

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



LOS OLIVOS COMMUNITY SERVICES DISTRICT **Posted: 04-07-2022**
Finance Committee Meeting, April 11, 2022 9:00 AM
 Please observe decorum and instruction from Committee Chair

FINANCE COMMITTEE MEETING AGENDA

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

Finance Committee: President Lisa Palmer and Vice President Tom Fayram

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 March 04, 2022.

6. BUSINESS ITEMS

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

No.	Invoice Date	Invoice #	Provider	Amount
1	January 18, 2022	79587	MNS Engineering Services – Support Services	\$2,283.77
2	January 7, 2022	66586	Aleshire and Wynder – Legal Services	\$1,964.90
3	February 8, 2022	00876.001-12	GSI Water Solutions, Inc. – Groundwater Quality Management Services	\$707.50
4	March 11, 2022	80015	MNS Engineering Services – Support Services	\$7,043.75
5	April 1, 2022	326BDB28-0003	Streamline – Web Services	\$600.00
6	April 1, 2022	1906898	Stantec – Loading Study	\$25,772.40
7	April 7, 2022	67094	Aleshire and Wynder – Legal Services	\$3020.00

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.

Item 5A

Minutes

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

FINANCE COMMITTEE SPECIAL MEETING MINUTES

This meeting was held in person at MNS Engineers, 201 Industrial Way, Suite A Buellton, CA 93427 and 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: *Meeting called to order at 9:22 am.*
2. ROLL CALL: *Roll call results: Present- Directors Palmer and Fayram, IGM Pike.*
3. DIRECTOR COMMENTS: *No director comments.*
4. PUBLIC COMMENTS: *No public was present.*
5. ADMINISTRATIVE AGENDA
 - A. APPROVAL OF MEETING MINUTES
Finance Committee Approved Meeting Minutes of January 31, 2022. Motion to approve by Director Palmer. Second by Director Fayram. Vote to approve: Ayes: Directors Palmer and Fayram, and IGM Pike. Minutes approved 3 ayes-0 noes.
6. BUSINESS ITEMS
 - A. Review and recommendation 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 *Motion to approve by Director Palmer. Second by Director Fayram. IGM Pike abstained. Vote to approve: Ayes: Directors Palmer and Fayram, IGM Pike abstaining. Invoice approved 2 ayes-0 noes-1 abstain.*
 2. February 16, 2022, Aleshire and Wynder, LOCSD 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 *Motion to approve by Director Fayram, second by Director Palmer. Vote to approve: Ayes: Directors Palmer and Fayram, and IGM Pike. Invoices approved 3 ayes-0 noes.*
 - B. Review Budget Reports (See Packet) – *Reviewed, no comments*
 - C. Grant Seeking Activity Report
 - D. Discussion Regarding Future Dates and Locations *Director Palmer asked that future dates be calendared when new GM is on board. Preference is Fridays prior to Gen Meetings at 9:00 am)*
7. ADJOURNMENT: Adjournment at 10:03 am.

Item 6A



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

ENGINEERING
 PLANNING
 SURVEYING
 CONSTRUCTION MANAGEMENT

January 18, 2022

Project No: LOCS.D.180392.00

Invoice No: 79587

Los Olivos Community Services District

P.O. Box 553

Los Olivos, CA 93441

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

This Invoice includes:

1. General Support to the General Manager: \$1,411.25
2. Engineering Tasks:
 - a. WRF Grant Management: \$0.00
 - b. Stantec Contract Support: \$92.50
 - c. Site Acquisition - Surveyor Support: \$0.00
 - d. Site Acquisition - Engineering Support: \$0.00
 - e. Attend Technical committee meeting: \$0.00
 - f. Assessment Engineer: \$0.00
 - g. General Engineering Tasks: \$740.00

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

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount
Administrative Support			
Project Coordinator	6.75	105.00	708.75
Project Management			
Engineering Technician	4.50	95.00	427.50
District Engineer	1.00	185.00	185.00
General Consulting/Requested			
Senior Project Engineer	.50	180.00	90.00
Totals	12.75		1,411.25
Total Labor			1,411.25

