

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



LOS OLIVOS COMMUNITY SERVICES DISTRICT Posted 03-02-2022
Finance Committee Meeting, January 31, 2022 6:00 PM
Please observe decorum and instruction from Committee Chair

FINANCE COMMITTEE SPECIAL MEETING AGENDA

This meeting will be held in person at MNS Engineers, 201 Industrial Way, Suite A
Buellton, CA 93427 or by phone/ZOOM at

<https://us02web.zoom.us/j/81228854490?pwd=emtnL1VNNWNqbmVGVGJyV2U5ckQwdz09>
Meeting ID: 812 2885 4490 , Passcode: 505597/Ph. 669 900 6833 Meeting ID: 812 2885 4490
Passcode: 505597

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 January 31, 2022.

6. BUSINESS ITEMS

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

- 1 February 14, 2022, MNS Engineering Services, invoice #79731, (January) \$10,572.21
- 2 February 16, 2022, Aleshire and Wynder, LOCSO invoice # 66213 Legal Services (January) \$1740.00
- 3 February 08, 2022, Stantec, Invoice # 1885853 (January) \$4,254.55 (Basis of Design-1,825, 3rd Party Siting Review 2,310.75, Direct \$118.80

B. Review Budget Reports (See Packet)

C. Grant Seeking Activity Report

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 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, www.losolivoscscsd.com

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



LOS OLIVOS COMMUNITY SERVICES DISTRICT

Posted 01-28-2022

Finance Committee Meeting, January 31, 2022 6:00 PM
Please observe decorum and instruction from Committee Chair

FINANCE COMMITTEE MEETING MINUTES

This meeting was held in person at St. Mark’s In The Valley Episcopal Church, Common Room
2901 Nojoqui Ave, Los Olivos CA 93441

1. CALL TO ORDER 6:00 PM
2. ROLL CALL: Attending- Doug Pike, Lisa Palmer, Tom Fayram
3. DIRECTOR COMMENTS – Lisa Palmer indicated that there was a disability access request from Ms. Anna Gott. Discussed logistics of accommodating that request moving forward via phone or Zoom.
4. PUBLIC COMMENTS
None..
5. ADMINISTRATIVE AGENDA
 - A. APPROVAL OF MEETING MINUTES
Finance Committee Meeting Minutes of January 10, 2022. Approved: Motion to approve by Tom Fayram, second by Lisa Palmer. Approved 3-0 With affirmative vote by Doug Pike, Lisa Palmer, Tom Fayram.
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) \$5,441.27 (Reapproval due to agenda error)
 - 2 December 19, 2021, MNS Engineering Services, invoice #79312, (November) \$4,852.50
 - 3 January 7, 2022, Aleshire and Wynder, LOCS D invoice # 65594 Legal Services (December) \$960.00
 - 4 January 25, 2022, Robert Perrault, General Management Services (12-16-2021 to 1-25, 2022) \$4,455
 - 5 January 21, 2022, Stantec, Invoice # 1878574 Basis of Design (November) \$2,815.00Action: Approved: Motion to approve by Tom Fayram, second by Lisa Palmer. Approved 2-0-1 With affirmative vote by Lisa Palmer, Tom Fayram, abstaining was Doug Pike.
 - B. Review Budget Reports (See Packet)
 - C. Grant Seeking Activity Report
 - D. Discussion Regarding Future Dates and Locations Goal for Friday or Monday preceding each regular meeting.
7. ADJOURNMENT 7:03 PM



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

ENGINEERING
PLANNING
SURVEYING
CONSTRUCTION MANAGEMENT

February 14, 2022

Project No: LOCS.D.180392.00

Invoice No: 79731

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. IGM and general District Support Tasks: \$5,723.46
2. Engineering Tasks:
 - a. WRF Grant Management: \$0.00
 - b. Stantec Contract Support: \$0.00
 - c. Site Acquisition - Surveyor Support: \$0.00
 - d. Site Acquisition - Engineering Support: \$0.00
 - e. Grant Funding Analysis and Memo: \$3,461.25
 - f. Assessment Engineer: \$0.00
 - g. General Engineering Tasks: \$1,387.50

