

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



LOS OLIVOS COMMUNITY SERVICES DISTRICT **Posted 8-9-2021**
Finance Committee Meeting, August 11, 2021 6:PM
Please observe decorum and instruction from Committee Chair

FINANCE COMMITTEE MEETING AGENDA

Topic: Finance Committee
Time: Aug 11, 2021 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/84802749002?pwd=b1ZCTWFuMEJ2b2thN2hFR09CMVFNUT09>

Meeting ID: 848 0274 9002
Passcode: 602677
One tap mobile
+14086380968,,84802749002#,,,,*602677# US (San Jose)
+16699006833,,84802749002#,,,,*602677# US (San Jose)

Dial by your location
+1 408 638 0968 US (San Jose)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 312 626 6799 US (Chicago)
+1 646 876 9923 US (New York)
+1 301 715 8592 US (Washington DC)

Meeting ID: 848 0274 9002
Passcode: 602677
Find your local number: <https://us02web.zoom.us/u/kdXNdmeKvX>

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 4. 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.

5. 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.

Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 500-4098
losolivoscscd@gmail.com, www.losolivoscscd.com

6. ADMINISTRATIVE AGENDA.

A. APPROVAL OF MEETING MINUTES

Finance Committee Meeting Scheduled for July 8, 2021 was cancelled due to technical difficulties. There are no minutes to approve.

7. BUSINESS ITEMS

A. Review and recommend to full Board of Directors payment of invoices to the District.

1. -July 2-2021 Aleshire and Wynder 1245 Legal Services (June) \$720.00
- 2.- August 5,2021 Aleshire and Wynder 1245 Legal Services (July) \$1,480
3. -July 15,2021 Robert Perrault General Management Services (7-15-2021) \$3,915.
- 4.- July 15,2021 MNS Engineering Invoice #78299 Management and Engineering Support (June) \$2,710.
- 5.- July 3,2021 GSI Water Solutions Invoice #876-001-06 Groundwater Management Services (June) \$300.

B. Review Budget Reports (See Attachments)

C. Review of Stantec Proposal

8. NEXT MEETING:

9. 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 losolivoscscd@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.



**ALESHIRE &
WYNDER** LLP
ATTORNEYS AT LAW

ORANGE COUNTY | LOS ANGELES | RIVERSIDE | CENTRAL VALLEY

Peggy Middleton
pmiddleton@awattorneys.com

18881 Von Karman Avenue,
Suite 1700
Irvine, CA 92612
P (949) 223.1170
F (949) 223.1180

AWATTORNEYS.COM

July 2, 2021

VIA EMAIL ONLY: robertjerrault51@gmail.com

Mr. Bob Perrault, General Manager
Los Olivos Community Services District
P.O. Box 345
Los Olivos, CA 93441

Re: **July 2021 Billing Statement (for services through 6/30/21);
Aleshire & Wynder, LLP**

Dear Bob:

Enclosed please find a billing statement for the month of July, which includes services rendered and costs incurred by Aleshire & Wynder, LLP, through June 30, 2021.

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

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: June 1 thru June 30, 2021

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Write-off Value	Comments
0001 General (\$200 Blended: Atty / Paralegal / Law Clerk)	3.60	200	720.00	0.00	720.00	0.00	(Advisory/Transactional Svcs)
TOTALS:	3.60		720.00	0.00	720.00	0.00	



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pmiddleton@awattorneys.com

18881 Von Karman Avenue,
Suite 1700
Irvine, CA 92612
P (949) 223.1170
F (949) 223.1180

AWATTORNEYS.COM

August 5, 2021

VIA EMAIL ONLY: robertjerrault51@gmail.com

Mr. Bob Perrault, General Manager
Los Olivos Community Services District
P.O. Box 345
Los Olivos, CA 93441

Re: **August 2021 Billing Statement (for services through 7/31/21);
Aleshire & Wynder, LLP**

Dear Bob:

Enclosed please find a billing statement for the month of August, which includes services rendered and costs incurred by Aleshire & Wynder, LLP, through July 31, 2021.

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

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: July 1 thru July 31, 2021

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Write-off Value	Comments
0001 General (\$200 Blended: Atty / Paralegal / Law Clerk)	7.40	200	1,480.00	0.00	1,480.00	0.00	(Advisory/Transactional Svcs)
TOTALS:	7.40		1,480.00	0.00	1,480.00	0.00	



ROBERT PERRAULT

1311 Crystal Cove Circle □ Grover Beach, CA 93433
(805) 668-7131 □ robertjperrault51@gmail.com

Date: 7/15/2021

To: Lisa Palmer
President, Los Olivos, Community Service District
PO Box 345,
Los Olivos CA, 93441

No. 616

Date	Description	Unit Hours	Total
6-16/21	Review Proj. Desc, Public Hearing Notice	3 hours	\$405.00
6-18/21	Admin matters	2 hours	\$270.00
6-21/21	EHS Public Meeting, Admin Matters	2 hours	\$270.00
6-22/21	Project Management, Meeting with Engineer	3 hours	\$405.00
6-25/21	Update, respond to emails	2 hours	\$170.00
6-26/21	Technical Committee Meeting	2 hours	\$170.00
6-28/21	Stantec Letter	3 hours	\$405.00
6-30/21	Stantec Letter and Update	2 hours	\$270.00
7-1/21	Billing Review Agenda Prep	2 hours	\$270.00
7-5/21	Agenda Prep	2 hours	\$270.00
7-10/21	Staff Reports	3 hours	\$405.00
7-14/21	Meeting Prep and meeting	3 hours	\$405.00
		TOTAL DUE	\$3,915.00

**Total Due By:
Due Upon
Receipt**

Thank you for your business!



