

Tom Fayram, President
 Brad Ross, Vice-President
 Julie Kennedy, Director
 Lisa Palmer, Director
 Greg Parks, Director



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

Posted: 2-3-2023

February 7, 2023 – 9:00 AM

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

Please observe decorum and instructions from the Committee Chair

Finance Committee: President Tom Fayram, Director Lisa Palmer, and General Manager Guy Savage

This meeting will be held both in-person and electronically via Zoom Meetings. In-person the meeting will be held at the following locations:
 St Mark's in the Valley Episcopal Church, 2901 Nojoqui Ave, Los Olivos CA 93441

The public will also be able to hear and participate electronically via Zoom by using the following links:

Zoom: <https://us06web.zoom.us/j/84446258300?pwd=dkxCZXZvREJTSWxDTkIwVDVmQllrZz09>
 By Phone: +1 669 900 6833 US (San Jose) Meeting ID: 844 4625 8300 Passcode: 825604
 One tap mobile: +16699006833,,84446258300#,,,,*825604# US (San Jose)

The Los Olivos Community Services District is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please call 805.500.4098 or email to 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.

MEETING AGENDA

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). The public may also request future agenda topics at this time. 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 January 5, 2023.

6. BUSINESS ITEMS

A. Review and recommend to full Board of Directors' payment of invoices received by February 2, 2023.

No.	Invoice Date	Invoice #	Provider	Amount
1.	1/2/2023	1071	ConfluenceES – Effluent Study	\$ 9,871.20
2.	9/13/2022	00876.001-18	GSI – Groundwater Monitoring Well (Aug)	\$ 510.00

3.	11/7/2022	00876.001-20	GSI – Groundwater Monitoring Well (Oct)	\$ 3,265.00
4.	1/12/2023	00876.001-22	GSI – Groundwater Monitoring Well (Dec)	\$ 1,931.25
5.	9/13/2022	00876.003-3	GSI – Effluent Study (Aug)	\$ 4,103.75
6.	11/7/2022	00876.003-5	GSI – Effluent Study (Oct)	\$ 1,918.75
7.	12/20/2022	73138	Aleshire & Wynder – Legal Services (y/e 2022)	\$ 3,628.48
8.	2/2/2023	73437	Aleshire & Wynder – Legal Services (Jan 2023)	\$ 2,464.00
9.	1/31/2023	20231	Savage – General Manager services	\$ 6,029.27

Project	Vendor	To Date (inc. above)	Remaining
Effluent Study	GSI	\$ 15,317.50	\$ 4,182.50
Effluent Study	ConfluenceES	\$ 19,421.20	\$ 1,578.80
Groundwater Monitoring	GSI	\$ 90,081.27	\$ 5,818.73
Audit	Moss, Levy & Hartzheim, LLP	\$ 0	\$ 7,775.00
Technical Recommendation	REGEN	\$ 0	\$ 10,900.00

B. Review Budget Reports (See Packet)

7. ADJOURNMENT

ITEM 5A - MINUTES TO APPROVE

MINUTES TO APPROVE

Tom Fayram, President
Brad Ross, Vice-President
Julie Kennedy, Director
Lisa Palmer, Director
Greg Parks, Director



LOS OLIVOS COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE MEETING

Posted: 1-2-2023

January 5, 2023 – 5:00 PM

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

Please observe decorum and instructions from the Committee Chair

Finance Committee: President Tom Fayram, Director Lisa Palmer, and General Manager Guy Savage

This meeting will be held both in-person and electronically via Zoom Meetings. In-person the meeting will be held at the following locations:
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By Phone: +1 669 900 6833 US (San Jose) Meeting ID: 844 4625 8300 Passcode: 825604

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MEETING AGENDA

1. CALL TO ORDER

President Fayram calls the meeting to order at 5:09 PM

2. ROLL CALL

Present: President Fayram, Director Palmer, General Manager Savage

Absent: None

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.

None.

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). The public may also request future agenda topics at this time. 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.

None. No public in attendance, Zoom meeting closed.

5. ADMINISTRATIVE AGENDA

A. APPROVAL OF MEETING MINUTES

Finance Committee Meeting Minutes of December 6, 2022.

Motion to approve Finance Committee Meeting Minutes of December 6, 2022.

Motion By: Director Palmer, Second: President Fayram

AYES: Director Palmer, President Fayram, GM Savage

NOES: None

ABSTAIN: None

6. BUSINESS ITEMS

A. Review and recommend to full Board of Directors' payment of invoices received by January 1, 2023.

No.	Invoice Date	Invoice #	Provider	Amount
1.	9/9/2022	81166	MNS – Engineering and Support Services	\$ 3,485.00
2.	12/10/2022	876.003-6	GSI Water Solutions Inc – Effluent Disposal Study	\$ 3,987.50
3.	12/12/2022	1064	Confluence Engineering – Effluent Disposal Study	\$ 5,150.00
4.	12/12/2022	00876.001-21	GSI Water Solutions Inc – Groundwater Management	\$ 16,766.27
5.	12/20/2022	81982	MNS – Engineering and Support Services	\$ 5,875.00
6.	12/20/2022	306531	NV5 – Assessment Engineering Services – FINAL	\$ 1,186.84
7.	12/31/2022	221231	Savage – General Manager services	\$ 4,050.00

Director Palmer asks about the delayed MNS invoice. GM Savage responds that MNS noted it had not been filed previously. Director Palmer requests that in the future invoices be put in context of where each contract is from a total contract-amount-to-invoices-received perspective. GM Savage agrees to be clearer on the agenda about this; and points out that he does check the amounts independently. He offers invoice #6 as an example where he noted in the agenda that this is the “final” invoice related to NV5’s assessment efforts.

