

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



POSTED 8-3-2020

**LOS OLIVOS COMMUNITY SERVICES DISTRICT**  
**Finance Committee Meeting, August 7, 2020, 9:00 a.m.**  
**VIA RING CENTRAL VIDEO CONFEREN492407972CE:**

Join from PC, Mac, Linux, iOS or Android: <https://meetings.ringcentral.com/j/1483357277>

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**The Public can listen and participate via this Conference Call**  
**Please observe decorum and instruction from Committee Chair**

**FINANCE COMMITTEE MEETING AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF MEETING MINUTES**

Approve minutes from the July 10, 2020 Finance Committee Meeting.

**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. 7-21-2020 MNS Invoice 75661 (June Services) \$7,143.75
2. 2-11-2020 Water Consultancy Invoice 374 (January Services) \$4060 (Was Missed)
3. Consider Other Bills That may be received before the Committee Meeting

**B. Review Budget, Budget Approval Process**

**C. Grant Process Review**

**8. Next Meeting:**

Friday, September 4, 2020, 9:00 a.m. **VIA RING CENTRAL MEETING**

**9. ADJOURNMENT** The Los Olivos Community Services District is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please call 805.946.0431 or email to [losolivoscscsd@gmail.com](mailto: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.

**Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 500-4098**  
[losolivoscscsd@gmail.com](mailto:losolivoscscsd@gmail.com), [www.losolivoscscsd.com](http://www.losolivoscscsd.com)

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



POSTED 7-6-2020

**LOS OLIVOS COMMUNITY SERVICES DISTRICT**  
Finance Committee Meeting, July 10, 2020, 9:00 a.m.  
VIA RING CENTRAL VIDEO CONFERENCE:

Join from PC, Mac, Linux, iOS or Android: <https://meetings.ringcentral.com/j/1492407972>

Or for browser connection visit <https://meetings.ringcentral.com> , enter meeting ID 149 240 7972, Join Meeting

Audio Can be via online connection or telephone - dial +1(623)404-9000 Meeting ID: 149 240 7972

The Public can listen and participate via this Conference Call  
Please observe decorum and instruction from Committee Chair

**FINANCE COMMITTEE MEETING Minutes**

1. CALL TO ORDER 9:02.
2. ROLL CALL: Present: Lisa Palmer, Julie Kennedy, Doug Pike
3. APPROVAL OF MEETING MINUTES - Approved minutes from the June 1, 2020 Finance Committee Meeting. Motion: Director Palmer, 2<sup>nd</sup>: IGM Pike. Abstained: Director Kennedy. Accepted 2-0, 1 Abst.
4. DIRECTOR COMMENTS – None.
5. PUBLIC COMMENTS - None
6. INTERIM GENERAL MANAGER REPORT - None

**7. BUSINESS ITEMS**

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

1. 6-3-2020 Aleshire & Wynder Invoice 57081 (May Services) \$722.00
2. 6-19-2020 MNS Invoice 75419 (May Services) \$6,065.00
3. 6-5-2020 Wallace Group Invoice 50974 (April Services) \$645
4. Consider Other Bills That may be received before the Committee Meeting:
  - a. Add 7-8-2020 Aleshire & Wynder Invoice 57491 (June Services) \$475.00
  - b. dd 4-7-20 Aleshire & Wynder Invoice 56201 (Mar Services) \$1843

Motion to approve: Director Kennedy, 2<sup>nd</sup>: Director Palmer. Approved 3-0

**B. Reviewed Budget, Budget Approval Process**

1. Discussed FIN system and costs to use. Consider changing to a book-keeper when we levee an assessment or next year. Put on next months agenda.
2. Gen, Board Mtg Agenda Standing Item. Show numeric value and status of grant preparation. MNS to set up separate billing and charge to consultant contracts.

