

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



LOS OLIVOS COMMUNITY SERVICES DISTRICT **Posted 01-06-2022**
Finance Committee Meeting, January 10, 2022 6:00 PM
Please observe decorum and instruction from Committee Chair

FINANCE COMMITTEE MEETING AGENDA

This meeting will be held in person at St. Mark's In The Valley Episcopal Church, Common Room
2901 Nojoqui Ave, Los Olivos CA

1. CALL TO ORDER

2. ROLL CALL

3. 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.

4. PUBLIC COMMENTS

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

5. ADMINISTRATIVE AGENDA

A. APPROVAL OF MEETING MINUTES

Finance Committee Meeting Minutes of November 29, 2021.

6. BUSINESS ITEMS

A. Review and recommend to full Board of Director's payment of invoices to the District.

- 1 November 19, 2021, MNS Engineering Services, invoice #79151, (October) \$4,337.50
- 2 December 7, 2021, GSI Water Solutions, invoice #876-001-11 \$911.25
- 3 December 1, 2021, Aleshire and Wynder, LOCSO invoice # 1245 Legal Services (November) \$2,500
- 4 December 15, 2021, Robert Perrault, General Management Services (11-15-12-15, 2021) \$3,375
- 5 December 21, 2021, Stantec, Invoice # 1871308, Design and Siting Study (November) \$33, 001.20

B. Review Budget Reports (See Attachments)

C. Grant Seeking Activity Report

MNS is in the process of completing a report on the Strategy. The report will be distributed as soon as it is completed.

D. Discussion Regarding Future Dates and Locations

7. 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) 500-4098
losolivoscsd@gmail.com, www.losolivoscsd.com

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



Minutes

LOS OLIVOS COMMUNITY SERVICES DISTRICT **Posted 11- 22 -2021**
Finance Committee Meeting, November 29, 2021 6:PM
Please observe decorum and instruction from Committee Chair

FINANCE COMMITTEE MEETING AGENDA

This meeting will be held in person. The meeting will be held at St. Mark's In The Valley Episcopal Church, Common Room
2901 Nojoqui Ave, Los Olivos CA

1. CALL TO ORDER: The Meeting was called to order at 6:pm.

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

4. DIRECTOR COMMENTS

Vice President Fayram suggested the Board consider adopting the County's pre-qualified list of Public Works consultants. This could assist the District in making decisions regarding the retention of consultants. General Manager Perrault indicated he would place on January's Board Agenda. Vice President Fayram also indicated he would reach out to Mr. Rick Merrifield with Heal the Ocean before the January meeting.

5. PUBLIC COMMENTS: There were no comments offered by members of the public.

6. ADMINISTRATIVE AGENDA.

A. APPROVAL OF MEETING MINUTES

Finance Committee Meeting Minutes of November 9, 2021. President Palmer made a motion to approve the Minutes of November 9, 2021. The motion was seconded by Vice President Fayram- the minutes were approved on a vote of 2-0.

7. BUSINESS ITEMS

A. Review and recommend to full Board of Director's payment of invoices to the District.

- 1 October 22, 2021, MNS Engineering Services, invoice #78994, (September) \$4,225.01**
- 2 November 10, 2021, GSI Water Solutions, invoice #876-001-10 \$3, 876.25**
- 3 November 19, 2021, GSI Water Solutions, invoice #876-002-2 \$575.00**
- 4 November 15, 2021, Robert Perrault, General Management Services (10-15-11-15, 2021) \$4,050.00**

Committee members discussed the invoices. Committee members asked clarifying questions regarding MNS and General Manager invoices. Answers were supplied by General Manager. Vice President Fayram moved the invoices listed in 7A. to be recommended for payment to the Board. President Palmer seconded the motion and the motion was carried on a 2-0 vote.

B. Review Budget Reports (See Attachments)- the budget reports were reviewed and discussed by the Committee.

C. Recommendations Regarding Budget Modification-

Based on Board and Committee direction staff will present recommended modifications to FY 2021-2022 Budget. The General Manager provided a brief overview of the budget modifications. He indicated the modifications requested were more of a realignment of Professional Services Costs. The modification reflected an adjustment allocation to District Engineering in the amount of \$18,000. General Manager also indicated he was seeking the elimination of training costs as a cost-saving measure.

President Palmer made a motion to recommend the Board review the budget modification request. The motion was seconded by Vice President Fayram. The motion was approved on a 2-0 vote.

