

Julie Kennedy, President
Lisa Palmer, Vice President
Tom Fayram, Director
Greg Parks, Director
Tom Nelson, Director



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

Posted: 12-30-2024

January 3, 2025 – 8:30 AM

St. Mark's In The Valley

2901 Nojoqui Avenue, Los Olivos, California 93441

Please observe decorum and instructions from the Subcommittee Chair

Finance Committee: President Julie Kennedy (Chair) and Director Parks

This meeting will be held both in-person and electronically via Zoom Meetings. In-person the meeting will be held at the above locations.

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

Zoom: <https://us06web.zoom.us/j/84350602040?pwd=2VNVNnaY2fzB7Ml6Oml33oz2sND8RU.1>
By Phone: +1 669 900 6833 US (San Jose) Meeting ID: 843 5060 2040 Passcode: 909261
One tap mobile: +16694449171,,84350602040#,,,,*909261# US

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 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.

MEETING AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS

Members of the public may address the Board of Directors on any items of interest within the subject matter and jurisdiction of the Board 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 a maximum of 3 minutes. Due to the requirements of the Ralph M. Brown Act, the Board of Directors 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.

ADMINISTRATIVE ITEMS:

All matters listed hereunder constitute an administrative / consent agenda and will be acted upon by a single vote of the Board. Matters listed on the Consent Agenda will be read only on the request of a member of the Subcommittee, in which event the matter may be removed from the Consent Agenda and considered as a separate item. Public may comment on any of the items prior to the vote being taken by the Subcommittee.

4. CONSENT AGENDA

A. MINUTES APPROVAL

Approval of the minutes from December 6, 2024.

BUSINESS ITEMS:

All matters listed hereunder will be acted upon separately and public comment will be held for each item.

5. INVOICE REVIEW AND RECOMMENDATION

The Subcommittee will review and recommend to the full Board of Directors, payment of those unpaid invoices that were received on or before December 30, 2024.

Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 500-4098

losolivoscscsd@gmail.com, www.losolivoscscsd.com

Agenda Packet

Page 1 of 30

NOTE: There was a \$45.40 charge from A&W on their November bill, that the GM authorized to be paid with the rest of the bill (92002).

No.	Invoice Date	Invoice #	Provider	Amount
1	11/20/2024	88074	MNS – Engineering and Support Services	\$ 987.50
2	12/17/2024	88303	MNS – Engineering and Support Services	\$ 802.50
3	12/06/2024	876.006-1	GSI – Bi-annual sampling and testing	\$ 5,395.26
4	11/11/2024	FB59056	Carollo – City of Solvang WWTP Engineering	\$ 2,291.00
5	11/14/2024	92001	A&W – Legal Services	\$ 1,846.80
6	12/30/2024	202412	Savage – General Manager Services	\$ 5,070.00

Project	Vendor	To Date (inc. above)	Total Authorization
City of Solvang Connection	WSC – Treatment Infrastructure (pumps, pipes)	\$ 17,032.50	\$ 18,787.00
City of Solvang Connection	Carollo – Treatment Plant Impacts	\$ 15,131.25	\$ 40,240.00
FY 2023-24 Audit	MLH		\$ 3,250.00

6. BUDGET REPORTS

The General Manager will review the most recent budget reports (attached) and comment on changes to financial systems.

INFORMATIONAL ITEMS:

All matters listed hereunder are informational only, no action will be taken, and public comment not received.

7. SUBCOMMITTEE MEMBER COMMENTS

Subcommittee members will give reports on any meetings that they attended on behalf of the Subcommittee and/or choose to comment on various Subcommittee activities. Subcommittee member requests for future agenda items may also be made at this time.

8. ADJOURNMENT

ITEM 4A – MINUTES

MINUTES

Julie Kennedy, President
Lisa Palmer, Vice President
Tom Fayram, Director
Greg Parks, Director
Nina Stormo, Director



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

Posted: 12/2/2024

December 6, 2024 – 8:30 AM

Los Olivos Grange Hall

2374 Alamo Pintado Ave, Los Olivos CA 93441

Please observe decorum and instructions from the Subcommittee Chair

Finance Committee: President Julie Kennedy (Chair), Vice President 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 above locations.