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

ENGINEERING
 PLANNING
 SURVEYING
 CONSTRUCTION MANAGEMENT

July 15, 2021

Project No: LOCS.D.180392.00

Invoice No: 78299

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: \$1,785.00.
2. Engineering Tasks: \$925
 - a. Stantec Design Contract: \$92.50
 - b. WWTP County Site Easement: \$0.00
 - c. GSI Geotechnical, GWMP: \$0.00
 - d. Jenzen LAMP Project: \$0.00
 - e. UPC Siting Study: \$0.00
 - f. UPC Environmental Scope: \$0.00
 - g. WRF Grant Management: \$185.00
 - h. Seeking additional Grants: \$0.00
 - i. Committee tasks and support: \$647.50

Professional Services for the Period: June 1, 2021 to June 30, 2021

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Administrative Support				
Project Coordinator	17.00	105.00	1,785.00	
Totals	17.00		1,785.00	
Total Labor				1,785.00
				Level 2 Subtotal
				\$1,785.00

Project	LOCSD.180392.00	District Support Services	Invoice	78299
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Level 2	TASK02	Engineering Tasks
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Professional Personnel

	Hours	Rate	Amount	
Project Management				
District Manager	5.00	185.00	925.00	
Totals	5.00		925.00	
Total Labor				925.00
		Level 2 Subtotal		\$925.00
		Current Invoice Amount		\$2,710.00

Outstanding Invoices

Number	Date	Balance
78031	6/15/2021	3,188.75
Total		3,188.75

Billing Backup

Thursday, July 15, 2021

MNS Engineers, Inc.

Invoice 78299 Dated 7/15/2021

1:52:24 PM

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

Professional Personnel

			Hours	Rate	Amount
Administrative Support					
Project Coordinator					
Zepeda, Mary	6/1/2021		.50	105.00	52.50
District correspondence including emails					
Zepeda, Mary	6/4/2021		.25	105.00	26.25
Los Olivos CSD Website Update - Post Regular Meeting Agenda for 6/9/21 on website and distribute agenda to Board Members					
Zepeda, Mary	6/7/2021		3.75	105.00	393.75
District correspondence including emails; Los Olivos CSD Website Update - Post Regular Meeting Agenda Packet for 6/9/21 on website, distribute agenda packet to Board Members, file agenda packet and send out meeting invite; FIN Submittal - New Vendor eForm for RP; Followup with DP re FIN Access for RP; Update FIN System Files					
Zepeda, Mary	6/9/2021		1.50	105.00	157.50
Assist RP to verify receipt of Stantec Proposal; Update LOCS.D Website - Remove GM Job Announcement; Reorganize/Rename Documents on Water Resources Webpage and post new OTWS Maintenance and Repair Guidance Document; Regular Meeting Set-up Follow-up					
Zepeda, Mary	6/10/2021		2.00	105.00	210.00
Followup with RP re Meeting Agenda(s)/Minutes; Begin Processing GSI Invoice for EHS Reimbursement; LOCS.D Website Update - Create Teaser for new OTWS Maintenance and Repair Guidance Document; Followup with LP issuance of email address for RP; Download Septic Documents within Streamline File and forward to RP to determine need for posting; Followup with RP re link to Form 700					
Zepeda, Mary	6/14/2021		1.25	105.00	131.25
District correspondence including emails; Follow-up and Assist RP with Access with the Gmail Account					
Zepeda, Mary	6/16/2021		1.00	105.00	105.00
Coordinate Publication of Public Hearing Notice with SYV News; Update LOCS.D Website - Add Septic Brochures to Wastewater Webpage					
Zepeda, Mary	6/17/2021		2.75	105.00	288.75
Create Single Payment Claims within FIN for approved MNS Invoices; Process MNS Invoices for payment via FIN for DP; Update Budget Tracking Log; Update New Vendor Change e-Form for RP; Update LOCS.D Website's Board Member Page with new District Manager Information (RP Picture and Bio)					
Zepeda, Mary	6/21/2021		1.50	105.00	157.50
District correspondence including emails; District Transparency Certificate Pending Items; Update Resolution Review Spreadsheet; Follow-up with DP and RP re modifications to new resolutions; Create New Policy Folders for Resolution Exhibit A's					

Project	LOCSD.180392.00	District Support Services			Invoice	78299
Zepeda, Mary		6/28/2021	.50	105.00	52.50	
		District correspondence including emails; Add TG to LOCSD Website as New User				
Zepeda, Mary		6/29/2021	1.50	105.00	157.50	
		Meet with TG and provide LOCSD Website and Project File Review; Followup with TG re Annual Disclosure for Board Member of Employee Reimbursement				
Zepeda, Mary		6/30/2021	.50	105.00	52.50	
		Attend District Update and Placement of Budget on Website Conference Call with DP and TG				
		Totals	17.00		1,785.00	
		Total Labor				1,785.00
					Level 2 Subtotal	\$1,785.00