**C. Grant Review: Heal the Ocean grant opportunities? Discuss at hand-off meeting.**

8. Next Meeting: Friday, August 7, 2020, 9:00 a.m. VIA RING CENTRAL MEETING
9. ADJOURNMENT: 9:48 . Motion: Director Palmer, 2<sup>nd</sup>: Director Kennedy. Accepted 3-0

APPROVED

\_\_\_\_\_ Lisa Palmer, President

ATTEST

\_\_\_\_\_ Doug Pike, Secretary



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

ENGINEERING  
 PLANNING  
 SURVEYING  
 CONSTRUCTION MANAGEMENT

July 21, 2020

Project No: LOCS.D.180392.00

Invoice No: 75661

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, 2020 to June 30, 2020**

Level 2 TASK01 District Management

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Training			
Project Coordinator	3.50	105.00	367.50
District Manager	3.50	200.00	700.00
Project Management			
Project Coordinator	5.00	105.00	525.00
District Manager	18.00	200.00	3,600.00
Totals	30.00		5,192.50
<b>Total Labor</b>			<b>5,192.50</b>

**Additional Fees**

Credit 3.5h Project Coordinator Training			-367.50
Credit 3.5h District Manager Training			-700.00
<b>Total Additional Fees</b>			<b>-1,067.50</b>

**Level 2 Subtotal \$4,125.00**

Level 2 TASK02 Engineering Tasks

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Training			
Assistant Engineer	11.50	125.00	1,437.50
City Inspector	7.00	125.00	875.00
General Consulting/Requested			
Assistant Engineer	11.50	125.00	1,437.50
City Inspector	7.25	125.00	906.25
Totals	37.25		4,656.25
<b>Total Labor</b>			<b>4,656.25</b>

**Additional Fees**

Credit 11.5h Assistant Engineer Training			-1,437.50
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Project	LOCSD.180392.00	General Manager Services	Invoice	75661
	Credit 7h City Inspector Training		-875.00	
	<b>Total Additional Fees</b>		<b>-2,312.50</b>	<b>-2,312.50</b>
			<b>Level 2 Subtotal</b>	<b>\$2,343.75</b>

Level 2      TASK03      Survey Tasks

**Professional Personnel**

	Hours	Rate	Amount	
Exhibits				
Supervising Technician	5.00	135.00	675.00	
Totals	5.00		675.00	
<b>Total Labor</b>				<b>675.00</b>
			<b>Level 2 Subtotal</b>	<b>\$675.00</b>
			<b>Current Invoice Amount</b>	<b>\$7,143.75</b>

**Outstanding Invoices**

Number	Date	Balance
75419	6/19/2020	6,190.00
<b>Total</b>		<b>6,190.00</b>

# Billing Backup

Tuesday, July 21, 2020

MNS Engineers, Inc.

Invoice 75661 Dated 7/21/2020

4:21:56 PM

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

## Professional Personnel

			Hours	Rate	Amount
<b>Training</b>					
Project Coordinator					
Zepeda, Mary	6/11/2020		.50	105.00	52.50
Research Deadlines for Submission of Legal Notice for Publishing within SYV News					
Zepeda, Mary	6/12/2020		1.00	105.00	105.00
Assist with the processing of A&W and MNS Invoices; and create backup documentation for FIN					
Zepeda, Mary	6/16/2020		2.00	105.00	210.00
Modify Legal Notice for publication within SYV News and discuss time-line and process for publication within SYV News Legal Division; and format Preliminary Budget Proposal for posting on Los Olivos CSD website					
District Manager					
Pike, Douglas	6/2/2020		1.00	200.00	200.00
Review Design SOQ - Forward to Technical Committee					
Pike, Douglas	6/23/2020		1.00	200.00	200.00
Alamo Pintado Creek Bridge replacement project question; Space for utilities?					
Pike, Douglas	6/24/2020		.50	200.00	100.00
Exhibit work					
Pike, Douglas	6/29/2020		1.00	200.00	200.00
Ground Water Monitoring Program RFQ Development, District Parcels Request and IRWM Coordinator communications					
<b>Project Management</b>					
Project Coordinator					
Zepeda, Mary	6/22/2020		3.00	105.00	315.00
Submit Legal Notice for 6/25/20 publication within SYV News and provide payment for Legal Notice; Update LOCS.D Website with 2020-21 Los Olivos CSD Budget Proposal for Adoption; Assist with the processing of SDRMA and FIN invoices; and create backup documentation for FIN; Check LOCS.D Gmail Account for emails from Community Members					
Zepeda, Mary	6/23/2020		2.00	105.00	210.00
Create FIN E-Form Claim for Payment of MNS, Wallace Group, Water Consultancy, Aleshire and Wynder, SDRMA Invoices; and upload documentation (including invoice approval); Review FIN Invoice for approval					
District Manager					
Pike, Douglas	6/1/2020		3.00	200.00	600.00
Design SOQ - Called Stantec, Wallace, Stantec to submit. Prepare Finance Committee Agenda, Packet and Post					
Pike, Douglas	6/3/2020		.50	200.00	100.00
County Road Parcel detailed exhibit.					
Pike, Douglas	6/4/2020		1.50	200.00	300.00
County Road Parcel detailed exhibit. Meeting with Lisa re: Exhibit and action items.					