Professional Services for the Period: January 1, 2022 to January 31, 2022

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Administrative Support				
Project Coordinator	8.00	105.00	840.00	
Project Management				
Engineering Technician	20.50	95.00	1,947.50	
District Engineer	14.50	185.00	2,682.50	
Totals	43.00		5,470.00	
Total Labor				5,470.00

Reimbursable Expenses

Pike, Douglas					
10/8/2021	Pike, Douglas	USPS Buellton		220.40	
	Total Reimbursables		1.15 times	220.40	253.46
			Level 2 Subtotal		\$5,723.46

Level 2 TASK02 Engineering Tasks

Professional Personnel

		Hours	Rate	Amount	
Internal Meetings					
Senior Project Engineer		1.00	180.00	180.00	
Project Management					
Senior Project Engineer		2.00	180.00	360.00	
District Engineer		7.50	185.00	1,387.50	
Project Meeting					
Senior Project Engineer		4.75	180.00	855.00	
Fund Development/Grant Applications					
Engineering Technician		21.75	95.00	2,066.25	
Totals		37.00		4,848.75	
	Total Labor				4,848.75
			Level 2 Subtotal		\$4,848.75
			Current Invoice Amount		\$10,572.21

Outstanding Invoices

Number	Date	Balance
79151	11/19/2021	5,441.27
79312	12/19/2021	4,852.50
79587	1/18/2022	2,283.77
Total		12,577.54

Billing Backup

Monday, February 14, 2022

MNS Engineers, Inc.

Invoice 79731 Dated 2/14/2022

9:07:24 AM

Project	LOCSD.180392.00	District Support Services
Level 2	TASK01	District Management

Professional Personnel

		Hours	Rate	Amount
Administrative Support				
Project Coordinator				
Zepeda, Mary	1/4/2022	.25	105.00	26.25
District correspondences including emails				
Zepeda, Mary	1/10/2022	.25	105.00	26.25
District correspondences including emails				
Zepeda, Mary	1/13/2022	1.00	105.00	105.00
Prepare GSI, MNS, Stantec and A&W, RP Invoices for payment; Update Budget Tracking Log				
Zepeda, Mary	1/14/2022	2.25	105.00	236.25
Followup with TG re pending items to report out to RP and DP; Follow-up with RP re GSI and Stantec Invoice; Follow-up with DP re MNS Invoice and place on hold due to amount discrepancy listed on agenda, MNS invoice to be placed on next agenda for re- review and approval; Prepare A&W, Stantec, and RP Invoices for payment via FIN and forward Invoice Approvals to DP for review and final approval; Update Budget Tracking Log; Prepare EHS Invoice #17 and #18 Reimbursement Request Letter and forward to RP for review and approval; Forward Invoice #17 and \$18 to EHS for reimbursement				
Zepeda, Mary	1/18/2022	1.50	105.00	157.50
District correspondences including emails; Create Single Payment Claims within FIN for approved Stantec (Task 202 and 203), Aleshire & Wynder, Robert Perrault Invoice; Update Budget Tracking Log				
Zepeda, Mary	1/24/2022	.25	105.00	26.25
District correspondences including emails				
Zepeda, Mary	1/25/2022	1.25	105.00	131.25
Complete New Vendor Packet Forms for FIN based on discussion with DP; Forward Substitute W9 & Vendor Information Form and Withholding Exemption Certificate Form 590 to LP for Execution; Forward Executed Forms to SBCPHD (EHS) for processing EHS Grant Extension				
Zepeda, Mary	1/26/2022	.25	105.00	26.25
Prepare GSI Invoice 00876.001-11 and Stantec Invoice 1871308 (Top Task 201) following receipt of EHS Funds and forward to DP for review and approval; Update Budget Tracking Log				
Zepeda, Mary	1/27/2022	.50	105.00	52.50
Create Single Payment Claims within FIN for approved GSI Invoice 00876.001-11 and Stantec Invoice 1871308 (Top Task 201); Update Budget Tracking Log				
Zepeda, Mary	1/28/2022	.25	105.00	26.25
Website Update - Post Finance Committee and Regular Meeting Agenda on the website				
Zepeda, Mary	1/31/2022	.25	105.00	26.25
District correspondences including emails				

