

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, Parish 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:
 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 December 6, 2022.

6. BUSINESS ITEMS

A. Review and recommend to full Board of Directors' payment of invoices received by December 2, 2022.

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

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losolivoscsd@gmail.com, www.losolivoscsd.com

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

B. Review Budget Reports (See Packet)

7. ADJOURNMENT

ITEM 5A - MINUTES TO APPROVE

MINUTES TO APPROVE

Tom Fayram, President
Brad Ross, Vice-President
Mike Arme, Director
Lisa Palmer, Director
Tom Nelson, Director



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

Posted: 12-2-2022

December 6, 2022, 8:30 AM
St Mark's in the Valley Episcopal Church, Common Room
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

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Zoom: <https://us06web.zoom.us/j/83228859630?pwd=KzR5ak94VzZlcUVTY3ZjaWZHOFQ4QT09>

By Phone: +1 669 900 6833 US (San Jose) Meeting ID: 832 2885 9630 Passcode: 584269

One tap mobile: +14086380968,,83228859630#,,,,*584269# US (San Jose)

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MEETING AGENDA

1. CALL TO ORDER

President Fayram called to order at 8:39AM.

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.

Kathryn Rohrer speaks

5. ADMINISTRATIVE AGENDA

A. APPROVAL OF MEETING MINUTES

Finance Committee Meeting Minutes of November 7, 2022.

Public Comment: None

Motion to approve Meeting Minutes.

Motion by: President Fayram, Second: Director Palmer

AYES: President Fayram, Director Palmer, General Manager Savage

NOES: None

ABSTAIN: None

6. BUSINESS ITEMS

A. Review and recommend to full Board of Directors' payment of invoices received by December 2, 2022.

No.	Invoice Date	Invoice #	Provider	Amount
1.	Aug 8, 2022	876.001-17	GSI Water Solutions Inc – Groundwater Wells	\$ 310.00
2.	Oct 1, 2022	62083	CSDA – Annual Membership	\$ 1,287.00
3.	Nov 2, 2022	71469	Aleshire & Wynder, LLP – Legal Services	\$ 5,852.00
4.	Nov 2, 2022	71470	Aleshire & Wynder, LLP – Legal Services	\$ 330.00
5.	Nov 10, 2022	N55374	SB County – Encroachment Permit MW1	\$ 364.00
6.	Nov 11, 2022	N55380	SB County – Encroachment Permit MW2	\$ 364.00
7.	Nov 17, 2022	81747	MNS – Engineering and Support Services	\$ 1,212.50
8.	Nov 30, 2022	221130	Savage – General Manager services	\$ 4,905.00
9.	Dec 1, 2022	72290	Aleshire & Wynder, LLP – Legal Services	\$ 3,673.88
10.	Dec 2, 2022	22-28540	BC2 Engineering – Well drilling and development	\$ 34,006.88

GM Savage reminds the Committee that changes to the Aleshire & Wynder billing information will be different starting in January 2023 as last month's vote was not completed in time to be put on the agenda for the Regular Board meeting. He comments that the BC2 Engineering invoice came in nearly \$10,000 lower than the original estimate. GM Savage notes that given this, the exceedance by GSI Water Solutions (see item 6D) will be more easily absorbed. Director Palmer asks about invoices 71469 and 71470 (A&W). GM Savage clarifies that while they do look like duplicates, they are correct as shown on the agenda. President Fayram asks about whether the County would waive the encroachment permit fees. He asks GM Savage to request them be waived, noting that County PW has waived them for other local government agencies.

Public Comment: None

Motion to approve invoice numbers 1-4 and 7-10.

Motion by: President Fayram, Second: Director Palmer

AYES: President Fayram, Director Palmer, General Manager Savage

NOES: None

ABSTAIN: None

B. Review Budget Reports (See Packet)

GM Savage calls attention to the diminishing cash balances available. He reminds the Committee that the District has not seen any property tax deposits yet this year and that they should start appearing in December. He comments that while the cash balances are diminishing, paying the invoices in item 6A will not be an issue and adds that in addition to monthly regular bills such as Aleshire & Wynder, MNS, and GM, he is only expecting the Effluent Disposal study bills in December. All of which should fit within existing cash balances. He also notes that DE Pike will be submitting for \$75,000 of WRF grant funds from the State and that he (GM Savage) will be submitting for the remaining EHS grant funds.