Level 2	TASK02	Engineering Tasks				
Professional Personnel						
			Hours	Rate	Amount	
Project Management						
District Manager						
Pike, Douglas		6/21/2021	2.00	185.00	370.00	
		Los Olivos CSD Planning Grant application update 1.0				
		1st Draft GANNT CHART 1.0				
Pike, Douglas		6/22/2021	1.50	185.00	277.50	
		Project Management Committee Meeting				
Pike, Douglas		6/24/2021	.50	185.00	92.50	
		Updated Grant Summary Matrix and forwarded to Mr. Perrault & Dir. Palmer				
Pike, Douglas		6/25/2021	1.00	185.00	185.00	
		LOCSD Tech Committee Meeting (1.0)				
		Stantec Proposal Comments from Doug (.5)				
		Totals	5.00		925.00	
		Total Labor				925.00
					Level 2 Subtotal	\$925.00
					Project Total	\$2,710.00
					Total this Report	\$2,710.00



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

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

July 3, 2021
 Invoice No: 0876.001 - 6

Project 0876.001 Groundwater Quality Management Services

Professional Services from June 1, 2021 to June 30, 2021

Task .002 Groundwater Monitoring Plan

Labor

	Hours	Rate	Amount	
Supervising Hydrogeologist Nicely, Timothy	.25	225.00	56.25	
Totals	.25		56.25	
Total Labor				56.25
				Total this Task
				\$56.25

Task .005 Project Management

Labor

	Hours	Rate	Amount	
Principal Consultant Thompson, Timothy	.75	265.00	198.75	
Administrative Assistant Deck, Anneliese	.50	90.00	45.00	
Totals	1.25		243.75	
Total Labor				243.75
				Total this Task
				\$243.75

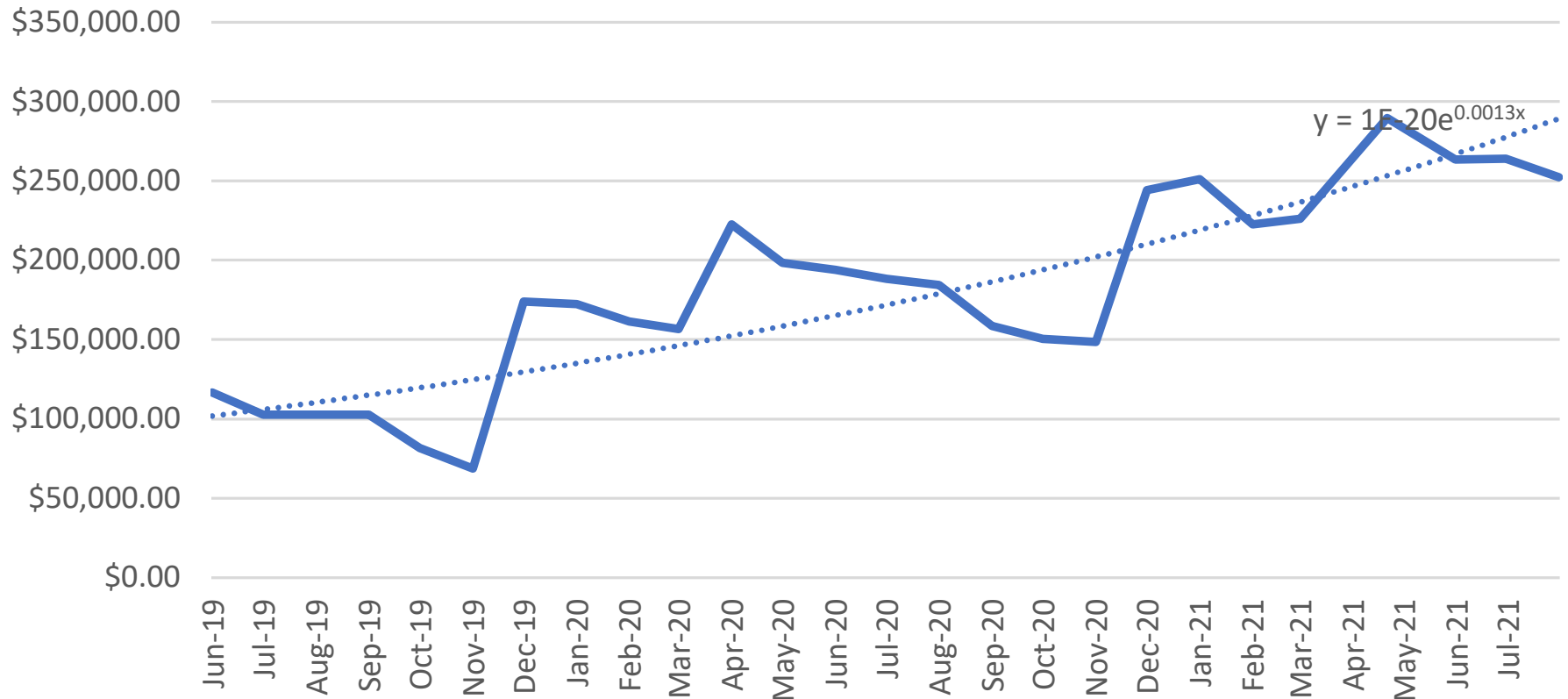
Project Summary

	Current Period	Prior Periods	Invoiced to Date
Total Billings	300.00	37,087.50	37,387.50
Authorized Budget			85,000.00
Budget Remaining			47,612.50
			Total this Invoice
			<u><u>\$300.00</u></u>