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

Zoom: <https://us06web.zoom.us/j/81937722522?pwd=SWpSU0RYZFljZTBkNGphZG41TGs4dz09>
By Phone: +1 669 900 6833 US (San Jose) Meeting ID: 819 3772 2522 Passcode: 914085
One tap mobile: +14086380968,,81937722522#,,,,*914085# US (San Jose)

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MEETING AGENDA

1. CALL TO ORDER

President Kennedy calls the meeting to order at: 8:33 AM

2. ROLL CALL

Present: President Kennedy, Vice President Palmer, GM Savage

Absent: None

3. PUBLIC COMMENTS

Members of the public may address the Board of Directors on any items of interest within the subject matter and jurisdiction of the Board 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 a maximum of 3 minutes. Due to the requirements of the Ralph M. Brown Act, the Board of Directors 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.

President Kennedy opens the floor to public comment.

No requests to speak.

ADMINISTRATIVE ITEMS:

All matters listed hereunder constitute an administrative / consent agenda and will be acted upon by a single vote of the Board. Matters listed on the Consent Agenda will be read only on the request of a member of the Subcommittee, in which event the matter may be removed from the Consent Agenda and considered as a separate item. Public may comment on any of the items prior to the vote being taken by the Subcommittee.

4. CONSENT AGENDA

A. MINUTES APPROVAL

Approval of the minutes from November 8, 2024.

President Kennedy opens the floor to public comment.

No requests to speak.

Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 500-4098

losolivoscscsd@gmail.com, www.losolivoscscsd.com

Agenda Packet

Page 4 of 30

Motion to approve the consent agenda.
Motion by: VP Palmer, second: President Kennedy
Voice vote: 3-0

BUSINESS ITEMS:

All matters listed hereunder will be acted upon separately and public comment will be held for each item.

5. INVOICE REVIEW AND RECOMMENDATION

The Subcommittee will review and recommend to the full Board of Directors, payment of those unpaid invoices that were received on or before December 2, 2024.

No.	Invoice Date	Invoice #	Provider	Amount
1	10/31/2024	10180	WSC – City of Solvang Connection Engineering	\$ 2,473.25
2	11/14/2024	91108	A&W – Legal Services	\$ 1,641.60
3	11/11/2024	FB58364	Carollo – City of Solvang WWTP Engineering	\$ 6,252.50
4	12/2/2024	202411	Savage – General Manager Services	\$ 4,350.00

Project	Vendor	To Date (inc. above)	Total Authorization
City of Solvang Connection	WSC – Treatment Infrastructure (pumps, pipes)	\$ 17,032.50	\$ 18,787.00
City of Solvang Connection	Carollo – Treatment Plant Impacts	\$ 11,450.00	\$ 40,240.00
FY 2023-24 Audit	MLH		\$ 3,250.00

President Kennedy opens the floor to public comment.
 No requests to speak.

Motion to recommend approval of invoices as presented.
Motion by: VP Palmer, second: President Kennedy
Voice vote: 3-0

6. BUDGET REPORTS

The General Manager will review the most recent budget reports (attached) and comment on changes to financial systems.

GM Savage notes the approximate \$272k in the District checking account. He adds that there are significant “potential connection to Solvang” bills coming.

GM Savage comments that the County of Santa Barbara is once again focused on their Workday go-live. He adds that his plan is to wait until the County is ready to go live before spending too much time preparing. He is doing this because of the amount of time previously spent preparing for a go-live that did not happen. President Kennedy asks about faster invoice processing once Workday goes live. GM Savage responds that the existing system does take time and that he is not sure how much faster it will be after go-live. He emphasizes the issues with getting a new vendor set up in the current system and how time consuming that process can be.

VP Palmer asks about Property Tax revenue timing. GM Savage responds that it has not been consistent in the past few years, potentially influenced by the Workday attempts to go-live.

INFORMATIONAL ITEMS:

All matters listed hereunder are informational only, no action will be taken, and public comment not received.

7. SUBCOMMITTEE MEMBER COMMENTS


Subcommittee members will give reports on any meetings that they attended on behalf of the Subcommittee and/or choose to comment on various Subcommittee activities. Subcommittee member requests for future agenda items may also be made at this time.

VP Palmer asks about Grants and how they are being separated (planning, construction, etc.). President Kennedy and GM Savage respond noting that the process is fairly focused by grant approach or type. They note that this is also how they are broken down by the granting agency, as witnessed by the Grant Fair that they both recently attended. GM Savage talks about potentially getting help writing grants in the future.

