTION AND FOLLOW UP EX BOARD OF DIRECTORS RE DIST INFORMATION CONSISTENT WIT ACT REQUIREMENTS RE PROJE DESCRIPTION AND RESPONSE T YNEZ BASIN SUMMARY REPORT	CHANGES TO RIBUTION OF TH BROWN CT TO SANTA	0.50	95.00	
07/25/19	GRT	(SYRV GROUNDWATER BASIN R REVIEW OF DETAILED RESPONS UPDATE FILE RE POTENTIAL RE IMPACTS AND LITIGATION RISK	SE LETTER; GULATORY	1.20 r	228.00	
		Total Professional Service	s	8.30	\$1,577.00	
		PROFESSIONAL SERVICES	SUMMARY			
Code	Name		Hours	Rate	Amount	
GRT	Georg	e "Ross" Trindle	8.30	190.00	1,577.00	
		Total Professional Services	8.30		\$1,577.00	
DISBURSEMENTS						
		DISBURSEMENTS				
Date	Desc	DISBURSEMENTS			Amount	
Date 07/12/19	MILEA	ription AGE TO/FROM 14D5168-(TO IVCSD			Amount 88.29	
	MILEA 06/11/ MILEA	ription AGE TO/FROM 14D5168-(TO IVCSD 19);Check#30197 - G. Ross Trindle, AGE TO/FROM 14D5168-(TO LOCSI	III D FROM			
07/12/19	MILEA 06/11/ MILEA IVCSE MEAL	ription AGE TO/FROM 14D5168-(TO IVCSD 19);Check#30197 - G. Ross Trindle, AGE TO/FROM 14D5168-(TO LOCSI 0, 06/11/19);Check#30197 - G. Ross S / ENTERTAINMENT 14D5168-(ME	, III D FROM Trindle, III ALS,		88.29	
07/12/19 07/12/19	MILEA 06/11/ MILEA IVCSE MEAL 06/12/ MILEA	ription AGE TO/FROM 14D5168-(TO IVCSD 19);Check#30197 - G. Ross Trindle, AGE TO/FROM 14D5168-(TO LOCSI 0, 06/11/19);Check#30197 - G. Ross S / ENTERTAINMENT 14D5168-(ME (19);Check#30197 - G. Ross Trindle, AGE TO/FROM 14D5168- (TO IVCSI	, III D FROM Trindle, III ALS, III D FROM		88.29 21.22	
07/12/19 07/12/19 07/12/19	MILEA 06/11/ MILEA IVCSE MEAL 06/12/ MILEA LOCS MILEA	ription AGE TO/FROM 14D5168-(TO IVCSD 19);Check#30197 - G. Ross Trindle, AGE TO/FROM 14D5168-(TO LOCSE 0, 06/11/19);Check#30197 - G. Ross S / ENTERTAINMENT 14D5168-(ME (19);Check#30197 - G. Ross Trindle, AGE TO/FROM 14D5168- (TO IVCSE D, 06/13/19);Check#30197 - G. Ross AGE TO/FROM 14D5168-(TO RIV FR	, III D FROM Trindle, III ALS, III D FROM S Trindle, III ROM IVCSD,		88.29 21.22 20.00	
07/12/19 07/12/19 07/12/19 07/12/19	MILEA 06/11/ MILEA IVCSE MEAL 06/12/ MILEA LOCS MILEA 06/13/ TRAV	ription AGE TO/FROM 14D5168-(TO IVCSD 19);Check#30197 - G. Ross Trindle, AGE TO/FROM 14D5168-(TO LOCSD 0, 06/11/19);Check#30197 - G. Ross S / ENTERTAINMENT 14D5168-(ME (19);Check#30197 - G. Ross Trindle, AGE TO/FROM 14D5168- (TO IVCSD D, 06/13/19);Check#30197 - G. Ross AGE TO/FROM 14D5168-(TO RIV FR (19);Check#30197 - G. Ross Trindle, EL EXPENSE 14D5168-(HOTEL,	III D FROM Trindle, III ALS, III D FROM Trindle, III ROM IVCSD, III		88.29 21.22 20.00 21.22	
07/12/19 07/12/19 07/12/19 07/12/19 07/12/19	MILEA 06/11/ MILEA IVCSE MEAL 06/12/ MILEA LOCS MILEA 06/13/ TRAV	ription AGE TO/FROM 14D5168-(TO IVCSD 19);Check#30197 - G. Ross Trindle, AGE TO/FROM 14D5168-(TO LOCSI 0, 06/11/19);Check#30197 - G. Ross S / ENTERTAINMENT 14D5168-(ME 19);Check#30197 - G. Ross Trindle, AGE TO/FROM 14D5168- (TO IVCSI D, 06/13/19);Check#30197 - G. Ross AGE TO/FROM 14D5168-(TO RIV FR 19);Check#30197 - G. Ross Trindle, 19);Check#30197 - G. Ross Trindle,	III D FROM Trindle, III ALS, III D FROM Trindle, III ROM IVCSD, III		88.29 21.22 20.00 21.22 46.98	