Outstanding Invoices

Number	Date	Balance
4	5/10/2021	3,970.00
5	6/7/2021	8,696.25
Total		12,666.25

Los Olivos CSD Cash Balance History



Report : Financial Status (Real-Time)

Selection Criteria: Fund = 3490

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

Last Updated: 8/9/2021

Accounting Period: OPEN

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2022 Fiscal Year Adjusted Budget	8/9/2021 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	0.00	-196,253.00	0.00%
Taxes	196,253.00	0.00	-196,253.00	0.00%
Use of Money and Property				
3380 -- Interest Income	0.00	0.00	0.00	--
3381 -- Unrealized Gain/Loss Invstmnts	0.00	0.00	0.00	#DIV/0!
Use of Money and Property	0.00	0.00	0.00	#DIV/0!
Intergovernmental Revenue-Other				
4840 -- Other Governmental Agencies	274,000.00	0.00	-274,000.00	0.00%
Intergovernmental Revenue-Other	274,000.00	0.00	-274,000.00	0.00%
Revenues	470,253.00	0.00	-470,253.00	0.00
\$124k Remaining EHS Funds, 150k State Planning Grant				
Expenditures				
Services and Supplies				
7090 -- Insurance	2,500.00	0.00	-2,500.00	0.00%
7324 -- Audit and Accounting Fees	4,000.00	0.00	-4,000.00	0.00%
7325 -- Other Professional Services (Grant Assistance)	10,000.00	0.00	-10,000.00	0.00%
7430 -- Memberships	1,200.00	0.00	-1,200.00	0.00%
7450 -- Office Expense	2,000.00	0.00	-2,000.00	0.00%
7460 -- Professional & Special Service (Project, Planning & Studies)	439,000.00	3,970.00	-435,030.00	0.90%
7508 -- Legal Fees	27,000.00	1,840.00	-25,160.00	6.81%
7510 -- Contractual Services (IGM Contract, Engineer)	67,000.00	6,318.75	-60,681.25	9.43%
\$49000 GM, \$18000 Engineer				
7530 -- Publications & Legal Notices	5,000.00	0.00	-5,000.00	0.00%
7732 -- Training	1,500.00	0.00	-1,500.00	0.00%
Services and Supplies	559,200.00	12,128.75	-547,071.25	2.17%
Other Charges				
7894 -- Communication Services	930.00	0.00	930.00	0.00%
Other Charges (County Election Fees)	15,000.00	0.00	930.00	0.00%
Expenditures	575,130.00	12,128.75	-547,071.25	2.11%