D. Grant Seeking Activity Report- the committee reviewed the report. The discussion was held on the possibility of partnering with other agencies regarding funding for the Groundwater Monitoring well project. Committee members also discussed the need to continue the dialogue with local elected representatives and Heal the Ocean representatives regarding future funding opportunities,

D. Discussion Regarding Future Dates and Locations- Committee members would respond with a list of dates for future Meetings

9. ADJOURNMENT- the meeting was adjourned at 6:37 PM.



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

ENGINEERING
 PLANNING
 SURVEYING
 CONSTRUCTION MANAGEMENT

November 19, 2021

Project No: LOCS.D.180392.00

Invoice No: 79151

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 District Support Services

This Invoice includes:

1. General Support to the General Manager: \$4,337.50
2. Engineering Tasks:
 - a. WRF Grant Management: \$0.00
 - b. Stantec Contract Support: \$138.75
 - c. Site Acquisition - Surveyor Support: \$0.00
 - d. Site Acquisition - Engineering Support: \$0.00
 - e. Attend Technical committee meeting: \$0.00
 - f. Assessment Engineer: \$0.00
 - g. General Engineering Tasks: \$925

\$910 was discounted by MNS prior to preparation of this invoice.

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

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Administrative Support				
Project Coordinator	20.50	105.00	2,152.50	
Project Management				
Engineering Technician	23.00	95.00	2,185.00	
Totals	43.50		4,337.50	
Total Labor				4,337.50

Reimbursable Expenses

Yankee, Kent					
9/2/2021	Yankee, Kent	USPS PO BUELLTON		34.80	
	Total Reimbursables		1.15 times	34.80	40.02
			Level 2 Subtotal		\$4,377.52

Level 2 TASK02 Engineering Tasks

Professional Personnel

		Hours	Rate	Amount	
Project Management					
District Engineer		5.75	185.00	1,063.75	
	Totals	5.75		1,063.75	
	Total Labor				1,063.75
			Level 2 Subtotal		\$1,063.75
			Current Invoice Amount		\$5,441.27

Outstanding Invoices

Number	Date	Balance
78994	10/22/2021	4,225.01
Total		4,225.01

Billing Backup

Friday, November 19, 2021

MNS Engineers, Inc.

Invoice 79151 Dated 11/19/2021

6:05:48 PM

Project	LOCS.D.180392.00	District Support Services
Level 2	TASK01	District Management

Professional Personnel

			Hours	Rate	Amount
Administrative Support					
Project Coordinator					
Zepeda, Mary	10/1/2021		4.50	105.00	472.50
LOCS.D Website Update - Post Special Meeting Agenda and Agenda Packet and Finance Committee Meeting Agenda; Review Mail Chip, Gmail Account and Update Stakeholder List; Distribution Special Meeting Agenda to Board Members and Stakeholders/Interested Parties as requested by RP					
Zepeda, Mary	10/4/2021		1.50	105.00	157.50
District correspondence including emails in morning and before Special Meeting; Update LP and RP re Direct Mailer List for Properties within 500ft of Herthel and Gott Properties					
Zepeda, Mary	10/5/2021		.50	105.00	52.50
District correspondence including emails following Meeting; Update Stakeholder List					
Zepeda, Mary	10/6/2021		3.00	105.00	315.00
Update Stakeholder List; Update Sign-in Sheets and Restructure Administration File for Meeting Documents; Conference call with LP re Stakeholder List; Coordinate with TG regarding issuance of District Update					
Zepeda, Mary	10/7/2021		3.00	105.00	315.00
Response to RP re UPC; Update Vendor Reactivation Form for UPC and Resubmit for DP; ; Coordinate with TG re Direct Mailers; Assist with the Preparation of "Preliminary Design Process for Septic to Sewer Conversion Begins with \$150k State Matching Grant" Direct Mailers					
Zepeda, Mary	10/8/2021		2.50	105.00	262.50
Assist TG with Direct Mailer Printing; LOCS.D Website Update - Post and Distribute Regular Board Meeting Agenda; Prepare "Preliminary Design Process for Septic to Sewer Conversion Begins with \$150k State Matching Grant" Direct Mailers					
Zepeda, Mary	10/11/2021		2.00	105.00	210.00
District correspondence including emails; Final Review of Direct Mailers; Deliver Direct Mails to LO Post Office; LOCS.D Website - Upload Regular Meeting Agenda Packet and distribute Agenda Packet to Board Members					
Zepeda, Mary	10/20/2021		3.50	105.00	367.50
Prepare UPC & RP Invoices for payment via FIN and forward to DP for review and approval; Create Single Payment Claims within FIN for approved UPC and Robert Perrault Invoices; Update Budget Tracking Log; Prepare EHS Invoice Reimbursement Request Letter and forward to RP for review and approval for GSI Invoice 0876.001-7; Forward Missing Invoice GSI 0876.001-7 to EHS for reimbursement; File executed Resolution 21-05 and Regular Board Meeting Minutes (6/9/21); Update LOCS.D Website - Posted Regular Board Meeting Minutes (6/9/21)					