Motion to approve invoices as presented.

Motion By: Director Palmer, Second: President Fayram

AYES: President Fayram, Director Palmer, GM Savage

NOES: None

ABSTAIN: None

B. Review Budget Reports (See Packet)

GM Savage points out that accounts 7460, 7508, and 7510 are all running high. Discussion about account 7460 ensues. The committee discusses MNS and Counsel billings to date. GM Savage comments that Counsel is likely running over for two reasons: (1) a new contract with higher rates and (2) a higher-than-normal number of public records requests. He adds that another request came in from Ms. de Werd and that Counsel has responded. President Fayram comments that the beginning of this year has been front-loaded with contracts. GM Savage concurs and notes that other than clean-up invoices related to effluent disposal and the audit contract (account 7324), only the REGEN contract is on the horizon. GM Savage adds that the BC2 Engineering and GSI groundwater contracts were anticipated to be over budget due to the second groundwater well being added. In response to a question from Director Palmer, GM Savage tells the committee that groundwater monitoring well results still have not been received from GSI and that he will follow up with them again.

7. ADJOURNMENT

Motion to adjourn at 5:27 PM

Motion By: GM Savage, Second: Director Palmer

AYES: GM Savage, Director Palmer, President Fayram

NOES: None

ABSTAIN: None

Respectfully submitted:



Guy W. Savage

General Manager – Los Olivos Community Services District

Approved:

Tom Fayram,
President

ITEM 6A - INVOICE PAYMENT

INVOICE PAYMENT

Confluence Engineering Solutions, Inc.

PO 7098
Los Osos, CA 93412
(805) 459-8498
danheimel@ConfluenceES.com



INVOICE

BILL TO
Los Olivos CSD

INVOICE 1071
DATE 01/02/2023
TERMS Net 60
DUE DATE 03/03/2023

PROJECT NAME
Effluent Disposal Study

INVOICE PERIOD
12/1/22 - 12/31/22

	DESCRIPTION	QTY	RATE	AMOUNT
Principal Engineer	Reviewed comments from RWQCB on Effluent Disposal Alternatives Evaluation TM.	0:30	200.00	100.00
Principal Engineer	Reviewed and addressed RWQCB comments on Admin Draft TM.	0:45	200.00	150.00
Principal Engineer	Prepared Los Olivos CSD Effluent Disposal Alternatives Evaluation TM.	3:30	200.00	700.00
Principal Engineer	Prepared presentation for Los Olivos CSD BOD Meeting.	0:30	200.00	100.00
Principal Engineer	Prepared presentation for 12/14/22 BOD Meeting.	1:45	200.00	350.00
Principal Engineer	Prepared and transmitted presentation for 12/14/22 BOD Meeting.	0:30	200.00	100.00
Principal Engineer	Prepared for and participated in Los Olivos CSD BOD Meeting to present the Draft Effluent Disposal Alternatives Evaluation Study.	6:00	200.00	1,200.00
Principal Engineer	Coordination w/ Program Team to debrief on BOD Presentation.	0:15	200.00	50.00
Principal Engineer	Meeting w/ Program Team to debrief on BOD Presentation.	1:00	200.00	200.00
	Effluent Disposal Evaluation Engineering Support (Fourcroy Engineering)			6,921.20

Thank you for working with Confluence Engineering Solutions, Inc.

BALANCE DUE

\$9,871.20



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

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

September 13, 2022
 Invoice No: 00876.001 - 18

Project 00876.001 Groundwater Quality Management Services

Activities during this billing period include:

- Coordinate with LOCS D staff re monitoring well design and disposal of drill cuttings and produced water during installation and testing. Gather updated drilling quotes from contractor.
- Project Management

Professional Services from August 1, 2022 to August 31, 2022

Task	.003	Install Monitoring Well			
Labor					
			Hours	Rate	Amount
Principal Consultant					
Thompson, Timothy			1.50	265.00	397.50
Consulting Geologist					
Lapostol, Andres			.50	135.00	67.50
Totals			2.00		465.00
		Total Labor			465.00
				Total this Task	\$465.00

Task	.005	Project Management			
Labor					
			Hours	Rate	Amount
Administration					
Steensma, Nancy			.50	90.00	45.00
Totals			.50		45.00
		Total Labor			45.00
				Total this Task	\$45.00

Project Summary	Current Period	Prior Periods	Invoiced to Date
Total Billings	510.00	66,595.00	67,105.00
Authorized Budget			85,000.00
Budget Remaining			17,895.00
		Total this Invoice	\$510.00