Cash Balance

Fund	Beginning Balance	Month-to-date cash receipts	Month-To-Date Treasury Credits (+)	Month-To-Date Treasury Debits (-)	Ending Balance
3490 -- Los Olivos CSD					
6/1/2019 - 6/30/2019 (FY 2018-19)	112,073.98	0.00	189,600.16	184,868.00	\$116,806.14
7/1/2019 - 7/31/2019 (FY 2019-20)	116,806.14	0.00	568.10	14,530.44	\$102,843.80
8/1/2019 - 8/31/2019 (FY 2019-20)	102,843.80	0.00	0.00	0.00	\$102,843.80
9/1/2019 - 9/30/2019 (FY 2019-20)	102,843.80	0.00	0.00	0.00	\$102,843.80
10/1/2019 - 10/31/2019 (FY 2019-20)	102,843.80	0.00	502.03	21,826.18	\$81,519.65
11/1/2019 - 11/30/2019 (FY 2019-20)	81,519.65	0.00	0.00	12,726.68	\$68,792.97
12/1/2019 - 12/31/2019 (FY 2019-20)	68,792.97	0.00	118,021.75	12,772.97	\$174,041.75
1/31/2020 - 1/30/2020 (FY 2019-20)	174,041.75	0.00	0.00	1,799.03	\$172,242.72
2/1/2020 - 2/29/2020 (FY 2019-2020)	172,671.12	0.00	257.75	11,695.00	\$161,233.87
3/1/2020 - 3/31/2020 (FY 2019-2020)	161,233.87	525.00	117,224.70	122,555.77	\$156,472.80
4/1/2020 - 4/30/2020 (FY 2019-2020)	156,427.80	0.00	72,396.85	6,402.60	\$222,422.05
5/1/2020 - 5/31/2020 (FY 2019-2020)	222,422.05	0.00	72,309.08	96,379.70	\$198,351.43
6/1/2020 - 6/30/2020 (FY 2019-2020)	198,351.43	0.00	7,231.00	11,696.49	\$193,885.94
7/1/2020 - 7/31/2020 (FY 2020-21)	193,885.94	0.00	608.94	6,190.00	\$188,304.88
8/1/2020 - 8/31/2020 (FY 2020-21)	188,304.88	0.00	0.00	3,883.02	\$184,421.86
9/1/2020 - 9/02/2020 (FY 2020-21)	184,421.86	0.00	0.00	25,696.25	\$158,453.86
10/1/2020 - 10/31/2020 (FY 2020-21)	158,453.86	0.00	339.47	8,476.50	\$150,316.83
11/1/2020 - 11/30/2020 (FY 2020-21)	150,316.83	0.00	0.00	0.00	\$148,574.58
12/1/2020 - 12/7/2020 (FY 2020-21)	148,574.58	0.00	115,577.07	19,862.00	\$244,289.65
1/1/2021 - 1/31/2021 (FY 2020-21)	244,289.65	0.00	6,838.04	0.00	\$251,127.69
2/1/2021 - 2-28-2021 (FY 2020-21)	251,127.69	0.00	116,459.34	145,180.52	\$222,406.00
3/1/2021 - 3/31/2021 (FY 2020-21)	\$222,406.00	0.00	16,661.75	0.00	\$226,199.51
4/1/2021 - 4/30/2021 (FY 2020-21)	226,199.51	0.00	92,220.41	28,730.21	\$289,689.71
5/1/2021 - 5/28/2021 (FY 2020-21)	289,689.71	0.00	0.00	0.00	\$263,654.04
6/1/2021 - 6/30/2021 (FY 2020-21)	263,654.04	0.00	0.00	0.00	\$264,074.41
7/1/2021 - 7/31/2021 (FY 2021-22)	\$264,074.41	0.00	252.06	12,128.75	\$252,197.72

Consultant Contract Cost Summary

STATUS DATE

6/30/2021

	Project	Consultant	SCHEDULE		Contract Value	FY 2019-20	FY 2020-21	FY 2021-22	TOTAL	
			START	FINISH		TOTAL FY 2019-20	TOTAL FY 2020-21	TOTAL FY 2020-21	CONTRACT TO-DATE	
3	Preliminary Design Services	Stantec	8/20/2020	2/28/2022	\$20,000.00	\$0.00	\$16,594.50	\$0.00	\$16,594.50	
					% Expended					83%
					% Est Wk Comp					99%
	MNS Project Management						\$1,105.00	\$2,300.00	\$0.00	\$3,405.00
	A&W Contract Review/Support				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4	Preliminary Hydrogeologic/ Geotechnical Services	GSI	12/8/2020	11/30/2021	\$85,000.00	\$0.00	\$23,676.25	\$0.00	\$23,676.25	
					% Expended					28%
					% Est Wk Comp					30%
	MNS Project Management						\$1,000.00	\$3,712.50	\$0.00	\$4,712.50
	A&W Contract Review/Support				\$0.00	\$38.00	\$0.00	\$0.00	\$38.00	
5	Preliminary Environmental Services	TBD	1/13/2020	4/30/2022	\$65,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
	MNS Project Management						\$0.00	\$1,200.00	\$0.00	\$1,200.00
	A&W Contract Review/Support						\$0.00	\$0.00	\$0.00	\$0.00
6	County Excess ROW Site	County of SB	7/30/2020	TBD	\$5,000.00	\$0.00	\$4,236.00	\$0.00	\$4,236.00	
					% Expended					85%
					% Est Wk Comp					50%
	MNS Project Management/Engrg.						\$5,725.00	\$3,563.75	\$0.00	\$9,288.75
	MNS Survey						\$2,240.00	\$2,730.00	\$0.00	\$2,730.00
	A&W Contract Review/Support				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
8	Assessment Engineer's Report	TBD	12/30/2019	TBD	\$15,280.00	\$9,860.00	\$0.00	\$0.00	\$9,860.00	
					% Expended					65%
					% Est Wk Comp					45%
	MNS Project Management						\$855.00	\$0.00	\$0.00	\$855.00
	A&W Contract Review/Support				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
9	Ongoing Grant Support	MNS	2/28/2021	TBD	T&M	\$0.00	\$385.00	\$0.00	\$385.00	
	WRF Grant	MNS					\$0.00	\$1,437.50	\$0.00	\$1,437.50
							\$0.00	\$0.00	\$0.00	\$0.00
10	MNS General Technical Support	MNS	5/1/2021	TBD	T&M	\$0.00	\$400.00	\$0.00	\$400.00	
						\$0.00				
TOTAL Contract Costs					\$206,440.00	\$14,535.00	\$77,862.26	\$0.00	\$103,120.35	

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



Memo To: The Finance Committee
From: Bob Perrault, General Manager
Subject: Review- Stantec Revised Proposal for Design Services
Date: August 11, 2021

During the last District Board meeting, the Board reviewed a proposal for Design Services for the Wastewater Collection Reclamation and Treatment Plant Project submitted by Stantec. The proposal was submitted in response to a request from the district in keeping with the Stantec's General Services Design Contract. The proposal included the design of a project to be phased with an emphasis placed on completing a preliminary design for a project to serve the commercial core of Los Olivos with the possibility of extending to subsequent zones or phases. The ability to include additional phases was dependent on funding and costs. The cost of the original proposal was \$158,216. At the meeting, Autumn Glaeser, Project Manager for Stantec indicated the services would be completed to meet District's timing requirement for information needed to be included in the Engineer's Report for the Assessment vote.