Project	LOCSD.180392.00	District Support Services		Invoice	79151
Project Management					
Engineering Technician					
Gullikson, Taylor		10/6/2021	3.75	95.00	356.25
District Update finalizing, email distribution					
Gullikson, Taylor		10/7/2021	1.50	95.00	142.50
District Update direct mailers, email communication, Youtube video uploading					
Gullikson, Taylor		10/8/2021	4.00	95.00	380.00
Direct mailers-stuffing envelopes					
Gullikson, Taylor		10/13/2021	3.75	95.00	356.25
Emails, Youtube links to website, reaching out to Streamline, Calls w Mary					
Gullikson, Taylor		10/15/2021	.50	95.00	47.50
Doodle Poll creation and uploading meeting video					
Gullikson, Taylor		10/20/2021	2.50	95.00	237.50
Doodle Poll, Email communication					
Gullikson, Taylor		10/27/2021	1.50	95.00	142.50
LOCSD website/content calendar to do list					
Gullikson, Taylor		10/28/2021	2.50	95.00	237.50
Website improvements, prep for Streamline meeting					
Gullikson, Taylor		10/29/2021	3.00	95.00	285.00
Streamline meeting, website revamping					
Totals			43.50		4,337.50
Total Labor					4,337.50
Level 2 Subtotal					\$4,377.52

Level 2 TASK02 Engineering Tasks

Professional Personnel

			Hours	Rate	Amount
Project Management					
District Engineer					
Pike, Douglas		10/8/2021	.50	185.00	92.50
PRA Request assemble and transmit documents to Ross Trindle					
Pike, Douglas		10/13/2021	.50	185.00	92.50
PRA Request assemble and transmit documents to Ross Trindle					
Pike, Douglas		10/14/2021	.25	185.00	46.25
Street As-built Plans Transmitted to Stantec,					
Pike, Douglas		10/18/2021	.50	185.00	92.50
Data to Stantec (Cloacina info)					
Pike, Douglas		10/26/2021	2.00	185.00	370.00
Zoom Meetings with R. Perrault regarding progress updates, proposals and Workshop Preparation (2)					
Design data to Autumn Glaeser (OLD P&S Analysis and formation mapping) (.5)					
Pike, Douglas		10/29/2021	1.00	185.00	185.00
Workshop Presentation					
Pike, Douglas		10/30/2021	1.00	185.00	185.00
Workshop Presentation					
Totals			5.75		1,063.75
Total Labor					1,063.75

Project	LOCSD.180392.00	District Support Services	Invoice	79151
			Level 2 Subtotal	\$1,063.75
			Project Total	\$5,441.27
			Total this Report	\$5,441.27

ADM105
LOCSD, 180392.00
DISTRICT SUPPORT SERVICES
DISTRICT MANAGER
WEST



BUELLTON
140 W HIGHWAY 246
BUELLTON, CA 93427-9721
(800)275-8777

09/02/2021 11:22 AM

Product	Qty	Unit Price	Price
US Flag Bklt/20	3	\$11.60	\$34.80

Grand Total: \$34.80

Credit Card Remitted \$34.80
Card Name: AMEX
Account #: XXXXXXXXXXXX1008
Approval #: 886965
Transaction #: 794
AID: A000000025010801 Chip
AL: AMERICAN EXPRESS
PIN: Not Required

USPS is experiencing unprecedented volume increases and limited employee availability due to the impacts of COVID-19. We appreciate your patience.