Public Comment: None

C. Discussion related to Assessment Models provided by NV5

NV5 has completed its initial assessment models. The Committee will discuss a possible recommendation to the full Board of Directors related to the models or placing the models on the agenda for a future full Board of Directors meeting.

President Fayram notes that this is not an Assessment Engineer's report, it is a preliminary set of models. Notes that he is not in favor of moving the models forward until there is more work done, particularly through the workshops. He has several things he is going to be looking for and it would be premature as we have not

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losolivoscscsd@gmail.com, www.losolivoscscsd.com

selected a solution (numbers are based on Stantec 30% design). Director Palmer says she would like to hear NV5 provide options for assessment and more on the difference between initial capital construction as opposed to the O&M. Agrees the District should get into the workshops.

Public Comment: None

General direction to GM Savage to summarize the position of the Finance Committee on the Assessment Models at the next Regular Board meeting.

D. Discussion related to Task Order #2 – GSI Water Solutions Monitoring Well support

As was noted at the November 9, 2022, GSI Water Solutions will exceed the originally budgeted amounts for supporting the drilling and development of groundwater monitoring wells. The two prime drivers for exceedance are: (1) the original quote was for only one well, whereas now two wells are being drilled and developed and (2) the original quote was provided in 2021; subsequently, costs have gone up and much of the original budget was spent with starts and stops to drill just one well. The Committee will discuss the impact of the new quote on the budget and the placing of the quote on the December future full Board of Directors meeting.

GM Savage summarizes why the Task Order is on the agenda at this time. He notes that the Order was received after last month's agenda was posted and that he considered a full Special Meeting to obtain approval. He adds that approval is outside of his authority; but, approval is in alignment with the full Board's direction regarding the drilling of Monitoring Wells.

Public Comment: Kathryn Rohrer speaks

Director Palmer asks GM Savage whether or not the cost of initial test are included in the GSI quote. GM Savage confirms GSI will be handling the first round of tests. He adds that the results are unlikely to be received before the next Regular Meeting of the Board of Directors.

Motion to GM to bring forward Task Order #2 to full Board in December and recommend approval.

Motion by: President Fayram, Second: Director Palmer

AYES: President Fayram, Director Palmer, General Manager Savage

NOES: None

ABSTAIN: None

7. ADJOURNMENT

Motion to adjourn at 9:06 AM.


Motion by: President Fayram, Second: Director Palmer

AYES: President Fayram, Director Palmer, General Manager Savage

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



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

Main: 805 692 6921

WWW.MNSENGINEERS.COM

- > CIVIL ENGINEERING
- > CONSTRUCTION MANAGEMENT
- > LAND SURVEYING

September 9, 2022

Project No: LOCD.180392.00

Invoice No: 81166

Los Olivos Community Services District

P.O. Box 553

Los Olivos, CA 93441

Principal Jeffrey Edwards
Project Manager Douglas Pike
Project LOCD.180392.00 District Support Services

This Invoice includes:

1. General District Support Tasks: \$1,367.50
2. Engineering Tasks:
 - a. Effluent Disposal Study: \$0.00
 - b. Stantec Contract Support: (30% Design Review) \$2,117.50
 - c. Assessment Engineer: \$0
 - d. General Engineering Tasks: \$0
 - e. Grant Support: \$0

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

Level 2 TASK01 District Management			Hours	Rate	Amount
Professional Personnel					
Administrative Support					
Project Coordinator			9.50	105.00	997.50
Project Management					
District Engineer			2.00	185.00	370.00
Totals			11.50		1,367.50
Total Labor					1,367.50
Level 2 Subtotal					\$1,367.50