Project	LOCSD.180392.00	District Support Services			Invoice	79731
Project Management						
Engineering Technician						
Gullikson, Taylor		1/4/2022	1.50	95.00		142.50
Transparency checklist, Bob's requests, RFQ review						
Gullikson, Taylor		1/5/2022	3.00	95.00		285.00
Revising and distributing documents for Bob						
Gullikson, Taylor		1/6/2022	.25	95.00		23.75
Reviewing and posting FC agenda						
Gullikson, Taylor		1/7/2022	1.25	95.00		118.75
Regular meeting agenda revision and posting						
Gullikson, Taylor		1/10/2022	.50	95.00		47.50
Posting and distributing agenda packets for finance com and regular meetings						
Gullikson, Taylor		1/11/2022	1.00	95.00		95.00
Sorting through Minutes and Resolutions; email reminder						
Gullikson, Taylor		1/12/2022	.50	95.00		47.50
amended agenda materials distribution and posting						
Gullikson, Taylor		1/14/2022	4.00	95.00		380.00
Posting Board meeting video, updating project description, creating 2022 District calendar, entering meetings on website, reviewing trans. checklist and sending update to Bob/Doug						
Gullikson, Taylor		1/26/2022	3.00	95.00		285.00
Creating LinkedIn profile and job posting						
Gullikson, Taylor		1/27/2022	2.50	95.00		237.50
LinkedIn job posting, editing description to fit						
Gullikson, Taylor		1/28/2022	3.00	95.00		285.00
Re-editing job description, finally posting, emails with Lisa/Doug						
District Engineer						
Pike, Douglas		1/10/2022	.50	185.00		92.50
Financial Report preparation and transmit to RP						
Pike, Douglas		1/24/2022	2.00	185.00		370.00
Weekly Check-in Meeting with Lisa (1)						
Assessment Engineer Selection Evaluation to Board (1)						
Pike, Douglas		1/26/2022	1.00	185.00		185.00
GM Recruitment						
Pike, Douglas		1/28/2022	5.00	185.00		925.00
Finance Committe Agenda and Packet (2)						
Regular Meeting Agenda (1)						
Posting Agendas (.5)						
Counsel correspondence RE: 1. general site or property/easement acquisition process as a beginning point to get the Board and public oriented as to what our general process will be once we have a short list of options, 2. Ms Kathryn Rohrer has request (.5)						
GM Job Posting (1)						
Pike, Douglas		1/29/2022	3.00	185.00		555.00
Regular Meeting Packet (3)						
Draft Staff Report - Site Selection Summary (1)						

Project	LOCSD.180392.00	District Support Services			Invoice	79731
Pike, Douglas		1/31/2022	3.00	185.00	555.00	
		District Check-in Mtg W/ Lisa (.5)				
		Regular Meeting Packet (2)				
		District Update letter Draft (.5)				
		Autumn Glaeser discussio and correspondence (Stantec) (.5)				
		Totals	43.00		5,470.00	
		Total Labor				5,470.00
						Level 2 Subtotal
						\$5,723.46