Reimbursable Expenses

Pike, Douglas					
9/1/2021	Pike, Douglas	USPS		34.80	
	Total Reimbursables		1.15 times	34.80	40.02
			Level 2 Subtotal		\$1,451.27

Level 2 TASK02 Engineering Tasks

Professional Personnel

			Hours	Rate	Amount	
Project Management						
District Engineer			4.50	185.00	832.50	
	Totals		4.50		832.50	
	Total Labor					832.50
				Level 2 Subtotal		\$832.50
				Current Invoice Amount		\$2,283.77

Outstanding Invoices

Number	Date	Balance
79151	11/19/2021	5,441.27
79312	12/19/2021	4,852.50
Total		10,293.77

Billing Backup

Tuesday, March 15, 2022

MNS Engineers, Inc.

Invoice 79587 Dated 1/18/2022

9:42:30 PM

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

Professional Personnel

		Hours	Rate	Amount
Administrative Support				
Project Coordinator				
Zepeda, Mary	12/6/2021	.25	105.00	26.25
District correspondences including emails				
Zepeda, Mary	12/9/2021	2.50	105.00	262.50
Follow-up with RP re A&W and GSI Invoice (December); Prepare GSI, MNS 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 #15 and #16 Reimbursement Request Letter and forward to RP for review and approval				
Zepeda, Mary	12/10/2021	1.50	105.00	157.50
Create Single Payment Claims within FIN for approved GSI, MNS and RP Invoices; Update Budget Tracking Log; Forward GSI Invoice 0876.001-10 and 876.002-2 to EHS for reimbursement				
Zepeda, Mary	12/13/2021	.25	105.00	26.25
District correspondences including emails				
Zepeda, Mary	12/17/2021	1.00	105.00	105.00
Prepare GSI Invoices for payment via FIN and forward Invoice Approvals to DP for review and final approval; Create Single Payment Claims within FIN for approved GSI Invoices; Update Budget Tracking Log				
Zepeda, Mary	12/20/2021	.25	105.00	26.25
District correspondences including emails				
Zepeda, Mary	12/27/2021	1.00	105.00	105.00
District correspondences including emails; Discussed website updates, Box File Election & Appointment Information, District Calendar and processing upcoming Stantec Invoice with RS; Internal Meeting with TG re LOCSD Website updates and Transparency Certificate				
Project Management				
Engineering Technician				
Gullikson, Taylor	12/3/2021	.50	95.00	47.50
LOCSD agenda review and posting				
Gullikson, Taylor	12/6/2021	.50	95.00	47.50
Reviewing and posting agenda packet				
Gullikson, Taylor	12/7/2021	.25	95.00	23.75
Agenda revision				
Gullikson, Taylor	12/9/2021	.50	95.00	47.50
Uploading/posting meeting video				
Gullikson, Taylor	12/10/2021	.50	95.00	47.50
Board member ethics/harassment training check-up				
Gullikson, Taylor	12/20/2021	.50	95.00	47.50
Updated meeting info on website. Downloaded photos from Chamber's website for use on LOCSD's				
Gullikson, Taylor	12/27/2021	.50	95.00	47.50
Looking up Board Member terms for Transparency Checklist				

Project	LOCSD.180392.00	District Support Services			Invoice	79587
Gullikson, Taylor		12/28/2021	.75	95.00	71.25	
		Looking up Board Member terms for Transarency Checklist				
Gullikson, Taylor		12/29/2021	.50	95.00	47.50	
		Updating Board Member terms on website				
		District Engineer				
Pike, Douglas		12/16/2021	1.00	185.00	185.00	
		SDRMA Report FwD w/instructions (.25 hr)				
		FIN Payment Approval (.25hr.)				
General Consulting/Requested						
		Senior Project Engineer				
Jaquez, Gregory		12/2/2021	.50	180.00	90.00	
		Consultation with Lisa Palmer on Non-Point Source Grant.				
		Totals	12.75		1,411.25	
		Total Labor				1,411.25
					Level 2 Subtotal	\$1,451.27