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<https://usps.com>

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**ALESHIRE &
WYNDER** LLP
ATTORNEYS AT LAW

ORANGE COUNTY | LOS ANGELES | RIVERSIDE | CENTRAL VALLEY

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Irvine, CA 92612
P (949) 223.1170
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AWATTORNEYS.COM

December 1, 2021

VIA EMAIL ONLY: robertjerrault51@gmail.com

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

Re: **December 2021 Billing Statement (for services through 11/18/21);
Aleshire & Wynder, LLP**

Dear Bob:

It has been a pleasure for our firm to provide you with legal services this year. Enclosed is our final billing statement(s) for 2021. We are at that *one* time of the year where we ask our clients to expedite the processing and payment of all pending invoices. As you may know, we are a "cash basis" taxpayer and, to the maximum extent possible, seek to collect all outstanding invoices prior to December 31, 2021.

We would greatly appreciate it if the finance department processed payment of the enclosed invoice(s) being mailed out now for services rendered through November 18, 2021.

As always, if you should have any billing questions, please feel free to contact me at (949) 223-1170. Thank you for your efforts in expediting the processing and payment so that we are in receipt of payment by close of business on December 31st. We wish you, and your staff, a happy holiday.

Sincerely,

ALESHIRE & WYNDER, LLP

Peggy Middleton *for*
G. Ross Trindle, III

Enclosure

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: November 1 thru November 18, 2021

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
0001 General (\$200 Blended: Atty / Paralegal / Law Clerk)	12.50	200	2,500.00	0.00	2,500.00	0.00	(Advisory/Transactional Svcs)
TOTALS:	12.50		2,500.00	0.00	2,500.00	0.00	

Robert J Perrault

Memo to: Lisa Palmer, President Los Olivos Board CSD, Board of Directors
From: Bob Perrault, General Manager
Subject: Invoice Detail December 16- December 15, 2021
Date: January 7, 2022

Date	Description	Hrs.	Amount
11-15	Respond to emails, Discussion With Engineer regarding Schedule	1	\$135.00
11-17	Letter to County, Finance Committee Minutes, Scheduling correspondence With St. Mark's Church	2	\$270.00
11- 22	Finance Committee Agenda Materials and posting. Meeting With MNS re. Grant Strategy	2	\$270.00
11-23	Finalization Budget Reports for Finance Committee. Prep for Meeting	1.5	\$202.50
11-28	Review of Draft Bases of Design	1	\$135.00
11-29	Project Management Committee Agenda Materials and Distribution Finance Committee Meeting	3	\$405.00
12-1	Project Management Committee	1	\$135.00
12- 6	Agenda work and item Development	2	\$170.00
12- 7	Update Report Review, Project Description, response to District Property Owner	2	\$270.00

12-8	Attendance at Board Meeting	3	\$405.00
12-10	Communication to Board members Regarding BOD. Draft LAMP. Phone Call with Stantec regarding BOD	2.5	\$337.50
12-13	Phone call with District Engineer, Review Board Member comments Work on draft .RFQ Assessment Engineer	2.5	\$337.50
12-14	Phone call with GSI, continued work On Assessment Engineer RFQ	1.5	\$202.50



INVOICE

Invoice Number 1871308
Invoice Date December 21, 2021
Customer Number 163739
Project Number 184031368

Bill To

Los Olivos Community Service District
Douglas Pike
PO Box 345
Los Olivos CA 93441
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID
11-2167170

Project Description: Los Olivos Community Service District Project Design Services – Task Order No. 1 rev 01 (Loading Study)

Stantec Project Manager: Glaeser, Autumn Lee
Authorization Amount: \$296,750.00
Authorization Previously Billed: \$16,594.50
Authorization Billed to Date: \$49,595.70
Current Invoice Due: \$33,001.20
For Period Ending: November 19, 2021

email invoice to: Doug Pike (dpike@mnsengineers.com)

Invoice Number

1871308

Project Number

184031368

Top Task 201 **Determine the flows&strength of commercial & residential wastewater loading to determine capacity of collection system and package plant treatment facilities.**

Low Task 201.001 **Determine the flows&strength of commercial & residential wastewater loading to determine capacity of collection system and package plant treatment facilities.**

Professional Services

Category/Employee	Date	Hours	Rate	Current Amount
Aronow, Gabriel I (Gabe)	2021-11-03	1.00	251.00	251.00
		<u>1.00</u>		<u>251.00</u>
Professional Services Subtotal		<u>1.00</u>		<u>251.00</u>