Following the Board's discussion on the proposal the Board directed Stantec to revise the proposal to reflect the completion of the preliminary design for the entire project. In response to the Board's direction Stantec has submitted the attached proposal. It is a much more robust proposal and is responsive to the Board's request to have a preliminary design for the entire project. Stantec will also coordinate their work with the District's Groundwater Consultant to ensure sufficient cost information will be available to meet the District's requirement to complete the timeline for the Assessment Vote.
(Please see the attached timeline).

Along with the increase in work effort there is also an increase in cost. The revised Proposal would cost the district \$258,298 or approximately \$100,000 then the estimate for the original phased proposal. Since this amount is an estimate for completion of preliminary design for the entire project it would minimize the amount of design work left to be done in the event the Board wishes to proceed on a single project basis.

As the Committee will recall there has been a total amount budgeted for professional services of \$459,00 in the FY 21-22 Budget. This clearly falls within budgeted totals.

Recommendation: Staff recommends the Committee review the revised Stantec proposal and make recommendation to the Board.



Stantec Consulting Services Inc.
111 E. Victoria Street
Santa Barbara, CA 93101

August 4, 2021

File: 184031368.202

Attention: Mr. Bob Perrault

Email: robertjerrault51@gmail.com

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

Reference: Request for Budget Proposal, Los Olivos Community Service District Project Design Services – Task Order No. 2 Preliminary Design - v 03

Dear Mr. Perrault,

Project Understanding

Los Olivos Community Service District (District) has requested a scope and budget for Task Order No. 2: Feasibility Study/Preliminary Design for the District service area as described below. Task No. 2 will be based on the terms and conditions of the Professional Services Agreement executed August 20, 2020.

Feasibility Study/Preliminary Design

This study will evaluate the feasibility and preliminary design of the septic to sewer conversion project for the District's service area.

Task Order No. 2 Subtasks:

2.1 Project Management, Meetings, and Communication

The project management subtask includes the following responsibilities:

A. *Project Meetings*

Attend design meetings with the District staff. Meetings will be held virtually unless in-person meetings are feasible.

- a) Kick off meeting (assumes 1-hour virtual meeting)
- b) Three status update meetings with staff (assumes 1-hour virtual meeting, each)
- c) Preliminary Design meeting (assumes 2-hour virtual meeting)
- d) Two presentations to the District Board (assumes 2-hour virtual meeting)

B. *Project Management*

August 4, 2021

Mr. Perrault

Page 2 of 9

**Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v
03**

- a) Prepare progress billings and manage project schedule.
- b) Coordinate staff and deliverables.

C. District and Other Consultants Coordination

Stantec assumes the District or the District's other consultants will take the lead for agency coordination. Stantec will work with the District for coordination purposes and provide conceptual documents as part of the other tasks defined below. Stantec assumes up to 20 hours for coordination during the preliminary design phase.

2.2 Topographical Mapping

A. Aerial Topographic Mapping:

Aerial mapping will be performed including mapping of the limits of the District Boundary as well as extending at least 10-feet beyond. Aerial mapping will include, the horizontal locations of building footprints, guy wires, vaults, utility boxes, sidewalks, curbs, edge of asphalt, fences, walls, driveways, access roads, and vegetation.

Stantec will provide a subcontracted aerial firm (Vertical Mapping Resources, [VMR], www.verticalmapping.com) the coordinates of said aerial targets and the site will be flown by the subcontractor by airplane taking photos to be the basis for the site mapping. VMR will provide Stantec the deliverables described below. The deliverables will have relative site accuracy of approximately +/-0.2' horizontally and vertically (better in open-sky improved locations) prepared to National Map Accuracy Standards:

1. Planimetric base map with a digital terrain model (DTM) with 1' contours
2. Colorized ortho-rectified aerial imagery with +/-0.2' pixel resolution (1 pixel of the photo represents a 0.2' x 0.2' square on the ground)

B. Ground Based Topographic Mapping:

Stantec has included up to five (5) days of supplemental ground based topographic mapping of the proposed sewer pipeline alignments and an additional two (2) days for the package treatment plant location (as selected by the District). Topographic surveying and mapping will locate pavement, curbs, driveways, walks, median and parkway planters, and visible surface utilities (accessible storm drain manholes will be opened and the invert elevation, pipe size and pipe material will be noted), together with topographic features such as pipe crowns, flow lines, grade breaks, etc. from back of walk to back of walk. Pavement and surface materials will also be identified, including speed bumps. Trees larger than 6" in diameter (measured at chest height) will be located and shown on the map along with detail information such as walls, signs, surface material limits, mailboxes and USA markings, if available.

Note: In areas where the topography poses a safety risk, we will interpret elevations based on available ground measurements.