Level 2 TASK02 Engineering Tasks

Professional Personnel

			Hours	Rate	Amount	
Project Management						
		District Engineer				
Pike, Douglas		12/1/2021	1.00	185.00	185.00	
		Project Management Committee Meeting				
Pike, Douglas		12/3/2021	.50	185.00	92.50	
		Technical Project Discussion with Bob Perrault, request to Paeter Gracia for Water design and Atlas info				
Pike, Douglas		12/6/2021	1.00	185.00	185.00	
		Update Action Plan GANNT Chart for Bob,				
Pike, Douglas		12/8/2021	1.50	185.00	277.50	
		District General Meeting				
Pike, Douglas		12/10/2021	.50	185.00	92.50	
		Meeting with Brian Oneal re: LAMP, GWMP				
		Totals	4.50		832.50	
		Total Labor				832.50
					Level 2 Subtotal	\$832.50
					Project Total	\$2,283.77
					Total this Report	\$2,283.77



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

09/01/2021 10:18 AM

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

Grand Total: \$34.80

Credit Card Remitted \$34.80

Card Name: AMEX
Account #: XXXXXXXXXXXX1001
Approval #: 811466
Transaction #: 778
AID: A000000025010801 Chip
AL: AMERICAN EXPRESS
PIN: Not Required



March 3, 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: **March 2022 Billing Statement (for services through 2/28/22);
Aleshire & Wynder, LLP**

Dear Bob:

Enclosed please find a billing statement for the month of March, which includes services rendered and costs incurred by Aleshire & Wynder, LLP, through February 28, 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: February 1 thru February 28, 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	224.90	1,964.90	0.00	(Advisory/Transactional Svcs)
TOTALS:	8.70		\$1,740.00	\$ 224.90	\$1,964.90	\$0.00	



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

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

February 8, 2022
 Invoice No: 00876.001 - 12

Project 00876.001 Groundwater Quality Management Services

Activities during this billing period include:

- Conduct phone calls and emails with LOCSD staff re groundwater monitoring program elements and timing, disposal options, grant funding considerations.
- Project Management

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

Task .005 Project Management

Labor

	Hours	Rate	Amount	
Principal Consultant				
Thompson, Timothy	2.50	265.00	662.50	
Administration				
Deck, Anneliese	.50	90.00	45.00	
Totals	3.00		707.50	
Total Labor				707.50
				Total this Task
				\$707.50

Project Summary

	Current Period	Prior Periods	Invoiced to Date
Total Billings	707.50	56,107.50	56,815.00
Authorized Budget			85,000.00
Budget Remaining			28,185.00
			Total this Invoice
			<u><u>\$707.50</u></u>



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

ENGINEERING
 PLANNING
 SURVEYING
 CONSTRUCTION MANAGEMENT

March 11, 2022

Project No: LOCS.D.180392.00

Invoice No: 80015

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: \$5,188.75
2. Engineering Tasks:
 - a. WRF Grant Management: \$0.00
 - b. Stantec Contract Support: \$647.50
 - c. GSI Contract Support: \$185.00
 - d. Site Acquisition - Engineering Support: \$0.00
 - e. Grant Funding Analysis and Memo: \$930.00
 - f. Assessment Engineer: \$92.50
 - g. General Engineering Tasks: \$0.00

Professional Services for the Period: February 1, 2022 to February 28, 2022

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount
Administrative Support			
Project Coordinator	6.00	105.00	630.00
Project Management			
Engineering Technician	19.75	95.00	1,876.25
District Engineer	14.50	185.00	2,682.50
Fund Development/Grant Applications			
Administrative Analyst	6.00	110.00	660.00
Totals	46.25		5,848.75
Total Labor			5,848.75

Level 2 Subtotal **\$5,848.75**

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount	
Project Management				
District Engineer	5.00	185.00	925.00	
Project Meeting				
Senior Project Engineer	1.00	180.00	180.00	
General Consulting/Requested				
Senior Project Engineer	.50	180.00	90.00	
Totals	6.50		1,195.00	
Total Labor				1,195.00

Level 2 Subtotal **\$1,195.00**

Current Invoice Amount **\$7,043.75**

Outstanding Invoices

Number	Date	Balance
79587	1/18/2022	2,283.77
79731	2/14/2022	10,572.21
Total		12,855.98

Billing Backup

Tuesday, March 15, 2022

MNS Engineers, Inc.