Level 2 TASK02 Engineering Tasks

Professional Personnel

			Hours	Rate	Amount
Internal Meetings					
Senior Project Engineer					
Jaquez, Gregory		1/10/2022	1.00	180.00	180.00
		Brief staff on IRWM meeting.			
Project Management					
Senior Project Engineer					
Jaquez, Gregory		1/11/2022	2.00	180.00	360.00
		Review and finalize grant strategy memo.			
District Engineer					
Pike, Douglas		1/4/2022	1.00	185.00	185.00
		Project Management Meeting			
Pike, Douglas		1/5/2022	1.50	185.00	277.50
		Three Tracking/Reporting Tools to Brad Ross			
Pike, Douglas		1/11/2022	.50	185.00	92.50
		Paeter Garcia (SYRWCD ID#1) communications and atlas transmittal			
Pike, Douglas		1/12/2022	1.50	185.00	277.50
		Attend District Meeting			
Pike, Douglas		1/18/2022	2.00	185.00	370.00
		LAMP Addendum Edits			
Pike, Douglas		1/19/2022	1.00	185.00	185.00
		LAMP Addendum Edits			
Project Meeting					
Senior Project Engineer					
Jaquez, Gregory		1/4/2022	1.50	180.00	270.00
		Project review and guidance for funding strategy memo. Instructions to Beth R.			
Jaquez, Gregory		1/5/2022	1.00	180.00	180.00
		Project guidance/instructions to Beth R. and Taylor G.			
Jaquez, Gregory		1/10/2022	2.00	180.00	360.00
		Attend SBA IRWM meeting.			
Jaquez, Gregory		1/13/2022	.25	180.00	45.00
		Consultation email on FY 23 state budget.			
Fund Development/Grant Applications					
Engineering Technician					
Gullikson, Taylor		1/6/2022	4.00	95.00	380.00

Project	LOCSD.180392.00	District Support Services		Invoice	79731
	LOCSD funding analysis draft				
Gullikson, Taylor		1/7/2022	4.75	95.00	451.25
	LOCSD funding analysis draft				
Gullikson, Taylor		1/10/2022	4.50	95.00	427.50
	LOCSD funding analysis draft				
Gullikson, Taylor		1/11/2022	6.50	95.00	617.50
	LOCSD funding analysis draft				
Gullikson, Taylor		1/20/2022	2.00	95.00	190.00
	Funding Analysis research and development				
	Totals		37.00		4,848.75
	Total Labor				4,848.75
				Level 2 Subtotal	\$4,848.75
				Project Total	\$10,572.21
				Total this Report	\$10,572.21



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

10/08/2021 10:19 AM

Product	Qty	Unit Price	Price
US Flag Bklt/20	4	\$11.60	\$46.40
US Flag Coil/100	3	\$58.00	\$174.00
Grand Total:			\$220.40
Credit Card Remitted			\$220.40
Card Name: AMEX			
Account #: XXXXXXXXXXXX1001			
Approval #: 825866			
Transaction #: 117			
AID: A000000025010801			Chip
AL: AMERICAN EXPRESS			
PIN: Not Required			



February 16, 2022

VIA EMAIL ONLY: Lisa@lpalmerconsulting.com

Ms. Lisa Palmer, Board President
Los Olivos Community Services District
P.O. Box 345
Los Olivos, CA 93441

Re: **February 2022 Billing Statement (for services through 1/31/22);
Aleshire & Wynder, LLP**

Dear Bob:

Enclosed please find a billing statement for the month of February, which includes services rendered and costs incurred by Aleshire & Wynder, LLP, through January 31, 2022.

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

Sincerely,

ALESHIRE & WYNDER, LLP

Peggy Middleton *for*
G. Ross Trindle, III

Enclosure

cc: Mary Zepeda – mzepeda@mnsengineers.com
Doug Pike – dpike@mnsengineers.com

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: January 1 thru January 31, 2022

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
0001 General (\$200 Blended: Atty / Paralegal / Law Clerk)	8.70	200	1,740.00	0.00	1,740.00	0.00	(Advisory/Transactional Svcs)
TOTALS:	8.70		1,740.00	0.00	1,740.00	0.00	