Level 2 TASK02 Engineering Tasks			Hours	Rate	Amount
Professional Personnel					
Project Study Reports/Project Reports					
Supervising Engineer			7.25	190.00	1,377.50

Project	LOCSD.180392.00	District Support Services	Invoice	81166
Project Management				
District Engineer		4.00	185.00	740.00
Totals		11.25		2,117.50
Total Labor				2,117.50
			Level 2 Subtotal	\$2,117.50
			Current Invoice Amount	\$3,485.00

Outstanding Invoices

Number	Date	Balance
80407	5/9/2022	3,204.50
80986	8/9/2022	1,256.25
Total		4,460.75

Billing Backup

Tuesday, December 20, 2022

MNS Engineers, Inc.

Invoice 81166 Dated 9/9/2022

12:40:47 PM

Project LOCSD.180392.00 District Support Services

Level 2 TASK01 District Management

Professional Personnel

		Hours	Rate	Amount
Administrative Support				
Project Coordinator				
Zepeda, Mary	8/4/2022	.75	105.00	78.75
Electronic Filing of New A&W Invoice, Updated Budget Tracking for all Invoices within "Ready for Agenda" Folder				
Zepeda, Mary	8/10/2022	.25	105.00	26.25
Electronic Filing of New MNS Invoice, Updated Budget Tracking				
Zepeda, Mary	8/11/2022	2.00	105.00	210.00
Prepare A&W, GWS, MNS and Stantec Invoices for payment via FIN; Update Budget Tracking Log				
Zepeda, Mary	8/12/2022	2.00	105.00	210.00
Finalize and update A&W, GWS, MNS and Stantec Invoices for payment via FIN				
Zepeda, Mary	8/16/2022	3.25	105.00	341.25
Create and Process Single Payment Claims for MNS, A&W (2), Stantec and GWS, GSI (3) Invoices for DP; Update Budget Tracking Log; File Stantec New Billing and Update Budget Tracking Log				
Zepeda, Mary	8/17/2022	.75	105.00	78.75
Create and Process Single Payment Claims for GSI Invoice for DP following reimbursement from EHS; Update Budget Tracking Log				
Zepeda, Mary	8/25/2022	.50	105.00	52.50
File Stantec New Billing and Update Budget Tracking Log; Forward New Vendor Documents to GS for processing NV5 invoice payment				
Project Management				
District Engineer				
Pike, Douglas	8/2/2022	1.50	185.00	277.50
Set up and prepare Financial Reports				
Pike, Douglas	8/15/2022	.50	185.00	92.50
FIN Assistance re EHS Reimbursement				
Totals		11.50		1,367.50
Total Labor				1,367.50
Level 2 Subtotal				\$1,367.50

Level 2 TASK02 Engineering Tasks

Professional Personnel

		Hours	Rate	Amount
Project Study Reports/Project Reports				
Supervising Engineer				
Snow, Brian	8/8/2022	.50	190.00	95.00
Stantec 30% Submittal Review				
Snow, Brian	8/10/2022	6.00	190.00	1,140.00
30% Design Review				

Project	LOCSD.180392.00	District Support Services			Invoice	81166
Snow, Brian		8/12/2022	.50	190.00	95.00	
		Package Plant Parameters				
Snow, Brian		8/16/2022	.25	190.00	47.50	
		Advise Doug on contingency \$ for WWTP				
Project Management						
District Engineer						
Pike, Douglas		8/9/2022	1.00	185.00	185.00	
		Coordinate Brian Snow 30% review comments				
Pike, Douglas		8/10/2022	1.50	185.00	277.50	
		District Board Meeting				
Pike, Douglas		8/19/2022	.50	185.00	92.50	
		Meeting With Guy re: WWTP flow rates and effluent issues. STEP option issues and estimate				
Pike, Douglas		8/30/2022	1.00	185.00	185.00	
		Zoom Meeting with GM to review submittals (Orenco, Stantec) & Estimates				
		Totals	11.25		2,117.50	
		Total Labor				2,117.50
					Level 2 Subtotal	\$2,117.50
					Project Total	\$3,485.00
					Total this Report	\$3,485.00