August 4, 2021

Mr. Perrault

Page 3 of 9

**Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v
03**

C. *Mapping Deliverables and Notes:*

- Create an AutoCAD drawing for the project base map, including surveyor's notes and legend. The scale of the base map will be 1" = 20' with a 1-foot contour interval.
- Mapping will be based horizontally on the California Coordinate System of 1983 (CCS83), NAD83(2011), epoch 2017.50, and vertically on the North American Vertical Datum of 1988 (NAVD88) via geodetic ties to continually operating GNSS stations constraining to coordinates at said stations as published by the California Spatial Reference Center (CSRC). National Geodetic Survey's (NGS) "Geoid12B" or "Geoid18" geoid model will be interpolated and applied to computed ellipsoid heights for all project data to derive orthometric project heights.
- Locate upstream and downstream gravity utility lines beyond the topographical mapping boundary (storm drain) inlets/outlets and invert elevations of visible crossing gravity utilities. Approximate size of pipe entering/exiting manhole will be noted.
- Establish semi-permanent survey control points (magnetic nails in pavement or scribed "+" in concrete) along alignment for use by contractor during construction.
- Create an AutoCAD drawing for the project base map, including a title sheet with surveyor's notes, vicinity map, and legend. The scale of the base map is proposed to be 1" = 20' with a 1-foot contour interval.
- For this survey, the right-of-way mapping to be included with the topographic mapping will be based on the County Assessor's GIS parcel lines. During the design phase, it may be determined that the accuracy of the GIS parcel lines will not be suitable for all areas. For those areas where a greater accuracy is needed, additional research of public records would need to be conducted to determine the complexity of establishing the right of way. *Based on the complexity and length of area needed, a corresponding fee adjustment would be required.*
- *No parcel boundary mapping is included in the survey effort.*
- *No survey will be completed north of Highway 154. (However, the District may want to consider capacity in the collection system to serve this area if it's ever added [sewered] in the future.)*

2.3 Data Review, Utility Research, and Base Mapping

A. *Data Review, Utility Research, and Base Mapping*

a. Stantec will work with the District to obtain available existing records including but not limited to utility record maps. Stantec will provide the following scope for this task:

- Review the as-built drawings as well as any relevant previous reports for the project
- Review County Roads basemaps and incorporate into the project basemap where necessary
- Perform a record search utilizing USA Dig Alert and available record drawings. Using the USA Dig Alert database and our contacts with the various agencies with utilities in the vicinity of project, we will request available as-built data, and request information on existing facilities and available future planned projects in the area that may potentially impact the proposed construction schedule
- We will plot the information received from the District and utility providers to prepare the utility base map. Information received from utility providers will be submitted to the District for record keeping

August 4, 2021

Mr. Perrault

Page 4 of 9

**Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v
03**

- Conduct site reconnaissance to capture any project constraints, above grade surface features, and creek alignment that may affect the design (assumes four (4) field days will be required to perform this effort)

2.4 Preliminary Design

Stantec will work with the District to prepare a conceptual design for the District's proposed collection system and package treatment plant (for the Littlecreek location). Stantec assumes the District is evaluating alternatives and processing quotes and selecting the final package treatment plant manufacturer. The tasks included in this scope are as follows:

A. Preliminary Design Technical Memorandum

- a. Stantec will prepare a Preliminary Design Technical Memorandum (TM) to document findings in this phase of work. The District will provide a consolidated set of review comments. A final report will be prepared after incorporating District's review comments. The TM will include the following sections:
 - i. Wastewater flows and loads
 - a) Stantec will expand on the Phase 1 Loading Study to include build-out load conditions to be used for design. Stantec assumes there are no future flows to be added in beyond the current District boundary.
 - ii. Effluent requirements to be provided by the District's subconsultant, GSI
 - iii. Conceptual plant site layout considerations (one proposed site location – assumes Littlecreek for scoping purposes).
 - iv. Sludge hauling considerations
 - v. Conceptual collection system horizontal layout exhibits (plan view only, no profiles)

B. Wastewater Treatment Plant Proposed Design

- a. Wastewater Treatment Plant Site Layout: Stantec will work with the District and package treatment plant manufacturer to prepare a site layout for the "expandable" package plant layout at the proposed location to be provided by the District. The District is working on the final location and has proposed the Littlecreek site referenced in the UPC Desktop Study – Proposed Wastewater Treatment Plant Siting Study dated June 6, 2021. Stantec assumes a final location will be selected prior to design kickoff and has not included more than one site location for the design phase. The location is subject to change and will require the District acquire the property and any associated easements. *If the treatment plant is not located at the Littlecreek site, additional services will be required for design.*