Project	LOCSD.180392.00	General Manager Services			Invoice	75661
Pike, Douglas		6/8/2020	1.00	200.00	200.00	
		Groundwater Hydrologist RFQ and phone pre-interviews				
Pike, Douglas		6/9/2020	1.00	200.00	200.00	
		Groundwater Geologist RFQ				
Pike, Douglas		6/10/2020	3.50	200.00	700.00	
		Board Meeting (1.5)				
		Site Exhibit (.5)				
		Cloacina Call, 3 emails and & data review/file (1)				
		Hillary Hauser Communication (.5)				
Pike, Douglas		6/11/2020	1.00	200.00	200.00	
		Technical committe correspondence re: flows and Cloacina Configuration, video call				
Pike, Douglas		6/16/2020	1.00	200.00	200.00	
		Budget Hearing notice and posting coordination.				
Pike, Douglas		6/22/2020	1.00	200.00	200.00	
		Los Olivos CSD Board Elections				
Pike, Douglas		6/26/2020	2.00	200.00	400.00	
		1. Analysis of Offers-Design Services				
		2. Draft Contract with Stantec				
		3. Stantec's SOQ				
Pike, Douglas		6/29/2020	1.00	200.00	200.00	
		Ground Water Monitoring Program RFQ Development, District Parcels Request and IRWM Coordinator commuications				
Pike, Douglas		6/30/2020	1.50	200.00	300.00	
		Communications with Assessor's office re: request for updated parcel list. (.5)				
		Exhibit work (1)				
		Totals	30.00		5,192.50	
		<b>Total Labor</b>				<b>5,192.50</b>
					<b>Level 2 Subtotal</b>	<b>\$5,192.50</b>

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Level 2	TASK02	Engineering Tasks				
<b>Professional Personnel</b>			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Training						
		Assistant Engineer				
Madrigal, Josh		6/2/2020	4.00	125.00	500.00	
		Started Site Plan exhibit with more detail for WWTP site				
Madrigal, Josh		6/3/2020	3.50	125.00	437.50	
		Continued Site Plan Exhibit				
Madrigal, Josh		6/4/2020	4.00	125.00	500.00	
		Continued Site Plan Exhibit				
		City Inspector				
Haefele, Matthew		6/8/2020	2.00	125.00	250.00	
		Created Exhibit changes for Doug regarding the new bike trail.				