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

Please Note: GSI is Moving!
 As of Jan. 3, our address will be
 650 NE Holladay Street, Suite 900
 Portland, OR 97232

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

December 10, 2022
 Invoice No: 00876.003 - 6

Project 00876.003 Effluent Disposal Study – Los Olivos Wastewater Reclamation

Professional Services from November 1, 2022 to November 30, 2022

Task .001 Initial Data Review and Meeting

Labor

	Hours	Rate	Amount	
Consulting Geologist Lapostol, Andres	2.25	145.00	326.25	
Administration Steensma, Nancy	.50	90.00	45.00	
Totals	2.75		371.25	
Total Labor				371.25
				Total this Task
				\$371.25

Task .002 Alternatives Analysis and Technical Memorandum

Labor

	Hours	Rate	Amount	
Principal Consultant Thompson, Timothy	11.75	270.00	3,172.50	
Consulting Geologist Lapostol, Andres	1.50	145.00	217.50	
GIS/Graphics/Database Barry, Andrea	1.25	125.00	156.25	
Palmer, Nicole	.50	140.00	70.00	
Totals	15.00		3,616.25	
Total Labor				3,616.25
				Total this Task
				\$3,616.25

Project Summary

	Current Period	Prior Periods	Invoiced to Date
Total Billings	3,987.50	15,317.50	19,305.00
Authorized Budget			19,500.00
Budget Remaining			195.00
			Total this Invoice
			<u><u>\$3,987.50</u></u>

Outstanding Invoices

Number	Date	Balance
3	9/13/2022	4,103.75
5	11/7/2022	1,918.75
Total		6,022.50

Confluence Engineering Solutions, Inc.

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

**INVOICE**

BILL TO
 Los Olivos CSD

INVOICE 1064
 DATE 12/12/2022
 TERMS Net 60
 DUE DATE 02/10/2023

PROJECT NAME
 Effluent Disposal Study

INVOICE PERIOD
 9/30/22 - 11/30/22

	DESCRIPTION	QTY	RATE	AMOUNT
Principal Engineer	Participated in Coordination Meeting with GSI.	0:15	200.00	50.00
Principal Engineer	Effluent disposal alternatives coordination meeting with the Project Team and follow-up.	1:15	200.00	250.00
Principal Engineer	Coordination with Project Team, RWQCB and CSD Staff on Project Status update.	0:30	200.00	100.00
Principal Engineer	Coordinated meeting with the RWQCB to discuss disposal options.	0:15	200.00	50.00
Principal Engineer	Reviewed agenda for meeting with the RWQCB to discuss disposal alternatives. Prepared for and participated in Meeting with the RWQCB to discuss disposal alternatives.	2:45	200.00	550.00
Principal Engineer	Debrief from meeting with the RWQCB to discuss disposal alternatives.	1:00	200.00	200.00
Principal Engineer	Project Team Coordination Meeting.	1:00	200.00	200.00
Principal Engineer	Participated in Effluent Disposal Alternatives evaluation working session to review costs estimates and refine disposal alternatives scoring and ranking matrix.	2:00	200.00	400.00
Principal Engineer	Reviewed and discuss effluent disposal alternatives and cost estimates.	0:45	200.00	150.00
Principal Engineer	Prepared Los Olivos CSD Effluent Disposal Alternatives Evaluation TM.	15:00	200.00	3,000.00
Principal Engineer	Developed RO Concentrate Disposal Cost Estimates and updated Admin Draft TM. Shared Admin Draft Effluent Disposal Alternatives Evaluation TM with RWQCB.	1:00	200.00	200.00

Thank you for working with Confluence Engineering Solutions, Inc.