Invoice 80015 Dated 3/11/2022

5:44:16 PM

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

Professional Personnel

		Hours	Rate	Amount
Administrative Support				
Project Coordinator				
Zepeda, Mary	2/7/2022	.25	105.00	26.25
District correspondences including emails				
Zepeda, Mary	2/10/2022	.25	105.00	26.25
Followup with LP re Flyer Update Stakeholder Email and Direct Mailer Lists				
Zepeda, Mary	2/11/2022	1.50	105.00	157.50
Prepare A&W, Stantec, RP & MNS Invoices for payment via FIN and forward Invoice Approvals to DP for review and final approval; Update Budget Tracking Log;				
Zepeda, Mary	2/14/2022	2.50	105.00	262.50
District correspondences including emails; Update IA Approvals for FIN Document Uploads; Create Single Payment Claims for MNS, Robert J Perrault, Aleshre & Wynder, Stantec; Update Budget Tracking Log; Update Google GMail Security Information				
Zepeda, Mary	2/22/2022	1.25	105.00	131.25
District correspondences including emails; Update Budget Tracking Log to include a new worksheet for EHS Summary				
Zepeda, Mary	2/28/2022	.25	105.00	26.25
District correspondences including emails				
Project Management				
Engineering Technician				
Gullikson, Taylor	2/2/2022	2.00	95.00	190.00
Posting GM job on website				
Gullikson, Taylor	2/3/2022	.25	95.00	23.75
Fixing website so agendas are easier to find				
Gullikson, Taylor	2/9/2022	.25	95.00	23.75
Reviewing LOCSD Update Flyer				
Gullikson, Taylor	2/10/2022	2.25	95.00	213.75
Reviewing and posting District Update; creating Update page and adding teasers				
Gullikson, Taylor	2/11/2022	3.50	95.00	332.50
Searching for GM candidate contact info (per Doug's request)				
Gullikson, Taylor	2/17/2022	.75	95.00	71.25
Emailing District Update, updating direct mailer list				
Gullikson, Taylor	2/18/2022	8.00	95.00	760.00
February Update Direct Mailers (printing 354 flyers, stuffing envelopes, adding labels, etc.)				
Gullikson, Taylor	2/23/2022	1.00	95.00	95.00
Updating email list				
Gullikson, Taylor	2/25/2022	1.75	95.00	166.25
Updating email list, reviewing Mailchimp contact lists and features				
District Engineer				
Pike, Douglas	2/2/2022	3.00	185.00	555.00
Board Meeting				

Project	LOCSD.180392.00	District Support Services			Invoice	80015
Pike, Douglas		2/4/2022	1.00	185.00	185.00	
		Anna Marie Gott Phone meeting				
Pike, Douglas		2/7/2022	.50	185.00	92.50	
		Anna Maria Gott Public Records Request				
Pike, Douglas		2/9/2022	.50	185.00	92.50	
		Update flyer				
Pike, Douglas		2/14/2022	.50	185.00	92.50	
		Meeting with Board President				
Pike, Douglas		2/16/2022	1.00	185.00	185.00	
		Reviewed/formatted Program Management Tool Prepared by Brad Ross				
		Grant Discussions with Tim (GSI), Heather Lukacs (Community Water Center) (.5)				
Pike, Douglas		2/22/2022	2.00	185.00	370.00	
		Weekly Check-in with Lisa Palmer (1)				
		Cost Proposal to EHS to extend grant (1)				
		Extend Job posting (.5)				
Pike, Douglas		2/23/2022	2.00	185.00	370.00	
		Project Management Meeting Prep and participation				
Pike, Douglas		2/25/2022	1.00	185.00	185.00	
		Set up assessment Engineer Interviews (1)				
Pike, Douglas		2/28/2022	3.00	185.00	555.00	
		Call with Maria Gott & associated email to L. Palmer and PRA request (1.5 hrs)				
		Call with Mark Herthel (.75 hrs)				
		PRA Log Spreadsheet creation and filing (10 total within last 3 months) (.5)				
		Review and fwd applicant info for GM to L. Palmer (.25 hrs)				
Fund Development/Grant Applications						
Administrative Analyst						
Reineke, Elizabeth		2/22/2022	3.00	110.00	330.00	
		Research for new grant opportunities for FY 2022 that might work for LO CSD				
Reineke, Elizabeth		2/23/2022	3.00	110.00	330.00	
		Grant Research				
		Totals	46.25		5,848.75	
		Total Labor				5,848.75
					Level 2 Subtotal	\$5,848.75