Low Task 201.001 Subtotal **251.00**

Top Task 201 Total **251.00**

Top Task 202 **Basis of Design**

Low Task 202.001 **Basis of Design**

Professional Services

Category/Employee	Date	Hours	Rate	Current Amount
Maddux, Michael Louis (Mike)	2021-11-10	1.00	192.00	192.00
Maddux, Michael Louis (Mike)	2021-11-11	1.00	192.00	192.00
Maddux, Michael Louis (Mike)	2021-11-16	4.00	192.00	768.00
Maddux, Michael Louis (Mike)	2021-11-17	4.00	192.00	768.00
		<u>10.00</u>		<u>1,920.00</u>
Poytress, Carrie Elizabeth	2021-10-28	7.50	228.00	1,710.00
Poytress, Carrie Elizabeth	2021-10-29	5.00	228.00	1,140.00
Poytress, Carrie Elizabeth	2021-11-03	5.25	228.00	1,197.00
Poytress, Carrie Elizabeth	2021-11-05	0.25	228.00	57.00
Poytress, Carrie Elizabeth	2021-11-08	0.50	228.00	114.00
Poytress, Carrie Elizabeth	2021-11-09	3.50	228.00	798.00
Poytress, Carrie Elizabeth	2021-11-10	4.50	228.00	1,026.00
Poytress, Carrie Elizabeth	2021-11-11	4.50	228.00	1,026.00
Poytress, Carrie Elizabeth	2021-11-12	7.00	228.00	1,596.00
Poytress, Carrie Elizabeth	2021-11-16	2.00	228.00	456.00

INVOICE

Invoice Number 1871308
 Project Number 184031368

Poytress, Carrie Elizabeth	2021-11-17	4.00	228.00	912.00
Poytress, Carrie Elizabeth	2021-11-18	4.00	228.00	912.00
Poytress, Carrie Elizabeth	2021-11-19	2.00	228.00	456.00
		50.00		11,400.00

Professional Services Subtotal **60.00** **13,320.00**

Low Task 202.001 Subtotal **13,320.00**

Low Task 202.002 **30 Percent Design**

Professional Services

Category/Employee	Date	Hours	Rate	Current Amount
Devries, Andrew Anil	2021-11-10	2.00	192.00	384.00
Devries, Andrew Anil	2021-11-11	2.00	192.00	384.00
Devries, Andrew Anil	2021-11-12	4.00	192.00	768.00
Devries, Andrew Anil	2021-11-15	1.00	192.00	192.00
Devries, Andrew Anil	2021-11-18	1.00	192.00	192.00
		10.00		1,920.00
Eisengart, Daniel	2021-10-27	0.75	228.00	171.00
		0.75		171.00
Maddux, Michael Louis (Mike)	2021-11-15	2.00	192.00	384.00
		2.00		384.00
Poytress, Carrie Elizabeth	2021-11-01	3.00	228.00	684.00
Poytress, Carrie Elizabeth	2021-11-02	3.25	228.00	741.00
		6.25		1,425.00
Vernon, Matthew Joseph	2021-11-15	2.00	243.00	486.00
		2.00		486.00
Wolf, Andrew Scott (Drew)	2021-10-25	5.50	192.00	1,056.00
		5.50		1,056.00
Zukowski, Jonathan Thomas (Jonny)	2021-06-21	2.00	192.00	384.00
Zukowski, Jonathan Thomas (Jonny)	2021-06-25	1.00	192.00	192.00
Zukowski, Jonathan Thomas (Jonny)	2021-11-01	1.00	192.00	192.00
Zukowski, Jonathan Thomas (Jonny)	2021-11-02	3.00	192.00	576.00
Zukowski, Jonathan Thomas (Jonny)	2021-11-05	1.25	192.00	240.00
Zukowski, Jonathan Thomas (Jonny)	2021-11-12	4.00	192.00	768.00
Zukowski, Jonathan Thomas (Jonny)	2021-11-16	3.25	192.00	624.00
Zukowski, Jonathan Thomas (Jonny)	2021-11-17	1.00	192.00	192.00
Zukowski, Jonathan Thomas (Jonny)	2021-11-19	2.00	192.00	384.00
		18.50		3,552.00

INVOICE

Invoice Number 1871308
Project Number 184031368

Professional Services Subtotal	45.00	8,994.00
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Usages