BALANCE DUE

\$5,150.00



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

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 650 NE Holladay Street, Suite 900
 Portland, OR 97232

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

December 12, 2022
 Invoice No: 00876.001 - 21

Project 00876.001 Groundwater Quality Management Services

Activities during this billing period include:

- Oversee installation and development of 2 monitoring wells, including contractor coordination and monitoring during drilling.
- Collect water quality samples
- Initiate preparation of summary report.
- Project Management

Professional Services from November 1, 2022 to November 30, 2022

Task	.003	Install Monitoring Well			
Labor					
			Hours	Rate	Amount
Principal Consultant					
Thompson, Timothy			16.00	265.00	4,240.00
Managing Hydrogeologist					
Franz, Brian			2.75	160.00	440.00
Consulting Geologist					
Lapostol, Andres			54.50	135.00	7,357.50
Staff Geologist					
Gauthier, John			24.00	130.00	3,120.00
		Totals	97.25		15,157.50
		Total Labor			15,157.50
Reimbursable Expenses					
Equipment Rental/Purchase					29.24
Field Supplies					48.88
Meals					129.56
Mileage					204.38
Miscellaneous Reimb. Expense					930.00
		Total Reimbursables		1.1 times	1,342.06
					1,476.27
GSI Owned Equipment Billing					
GSI Owned Vehicle					
Well Development			70.0 miles @ 0.625		43.75
Well Development			70.0 miles @ 0.625		43.75
		Total GSI Owned Equipment			87.50
					87.50
				Total this Task	\$16,721.27

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	16,766.27	71,383.75	88,150.02	
Authorized Budget			95,900.00	
Budget Remaining			7,749.98	
				Total this Invoice
				<u>\$16,766.27</u>

Outstanding Invoices

Number	Date	Balance
17	8/8/2022	310.00
18	9/13/2022	510.00
20	11/7/2022	3,265.00
Total		4,085.00



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

Main: 805 692 6921

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- > CIVIL ENGINEERING
- > CONSTRUCTION MANAGEMENT
- > LAND SURVEYING

December 20, 2022

Project No: LOCSD.180392.00

Invoice No: 81982

Los Olivos Community Services District

P.O. Box 553

Los Olivos, CA 93441

Principal Jeffrey Edwards
 Project Manager Douglas Pike
 Project LOCSD.180392.00 District Support Services

This Invoice includes:

1. General District Support Tasks: \$787.50
2. Engineering Tasks:
 - a. Effluent Disposal Study: \$0
 - b. Monitoring well engineering and permitting support: \$1,480.00 (Field Support)
 - c. Assessment Engineer: \$0
 - d. General Engineering Tasks: \$0
 - e. Grant Support: \$3,330.00 (WRE Draft Support)
3. PRA Request: \$277.50

Professional Services for the Period: November 1, 2022 to November 30, 2022

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Administrative Support				
Project Coordinator	7.50	105.00	787.50	
Totals	7.50		787.50	
Total Labor				787.50
				Level 2 Subtotal
				\$787.50

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount	
Project Management				
District Engineer	27.50	185.00	5,087.50	
Totals	27.50		5,087.50	
Total Labor				5,087.50
		Level 2 Subtotal		\$5,087.50
		Current Invoice Amount		\$5,875.00

Outstanding Invoices

Number	Date	Balance
81166	9/9/2022	3,485.00
81747	11/16/2022	1,212.50
Total		4,697.50

Billing Backup

Tuesday, December 20, 2022

MNS Engineers, Inc.

Invoice 81982 Dated 12/20/2022

7:40:43 AM

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

Professional Personnel

			Hours	Rate	Amount
Administrative Support					
Project Coordinator					
Zepeda, Mary	11/3/2022		1.50	105.00	157.50
File A&W New Billing and add to Budget Tracking Log; Create and Submit New Vendor Form for BC Environmental LLC for DP; Update Budget Tracking Log based on FIN Vendor Distribution					
Zepeda, Mary	11/4/2022		1.00	105.00	105.00
Create and Submit New Vendor Form for Confluence Engineering Solutions Inc for DP; Update Budget Tracking Log					
Zepeda, Mary	11/14/2022		3.00	105.00	315.00
File SBC New Billing for Encroachment Permits; Prepare GSI, MNS Confluence ES, A&W, Stantec, GWS Invoices for payment via FIN; Update Budget Tracking Log					
Zepeda, Mary	11/23/2022		2.00	105.00	210.00
Updated IA's for A&W, GWS, NV5 and Stantec Invoices for payment via FIN; Create and Process Single Payment Claims for A&W, ConfluenceES, GWS, GSI (2), MNS and Stantec Invoices for DP; Update Budget Tracking Log					
Totals			7.50		787.50
Total Labor					787.50
Level 2 Subtotal					\$787.50