Level 2	TASK02	Engineering Tasks				
Professional Personnel						
			Hours	Rate	Amount	
Project Management						
District Engineer						
Pike, Douglas		2/7/2022	1.50	185.00	277.50	
		30% design assumptions to Stantec				

Project	LOCSD.180392.00	District Support Services			Invoice	80015
Pike, Douglas		2/18/2022	.50	185.00	92.50	
		Communications RE: Assessment Engineer Selection				
Pike, Douglas		2/24/2022	2.00	185.00	370.00	
		Stantec Virtual meeting to answer questions and establish assumptions				
Pike, Douglas		2/28/2022	1.00	185.00	185.00	
		Meet Brad Ross and determine sampling well location.				
Project Meeting						
Senior Project Engineer						
Jaquez, Gregory		2/17/2022	1.00	180.00	180.00	
		Meeting with Lisa Palmer on MOU with ID1 and grant pursuit strategy.				
General Consulting/Requested						
Senior Project Engineer						
Jaquez, Gregory		2/28/2022	.50	180.00	90.00	
		Finalize and submit funding analysis report (Version 2) to Lisa Palmer.				
		Totals	6.50		1,195.00	
		Total Labor				1,195.00
				Level 2 Subtotal		\$1,195.00
				Project Total		\$7,043.75
				Total this Report		\$7,043.75

Invoice



Invoice number 326BDB28-0003

Date of issue April 1, 2022

Date due May 1, 2022

Streamline

United States

+1 916-900-6619

billing@getstreamline.com

Bill to

Douglas Pike - Los Olivos

Community Services District

P.O. Box 345

Los Olivos, California 93441

United States

+1 805-697-1416

dpike@mnsengineers.com

\$600.00 due May 1, 2022

[Pay online](#)

Description	Qty	Unit price	Amount
Streamline Web Member 50k-250k Apr 1, 2022 – Apr 1, 2023	1	\$600.00	\$600.00
Subtotal			\$600.00
Total			\$600.00
Amount due			\$600.00

Need our W-9 for tax purposes? You can download it at www.getstreamline.com/w9

Pay with ACH or wire transfer

Bank transfers, also known as ACH payments, can take up to five business days. To pay via ACH, transfer funds using the following bank information.

Bank name WELLS FARGO BANK, N.A.

Routing number 121000248

Account number 40630134959785748

SWIFT code WFBIUS6S

Pay \$600.00 by check

Make payable to Streamline

Memo 326BDB28-0003

Mail to PO Box 207561

Dallas, TX 75320-7561

Please enclose a printed copy of this Invoice PDF and use USPS. (Courier services may not deliver to PO Boxes.) Once received, checks are processed within 3 business days.