8. ADJOURNMENT

Motion to adjourn at: 8:43 AM
Motion by: VP Palmer, second: President Kennedy
Voice vote: 3-0

Respectfully submitted:



Guy W. Savage
General Manager – Los Olivos Community Services District

Approved:

President (Chair) Julie Kennedy

ITEM 5 - INVOICES

INVOICES



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

Main: 805 692 6921

WWW.MNSENGINEERS.COM

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

November 20, 2024

Project No: LOCSD.180392.00

Invoice No: 88074

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: \$525.00
2. Engineering Tasks: \$462.50

Professional Services for the Period: October 01, 2024 to October 31, 2024

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Project Coordinator	5.00	105.00	525.00	
Totals	5.00		525.00	
Total Labor				525.00
		Level 2 Subtotal		\$525.00

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount	
District Engineer	2.50	185.00	462.50	
Totals	2.50		462.50	
Total Labor				462.50
		Level 2 Subtotal		\$462.50

Current Invoice Amount	\$987.50
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Outstanding Invoices

Number	Date	Balance
87447	9/24/2024	1,452.50
87780	10/18/2024	842.50
Total		2,295.00

Billing Backup

Wednesday, November 20, 2024

MNS Engineers, Inc.

Invoice 88074 Dated 11/20/2024

11:35:24 AM

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

Professional Personnel

		Hours	Rate	Amount
Project Coordinator				
Zepeda, Mary	10/10/2024	1.50	105.00	157.50
	Prepare A&W, GWS, Regen, WSC Invoices for payment via FIN; Update Budget Tracking Log			
Zepeda, Mary	10/17/2024	1.50	105.00	157.50
	Update A&W, GWS, Regen, WSC Invoices for payment via FIN; Update Budget Tracking Log			
Zepeda, Mary	10/18/2024	1.50	105.00	157.50
	Create and Process Single Payment Claims for A&W, GWS Regen Invoices for DP; Update Budget Tracking Log			
Zepeda, Mary	10/22/2024	.50	105.00	52.50
	File Carollo and WSC W9's and forward W9 and Vendor Information Forms to GS to forward for completion			
	Totals	5.00		525.00
	Total Labor			525.00
			Level 2 Subtotal	\$525.00

Level 2 TASK02 Engineering Tasks

Professional Personnel

		Hours	Rate	Amount
District Engineer				
Pike, Douglas	10/9/2024	1.50	185.00	277.50
	Attend Board Meeting			
Pike, Douglas	10/17/2024	.50	185.00	92.50
	FIN access resolution with the County Staff (Ward Quon)			
Pike, Douglas	10/28/2024	.50	185.00	92.50
	Technical Committee Meeting			
	Totals	2.50		462.50
	Total Labor			462.50
			Level 2 Subtotal	\$462.50
			Project Total	\$987.50
			Total this Report	\$987.50



REMIT ACH PAYMENT TO: MNS Engineers, Inc.
 BANK NAME: Pacific Premier Bank
 ROUTING NUMBER: 322285781
 BANK ACCOUNT NUMBER: 4317181537
 TYPE ACCOUNT: Checking
 CONTACT: payments@mnsengineers.com

IF UNABLE TO REMIT PAYMENT VIA ACH, PLEASE MAIL CHECKS TO:
 MNS Engineers, Inc.
 P.O. Box 6637
 Pasadena, CA 91109-6573
 Contact: 805.692.6921

December 17, 2024
 Project No: LOCD.180392.00
 Invoice No: 88303

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: \$617.50
2. Engineering Tasks: \$185.00

Professional Services for the Period: November 01, 2024 to November 30, 2024

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Project Coordinator	5.00	105.00	525.00	
District Engineer	.50	185.00	92.50	
Totals	5.50		617.50	
Total Labor				617.50
		Level 2 Subtotal		\$617.50

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount	
District Engineer	1.00	185.00	185.00	
Totals	1.00		185.00	
Total Labor				185.00

Project	LOCSD.180392.00	District Support Services	Invoice	88303
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Level 2 Subtotal \$185.00

Current Invoice Amount \$802.50

Outstanding Invoices

Number	Date	Balance
87447	9/24/2024	1,452.50
88074	11/20/2024	987.50
Total		2,440.00

Billing Backup

Tuesday, December 17, 2024

MNS Engineers, Inc.