Outstanding Invoices

Number	Date	Balance
17	8/8/2022	310.00
Total		310.00



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 www.gsiws.com

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

November 07, 2022
 Invoice No: 00876.001 - 20

Project 00876.001 Groundwater Quality Management Services

Activities during this billing period include:

- Coordinate with LOCSO staff re monitoring well design and disposal of drill cuttings and produced water during installation and testing. Gather updated drilling quotes from contractor.
- Project Management

Professional Services from October 1, 2022 to October 31, 2022

Task .003 Install Monitoring Well

Labor

	Hours	Rate	Amount	
Principal Consultant				
Thompson, Timothy	8.50	265.00	2,252.50	
Managing Hydrogeologist				
Franz, Brian	2.25	160.00	360.00	
Consulting Geologist				
Lapostol, Andres	4.50	135.00	607.50	
Totals	15.25		3,220.00	
Total Labor				3,220.00
				Total this Task
				\$3,220.00

Task .005 Project Management

Labor

	Hours	Rate	Amount	
Administration				
Steensma, Nancy	.50	90.00	45.00	
Totals	.50		45.00	
Total Labor				45.00
				Total this Task
				\$45.00

Project Summary	Current Period	Prior Periods	Invoiced to Date
Total Billings	3,265.00	68,118.75	71,383.75
Authorized Budget			85,000.00
Budget Remaining			13,616.25
			Total this Invoice
			<u><u>\$3,265.00</u></u>

Outstanding Invoices

Number	Date	Balance
17	8/8/2022	310.00
18	9/13/2022	510.00
19	10/7/2022	1,013.75
Total		1,833.75



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

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

January 12, 2023
 Invoice No: 00876.001 - 22

Project 00876.001 Groundwater Quality Management Services

Activities during this billing period include:

- Prepare technical memo for Monitoring Wells
- Review water quality results
- Project management

Professional Services from December 1, 2022 to December 31, 2022 -----

Task .004 Technical Memorandum and Submittals

Labor

	Hours	Rate	Amount	
Principal Consultant				
Thompson, Timothy	5.25	265.00	1,391.25	
Technical Editing				
Hoffman, Hilary	4.50	110.00	495.00	
Administration				
Steensma, Nancy	.50	90.00	45.00	
Totals	10.25		1,931.25	
Total Labor				1,931.25
				Total this Task
				\$1,931.25

Project Summary	Current Period	Prior Periods	Invoiced to Date
Total Billings	1,931.25	88,150.02	90,081.27
Authorized Budget			95,900.00
Budget Remaining			5,818.73
			Total this Invoice
			<u><u>\$1,931.25</u></u>

Outstanding Invoices

Number	Date	Balance
18	9/13/2022	510.00
20	11/7/2022	3,265.00
21	12/12/2022	16,766.27
Total		20,541.27



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 www.gsiws.com

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

September 13, 2022
 Invoice No: 00876.003 - 3

Project 00876.003 Effluent Disposal Study – Los Olivos Wastewater Reclamation

Professional Services from August 1, 2022 to August 31, 2022

Task	.001	Initial Data Review and Meeting			
Labor					
			Hours	Rate	Amount
Consulting Geologist					
Lapostol, Andres			2.00	145.00	290.00
Administration					
Steensma, Nancy			.50	90.00	45.00
Totals			2.50		335.00
Total Labor					335.00
				Total this Task	\$335.00

Task	.002	Alternatives Analysis and Technical Memorandum			
Labor					
			Hours	Rate	Amount
Principal Consultant					
Thompson, Timothy			9.00	270.00	2,430.00
Consulting Geologist					
Lapostol, Andres			4.75	145.00	688.75
Staff Geologist					
Gauthier, John			5.00	130.00	650.00
Totals			18.75		3,768.75
Total Labor					3,768.75
				Total this Task	\$3,768.75

Project Summary	Current Period	Prior Periods	Invoiced to Date
Total Billings	4,103.75	4,573.75	8,677.50
Authorized Budget			19,500.00
Budget Remaining			10,822.50
			Total this Invoice
			\$4,103.75

Outstanding Invoices		
Number	Date	Balance
2	8/8/2022	2,417.50
Total		2,417.50



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

November 07, 2022
 Invoice No: 00876.003 - 5

Project 00876.003 Effluent Disposal Study – Los Olivos Wastewater Reclamation
Professional Services from October 1, 2022 to October 31, 2022

Task .001 Initial Data Review and Meeting
Labor

	Hours	Rate	Amount	
Consulting Geologist				
Lapostol, Andres	.25	145.00	36.25	
Totals	.25		36.25	
Total Labor				36.25
				Total this Task
				\$36.25

Task .002 Alternatives Analysis and Technical Memorandum
Labor

	Hours	Rate	Amount	
Principal Consultant				
Thompson, Timothy	6.00	270.00	1,620.00	
Consulting Geologist				
Lapostol, Andres	1.50	145.00	217.50	
Administration				
Steensma, Nancy	.50	90.00	45.00	
Totals	8.00		1,882.50	
Total Labor				1,882.50
				Total this Task
				\$1,882.50