Receipts Since Last Bill

Prior Balance On This Matter -2,500.00

Date	Description	Total Applied to this Matter
01/19/22	SANTA BARBARA COUNTY - EFT	<u>2,500.00</u>
	Less Total Payments	<u>\$2,500.00</u>
	Current Matter Due Amount	<u>\$2,700.00</u>

CURRENT BILL TOTAL AMOUNT DUE \$1,740.00

Balance Forward: 3,460.00

Payments & Adjustments: -2,500.00

Total Due: \$2,700.00

Please return this page with remittance

to
Aleshire & Wynder, LLP

Bill Number: 66213
Bill Date: February 16, 2022
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services 1,740.00

Total Disbursements 0.00

CURRENT BILL TOTAL AMOUNT DUE \$1,740.00

Balance Forward: 3,460.00

Payments & Adjustments: -2,500.00

Total Due: \$2,700.00

Amount enclosed: _____

Thank You

Project Name: Septic to Sewer Preliminary Design Project
 Contract Order No.:
 Progress Report No.: **3**
 Ending Date: **21-Jan-22**

TASK SUMMARY

Task	Title	Authorized Budget	Billed to Date	Billed this Invoice	Total Billed	Status
201	Loading Study	\$ 19,862.00	\$ 16,594.50	\$ -	\$ 16,594.50	Complete
202	Basis of Design	\$ 266,750.00	\$ 28,073.00	\$ 1,825.00	\$ 29,898.00	In Progress
203	WWTP Siting Study	\$ 10,000.00	\$ 7,493.00	\$ 2,429.55	\$ 9,922.55	In Progress
Total Due this invoice				\$ 4,254.55		

TASK EXPENDITURE SUMMARY

WORK TASK	DESCRIPTION	ASSIGNED	EXPENDED PREVIOUSLY	EXPENDED THIS PERIOD	TOTAL EXPENDED	% OF FUNDS EXPENDED	% ACTUAL COMPLETED
201	Loading Study	\$ 19,862.00	\$ 16,594.50		\$ 16,594.50	84%	100%
202	Basis of Design	\$ 266,750.00	\$ 28,072.50	\$ 1,825.00	\$ 29,897.50	11%	11%
202.001	Basis of Design	\$ 13,876.00	\$ 13,320.00		\$ 13,320.00	96%	100%
202.002	30 Percent Design	\$ 173,048.00	\$ 12,104.00	\$ 1,825.00	\$ 13,929.00	8%	8%
202.003	60 Percent Design	\$ 51,040.00			\$ -	0%	0%
202.004	PM	\$ 28,786.00	\$ 2,648.50		\$ 2,648.50	9%	10%
203	Siting Study	\$ 10,000.00	\$ 7,453.50	\$ 2,429.55	\$ 9,883.05	99%	70%
203.001	3rd Party Review	\$ 10,000.00	\$ 7,453.50	\$ 2,429.55	\$ 9,883.05	99%	100%
CONTRACT TOTALS:		\$ 296,612.00	\$ 52,120.50	\$ 4,254.55	\$ 56,375.05	19.0%	19%



INVOICE

Invoice Number 1885853
Invoice Date February 8, 2022
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: \$52,159.70
Authorization Billed to Date: \$56,414.25
Current Invoice Due: \$4,254.55
For Period Ending: January 22, 2022

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

Invoice Number

1885853

Project Number

184031368

Top Task 202 Basis of Design

Low Task 202.002 30 Percent Design

Professional Services

Category/Employee	Date	Hours	Rate	Current Amount
Tammar, Rebecca Christine (Becky)	2022-01-03	3.50	160.00	560.00
		3.50		560.00
Vernon, Matthew Joseph	2022-01-11	2.00	253.00	506.00
Vernon, Matthew Joseph	2022-01-20	2.00	253.00	506.00
Vernon, Matthew Joseph	2022-01-21	1.00	253.00	253.00
		5.00		1,265.00
Professional Services Subtotal		8.50		1,825.00