Invoice 88303 Dated 12/17/2024

7:39:40 PM

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

Professional Personnel

			Hours	Rate	Amount
Project Coordinator					
Zepeda, Mary	11/13/2024		.75	105.00	78.75
File and Combine WSC New Vendor Supporting Documents; Assist DP with submission of FIN Vender Change E-Form for WSC and communicate with Auditor's Help Desk re submission issue with final resolution for processing the Adding of NWS as a New Vendor within FIN					
Zepeda, Mary	11/14/2024		.75	105.00	78.75
File A&W Invoice; Update Budget Tracking Log based on Invoices within Ready for Agenda File; Follow-up re Invoice Approvals					
Zepeda, Mary	11/18/2024		1.50	105.00	157.50
Prepare A&W, Carollo, GWS, MNS, WSC (2) Invoices for payment via FIN; Update Budget Tracking Log					
Zepeda, Mary	11/19/2024		2.00	105.00	210.00
Create and Process Single Payment Claims for A&W, Carollo, GWS, MNS, WSC (2) Invoices for DP; Update Budget Tracking Log					
District Engineer					
Pike, Douglas	11/12/2024		.50	185.00	92.50
FIN access resolution with Ward Quon (County FIN Staff)					
Totals			5.50		617.50
Total Labor					617.50
Level 2 Subtotal					\$617.50

Level 2 TASK02 Engineering Tasks

Professional Personnel

			Hours	Rate	Amount
District Engineer					
Pike, Douglas	11/13/2024		1.00	185.00	185.00
B0ard Meeting Attendance					
Totals			1.00		185.00
Total Labor					185.00
Level 2 Subtotal					\$185.00
Project Total					\$802.50
Total this Report					\$802.50



FOR ACH TRANSFERS:

Zions (National Bank of Arizona)
 Account # 0560013387
 Routing # 1221-0532-0

Attention: Accounts Payable
Los Olivos Community Services District
Attention: General Manager
PO Box 345
Los Olivos, CA 93441
United States

Invoice : FB59056
Invoice Date : 12/3/2024
Project : 203237
Project Name : Solvang Evaluation of Los Olivos
 Flows on the WWTP

For Professional Services Rendered Through 11/30/2024

Solvang Evaluation of Los Olivos Flows on the WWTP
 Agreement 203237-00
 Agreement Date: 5.15.24-11.30.24
 Agreement Amount: \$40,240.00

Fee	Available	Billings		
		To Date	Previous	Current
40,240.00	27,399.75	15,131.25	12,840.25	2,291.00
			Current Billings	<u>2,291.00</u>
			Amount Due This Bill	<u>2,291.00</u>

Total Fee : 40,240.00
To Date Billings : 15,131.25
Total Remaining : 25,108.75

Outstanding Receivables	Invoice Number	Date	Amount	Balance Due
	FB55521	9/9/2024	1,390.25	1,390.25
	FB58364	11/11/2024	6,252.50	6,252.50
				<u>7,642.75</u>

000100 - Project Management and Meetings

Rate Labor			
<i>Class / Employee</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Professional			
Alec C Beyers	1.50	185.000	277.50
Senior Professional			
Jeffrey A Weishaar	5.00	305.000	1,525.00
Total Rate Labor			1,802.50
Unit Rate Expenses			
<i>Account / Unit / Vendor</i>	<i>Quantity</i>	<i>Rate</i>	<i>Amount</i>
PECE Charges			
Project Equip & Comm Exp			
PECE	6.50	14.000	91.00
Total Unit Rate Expenses			91.00
Total Bill Task: 000100 - Project Management and Meetings			1,893.50

000300 - Capacity Assessment

Rate Labor			
<i>Class / Employee</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Professional			
Alec C Beyers	0.50	185.000	92.50
Support Staff			
Bethalee Morgan	1.75	135.000	236.25
Jessica P Rando	0.25	135.000	33.75
Total Support Staff	2.00		270.00
Total Rate Labor			362.50
Unit Rate Expenses			
<i>Account / Unit / Vendor</i>	<i>Quantity</i>	<i>Rate</i>	<i>Amount</i>
PECE Charges			
Project Equip & Comm Exp			
PECE	2.50	14.000	35.00
Total Unit Rate Expenses			35.00
Total Bill Task: 000300 - Capacity Assessment			397.50