Project Summary	Current Period	Prior Periods	Invoiced to Date
Total Billings	1,918.75	13,398.75	15,317.50
Authorized Budget			19,500.00
Budget Remaining			4,182.50
			Total this Invoice
			<u>\$1,918.75</u>

Outstanding Invoices

Number	Date	Balance
3	9/13/2022	4,103.75
4	10/7/2022	4,721.25
Total		8,825.00



January 20, 2023

VIA EMAIL ONLY: Guy Savage – GM.LOCSD@gmail.com

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

Re: **January 2023 Billing Statement (for services through 12/31/22);
Aleshire & Wynder, LLP**

Dear General Manager:

Enclosed please find Aleshire & Wynder's billing statements for the month of January. Please note: For year-end purposes, last month's December bills covered a shortened service period (11/1/22 - 11/17/22). The enclosed January Bills include the remaining billed services from November 18, 2022, through December 31, 2022.

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

Sincerely,

ALESHIRE & WYNDER, LLP

Haydee Sanchez *for*
G. Ross Trindle, III

Enclosure

cc: Mary Zepeda – mzepeda@mnsengineers.com

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: November 18 thru December 31, 2022

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
0001 General (\$220 Blended: Atty / Paralegal / Law Clerk)	14.90	220	3,278.00	350.48	3,628.48	0.00	(Advisory/Transactional Svcs)
TOTALS:	14.90		3,278.00	350.48	3,628.48	0.00	



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

January 20, 2023
Bill No. 73138

For Legal Services Rendered Through 12/31/22

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

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
11/28/22	GRT	(COMMUNICATIONS) PHONE CONFERENCE WITH GENERAL MANAGER AND BOARD PRESIDENT	0.60	132.00
	GRT	(GENERAL MANAGER) REVIEW OF GENERAL MANAGER NOVEMBER UPDATE; BRIEF EMAIL EXCHANGE WITH GENERAL MANAGER RE SAME	0.40	88.00
12/05/22	GRT	(BROWN ACT) EMAIL EXCHANGE WITH GENERAL MANAGER RE BROWN ACT AND GENERAL MANAGER'S STATE OF THE DISTRICT PRESENTATION	0.20	44.00
12/09/22	GRT	(AGENDA) EMAIL EXCHANGES WITH GENERAL MANAGER RE AGENDA FORMAT	0.60	132.00
	GRT	(GOTT PRA) REVIEW OF PROPOSED PRODUCTION; EMAIL EXCHANGES WITH GENERAL MANAGER RE SAME	0.60	132.00
12/13/22	GRT	(REGULAR MEETING) INITIAL TRAVEL TIME FOR REGULAR MEETING [SPLIT WITH IVCS, SMVWCD]	1.30	286.00
12/14/22	GRT	(PRESENTATIONS) COMPLETE PREPARATION OF BROWN ACT PRESENTATION FOR BOARD MEETING	2.00	440.00

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
12/14/22	GRT	(REGULAR MEETING) COMPLETE PREPARATION FOR AND ATTEND REGULAR MEETING; FOLLOW UP MEETINGS WITH GENERAL MANAGER AND INDIVIDUAL DIRECTORS	3.90	858.00
12/15/22	GRT	(RESEARCH) LEGAL RESEARCH AND ANALYSIS RE WILL SERVE AUTHORIZATION	0.70	154.00
	GRT	(GENERAL MANAGER) EMAIL EXCHANGE WITH GENERAL MANAGER RE NEW DIRECTOR REQUIREMENTS AND AUDIT	0.30	66.00
12/16/22	GRT	(REGULAR MEETING) RETURN TRAVEL TIME FOR REGULAR MEETING	1.30	286.00
12/22/22	GRT	(DE WERD PRA) RECEIPT AND REVIEW OF LATEST PRA REQUEST FROM MRS. DE WERD; DIRECT FOLLOW UP RE FULFILLMENT OF DISTRICT'S RESPONSE	0.50	110.00
12/23/22	RKM	(DEWERD) RECEIVED AND REVIEWED EMAILS FROM GENERAL MANAGER REGARDING NEED TO PRODUCED ADDITIONAL DOCUMENTS FOR PUBLIC RECORDS REQUEST; REVIEWED AND PREPARED DOCUMENTS FOR PRODUCTION IN RESPONSE TO PUBLIC RECORDS ACT REQUEST	2.50	550.00
Total Professional Services			14.90	\$3,278.00

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
RKM	Robyn K. Moore, Paralegal	2.50	220.00	550.00
GRT	George "Ross" Trindle	12.40	220.00	2,728.00
Total Professional Services		14.90		\$3,278.00

DISBURSEMENTS

Date	Description	Amount
12/01/22	MILEAGE TO/FROM 16Q6607-(TO LOCSD, BOARD MTNG, 11/09/22);Check#35957 - G. Ross Trindle, III	57.19

DISBURSEMENTS

Date	Description	Amount
12/01/22	MILEAGE TO/FROM 16Q6607-(LOCSD TO RIVERSIDE OFFICE, BOARD MTNG, 11/11/22);Check#35957 - G. Ross Trindle, III	57.19
12/01/22	TRAVEL EXPENSE 16Q6607-(HOTEL, LOCSD & SMVWCD BOARD MTNGS, 11/09 - 11/11/22);Check#35957 - G. Ross Trindle, III	236.10
Total Disbursements		<u>\$350.48</u>