Client:	01245 - Los Olivos Community Services District	August 2, 2019
Matter:	0001 - General	Page 3
Balance Fo	orward:	2,755.50
Payments	& Adjustments:	-0.00
Total Due:		\$4,709.27

Continued . . .

Please return this page with remittance

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 Profession	al Services	1,577.00
Total Disbursem	nents	376.77
CURRENT BILL	TOTAL AMOUNT DUE	\$1,953.77
Balance Forward	d:	2,755.50
Payments & Adj	justments:	-0.00
Total Due:		\$4,709.27
Total Due.		ə4,709.7

Amount enclosed:

Thank You



HAMPTON INN & SUITES BUELLTON/SANTA YNEZ VALLEY

600 MCMURRAY RD BUELLTON, CA 93427 United States of America

TELEPHONE 805-686-1555 • FAX 805-686-0898

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www.hilton.com or 1 800 HILTONS

Room No: Arrival Date: Departure Date Adult/Child: Cashier ID: Room Rate: AL: HH #

VAT # Folic No/Che 328/NKXU 6/11/2019 2:24:00 PM 6/13/2019 10:28:00 AM 1/0 EGUEST 157 37

629895263 DIAMOND

77514 A

TRINDLE, G

1217 N 1ST AVE

UPLAND CA 91786 UNITED STATES OF AMERICA

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	твір	\$2.50
6/11/2019	158592	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	2
CARD NUMBER	A
TRANSACTION ID	1

222166 AX *1000 168923 MERCHANT ID EXP DATE TRANS TYPE 3343897716 12/22 Sale

SPLIT: 1233.1 > REGULAR BOARD MEETING \$ 179.06 each / 1245.1



Principal

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

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

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

Jeffrey Edwards

ENGINEERING PLANNING SURVEYING CONSTRUCTION MANAGEMENT

- - - - - - -

9,127.50

_ _ _

Project Manager	Douglas Pike				
Project	LOCSD.180392	.00 General Manager	Services		
Professional Ser	<u>vices for the Pe</u>	riod:May 1, 2019 to May	<u>/ 31, 2019</u>		
Level 2	TASK01	District Management			
Professional Per	rsonnel				
			Hours	Rate	Amount
Administrative Sup	oport				
Administrative	e Assistant		.50	70.00	35.00
Marketing Services	5				
			1.00		0.00
Administrative	e Assistant		1.75	70.00	122.50
Project Manageme	ent				
Project Coord	inator		42.25	120.00	5,070.00
District Manag	ger		19.50	200.00	3,900.00
	Totals		65.00		9,127.50