Total Project: 203237 - Solvang Evaluation of Los Olivos Flows on the WWTP

2,291.00



1 Park Plaza, Suite 1000
 Irvine, CA 92614
 P (949) 223-1170 • F (949) 223-1180
 awattorneys.com

Federal Tax ID: 55-0814676

**LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245)
 MONTHLY BILLING SUMMARY**

Billing Period: November 2024

Matter Description	Total Hours	Total Fees	Total Costs	Total Other Charges	Total Billed	Comments
0001 General	8.10	1,846.80	0.00	0.00	1,846.80	
0006 Public Works-Engineering	0.00	0.00	0.00	0.00	0.00	
TOTALS:	8.10	1,846.80	0.00	0.00	1,846.80	



1 Park Plaza, Suite 1000
 Irvine, CA 92614
 Phone: (949) 223-1170
 Fax: (949) 223-1180
 Federal Tax ID: 55-0814676

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

December 5, 2024
 Bill No. 92001

For Legal Services Rendered Through 11/30/24

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

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
11/04/24	SON	REVIEW/ EDIT STANTEC AGREEMENT; CORRESPONDENCE RE SAME; CORRESPONDENCE RE CENTRAL COAST REGULAR BOARD NOVEMBER	0.50	114.00
11/04/24	SON	RESEARCH AND UPDATE CONNECTION ANALYSIS	1.80	410.40
11/05/24	SON	FINALIZE CONNECTION ANALYSIS; CORRESPONDENCE RE COUNTY APPOINTMENT/ UNOPPOSED CANDIDATES; REVIEW LAFCO LETTER FORMATION CONDITION; TELEPHONE CONFERENCE WITH GENERAL MANAGER SAVAGE RE AGENDA ITEMS	2.40	547.20
11/08/24	SON	CORRESPONDENCE WITH GENERAL MANAGER RE ANALYSIS; FINALIZE SAME	0.30	68.40
11/11/24	SON	REVIEW STANTEC 30% DESIGN AGREEMENT; CORRESPONDENCE RE SAME	0.30	68.40
11/12/24	SON	REVIEW AGENDA	0.20	45.60
11/13/24	KL	TELEPHONE CONFERENCE WITH O'NEILL RE STAFFING	0.20	45.60
11/13/24	KL	TELEPHONE CONFERENCE WITH SAVAGE RE STAFFING	0.10	22.80

Client: 01245 - Los Olivos Community Services District
 Matter: 0001 - General

December 5, 2024
 Page 2

Date	Attorney	Description	Hours	Amount
11/13/24	SON	RESEARCH AND CORRESPONDENCE WHEN EFFECTIVE DATE FOR NEW DIRECTORS; REVIEW AGENDA; ATTEND MEETING	2.10	478.80
11/20/24	SON	CLOSED SESSION MEMO	0.20	45.60
Total Professional Services			8.10	\$1,846.80

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
KL	Keith Lemieux	0.30	228.00	68.40
SON	Steven O'Neill	7.80	228.00	1,778.40
Total Professional Services		8.10		\$1,846.80

CURRENT BILL TOTAL AMOUNT DUE **\$1,846.80**

Balance Forward: 3,670.80

Receipts Since Last Bill

Date	Description	Total Applied
11/22/24	ACH Payment - Thank you	-2,029.20
	Less Total Payments	-2,029.20

Payments & Adjustments: -2,029.20

Total Due: **\$3,488.40**

Please return this page with remittance

to
Aleshire & Wynder LLP

Bill Number: 92001
Bill Date: December 5, 2024
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services:	1,846.80
Total Disbursements:	0.00
CURRENT BILL TOTAL AMOUNT DUE	<u>\$1,846.80</u>
Balance Forward:	3,670.80
Payments & Adjustments:	-2,029.20
Total Due:	<u>\$3,488.40</u>

Amount enclosed: _____

Thank You



1 Park Plaza, Suite 1000
Irvine, CA 92614
Phone: (949) 223-1170
Fax: (949) 223-1180
Federal Tax ID: 55-0814676

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

December 5, 2024
Bill No. 92002

For Legal Services Rendered Through 11/30/24

CLIENT: 01245 - Los Olivos Community Services District
MATTER: 0006 - Public Works-Engineering

CURRENT BILL TOTAL AMOUNT DUE

Balance Forward:

Total Due:

	<u>\$0.00</u>
	<u>45.60</u>
	<u>\$45.60</u>

Please return this page with remittance

to
Aleshire & Wynder LLP

Bill Number: 92002
Bill Date: December 5, 2024
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0006
Matter Name: Public Works-Engineering