Receipts Since Last Bill

Prior Balance On This Matter -9,525.88

Date	Description	Total Applied to this Matter
12/23/22	COUNTY OF SANTA BARBARA	<u>9,525.88</u>
	Less Total Payments	<u>\$9,525.88</u>
	Current Matter Due Amount	\$3,628.48

CURRENT BILL TOTAL AMOUNT DUE **\$3,628.48**

Balance Forward: 9,525.88

Payments & Adjustments: -9,525.88

Total Due: **\$3,628.48**

Please return this page with remittance

to
Aleshire & Wynder, LLP

Bill Number: 73138
Bill Date: January 20, 2023
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services	3,278.00
Total Disbursements	350.48
CURRENT BILL TOTAL AMOUNT DUE	<u>\$3,628.48</u>
Balance Forward:	9,525.88
Payments & Adjustments:	-9,525.88
Total Due:	<u>\$3,628.48</u>

Amount enclosed: _____

Thank You



February 2, 2023

VIA EMAIL ONLY: Guy Savage – GM.LOCSD@gmail.com

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

Re: **February 2023 Billing Statement (for services through 01/31/23);
Aleshire & Wynder, LLP**

Dear General Manager:

Enclosed, please find the billing statements for the month of February, which include services rendered and costs incurred by Aleshire & Wynder, LLP, through January 31, 2023.

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

Sincerely,

ALESHIRE & WYNDER, LLP

Haydee Sanchez *for*
G. Ross Trindle, III

Enclosure

cc: Mary Zepeda – mzepeda@mnsengineers.com

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: January 1 thru January 31, 2023

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
0001 General (\$220 Blended: Atty / Paralegal / Law Clerk)	11.20	220	2,464.00	0.00	2,464.00	0.00	(Advisory/Transactional Svcs)
TOTALS:	11.20		2,464.00	0.00	2,464.00	0.00	



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

February 2, 2023
Bill No. 73437

For Legal Services Rendered Through 01/31/23

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

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
01/02/23	GRT	(DE WERD PRA) BRIEF EMAIL EXCHANGE WITH GENERAL MANAGER RE INITIAL DETERMINATION TO LATEST PRA REQUEST FROM MS. DE WERD	0.20	44.00
01/03/23	GRT	(DE WERD PRA) COMPLETE LEGAL RESEARCH IN SUPPORT OF DRAFTING DETERMINATION RESPONSE TO LATEST PRA REQUEST FROM MS. DE WERD; DRAFT DETERMINATION RESPONSE; UPDATE FILE	0.90	198.00
01/06/23	GRT	(GENERAL MANAGER) EMAIL EXCHANGE WITH GENERAL MANAGER RE PRA RESPONSES	0.20	44.00
01/10/23	GRT	(REGEN PSA) EMAIL EXCHANGES WITH GENERAL MANAGER ON REVISIONS TO SCOPE OF WORK FOR PROFESSIONAL SERVICES AGREEMENT; REVIEW OF REVISIONS	0.30	66.00
01/11/23	GRT	(REGULAR MEETING) INITIAL TRAVEL TIME FOR REGULAR MEETING [SPLIT WITH SMVWCD]	1.50	330.00
	GRT	(REGULAR MEETING) COMPLETE PREPARATION FOR AND ATTEND WORKSHOP AND REGULAR MEETING	4.60	1,012.00

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
01/15/23	GRT	(REGULAR MEETING) RETURN TRAVEL TIME FOR REGULAR MEETING [SPLIT WITH SMVWCD]	1.50	330.00
01/18/23	SIL	(SB 2449 POLICY) BEGIN DRAFTING BOARD MEMBER TELECONFERENCING POLICY UNDER SB 2449 REQUIREMENTS	0.60	132.00
01/19/23	SIL	(SB 2449 POLICY) FINALIZE TELECONFERENCING POLICY; DRAFT TO ATTORNEY TRINDLE FOR REVIEW	0.60	132.00
	GRT	(GENERAL MANAGER) PHONE CONFERENCE WITH GENERAL MANAGER RE CONTRACT SCOPING AND AD HOC COMMITTEES	0.20	44.00
01/24/23	GRT	(SB 2449 POLICY) REVIEW AND REVISE SB 2449 TELECONFERENCING POLICY; DRAFT TRANSMITTAL TO GENERAL MANAGER AND PRESIDENT FAYRAM RE SAME	0.30	66.00
01/31/23	GRT	(GENERAL MANAGER) PHONE CONFERENCE WITH GENERAL MANAGER RE REPORT UPDATES AND AGENDA DESCRIPTIONS	0.30	66.00
Total Professional Services			11.20	\$2,464.00

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
SIL	Sarah I. Locklin	1.20	220.00	264.00
GRT	George "Ross" Trindle	10.00	220.00	2,200.00
Total Professional Services		11.20		\$2,464.00

CURRENT BILL TOTAL AMOUNT DUE	\$2,464.00
Balance Forward:	3,628.48
Payments & Adjustments:	-0.00
Total Due:	\$6,092.48