Total Labor

- 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

Project	LOCSD.180392.00	General Manager Ser	vices		Invoice	72975
Billing	Backup				Friday,	July 5, 2019
MNS Engine		Invo	ice 72975 Date	d 7/5/2019		3:44:57 PM
roject	LOCSD.180392	2.00 General Manag	er Services			
evel 2	TASK01	District Management				
	al Personnel	District Management				
101655101			Hours	Rate	Amount	
dministrat	ive Support		nours	Nate	Amount	
	strative Assistant					
.ombardi, E	Emma	5/13/2019	.50	70.00	35.00	
	Supply Order					
larketing S	Services					
lievares, Ly	ynnette	5/16/2019	1.00		0.00	
	postcard coordination	on w/ vendor and team	1			
	strative Assistant					
laefele, An		5/17/2019	1.25	70.00	87.50	
	-	LOCSD Postcard/Mailer		70.00	25.25	
laefele, An		5/20/2019	.50	70.00	35.00	
Project Man	Calls with Mary and	GraphicInk				
-	Coordinator					
epeda, Ma		5/1/2019	.50	120.00	60.00	
	-	nance Committee Agen				
		2/8/19, 3/8/19 and 4/8				
epeda, Ma		5/8/2019	1.50	120.00	180.00	
	Update Binders with Agenda Packet for S	n Regular Committee M 5/8/19 Meeting	leeting Agend	a and		
epeda, Ma	iry	5/13/2019	5.00	120.00	600.00	
		ectronic File(s) Reorgan	ization/Updat			
epeda, Ma		5/14/2019	.50	120.00	60.00	
	Update Binder Size	- / - / / -				
epeda, Ma	•	5/15/2019	4.00	120.00	480.00	
	Notice; Research Po	ollection and Reclaimat	lion Postcard			
epeda, Ma		5/16/2019	3.50	120.00	420.00	
		Collection and Reclami			.20100	
	Organize Assistance	e with Creating Postcard Spine; Begin Download	d and Printing	; Revised		
epeda, Ma	iry	5/17/2019	5.00	120.00	600.00	
	modification with Al	ater Collection and Rec F; and Forward Final D I; Begin Compling Maili	raft to DP and	LP for		
epeda, Ma	•	5/20/2019	4.50	120.00	540.00	
	Coordinate the final AF; Forward Final P Finalize Mailing List Obtain Postcard Ap and Mailing List to 0	modification a WC&R ostcard (V2) to DP and for Postcard from Tax proval from DP; Forwar GraphicInc; Run and R w with GraphicInc; Mod	d LP for appro Roll Spreadsh d Postcard Ap eview Duplica	oval; neet; oproval		

Project	LOCSD.180392.00	General Manager Serv	ices		Invoice	72975
Zepeda, Ma	ry	5/21/2019	4.50	120.00	540.00	
	Special Board Meetin Extra Postcards; Doc Meeting Minutes on V	ite - Create Workshop gs for Each Workshop; umentation Filing - Me Nebsite; Update Subsc n LP and DP re Email P	Coordinate eting Minute riber List on	Pickup of es etc; Post Mail		
Zepeda, Ma	•	5/22/2019	5.25	120.00	630.00	
		ment Claim for payme				
		ublic Workshop Annou				
Zepeda, Ma		5/23/2019	4.00	120.00	480.00	
	Invoice; Update Mee Website; Verify all Re Meetings and Finance	ment Claim for payme ting Minutes with Signa egular Board Meetings, e Commitee Meetings A Continue Document F	ature on LOO Special Boa Agenda FY 2	CSD Ird		
Zepeda, Ma	ry	5/24/2019	2.50	120.00	300.00	
	payment of MNS Invo	ocuments for Fin Single oice; Upload Special Bc Continue Document Filir	ard Meeting			
Zepeda, Ma	-	5/28/2019	.25	120.00	30.00	
	Update Binders with 5/30/19 Meeting	Special Meeting Ageno	la for 5/29/	19 amd		
Zepeda, Ma	ry	5/30/2019	1.00	120.00	120.00	
	Assist with Public Wo					
Zepeda, Ma	-	5/31/2019	.25	120.00	30.00	
	1 and Part 2)	ite and Upload Public V	Vorkshop 1	Video (Part		
	Manager	- / / / / -				
Pike, Dougl		5/1/2019	2.00	200.00	400.00	
Dika Daval	Draft Agenda & IGM	5/3/2019	2.00	200.00	400.00	
Pike, Dougl	Agenda and Fin Com		2.00	200.00	400.00	
Pike, Dougl	•	5/6/2019	2.00	200.00	400.00	
Tike, Dough	Board Packets	5/0/2015	2.00	200.00	100.00	
Pike, Dougl		5/10/2019	.50	200.00	100.00	
	Special Meeting Ager					
Pike, Dougl		5/15/2019	3.00	200.00	600.00	
, ,	Special Meeting Prep					
Pike, Dougl		5/20/2019	2.00	200.00	400.00	
	Mailings, Meeting wit	h Brian O'Neill				
Pike, Dougl	as	5/21/2019	1.00	200.00	200.00	
	Mailings/Presentation	n Support				
Pike, Dougl		5/24/2019	1.00	200.00	200.00	
	Prepare/Post Agenda					
Pike, Dougl		5/29/2019	2.50	200.00	500.00	
D 11 D	Special Meeting Work	•		200.02		
Pike, Dougl		5/30/2019	3.00	200.00	600.00	
Diko Douch	Special Meeting Work	•	50	200.00	100.00	
Pike, Dougl		5/31/2019	.50 rs Palmer an	200.00	100.00	
	Kennedy, Paul Jenze	ions (Attorney, Director n)	s raiiidi	iu		
	Totals	···/	65.00		9,127.50	
	Total Labor					9,127.50
						-