Total Professional Services:	0.00
Total Disbursements:	0.00
CURRENT BILL TOTAL AMOUNT DUE	\$0.00
Balance Forward:	45.60
Total Due:	\$45.60

Amount enclosed: _____

Thank You



650 NE Holladay St., Suite 900
 Portland, OR 97232
 P: 503.239.8799
 accounting@gsiws.com
 www.gsiws.com

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

December 06, 2024
 Invoice No: 00876.006 - 1

Project 00876.006 Biannual Groundwater Monitoring 2024-2025

Professional Services from November 01, 2024 to November 30, 2024

Task .001 Monitoring and Sampling, and Reporting

Labor

	Hours	Rate	Amount	
Principal Consultant				
Thompson, Timothy	3.00	355.00	1,065.00	
Managing Hydrogeologist				
Lapostol, Andres	1.50	185.00	277.50	
Project Hydrogeologist				
Fortunelli, Nehuen	18.25	170.00	3,102.50	
Administration				
Tejeda, Maria	.50	115.00	57.50	
Totals	23.25		4,502.50	
Total Labor				4,502.50

Subconsultants

Eurofins Environment Testing				
12/5/2024 Eurofins Environment Testing Lab Analysis			250.00	
Total Subconsultants		1.1 times	250.00	275.00

Reimbursable Expenses

Equipment Rental/Purchase			435.89	
Field Supplies			81.25	
Total Reimbursables		1.1 times	517.14	568.85

GSI Owned Equipment Billing

GSI Owned Vehicle				
	73.0 miles @ 0.67		48.91	
Total GSI Owned Equipment			48.91	48.91

Total this Task \$5,395.26

Project Summary

	Current Period	Prior Periods	Invoiced to Date	
Total Billings	5,395.26	0.00	5,395.26	
Authorized Budget			14,300.00	
Budget Remaining			8,904.74	
			Total this Invoice	<u><u>\$5,395.26</u></u>

INVOICE

FROM:

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

BILL TO:

Via electronic delivery
President Julie Kennedy
Los Olivos Community Services District
PO Box 345
Los Olivos, Ca 93441

Invoice #: 202412
Invoice Date: 12/30/2024

Dear President Kennedy,

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 thirty (30) or as authorized by the District.

Date	Description	Units	Rate	Amount
12/30/2024	General Manager Services - LOCSD (12/1/24-12/30/24) See Attached for Details	30	\$ 145.00	\$ 4,350.00
12/12/2024	2025 Grange Fees, regular meetings	1	\$ 720.00	\$ 720.00
				\$ -
Total				\$ 5,070.00

Thank you for your continued support.



Email: GM.LOCSD@gmail.com

Date	Description	Grant			Amount	Amount Grant Reimbursable
		Hours	Reimbursable	Rate		
2-Dec	State of the District presentation	1		\$ 145.00	\$ 145.00	\$ -
	Website updates	1.25		\$ 145.00	\$ 181.25	\$ -
	Kennedy	0.75		\$ 145.00	\$ 108.75	\$ -
	Finance Subcommittee agenda	0.75		\$ 145.00	\$ 108.75	\$ -
3-Dec	Stantec pipeline k/o	0.75		\$ 145.00	\$ 108.75	\$ -
4-Dec	Emails, billing	1.5		\$ 145.00	\$ 217.50	\$ -
	Regular meeting agenda	2		\$ 145.00	\$ 290.00	\$ -
	State of the District	3		\$ 145.00	\$ 435.00	\$ -
5-Dec	Quarterly Update	2.75		\$ 145.00	\$ 398.75	\$ -
	Phone calls, State Controller, Kennedy, billings	0.75		\$ 145.00	\$ 108.75	\$ -
6-Dec	Finance subcommittee meeting, minutes	1		\$ 145.00	\$ 145.00	\$ -
	Website updates	0.5		\$ 145.00	\$ 72.50	\$ -
	Kennedy / Palmer	0.5		\$ 145.00	\$ 72.50	\$ -
	Hartmann meeting (inc. travel)	1.5		\$ 145.00	\$ 217.50	\$ -
7-Dec	Quarterly Update	0.25		\$ 145.00	\$ 36.25	\$ -
8-Dec	Hartmann follow-up	0.5		\$ 145.00	\$ 72.50	\$ -
11-Dec	Regular meeting	2		\$ 145.00	\$ 290.00	\$ -
12-Dec	Regular meeting minutes, website	0.5		\$ 145.00	\$ 72.50	\$ -
	2025 calendaring, website updates, emails, billing	3		\$ 145.00	\$ 435.00	\$ -
17-Dec	Emails, meeting coordination	0.25		\$ 145.00	\$ 36.25	\$ -
19-Dec	Emails, invoices, quarterly update, social media	0.25		\$ 145.00	\$ 36.25	\$ -
	Effluent sewer research, follow up with Steve Braband	0.25		\$ 145.00	\$ 36.25	\$ -
20-Dec	Nelson	1		\$ 145.00	\$ 145.00	\$ -
24-Dec	Emails	0.75		\$ 145.00	\$ 108.75	\$ -
27-Dec	4th Quarter update	1.5		\$ 145.00	\$ 217.50	\$ -
	Fayram	0.75		\$ 145.00	\$ 108.75	\$ -
29-Dec	Emails, phone calls	0.5		\$ 145.00	\$ 72.50	\$ -
30-Dec	Finance and Project Management agendas and post	1		\$ 145.00	\$ 145.00	\$ -
Totals		30.5	0		\$ 4,422.50	\$ -
Grand Totals		Hours	30.50		\$	4,422.50