		Current Amount
Usage - 1-Person Survey Crew 2021-10-27		1,701.00
Usages Subtotal		1,701.00

Low Task 202.002 Subtotal	10,695.00
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Low Task 202.004 **Project Management, Meetings, and Communication**

Professional Services

Category/Employee	Date	Hours	Rate	Current Amount
Aronow, Gabriel I (Gabe)	2021-11-10	1.00	251.00	251.00
Aronow, Gabriel I (Gabe)	2021-11-17	1.00	251.00	251.00
		2.00		502.00
Glaeser, Autumn Lee	2021-11-03	3.00	217.00	651.00
Glaeser, Autumn Lee	2021-11-08	1.00	217.00	217.00
		4.00		868.00
Professional Services Subtotal		6.00		1,370.00

Low Task 202.004 Subtotal	1,370.00
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Top Task 202 Total	25,385.00
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Top Task 203 **Third Party Siting Review**

Low Task 203.001 **Third Party Siting Review**

Professional Services

Category/Employee	Date	Hours	Rate	Current Amount
Glaeser, Autumn Lee	2021-11-10	1.00	217.00	217.00
Glaeser, Autumn Lee	2021-11-12	1.00	217.00	217.00
Glaeser, Autumn Lee	2021-11-15	2.00	217.00	434.00
Glaeser, Autumn Lee	2021-11-16	2.00	217.00	434.00

INVOICE

Invoice Number

1871308

Project Number

184031368

Glaeser, Autumn Lee	2021-11-18	2.00	217.00	434.00
		8.00		1,736.00
Poytress, Carrie Elizabeth	2021-11-04	3.25	228.00	741.00
Poytress, Carrie Elizabeth	2021-11-15	3.00	228.00	684.00
		6.25		1,425.00
Soldo, Stephanie Hassoldt	2021-11-08	2.00	170.00	340.00
Soldo, Stephanie Hassoldt	2021-11-09	8.00	170.00	1,360.00
Soldo, Stephanie Hassoldt	2021-11-11	2.00	170.00	340.00
Soldo, Stephanie Hassoldt	2021-11-12	2.50	170.00	425.00
Soldo, Stephanie Hassoldt	2021-11-15	3.00	170.00	510.00
Soldo, Stephanie Hassoldt	2021-11-16	6.00	170.00	1,020.00
Soldo, Stephanie Hassoldt	2021-11-17	1.00	170.00	170.00
		24.50		4,165.00
Professional Services Subtotal		38.75		7,326.00

Disbursements

	Date	Cost	%	Current Amount
Direct - Vehicle (mileage)				
Soldo, Stephanie Hassoldt US3576484 70 MILES	2021-11-09			39.20
Disbursements Subtotal				39.20

Low Task 203.001 Subtotal **7,365.20**

Top Task 203 Total **7,365.20**

Total Fees & Disbursements \$33,001.20

INVOICE TOTAL (USD) **\$33,001.20**



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

Robert Perrault
 Los Olivos Community Services District
 PO Box 345
 Los Olivos, CA 93441

December 7, 2021
 Invoice No: 00876.001 - 11

Project 00876.001 Groundwater Quality Management Services

Activities during this billing period include:

- Conduct phone calls and emails with LOCS D staff re project options, site selection alternatives and groundwater monitoring program elements.
- Prepare for and Attend November 3 LOCS D Board meeting and provide information on project options, site selection, regulatory considerations and elements of the Draft Preliminary Cost Analysis.
- Project Management

Professional Services from November 1, 2021 to November 30, 2021

Task .005 Project Management

Labor

	Hours	Rate	Amount	
Principal Consultant				
Thompson, Timothy	2.25	265.00	596.25	
Project Geologist				
Lapostol, Andres	2.00	135.00	270.00	
Administration				
Deck, Anneliese	.50	90.00	45.00	
Totals	4.75		911.25	
Total Labor				911.25
				Total this Task
				\$911.25

Project Summary	Current Period	Prior Periods	Invoiced to Date
Total Billings	911.25	55,196.25	56,107.50
Authorized Budget			85,000.00
Budget Remaining			28,892.50
			Total this Invoice
			<u><u>\$911.25</u></u>