INVOICE

Invoice Number	1906898
Invoice Date	April 1, 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:	\$56,414.25
Authorization Billed to Date:	\$82,186.65
Current Invoice Due:	\$25,772.40
For Period Ending:	February 18, 2022

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

INVOICE

Invoice Number

1906898

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

Poytress, Carrie Elizabeth

2022-01-24

0.25

237.00

59.25

Poytress, Carrie Elizabeth

2022-02-15

0.25

237.00

59.25

0.50

118.50

Vernon, Matthew Joseph

2022-01-24

1.00

253.00

253.00

1.00

253.00

Professional Services Subtotal

1.50

371.50

Subconsultants

Date

Cost

%

Current Amount

Direct - Subconsultant Fees

Vertical Mapping Resources

2022-01-27

21,799.00

10.00

23,978.90

INV224094

Subconsultants Subtotal

23,978.90

Low Task 202.002 Subtotal

24,350.40

Low Task 202.004

Project Management, Meetings, and Communication

Professional Services

Category/Employee

Date

Hours

Rate

Current Amount

Glaeser, Autumn Lee

2022-01-25

1.00

237.00

237.00

Glaeser, Autumn Lee

2022-02-01

0.50

237.00

118.50

Glaeser, Autumn Lee

2022-02-02

4.50

237.00

1,066.50

6.00

1,422.00

Professional Services Subtotal

6.00

1,422.00

Low Task 202.004 Subtotal

1,422.00

INVOICE

Invoice Number
Project Number

1906898
184031368

Top Task 202 Total **25,772.40**

Total Fees & Disbursements \$25,772.40

INVOICE TOTAL (USD) **\$25,772.40**

Project Name: Septic to Sewer Preliminary Design Project
 Contract Order No.:
 Progress Report No.: **4**
 Ending Date: **18-Feb-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	\$ 25,772.40	\$ 53,845.40	In Progress
203	WWTP Siting Study	\$ 10,000.00	\$ 9,922.25	\$ -	\$ 9,922.25	Complete
Total Due this invoice				\$ 25,772.40		

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	\$ 29,897.50	\$ 25,772.40	\$ 55,669.90	21%	20%
202.001	Basis of Design	\$ 13,876.00	\$ 13,320.00		\$ 13,320.00	96%	100%
202.002	30 Percent Design	\$ 173,048.00	\$ 13,929.00	\$ 24,350.40	\$ 38,279.40	22%	25%
202.003	60 Percent Design	\$ 51,040.00			\$ -	0%	0%
202.004	PM	\$ 28,786.00	\$ 2,648.50	\$ 1,422.00	\$ 4,070.50	14%	15%
203	Siting Study	\$ 10,000.00	\$ 9,922.25	\$ -	\$ 9,922.25	99%	100%
203.001	3rd Party Review	\$ 10,000.00	\$ 9,922.25		\$ 9,922.25	99%	100%
CONTRACT TOTALS:		\$ 296,612.00	\$ 56,414.25	\$ 25,772.40	\$ 82,186.65	27.7%	28%

Vertical Mapping Resources

1610 Montclair Ave, Suite D
Reno, NV 89509
775-737-4343
finance@verticalmapping.com
www.verticalmapping.com



VERTICAL MAPPING RESOURCES
an evolution in land information

INVOICE

BILL TO Stantec Accounts Payable 400 10220 103 Avenue Edmonton AB T5J 0K4 Canada	SHIP TO Stantec 111 E Victoria Street Santa Barbara, CA 93101	SHIP DATE 01/20/2022	SHIP VIA FTP	INVOICE DATE TERMS DUE DATE	INV224094 01/27/2022 Net 30 02/26/2022
--	---	--------------------------------	------------------------	---	--

VMR PROJECT NO. 21-3401 - Los Olivos	CLIENT REFERENCE NO. 184031368 Los Olivos CSD
--	---

ACTIVITY	DESCRIPTION	AMOUNT
Digital Photography	3cm Resolution (33 Color Images)	3,322.00
Aerotriangulation	Softcopy Aerotriangulation (Intergraph's ISAT Software)	2,839.00
Topographic Mapping	1"=20' Topographic Mapping (DTM & 1' Contours)	12,988.00
Orthophotography	Color Orthophotography with a 0.15' Pixel Resolution	2,650.00
	Stantec Project No. 184031368; MSA #40988 - Los Olivos CSD Stantec Project Manager: Daniel Eisengart	

Thank you from everyone at Vertical Mapping Resources!