Project	LOCSD.180392.00	General Manager Services			Invoice	75661
Haefele, Matthew		6/10/2020	2.00	125.00	250.00	
		Worked with Doug to update the Los Olivos waste water treatment plant exhibits.				
Haefele, Matthew		6/11/2020	1.00	125.00	125.00	
		Finished up adding changes and edits to the Los Olivos WWTP exhibit drawings.				
Haefele, Matthew		6/24/2020	.50	125.00	62.50	
		Updated the Site Exhibit drawing for Doug per request.				
Haefele, Matthew		6/30/2020	1.50	125.00	187.50	
		Updated the Los Olivos CSD Bike trail exhibits and other exhibits per Doug's request.				
General Consulting/Requested Assistant Engineer						
Madrigal, Josh		6/2/2020	4.00	125.00	500.00	
		Started Site Plan exhibit with more detail for WWTP site				
Madrigal, Josh		6/3/2020	3.50	125.00	437.50	
		Continued Site Plan Exhibit				
Madrigal, Josh		6/4/2020	4.00	125.00	500.00	
		Continued Site Plan Exhibit				
City Inspector						
Haefele, Matthew		6/8/2020	2.00	125.00	250.00	
		Created Exhibit changes for Doug regarding the new bike trail.				
Haefele, Matthew		6/10/2020	2.00	125.00	250.00	
		Worked with Doug to update the Los Olivos waste water treatment plant exhibits.				
Haefele, Matthew		6/11/2020	1.00	125.00	125.00	
		Finished up adding changes and edits to the Los Olivos WWTP exhibit drawings.				
Haefele, Matthew		6/24/2020	.75	125.00	93.75	
		Updated the Site Exhibit drawing for Doug per request.				
Haefele, Matthew		6/30/2020	1.50	125.00	187.50	
		Updated the Los Olivos CSD Bike trail exhibits and other exhibits per Doug's request.				
		Totals	37.25		4,656.25	
		<b>Total Labor</b>				<b>4,656.25</b>
					<b>Level 2 Subtotal</b>	<b>\$4,656.25</b>

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Level 2	TASK03	Survey Tasks				
<b>Professional Personnel</b>						
			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Exhibits						
Supervising Technician						
Starr, Robert		6/11/2020	1.00	135.00	135.00	
		Research, edits and additions to site map exhibit.				
Starr, Robert		6/12/2020	4.00	135.00	540.00	
		Research, edits and additions to site map exhibit.				
		Totals	5.00		675.00	
		<b>Total Labor</b>				<b>675.00</b>
					<b>Level 2 Subtotal</b>	<b>\$675.00</b>



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Project	LOCSD.180392.00	General Manager Services	Invoice	75661
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<b>Project Total</b>	<b>\$10,523.75</b>
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<b>Total this Report</b>	<b>\$10,523.75</b>
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Water Consultancy Inc.

3585 Maple Street  
Suite 250  
Ventura, CA 93003-9106

# Invoice

Date	Invoice #
2/11/2020	374

<b>Bill To</b>
Los Olivos Community Services District Attn: Doug Pike, Interim General Manager PO Box 345 Los Olivos, CA 93441

Project	Terms	Project
	Net 30	WC-056

Quantity	Description	Rate	Amount
14	Consulting services in connection with the client Los Olivos for certain professional planning services as necessary for Engineering Assessment Services in accordance with the terms and conditions of Professional Services Agreement entered into on December 1, 2019 that will expire on June 30, 2020 for services through January 31, 2020.  LABOR Principal  Budget: \$15,280.00 Previous Billings: \$ 0.00 Current Billings: \$ 4,060.00 Budget Remaining: \$11,220.00	290.00	4,060.00

Thank you for your business.	<b>Total</b>	\$4,060.00
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**Report : Financial Status (Real-Time)**