Level 2 TASK02 Engineering Tasks

Professional Personnel

			Hours	Rate	Amount
Project Management					
District Engineer					
Pike, Douglas	11/1/2022		2.00	185.00	370.00
Detailed Engineering Exhibit for Sampling Wells permit Per County Request					
Pike, Douglas	11/2/2022		2.00	185.00	370.00
Detailed Engineering Exhibit for Sampling Wells permit Per County Request					
Pike, Douglas	11/7/2022		2.50	185.00	462.50
WRF Grant Report (2)					
Revised Traffic Control Plan for The Los Olivos CSD Encroachment Application #N55374 (.5)					
Pike, Douglas	11/8/2022		2.00	185.00	370.00
WRF Grant Report					
Pike, Douglas	11/11/2022		3.00	185.00	555.00
WRF Grant Report (3)					
Encroachment Permit payment and communications (.5)					

Project	LOCSD.180392.00	District Support Services			Invoice	81982
Pike, Douglas		11/14/2022	2.00	185.00	370.00	
		Field Support GWM Well 1				
Pike, Douglas		11/15/2022	2.00	185.00	370.00	
		Field Support GWM Wells 1&2				
Pike, Douglas		11/16/2022	1.00	185.00	185.00	
		On-site well support				
Pike, Douglas		11/22/2022	3.00	185.00	555.00	
		WRF Draft Report				
Pike, Douglas		11/28/2022	4.00	185.00	740.00	
		WRF Draft Report				
Pike, Douglas		11/29/2022	4.00	185.00	740.00	
		WRF Draft Report				
		Totals	27.50		5,087.50	
		Total Labor				5,087.50
					Level 2 Subtotal	\$5,087.50
					Project Total	\$5,875.00
					Total this Report	\$5,875.00

Invoice

Remit to:
NV5, Inc.
PO Box 74008680
Chicago, IL 60674-8680



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

December 20, 2022
 Project No: 227022-0001110.00
 Invoice No: 306531
 Due Date: January 19, 2023

Project 227022-0001110.00 Los Olivos Comm Svcs-Assessment Eng Svcs
Professional Services from September 1, 2022 to November 30, 2022

Phase 01 Assessment District

Professional Personnel

	Hours	Rate	Amount
Principal/Assessment Engineer Cooper, Jeffrey	1.00	250.00	250.00
Senior CAD Technician/Financial Analyst Gutierrez, Rafael	7.00	135.00	945.00
Totals	8.00		1,195.00
Total Labor			1,195.00
		Total this Phase	\$1,195.00

Billing Limits	Current	Prior	To-Date
Total Billings	1,195.00	18,813.16	20,008.16
Limit			20,000.00
Adjustment			-8.16
		Total this Invoice	\$1,186.84

For invoice inquiries, please contact your Project Analyst @ Gary.Rivas@NV5.com

Project Manager Jeffrey Cooper
 Total Contract Fee 20,000.00

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 # 221231
Invoice Date: 12/31/2022

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
12/31/2022	General Manager Services - LOCSD (12/1/22-12/31/22) See Attached for Details	30	\$ 135.00	\$ 4,050.00
Total				\$ 4,050.00

Thank you for your continued support.