861

16-24/1220

Guy & Kristin
Savage

P.O. Box 894
Los Olivos, CA 93441

12/12 2024

PAY TO THE
ORDER OF

LOS OLIVOS GRANGE HALL

\$ 720.00

SEVEN HUNDRED TWENTY ONLY

DOLLARS



Security features
are included.
Details on back.

Wells Fargo Bank
Buellton, CA.



YELLOWSTONE NATIONAL PARK

FOR

WED 12x60

[Handwritten Signature]

MP

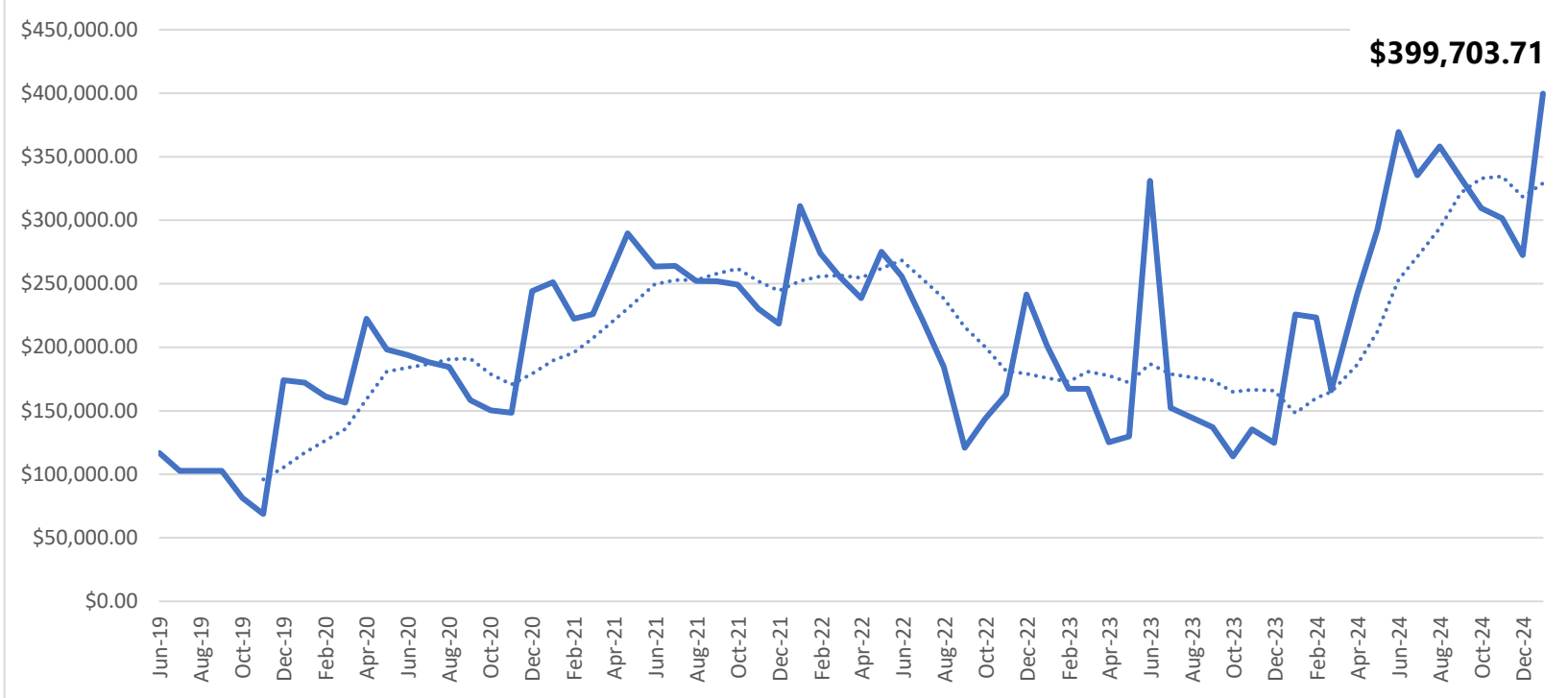
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ITEM 6 – BUDGET REPORTS