SUBTOTAL	21,799.00
TAX	0.00
TOTAL	21,799.00
BALANCE DUE	\$21,799.00



April 7, 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: **April 2022 Billing Statement (for services through 3/31/22);
Aleshire & Wynder, LLP**

Dear Bob:

Enclosed please find a billing statement for the month of April, which includes services rendered and costs incurred by Aleshire & Wynder, LLP, through March 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: March 1 thru March 31, 2022

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
0001 General (\$200 Blended: Atty / Paralegal / Law Clerk)	15.10	200	3,020.00	0.00	3,020.00	0.00	(Advisory/Transactional Svcs)
TOTALS:	15.10		3,020.00	0.00	3,020.00	0.00	

Item 6B

Report : Financial Status (Real-Time)

Selection Criteria: Fund = 3490

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

Last Updated: 4/5/2022

Accounting Period: OPEN

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2022 Fiscal Year Adjusted Budget	4/5/2022 Year-To-Date Actual	6/30/2022 Fiscal Year Variance	6/30/2022 Fiscal Year Pct of Budget	
Revenues					
Taxes					
3066 -- Special Tax Assessment	196,253.00	117,750.31	-78,502.69	60.00%	3.9% CPI Increase
Taxes	196,253.00	117,750.31	-78,502.69	0.00%	
Use of Money and Property					
3380 -- Interest Income	0.00	432.32	432.32	--	
3381 -- Unrealized Gain/Loss Invstmnts	-80.00	-1,580.27	-1,500.27	1975.34%	
Use of Money and Property	-80.00	-1,147.95	-1,067.95	1434.94%	
Intergovernmental Revenue-Other					
4840 -- Other Governmental Agencies	274,000.00	39,543.50	-234,456.50	14.43%	\$124k Remaining EHS Funds, 150k State Planning Grant
Intergovernmental Revenue-Other	274,000.00	39,543.50	-234,456.50	14.43%	
Revenues	470,173.00	156,145.86	-314,027.14	33.21%	
Expenditures					
Services and Supplies					
7090 -- Insurance	2,500.00	161.79	-2,338.21	6.47%	SDRMA Membership-Liability Coveraage
7324 -- Audit and Accounting Fees	4,000.00	59.25	-3,940.75	1.48%	FIN Expenses,Audit Expenses
7325 -- Other Professional Services (Grant Assistance)	10,000.00	0.00	-10,000.00	0.00%	Grant Writing
7430 -- Memberships	1,200.00	1,102.00	-98.00	91.83%	CSDA
7450 -- Office Expense	2,000.00	0.00	-2,000.00	0.00%	Postage, Printing,supplies
7460 -- Professional & Special Service (Project, Planning & Studies)	439,000.00	88,315.25	-350,684.75	20.12%	Grant revenue and cash reserves- Planning, Design and Environ. WWTP
7508 -- Legal Fees	27,000.00	18,220.00	-8,780.00	67.48%	
7510 -- Contractual Services (IGM Contract, Engineer)	67,000.00	75,356.48	8,356.48	112.47%	Incl. MNS (\$18,000 - \$1500/mo) and Perm. GM. (\$45,000 - \$135/hr x 30 hrs/Mo Round up.)
7530 -- Publications & Legal Notices	5,000.00	0.00	-5,000.00	0.00%	Anticipates additional noticing for Propn 218
7671 -- Special Projects	15,000.00	0.00	-15,000.00	0.00%	Special Assessment Vote
7732 -- Training	1,500.00	0.00	-1,500.00	0.00%	
Services and Supplies	574,200.00	183,214.77	-390,985.23	31.91%	
Other Charges					
7894 -- Communication Services	930.00	0.00	930.00	0.00%	Website Hosting, Ring Central
Expenditures	575,130.00	183,214.77	-390,985.23	31.86%	
Cash Balance					
Fund	Beginning Balance	Month-to-date cash receipts	Month-To-Date Treasury Credits (+)	Month-To-Date Treasury Debits (-)	Ending Balance
4/1/2022 - 4/5/2022 (FY 2021-22)	\$238,837.83	0.00	0.00	0.00	\$238,837.83

Los Olivos CSD Cash Balance History