Selection Criteria: Fund = 3490

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

Last Updated: 8/4/2020 6:05:01 PM

As of: 8/4/2020 (9% Elapsed) Accounting Period: OPEN

**Fund 3490 -- Los Olivos CSD**

Line Item Account	6/30/2021 Fiscal Year Adjusted Budget	8/4/2020 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
<b>Revenues</b>				
<b>Taxes</b>				
3066 -- Special Tax Assessment	188,887.00	0.00	0.00	0.00%
Taxes	0.00	0.00	0.00	#DIV/0!
<b>Use of Money and Property</b>				
3380 -- Interest Income	0.00	0.00	0.00	--
3381 -- Unrealized Gain/Loss Invstmnts	0.00	0.00	0.00	#DIV/0!
Use of Money and Property	0.00	0.00	0.00	#DIV/0!
<b>Intergovernmental Revenue-Other</b>				
4840 -- Other Governmental Agencies	210,000.00	0.00	0.00	--
Intergovernmental Revenue-Other	0.00	0.00	0.00	--
Revenues	398,887.00	0.00	0.00	0.00
<b>Expenditures</b>				
<b>Services and Supplies</b>				
7090 -- Insurance	2,320.00	0.00	0.00	0.00%
7324 -- Audit and Accounting Fees	4,000.00	0.00	0.00	0.00%
7430 -- Memberships	1,200.00	0.00	0.00	0.00%
7450 -- Office Expense	2,000.00	0.00	0.00	0.00%
7460 -- Professional & Special Service (Consultant Exp)	193,500.00	645.00	-645.00	0.33%
7508 -- Legal Fees	27,000.00	3,238.02	-3,238.02	11.99%
7510 -- Contractual Services (IGM Contract)	80,400.00	6,190.00	-6,190.00	7.70%
7530 -- Publications & Legal Notices	1,000.00	0.00	0.00	0.00%
7732 -- Training	1,500.00	0.00	0.00	0.00%
Services and Supplies	309,920.00	10,073.02	-10,073.02	3.25%
<b>Other Charges</b>				
7894 -- Communication Services	930.00	0.00	0.00	0.00%
Other Charges (County Election Fees)	8,000.00	0.00	0.00	0.00%
Expenditures	318,850.00	10,073.02	-10,073.02	3.16%

**Cash Balance**

Fund	Beginning Balance	Month-to-date cash receipts	Month-To-Date Treasury Credits (+)	Month-To-Date Treasury Debits (-)	Ending Balance
3490 -- Los Olivos CSD					
6/1/2019 - 6/30/2019 (FY 2018-19)	112,073.98	0.00	189,600.16	184,868.00	116,806.14
7/1/2019 - 7/31/2019 (FY 2019-20)	116,806.14	0.00	568.10	14,530.44	102,843.80
8/1/2019 - 8/31/2019 (FY 2019-20)	102,843.80	0.00	0.00	0.00	102,843.80
9/1/2019 - 9/30/2019 (FY 2019-20)	102,843.80	0.00	0.00	0.00	102,843.80
10/1/2019 - 10/31/2019 (FY 2019-20)	102,843.80	0.00	502.03	21,826.18	81,519.65
11/1/2019 - 11/30/2019 (FY 2019-20)	81,519.65	0.00	0.00	12,726.68	68,792.97
12/1/2019 - 12/31/2019 (FY 2019-20)	68,792.97	0.00	118,021.75	12,772.97	174,041.75
1/31/2019 - 1/30/2020 (FY 2019-20)	174,041.75	0.00	0.00	1,799.03	172,242.72
2/1/2020 - 2/29/2020 (FY 2019-2020)	172,671.12	0.00	257.75	11,695.00	161,233.87
3/1/2020 - 3/31/2020 (FY 2019-2020)	161,233.87	525.00	117,224.70	122,555.77	156,472.80
4/1/2020 - 4/30/2020 (FY 2019-2020)	156,427.80	0.00	72,396.85	6,402.60	222,422.05
5/1/2020 - 5/31/2020 (FY 2019-2020)	222,422.05	0.00	72,309.08	96,379.70	198,351.43
6/1/2020 - 6/30/2020 (FY 2019-2020)	198,351.43	0.00	7,231.00	11,696.49	193,885.94
7/1/2020 - 7/31/2020 (FY 2020-21)	193,885.94	0.00	608.94	6,190.00	188304.88
8/1/2020 - 8/4/2020 (FY 2020-21)	188304.88	0.00	0.00	3,883.02	184,421.86