Please return this page with remittance

to
Aleshire & Wynder, LLP

Bill Number: 73437
Bill Date: February 2, 2023
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services	2,464.00
Total Disbursements	0.00
CURRENT BILL TOTAL AMOUNT DUE	<u>\$2,464.00</u>
Balance Forward:	3,628.48
Payments & Adjustments:	-0.00
Total Due:	<u>\$6,092.48</u>

Amount enclosed: _____

Thank You

INVOICE

FROM:

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

BILL TO:

Via electronic delivery
 President Thomas Fayram
 Los Olivos Community Services District
 PO Box 345
 Los Olivos, Ca 93441

Invoice # 20231
Invoice Date: 1/31/2023

Dear President Fayram,

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

Date	Description	Units	Rate	Amount
1/31/2023	General Manager Services - LOCSD (1/1/23-1/31/23) See Attached for Details	40	\$ 135.00	\$ 5,400.00
1/10/2023	USPS - Every Door Direct Mail (EDDM) - workshop mailers	1	\$ 142.31	\$ 142.31
1/11/2023	CVS - Mailing labels for workshop postcards	1	\$ 25.84	\$ 25.84
1/11/2023	Inklings - Workshop postcards	1	\$ 322.09	\$ 322.09
1/12/2023	USPS - Stamps	1	\$ 120.00	\$ 120.00
1/24/2023	OfficeDepot - Workshop materials	1	\$ 15.81	\$ 15.81
1/24/2023	RiteAid - Workshop materials	1	\$ 3.22	\$ 3.22
Total				\$ 6,029.27

Thank you for your continued support.



Date	Description	Hours	Rate	Amount
2-Jan	Fayram meeting, emails, website updates, election follow up	1.75	\$ 135.00	\$ 236.25
	December Special Meeting minutes and posting of video	0.5	\$ 135.00	\$ 67.50
	Finance Agenda	1.25	\$ 135.00	\$ 168.75
	REGEN contract	0.75	\$ 135.00	\$ 101.25
3-Jan	Jan 11 coordination	0.25	\$ 135.00	\$ 33.75
4-Jan	Jan 11 coordination, REGEN contract discussion	0.5	\$ 135.00	\$ 67.50
	Audit reports for MLH	0.75	\$ 135.00	\$ 101.25
	Workshop planning meeting (Geoff, Lisa, Brad) and followup email	1.25	\$ 135.00	\$ 168.75
5-Jan	Workshop mailer, planning meeting follow up	1.5	\$ 135.00	\$ 202.50
	Finance Committee	0.25	\$ 135.00	\$ 33.75
6-Jan	Finance Committee minutes	0.25	\$ 135.00	\$ 33.75
	Jan 11 agendas - workshop and regular	2.75	\$ 135.00	\$ 371.25
	RWQCB/EHS meeting in prep for 1/11 and follow up	1.5	\$ 135.00	\$ 202.50
7-Jan	January 24 mailer	0.25	\$ 135.00	\$ 33.75
10-Jan	REGEN discussion	1.25	\$ 135.00	\$ 168.75
11-Jan	Board meeting	4.5	\$ 135.00	\$ 607.50
	January 24 mailer	0.25	\$ 135.00	\$ 33.75
12-Jan	Jan 11 minutes	0.75	\$ 135.00	\$ 101.25
	Emails and website updates	0.5	\$ 135.00	\$ 67.50
	January 24 mailer	0.5	\$ 135.00	\$ 67.50
	REGEN Kickoff	1	\$ 135.00	\$ 135.00
	Fayram meeting	0.25	\$ 135.00	\$ 33.75
13-Jan	EHS Grant reconciliation, budget	4	\$ 135.00	\$ 540.00
14-Jan	January 24 prework	1.5	\$ 135.00	\$ 202.50
16-Jan	January 24 prework	2	\$ 135.00	\$ 270.00
	PM / Geoff meeting	1.5	\$ 135.00	\$ 202.50
17-Jan	Slides update	1.25	\$ 135.00	\$ 168.75
18-Jan	Koberg meeting	1	\$ 135.00	\$ 135.00
20-Jan	Agenda publish, email responses, reminder about workshop	0.75	\$ 135.00	\$ 101.25
22-Jan	Workshop input form	1	\$ 135.00	\$ 135.00
24-Jan	Workshop preparation	1.5	\$ 135.00	\$ 202.50
	Workshop	4	\$ 135.00	\$ 540.00
25-Jan	Minutes, tally handouts, transcribe white sheets	1.25	\$ 135.00	\$ 168.75
26-Jan	EMA GSA meeting	1.25	\$ 135.00	\$ 168.75
27-Jan	REGEN conference call	1.25	\$ 135.00	\$ 168.75
28-Jan	Email follow up	0.25	\$ 135.00	\$ 33.75
30-Jan	Fayram weekly	0.25	\$ 135.00	\$ 33.75
	Pike meeting	0.5	\$ 135.00	\$ 67.50
	Complete transcription of information from 1/24 workshop	1	\$ 135.00	\$ 135.00
	Groundwater monitor plan and audit follow-up	0.5	\$ 135.00	\$ 67.50
31-Jan	Email, Form 700, teleconferencing research	0.5	\$ 135.00	\$ 67.50
Totals		47.75	\$	6,446.25



Guy Savage <gm.locsd@gmail.com>

Re: Request to exceed 30 hours, January 2023

1 message

Thomas Fayram <tom.fayram.locsd@gmail.com>
To: General Manager - LOCSD <gm.locsd@gmail.com>

Wed, Jan 4, 2023 at 8:14 PM

Approved.