Project	LOCSD.180392.00	General Manager Services	In	voice 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

August 2, 2019 Project No: LOCSD.180392.00 Invoice No: 73215

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

ENGINEERING PLANNING SURVEYING CONSTRUCTION MANAGEMENT

Principal	Jeffrey Edwa	irds				
Project Manager	Douglas Pike	2				
Project	LOCSD.180392	2.00 General Manag	er Services			
Professional Ser	<u>vices for the Pe</u>	eriod:June 1, 2019 to J	<u>une 30, 2019</u>	<u>></u>		
Level 2	TASK01	District Management				
Professional Per	sonnel					
			Hours	Rate	Amount	
Marketing Services						
Administrative			1.50	70.00	105.00	
Project Manageme						
Project Coordi			14.25	120.00	1,710.00	
District Manag			17.00	200.00	3,400.00	
	Totals Total Labo i	_	32.75		5,215.00	F 21F 00
	i otal Laboi	r				5,215.00
				Level 2 Su	ubtotal	\$5,215.00
		Engineering Tasks				
Level 2 Professional Per	TASK02	Engineering Tasks				
Level 2 Professional Per		Engineering Tasks	 Hours			
	sonnel	Engineering Tasks	— — — — —		Amount	
Professional Per	g/Requested	Engineering Tasks	Hours 4.00	Rate 125.00	Amount 500.00	
Professional Per General Consulting	g/Requested	Engineering Tasks				
Professional Per General Consulting	y/Requested neer		4.00		500.00	
Professional Per General Consulting	y/Requested neer Totals	um	4.00		500.00 500.00	565.25
Professional Per General Consulting	y/Requested neer Totals Ovt. Premi	um	4.00		500.00 500.00 65.25	565.25 \$565.25
Professional Per General Consulting	y/Requested neer Totals Ovt. Premi	um	4.00 4.00	125.00	500.00 500.00 65.25	
Professional Per General Consulting	rsonnel g/Requested neer Totals Ovt. Premin Total Labor	um	4.00 4.00	125.00 Level 2 St	500.00 500.00 65.25	\$565.25
Professional Per General Consulting Assistant Engi	rsonnel g/Requested neer Totals Ovt. Premin Total Labor	um	4.00 4.00	125.00 Level 2 St	500.00 500.00 65.25	\$565.25