Low Task 202.002 Subtotal **1,825.00**

Top Task 202 Total **1,825.00**

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	2022-01-07	4.00	237.00	948.00
Glaeser, Autumn Lee	2022-01-12	0.50	237.00	118.50
Glaeser, Autumn Lee	2022-01-21	0.50	237.00	118.50
		5.00		1,185.00
Poytress, Carrie Elizabeth	2022-01-04	2.00	237.00	474.00
Poytress, Carrie Elizabeth	2022-01-07	2.50	237.00	592.50
Poytress, Carrie Elizabeth	2022-01-10	0.25	237.00	59.25
		4.75		1,125.75
Professional Services Subtotal		9.75		2,310.75

Disbursements

INVOICE

Invoice Number 1885853
Project Number 184031368

	Date	Cost	%	Current Amount
Direct - Utilities				
Southern California Gas Company JAN1122	2022-01-11	108.00	10.00	118.80
Disbursements Subtotal				118.80

Low Task 203.001 Subtotal 2,429.55

Top Task 203 Total 2,429.55

Total Fees & Disbursements \$4,254.55

INVOICE TOTAL (USD) \$4,254.55



**REMITTANCE
ADVICE**

coder Becky Tammar
184031368



FOR OFFICE USE ONLY

BUSINESS AREA:	<input type="checkbox"/> 2010 Distribution
DATE PREPARED:	1/11/2022
EMPLOYEE ID / M.L.:	68554/ SC 9333
Log-in ID / PHONE #:	SJRODRIG

JOB ID# 44-22-0013

BILL TO: Stantec
2646 Santa Maria Way Suite 107
Santa Maria, CA 93455
Attn: Becky Tammar

Request for Maps:

Los Olivos CSD Septic to Sewer Project

Return Invoice with Payment
Do Not Enclose Any Other Documents
FEES ARE NON-REFUNDABLE

Internal Order #:	300126012	SAP Account #:	4370804
Plan File #:		Cost Center:	2200-2191
# of Atlas Sheets:	8	Atlas Fee:	\$108.00
Will Serve Letter:	No	Letter Fee:	\$0.00
Letter Only Postage	No	Letter Only Pstg Fee:	\$0.00
Atlas/Ltr Pstg Fee:	No	Atlas/Letter Pstg Fee:	\$0.00
PDF:	Yes		

MAIL TO: Southern California Gas Company
Mail Payments
P.O. Box 2007
Monterey Park, CA 91754-0957

TOTAL AMOUNT DUE \$108.00

Make checks payable to: Southern California Gas Company

COMPANY COPY – ENCLOSE TOP PORTION WITH TOTAL AMOUNT DUE



**REMITTANCE
ADVICE**



FOR OFFICE USE ONLY

BUSINESS AREA:	<input type="checkbox"/> 2010 Distribution
DATE PREPARED:	1/11/2022
EMPLOYEE ID / M.L.:	68554/ SC 9333
Log-in ID / PHONE #:	SJRODRIG

JOB ID# 44-22-0013

BILL TO: Stantec
2646 Santa Maria Way Suite 107
Santa Maria, CA 93455
Attn: Becky Tammar

Request for Maps:

Los Olivos CSD Septic to Sewer Project

Return Invoice with Payment
Do Not Enclose Any Other Documents
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Plan File #:		Cost Center:	2200-2191
# of Atlas Sheets:	8	Atlas Fee:	\$108.00
Will Serve Letter:	No	Letter Fee:	\$0.00
Letter Only Postage	No	Letter Only Pstg Fee:	\$0.00
Atlas/Ltr Pstg Fee:	No	Atlas/Letter Pstg Fee:	\$0.00
PDF:	Yes		

MAIL TO: Southern California Gas Company
Mail Payments
P.O. Box 2007
Monterey Park, CA 91754-0957

TOTAL AMOUNT DUE \$ 108.00

Make checks payable to: Southern California Gas Company

REQUESTOR COPY – KEEP FOR YOUR RECORDS