On Mon, Jan 2, 2023 at 3:21 PM General Manager - LOCSD <gm.locsd@gmail.com> wrote:

Tom,

With the three scheduled workshops this month, coordination with RWQCB/EHS and REGEN, plus work on the audits, I expect to need additional hours. Per my contract, I am requesting up to 10 additional paid hours this month. As always, I intend to "donate" several hours in addition to the proposed hours. My best guess is that this month will be close to 55 hours.

Guy

Guy Savage
General Manager
Los Olivos Community Services District
PO Box 345, Los Olivos, CA 93441
(805) 500-4098
www.LosOlivosCSD.com



Guy Savage <gm.locsd@gmail.com>

Every Door Direct Mail Retail Order Confirmation

1 message

auto-reply@usps.com <auto-reply@usps.com>
To: gm.locsd@gmail.com

Tue, Jan 10, 2023 at 1:28 PM



Order #: [8341781](#)

Hello Los Olivos,

Thank you for using USPS.com[®] to create and pay for your Every Door Direct Mail - Retail[®] (EDDM Retail[®]) order.

EDDM Retail Order Details

Name: Los Olivos

Order #: [8341781](#)

Placed on: January 10, 2023

Status: Order Placed

Bill to: Guy William Savage
PO BOX 894
LOS OLIVOS CA 934410894 United States
MasterCard: ending in 0584

Item

Every Door Direct Mail - Retail[®]

LOS OLIVOS POST OFFICE, 93441

Price: \$142.31

Qty: 1

Total: \$142.31

[Edit Order](#)

Subtotal: \$142.31

Total: \$142.31

Next Steps

1. Double-check your mailpieces.

- Use our Mailpiece Size Checker or read our [EDDM Quick Reference](#) guide to make sure your mailings meet size requirements.
- Include the approved EDDM Retail indicia (the postage payment mark that takes the place of a regular postage stamp or meter stamp). Get more information on [EDDM® Postage](#).
- Need help? Our third-party vendors can help you format, design, print, and prepare your mailing to meet Postal Service™ standards. [Find a local printer](#).

2. Prepare your mailing bundle(s).

Bundle your mailing in stacks of 50-100 mailpieces. Bundles may not be higher than 6”.

3. Print and fill out your processing forms.

The Mailing Statement and Facing Slip forms tell the Postal Service how to process and deliver your order.

Each bundle needs a Facing Slip on top.

*For example, for your order with **761 mailpieces:***

Bundles of 50 would require **16 Facing Slips**.

Bundles of 100 would require **8 Facing Slips**.

[Download Facing Slips \(PDF\)](#)

[Download Mailing Statement – USPS Form PS3587 \(PDF\)](#)

Fill out all Facing Slips with your mailing information.

- Write the number of mailpieces in each bundle on the Facing Slip.
- If you have multiple bundles, number each as “1 of X” (where X is the total number of bundles).
- If customers requested to be removed from your mailings, please include their addresses in the “Do Not Deliver Address” column on the Facing Slip.

Need Help?

- To see if this transaction is eligible for a refund, visit our [Refunds](#) page.
- If you need more help, please visit our [FAQs](#) section or [Contact Us](#) page.

The United States Postal Service® appreciates your business.



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1982 OLD MISSION DRIVE
SOLVANG, CA 93463
805.686.4268

REG#17 TRN#7160 CSHR#0000097 STR#11295

1 AVERY INKJET LABEL 300S 11.99T
1 AVERY INKJET LABEL 300S 11.99T

2 ITEMS

Survey ID #

7909 9451 7298 002 77

SUBTOTAL 23.98
CA 7.75% TAX 1.86
TOTAL 25.84
CHARGE 25.84

*****0153 RF
VISA CREDIT *****0153

APPROVED# 18750G REF# 171606
TRAN TYPE: SALE AID: A0000000031010
TC: 193C07032610E0FC TERMINAL# 03323745
NO SIGNATURE REQUIRED CVM: 1F0000
TVR(95): 0000000000 TSI(9B): 0000

CHANGE .00



3511 2953 0117 1601 77

Returns with receipt, subject to
CVS Return Policy, thru 03/12/2023
Refund amount is based on price
after all coupons and discounts.

JANUARY 11, 2023 8:57 AM



GET YOUR CVS EXTRACARE CARD

We would love to hear your feedback
on your recent experience with us.
This survey will take only
1 minute to complete.

Share Your Feedback

www.CVSHealthSurvey.com

Hablamos español

THANK YOU. SHOP 24 HOURS AT CVS.COM

Inklings Printing Co.
 1693 Mission Drive,
 Suite C-101
 Solvang CA 93463

Invoice 86021

01/11/23

Guy Savage
Los Olivos Community Services Dist.