Outstanding Invoices

Number	Date	Balance
9	10/8/2021	4,706.25
10	11/10/2021	3,876.25
Total		8,582.50

Vendor Anaysis 12-31-2021

Vendor/ Contractor	21/22 Budget/ Contract		Year to Date	Remaining
<u>GSI</u>				
GW/ Planning Services	\$47,612	\$85,000	\$18,719	\$28,893
Injection Feasibility	\$12,500		\$11,576.00	\$923.00
MNS Eng. Support	\$36,000		\$21,156.00	\$14,844.00
Perrault/ General Manager	\$45,000		\$19,048	\$21,952.00
Aleshire- Legal	\$27,000		\$12,960	\$14,140.00
<u>Stantec</u>				
Loading Study	\$3, 405	\$20,000	\$251.00	\$3,154.00
Bases of Design	\$13,876.00		\$13,320.00	\$556.00
30% Design	\$173,048		\$10,695	\$162,353
Siting Study	\$10,000		\$7,365	\$2,635

**Los Olivos Community Services District
Action Plan Updated 12-5-2021**

Task	Start Date	End Date	Duration	Budget
Stantec Siting Study	10/14/2021	1/15/2022	93	\$10,000
Stantec Siting Study Draft Submittal	12/8/2021	12/9/2021	1	
Stantec Load Study Update	11/1/2021	12/8/2021	37	\$20,000
Stantec Basis of Design	11/1/2021	12/10/2021	39	\$13,876
Stantec Basis of Design Draft Report	11/15/2021	12/10/2021	25	
Stantec Basis of Design Board Approval	1/11/2022	1/12/2022	1	
Stantec 30% Design	1/12/2022	4/13/2022	91	\$173,048
Stantec 30% Design Draft Submittal	3/15/2022	3/16/2022	1	
Stantec 30% Design Board Review	4/13/2022	4/14/2022	1	
Stantec 60% Design (FY 2022-23)	7/1/2022	10/2/2022	93	
Effluent Disposal Options Analysis	12/5/2021	3/15/2022	100	\$60,000
Effluent Disposal Study Consultant Selection	12/10/2021	1/12/2022	33	
GSI Well Drilling	12/10/2021	1/10/2022	31	\$15,000
GSI Groundwater Monitoring	1/10/2022	6/30/2022	171	\$33,000
MNS Grant Effort	11/1/2021	4/13/2022	163	
Select Assessment Engineer	12/10/2021	1/15/2022	36	\$30,000
MNS WRF Report	1/28/2022	5/6/2022	98	\$8,000

Consultant Contract Cost Summary

STATUS DATE

11/5/2021

Project	Consultant	SCHEDULE		Contract Value	FY 2019-20	FY 2020-21	FY 2021-22	TOTAL	CONTRACT REMAINING
		START	FINISH		TOTAL FY 2019-20	TOTAL FY 2020-21	TOTAL FY 2020-21	CONTRACT TO-DATE	
Task 1 - Load Study	Stantec	8/20/2020	2/28/2022	\$20,000.00	\$0.00	\$16,594.50	\$0.00	\$16,594.50	\$3,406
				% Expended				83%	
				% Est Wk Comp				99%	
Task 2 - Siting Study	Stantec	10/1/2021	11/30/2021	\$10,000.00				0%	\$10,000
				% Expended				0%	
				% Est Wk Comp				0%	
Task 3 - Feasibility/Concept Design	Stantec	10/27/2021	6/30/2022	\$266,750.00				0%	\$266,750
				% Expended				0%	
				% Est Wk Comp				0%	
Project Management					\$1,105.00	\$2,292.50	\$0.00	\$3,397.50	
A&W Contract Review/Support					\$0.00	\$0.00	\$0.00	\$0.00	
Task 1 - Preliminary Hydrogeologic/ Geotechnical Services	GSI	12/8/2020	11/30/2021	\$85,000.00	\$0.00	\$37,387.50	\$13,932.50	\$51,320.00	\$33,680
				% Expended				60%	
				% Est Wk Comp				60%	
Task 2 - Rough Estimate- Injection Well	GSI	10/13/2021	11/15/2021	\$12,500.00	\$0.00	\$0.00	\$11,001.25	\$11,001.25	\$1,499
				% Expended				88%	
				% Est Wk Comp				100%	
Project Management					\$1,000.00	\$3,512.50	\$0.00	\$4,512.50	
A&W Contract Review/Support					\$0.00	\$38.00	\$0.00	\$38.00	
Grant Support Auth 11-2021	MNS	11/1/2021	TBD	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000