BUDGET REPORTS

Los Olivos CSD Cash Balance History - w/6 month Trendline



Cash Balances

As of: 12/31/2024
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund	12/1/2024 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	12/31/2024 Ending Balance
3490 -- Los Olivos CSD	272,449.65	0.00	142,017.01	0.00	14,762.95	399,703.71
Total Report	272,449.65	0.00	142,017.01	0.00	14,762.95	399,703.71

Financial Status

As of: 12/31/2024 (50% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2025 Fiscal Year Adjusted Budget	12/31/2024 Year-To-Date Actual	6/30/2025 Fiscal Year Variance	6/30/2025 Fiscal Year Pct of Budget
Revenues				
Taxes				
3066 -- Special Tax Assessment	0.00	142,008.01	142,008.01	--
Taxes	0.00	142,008.01	142,008.01	--
Use of Money and Property				
3380 -- Interest Income	0.00	2,467.96	2,467.96	--
Use of Money and Property	0.00	2,467.96	2,467.96	--
Intergovernmental Revenue-Other				
4840 -- Other Governmental Agencies	0.00	32,608.42	32,608.42	--
Intergovernmental Revenue-Other	0.00	32,608.42	32,608.42	--
Revenues	0.00	177,084.39	177,084.39	--
Expenditures				
Services and Supplies				
7090 -- Insurance	0.00	2,769.86	-2,769.86	--
7324 -- Audit and Accounting Fees	0.00	2,900.00	-2,900.00	--
7460 -- Professional & Special Service	0.00	48,854.76	-48,854.76	--
7508 -- Legal Fees	0.00	10,305.60	-10,305.60	--
7510 -- Contractual Services	0.00	39,034.45	-39,034.45	--
Services and Supplies	0.00	103,864.67	-103,864.67	--
Expenditures	0.00	103,864.67	-103,864.67	--
Los Olivos CSD	0.00	73,219.72	73,219.72	--
Net Financial Impact	0.00	73,219.72	73,219.72	--

General Ledger Trial Balance

As of: 12/31/2024
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund 3490 -- Los Olivos CSD

	Beginning Balance 7/1/2024	Year-To-Date Debits	Year-To-Date Credits	Ending Balance 12/31/2024
Assets & Other Debits				
Assets				
0110 -- Cash in Treasury	324,224.67	185,166.14	109,687.10	399,703.71
0240 -- Interest Receivable	2,259.32	2,467.96	4,727.28	0.00
Total Assets	326,483.99	187,634.10	114,414.38	399,703.71
Total Assets & Other Debits	326,483.99	187,634.10	114,414.38	399,703.71
Liabilities, Equity & Other Credits				
Liabilities				
1010 -- Warrants Payable	0.00	2,900.00	2,900.00	0.00
1015 -- EFT Payable	0.00	100,964.67	100,964.67	0.00
1210 -- Accounts Payable	0.00	103,864.67	103,864.67	0.00
Total Liabilities	0.00	207,729.34	207,729.34	0.00
Equity				
2200 -- Fund Balance-Residual	-326,483.99	0.00	0.00	-326,483.99
2710 -- Revenues/Other Fin Sources	0.00	5,822.43	182,906.82	-177,084.39
2810 -- Expenditures/Other Fin Uses	0.00	103,864.67	0.00	103,864.67
Total Equity	-326,483.99	109,687.10	182,906.82	-399,703.71
Total Liabilities, Equity & Other Credits	-326,483.99	317,416.44	390,636.16	-399,703.71
Total Los Olivos CSD	0.00	505,050.54	505,050.54	0.00