

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



POSTED 05/06/2022

LOS OLIVOS COMMUNITY SERVICES DISTRICT

Board of Directors Workshop Meeting

May 11, 2022

**This workshop will commence at the later of 6:30 PM or
the conclusion of the Los Olivos Community Services District Regular Meeting
which begins at 6:00 PM**

**St. Mark's in the Valley Episcopal Church, Stacy Hall
2901 Nojoqui Avenue, Los Olivos CA**

This meeting will be held both in-person and electronically via Zoom Meetings. In-person the meeting will be held at the following Location: St Mark's in the Valley Episcopal Church, Stacy Hall.

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

On Zoom:

<https://us06web.zoom.us/j/83039949547?pwd=bTNpRjJlQ05XQU9U9U9hJc0txMTZDZz09>

Meeting ID: 830 3994 9547

Passcode: 957615

By Phone:

+1 669 900 6833 US (San Jose)

Meeting ID: 830 3994 9547

Passcode: 957615

WORKSHOP MEETING AGENDA

1. CALL TO ORDER

2. PUBLIC COMMENT

Members of the public may address the Board on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Government 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.

3. BOARD WORKSHOP DISCUSSION REGARDING FY 2022-23 BUDGET

The Board will review and discuss the budget for the upcoming fiscal year (FY 2022-23). Direction may be provided; but, no action will be taken.

4. 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 805.500.4098 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.

Los Olivos Community Services District				
2022-223 Budget Planning				
Line Item Account	FY 2020-21 Budget	FY 2021-22 Budget (7/14/2021)	PROPOSED FY 2022-23	NOTES & ASSUMPTIONS
Beginning Balance	\$ 193,885	\$ 213,370	\$ 213,370	This will be adjusted by this years final. Assume same as last year
Revenues				
3066 - Special Tax Assessment	\$ 188,887	\$ 196,253	\$ 188,887	Assume 3.5% CPI Increase. 546.38 per parcel, up from \$527.91
Other Revenue	\$ 180,000	\$ 274,000	-	\$124k Remaining EHS Funds, 150k State Planning Grant
Total Cash & Revenues	\$ 562,772	\$ 683,623	\$ 402,257	
Expenses				
Salaries and Benefits				
6100 - Regular Salaries	\$ -	\$-	\$ -	No employees, all contracts
Services and Supplies				
7090 - Insurance	\$ 2,320	\$ 2,500	\$ 2,500	SDRMA Membership-Liability Insurance Coverage
7324 - Audit and Accounting Fees	\$ 4,000	\$ 4,000	\$ 4,000	FIN and audit expenses
7430 - Memberships	\$ 1,200	\$ 1,200	\$ 1,200	CSDA
7450 - Office Expense	\$ 2,000	\$ 2,000	\$ 2,000	Office Expense - postage, printing, supplies
*7460 - Professional and Special Service (Consultant Expenses)	\$ 193,500	\$ 439,000		Revenue Sources: \$15k District (Assessment Engineer), \$124k EHS, \$150k State Match & \$150k District)
7508 - Legal Fees	\$ 27,000	\$ 27,000	\$ 30,000	Assume 135 hours, round up
*7510 - Contractual Services (GM Contract)	\$ 80,400	\$ 49,000	\$ 49,000	Change from MNS to Perm. GM. Based on \$135/hr x 30 hrs/mo. Round up.
Project Management Support (District Engineer Services)	NA	\$ 18,000	\$ 18,000	Based on \$1500/mo
7530 - Publications and Legal Notices	\$ 1,000	\$ 5,000	\$ 5,000	Anticipates additional noticing for Prop. 218
7732 - Training	\$ 1,500	\$ 1,500	\$ 1,500	Based on anticipated activity
7894 - Communication Services	\$ 930	\$ 930	\$ 930	Website Hosting, Ring Central
*OTHER - Prop 218 Vote	\$ 8,000	\$ 15,000	\$ 15,000	Estimated
New Suggested		\$ 10,000		
New Suggested				
New Suggested				
Total Expenses	\$ 321,850	\$ 575,130	\$ 129,130	
Ending Balance	\$ 240,922	\$ 108,493	\$ 273,127	

Report : Financial Status (Real-Time)

Selection Criteria: Fund = 3490

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

Last Updated: 5/2/2022

Accounting Period: OPEN

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2022 Fiscal Year Adjusted Budget	5/2/2022 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	194,634.68	-1,618.32	99.18%	3.9% CPI Increase
Taxes	196,253.00	194,634.68	-1,618.32	0.00%	
Use of Money and Property					
3380 -- Interest Income	0.00	724.09	724.09	--	
3381 -- Unrealized Gain/Loss Invstmnts	-80.00	-6,602.14	-6,522.14	8252.68%	
Use of Money and Property	-80.00	-5,878.05	-5,798.05	7347.56%	
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	228,300.13	-241,872.87	48.56%	
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	177.75	-3,822.25	4.44%	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	114,795.15	-324,204.85	26.15%	Grant revenue and cash reserves- Planning, Design and Environ. WWTP
7508 -- Legal Fees	27,000.00	23,204.90	-3,795.10	85.94%	
7510 -- Contractual Services (IGM Contract, Engineer)	67,000.00	84,684.00	17,684.00	126.39%	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	224,125.59	-350,074.41	39.03%	
Other Charges					
7894 -- Communication Services	930.00	0.00	930.00	0.00%	Website Hosting, Ring Central
Expenditures	575,130.00	224,125.59	-350,074.41	38.97%	
Cash Balance					
Fund	Beginning Balance	Month-to-date cash receipts	Month-To-Date Treasury Credits (+)	Month-To-Date Treasury Debits (-)	Ending Balance
5/1/2022 - 5/2/2022 (FY 2021-22)	\$275,103.15	0.00	0.00	0.00	\$275,103.15

Los Olivos CSD Cash Balance History