Email: GM.LOCSD@gmail.com

Page 1 of 1

Date	Description	Hours	Rate	Amount
1-Dec	State of the District	3.5	\$ 135.00	\$ 472.50
	Audit	0.75	\$ 135.00	\$ 101.25
	Billing invoices	0.5	\$ 135.00	\$ 67.50
2-Dec	Finance Committee agenda	1.5	\$ 135.00	\$ 202.50
	State of the District	0.5	\$ 135.00	\$ 67.50
4-Dec	State of the District	0.5	\$ 135.00	\$ 67.50
5-Dec	Website updates	1	\$ 135.00	\$ 135.00
	Fayram meeting	1	\$ 135.00	\$ 135.00
6-Dec	Finance Committee meeting and minutes	1.75	\$ 135.00	\$ 236.25
	Technical committee preparation, email responses	1.5	\$ 135.00	\$ 202.50
7-Dec	State of the District	2.5	\$ 135.00	\$ 337.50
8-Dec	Regular meeting preparation and agenda	1	\$ 135.00	\$ 135.00
	Technical committee	1	\$ 135.00	\$ 135.00
	Website updates, tech committee follow up	2.5	\$ 135.00	\$ 337.50
	Pike conversation	0.5	\$ 135.00	\$ 67.50
	Workshop related	1	\$ 135.00	\$ 135.00
9-Dec	Workshop and vendor follow up	1	\$ 135.00	\$ 135.00
11-Dec	Regular Agenda	1.5	\$ 135.00	\$ 202.50
	Website updates	0.5	\$ 135.00	\$ 67.50
14-Dec	Regular meeting	4	\$ 135.00	\$ 540.00
15-Dec	Regular meeting minutes, website updates	2.5	\$ 135.00	\$ 337.50
	Audit kickoff meeting and follow up actions	0.75	\$ 135.00	\$ 101.25
	Follow up with Cloacina and Padre	0.75	\$ 135.00	\$ 101.25
	Form 700s, Sec of State form SF-405 (Roster of Public Agencies)	0.25	\$ 135.00	\$ 33.75
20-Dec	Waterboard / EHS meeting	1	\$ 135.00	\$ 135.00
21-Dec	Election follow up, Form 700	0.25	\$ 135.00	\$ 33.75
22-Dec	Effluent Disposal study follow up meeting	1.25	\$ 135.00	\$ 168.75
	OOD - PRA	0.25	\$ 135.00	\$ 33.75
	Website - Board member pages update	0.25	\$ 135.00	\$ 33.75
	Technical Committee - NV5 and REGEN proposals - Ross	1	\$ 135.00	\$ 135.00
23-Dec	Technical Committee - NV5 and REGEN proposals - Fayram	0.5	\$ 135.00	\$ 67.50
	Workshop planning and postcard	2	\$ 135.00	\$ 270.00
26-Dec	Workshop postcard	0.5	\$ 135.00	\$ 67.50
27-Dec	Special meeting agenda	1	\$ 135.00	\$ 135.00
30-Dec	Special meeting	2.75	\$ 135.00	\$ 371.25
31-Dec	Special meeting minutes	0.25	\$ 135.00	\$ 33.75
Totals		43.25	\$	5,838.75

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: 1/2/2023 1:38 AM

As of: 12/31/2022

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2023 Fiscal Year Adjusted Budget	12/31/2022 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	132,895.80	-3,579.20	97.38%
Taxes	136,475.00	132,895.80	-3,579.20	0.00%
Use of Money and Property				
3380 -- Interest Income	724.00	339.43	-384.57	--
3381 -- Unrealized Gain/Loss Invstmnts	0.00	0.00	0.00	#DIV/0!
Use of Money and Property	0.00	339.43	-384.57	#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	138,897.73	-168,105.27	45.35%
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	149,072.29	-40,835.71	78.50%
7508 -- Legal Fees	30,000.00	22,599.93	-7,400.07	75.33%
7510 -- Contractual Services (IGM Contract, Engineer)	49,000.00	38,690.60	-10,309.40	78.96%
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	214,449.74	241,658.26	-47.02%
Expenditures	456,108.00	214,449.74	241,658.26	-47.02%

Los Olivos CSD Cash Balance History