Ship To:
 Los Olivos Community Services Dist.

Pickup

Acct.No	Ordered By	Phone	Fax	P.O. No	Prepared By	Sales Rep
31	Guy Savage	805-500-4098			Heather	

Quantity	Description	Unit Price	Price
	We appreciate the opportunity to be of service to you!		
1000	Postcards Paper Index 110# Springhill White 5.5 x 8.5	0.3220/Ea	322.09

Received: _____ Date: ___/___/___

Terms	Subtotal	Shipping	Postage	Tax	Total	Paid	Balance
C.O.D.	322.09	0.00	0.00	24.96	347.05	-347.05	0.00

Pay from this invoice



Store #06185
616 ALAMO PINNACLO R
SOLVANG, CA 93463
(805) 586-0016

Register #5 Transaction #811925
Cashier #61854251 1/24/23 3:24PM

1 RA HOME NEON STKY 2X2 400 2.99 T

1 Items	Subtotal	\$2.99
	Tax	\$.23
	Total	\$3.22
* CASH PAYMENT *		\$10.00
	Tendered	\$10.00
	Cash Change	\$6.78

Welcome to Rite Aid Rewards!

Members, login or create your digital account at RiteAid.com/rewards to convert your points into Bonus Cash.

Not a Member? Sign up and create your digital account at RiteAid.com/rewards and start earning points!

THANK YOU FOR SHOPPING AT Rite Aid
You were served by RAYMOND today.



T - Taxable

We want to hear about your shopping experience.

Tell us by entering the code below.

wecare.riteaid.com

0124 1506 1850 5253

See reverse for details.

BonusCash is automatically deposited into a member's account for use in-store or at riteaid.com upon submission of a request to convert points, whether manually or by selection of automated conversion of points and expires 30 days from the date of deposit.



LOS OLIVOS
2880 GRAND AVE STE B
LOS OLIVOS, CA 93441-9997
(800)275-8777

01/12/2023

09:06 AM

Product	Qty	Unit Price	Price
U.S. Flags Coil	2	\$60.00	\$120.00
Grand Total:			\$120.00

Credit Card Remit

Card Name: VISA
Account #: XXXXXXXXXXXXX0153
Approval #: 94761G
Transaction #: 695
AID: A0000000031010 Contactless
AL: VISA CREDIT

Preview your Mail
Track your Packages
Sign up for FREE @
<https://informedelivery.usps.com>

All sales final on stamps and postage.
Refunds for guaranteed services only.
Thank you for your business.

Tell us about your experience.
Go to: <https://postalexperience.com/Pos>
or scan this code with your mobile device.



or call 1-800-410-7420.

UFN: 054560-0441
Receipt #: 840-59130124-1-3154217-1
Clerk: 2

ITEM 6B – BUDGET REPORTS

BUDGET REPORTS

Report : Financial Status (Real-Time)

Selection Criteria: Fund = 3490

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

Last Updated: 2/3/2023 1:34 AM

As of: 1/31/2023

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2023 Fiscal Year Adjusted Budget	1/31/2023 Year-To-Date Actual	6/30/2023 Fiscal Year Variance	6/30/2023 Fiscal Year Pct of Budget
Revenues				
Taxes				
3066 -- Special Tax Assessment	136,475.00	138,629.85	2,154.85	101.58%
Taxes	136,475.00	138,629.85	2,154.85	0.00%
Use of Money and Property				
3380 -- Interest Income	724.00	709.03	-14.97	--
3381 -- Unrealized Gain/Loss Invstmnts	0.00	0.00	0.00	#DIV/0!
Use of Money and Property	0.00	709.03	-14.97	#DIV/0!
Intergovernmental Revenue-Other				
4840 -- Other Governmental Agencies	169,804.00	5,662.50	-164,141.50	3.33%
Intergovernmental Revenue-Other	274,000.00	5,662.50	-268,337.50	2.07%
Revenues	306,279.00	145,001.38	-162,001.62	47.34%
Expenditures				
Services and Supplies				
7090 -- Insurance	2,500.00	2,799.92	299.92	112.00%
7324 -- Audit and Accounting Fees	4,000.00	0.00	-4,000.00	0.00%
7430 -- Memberships	1,200.00	1,287.00	87.00	107.25%
7450 -- Office Expense	2,000.00	0.00	-2,000.00	0.00%
7460 -- Professional & Special Service (Project, Planning & Studies)	189,908.00	176,162.90	-13,745.10	92.76%
7508 -- Legal Fees	30,000.00	22,599.93	-7,400.07	75.33%
7510 -- Contractual Services (IGM Contract, Engineer)	49,000.00	52,100.60	3,100.60	106.33%
7530 -- Publications & Legal Notices	1,000.00	0.00	-1,000.00	0.00%
7671 -- Special Projects	175,000.00	0.00	-175,000.00	0.00%
7732 -- Training	1,500.00	0.00	-1,500.00	0.00%
Services and Supplies	456,108.00	254,950.35	201,157.65	55.90%
Expenditures	456,108.00	254,950.35	201,157.65	55.90%

Los Olivos CSD Cash Balance History