Total

9,127.50

Billing Backup Invoice 73215 Dated 8/2/2019 S:11:27 PM http://pdict LOCSD.180392.00 General Manager Services S:11:27 PM exel 2 TASK01 District Management Professional Personal Amount Harketing Services Mours Rate Amount Administrative Assistant 6/3/2019 1.50 70.00 105.00 Administrative Assistant 6/3/2019 5.00 120.00 600.00 Administrative Assistant 6/3/2019 5.00 120.00 600.00 Project Coordinator Folget Management Project Coordinator 6/0/2019 2.00 20.00 240.00 Project COCSD Vebative with Meeting Minutes and Update Public Workshop YouTube Videos; Review Documents for Filing with DP 240.00 400.0	Project	LOCSD.180392.00	General Manager Se	rvices		Invoice	73215
MNS Engineers, Inc. Invoice 73215 Dated 8/2/2019 5:11:27 PM Project LOCSD.1400392.00 General Manager Services	Billing	Backup				Tuesday, Aug	just 6, 2019
evel 2 TASK01 District Management Professional Personnel Hours Rate Amount Marketing Services Administrative Assistant			Invo	pice 73215 Date	d 8/2/2019		5:11:27 PM
evel 2 TASK01 District Management Professional Personnel Hours Rate Amount Marketing Services Administrative Assistant	Project	10050 180392	00 General Mana	aer Services			
Professional Personnal Hours Rate Amount Marketing Services Administrative Assistant taefele, Anna 6/3/2019 1.50 70.00 105.00 Assist with posting of Project Options Presentation Videos on website and YouTube. 70.00 105.00 Project Coordinator Project Coordinator 6/3/2019 5.00 120.00 600.00 LOCSD Electronic File(s) Reorganization/Update 6/3/2019 1.00 120.00 240.00 Update LOCSD Website with Meeting Minutes and Update Electronic Files 6/4/2019 2.00 120.00 240.00 Cordinator 6/3/2019 2.00 120.00 240.00 dit Website Meeting Minutes for Signatures and Update Electronic Files 300.00 100.00 300.00 Capeda, Mary 6/5/2019 2.50 120.00 180.00 100.00							
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Administrative Assistant taefele, Anna 6/3/2019 1.50 70.00 105.00 Assist with posting of Project Options Presentation Videos on website and YouTube. ************************************	Marketing 9	Services		nours	Rate	Amount	
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Communications prep for Workshop	Pike, Dougl			1.50	200.00	300.00	
		Communications pre	ep for Workshop				

Project	LOCSD.180392.00	General Manager Ser	vices		Invoice	73215
Pike, Doug	Ilas	6/21/2019	1.00	200.00	200.00	
	Agendas & Post Mee	tings				
Pike, Doug	Ilas	6/24/2019	2.00	200.00	400.00	
	Special Meeting					
Pike, Doug	llas	6/26/2019	2.00	200.00	400.00	
	District Workshop					
Pike, Doug	ılas	6/27/2019	.50	200.00	100.00	
	Closed Session Guide	elines with Counsel				
Pike, Doug	las	6/28/2019	.50	200.00	100.00	
	Finance Committee r	neeting				
	Totals		32.75		5,215.00	
	Total Labor					5,215.00
				Level 2 Su	ubtotal	\$5,215.00
Level 2	TASK02	Engineering Tasks				
	TASK02	Engineering Tasks				
Level 2 Professio		Engineering Tasks				
Professio		Engineering Tasks				
Professio General Co Assista	nal Personnel onsulting/Requested ant Engineer					
Professio General Co	nal Personnel onsulting/Requested ant Engineer Josh	6/24/2019	Hours 1.00	Rate 125.00	Amount 125.00	
Professio General Co Assista Madrigal, J	nal Personnel onsulting/Requested ant Engineer losh Prepare exhibit for B	6/24/2019 rian Oneill		125.00	125.00	
Professio General Co Assista	nal Personnel onsulting/Requested ant Engineer Josh Prepare exhibit for B Josh	6/24/2019 rian Oneill 6/26/2019	1.00 3.00	125.00		
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Level 2 Subtotal	\$565.25
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Project Total	\$5,780.25
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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: Invoice Number: Member Number:	05/16/2019 66789 7948
Property, Boiler/Machinery, Pollution, Cyber Coverage for 0 reported item(s) valued at (including contents): \$0		\$0.00
Mobile/Contractors Equipment Coverage for 0 reported item(s) valued at: \$0		0.00
General Liability*, Errors & Omissions, Employee & Public Officials Dis Certificates: 0 Non-Member Certificate(s)	shonesty	2,203.73
Auto Liability (includes \$50 charge for non-owned auto coverage) Coverage for 0 reported item(s) valued at: \$0		50.00
Auto Comp / Collision Coverage for 0 reported item(s) valued at: \$0		0.00
Trailers Coverage for 0 reported item(s) valued at: \$0		0.00
	Gross Package Contribution	\$2,253.73
	Earned CIP Credits (2) Longevity Distribution Credit MemberPlus Online RQ Bonus Other Discounts	-44.07 0.00 0.00 0.00
	Subtotal	\$2,209.66
	5% Multi-Program Discount	\$0.00

Total Contribution Amount Due by July 15 *Current Limit of Liability is \$2.5M for G/L, A/L and E&O (excluding outside excess liability limits) \$2,209.66

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