August 4, 2021

Mr. Perrault

Page 5 of 9

Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v 03

- i. Stantec will work with the District and the package treatment plant manufacturer for layout of onsite needs such as electrical/control, chemical storage, influent pump station, solids holding tank and dewatering, etc.
 - ii. Stantec understands the site will require architectural design for barn façade for the equipment and for the County approval process. This work is not included in this scope of work and is anticipated to be part of the final design scope of work. Architectural and building design is excluded from this phase of the scope of work.
- b. Wastewater Treatment Plant (WWTP) Concept Design: Stantec will work with the District and package treatment plant manufacturer for the treatment concept design. Stantec will coordinate with this work, but it is assumed that the package treatment plant manufacturer will provide the concept design criteria, layout needs and requirements, as well as provide a facility cost estimate. Stantec understands the District have selected the package treatment plant manufacturer by November 2021. This task includes:
- i. Coordination with the District, package treatment plant manufacturer, and the District's subconsultant GSI for preliminary sizing of influent and/or effluent metering tanks, as necessary.
 - ii. Work with District to evaluate sludge/slurry hauling receivers, costs, and feasibility. Stantec understands the District does not plan on having biosolids handling onsite and plans to haul wet sludge offsite.
 - iii. Prepare a civil site plan and will evaluate other utility coordination such as electrical, potable water, and connection to the collection system. Stantec will review access requirements for operations including sludge hauling and chemical delivery. Final design will be part of a future scope of work. A site civil plan will be included in the preliminary design plan set as part of the technical memorandum.
 - iv. Stantec will identify hydraulic needs of the WWTP, including a possible influent pump station, influent flow equalization and pumping needs, effluent storage and pumping needs, and biosolids storage and pumping needs in coordination with the treatment plant manufacturer and the District's permit consultant. Design work will require supplemental authorization, depending on the facilities needs identified.
- c. Stantec will coordinate with the District's permit consultant (to be selected by District) for their efforts on discharge permit. Stantec assumes District's permit consultant will take the lead on obtaining the discharge permit and will provide support documents for the permit process. Stantec assumes specification information will be provided by the package treatment plant manufacturer for all treatment components.

C. Los Olivos Sewer Collection System

- a. Stantec will work with the District to evaluate and prepare a collection system concept layout for feasibility purposes. Stantec anticipates the following activities as part of this task:

August 4, 2021

Mr. Perrault

Page 6 of 9

Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v 03

- i. Prepare a collection system sewer model in Bentley Sewer Gems. Stantec will utilize the aerial topography Stantec will review the overall collection system hydraulics for sizing considerations.
- ii. Prepare a lateral compatibility study. No field work or ground survey will be provided for private properties. Stantec assumes the homeowners will be responsible for final design and construction of individual connections.
- iii. Set preliminary depth of sewer mains.
- iv. Stantec assumes one lift station will be required based on the Littlecreek site and known information at the time of this proposal. Stantec will coordinate with the District once the survey and layout has been evaluated to discuss pumping needs. The proposed lift station for inclusion with the 60 percent submittal will include the following sheets:
 1. Site layout (wet well, valve vault, controls, emergency storage [if feasible], odor control, etc.)
 2. Force main plan and profile (assumes two sheets)
 3. Electrical, structural, and mechanical details will be provided during final design.
- v. Prepare 60 percent preliminary sewer main plans in AutoCAD format (Plan sheets will include title sheet, notes, approximately forty-five plan and profile sheets for the sewer mains, and six detail sheets).
- vi. Stantec will provide recommendations for collection system sizing, layout, and materials.

D. Preliminary Opinion of Probable Costs

- a. A Class IV Opinion of Probable Construction Cost (OPCC) will be developed and submitted The District will provide a consolidated set of review comments. A final report will be prepared after incorporating District's review comments. The OPCC will include costs for:
 - i. Final design, construction, support during construction, project construction management and inspection and contingency
 - ii. Lateral and connection requirements and estimates (not to be detailed in the 30% design included with this scope).
- b. Stantec assumes the easement or land acquisition, disposal design elements, such as effluent and environmental permitting costs, treatment plant quotes and CEQA compliance, will be prepared by others and the District will provide final estimates to be incorporated into a master cost spreadsheet.

Deliverables:

- A. Project reports and invoices (PDF to District PM)
- B. Colorized ortho-rectified aerial imagery (electronic submittal)

August 4, 2021

Mr. Perrault

Page 7 of 9

**Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v
03**

- C. Cad topography and basemap file (electronic submittal)
- D. Preliminary Design Technical Memorandum (Draft and Final)
- E. Preliminary collection system plans (assumes 30 percent design/layout) – Full sized plans 24"x36" (PDF submittal – Draft)
- F. Preliminary opinion of probable costs

Assumptions:

- A. Septic systems are within 20 feet of parcel structures and sewer laterals are no deeper than 3.5 feet. (This is important for assessing depth requirements for the sewer mains in the rights of way identified in this study.)
- B. No private parcel improvements will be assessed. They will, however, be conceptually discussed, i.e., septic tank decommissioning and new lateral requirements.) Stantec assumes homeowners will be responsible for construction and hook up of their private laterals.
- C. Additional ground survey will be required during final design.
- D. Final design will be provided under a separate scope of work.
- E. Stantec assumes no additional buildings will be provided onsite at the package treatment plant location, or if required, they will be provided as part of final design.
- F. Sizing of bulk storage of chemical will be provided by the package treatment plant manufacturer.
- G. Stantec understands the package treatment plant manufacturer will contract the District as plant operator in the future.
- H. The District will provide reliable effluent disposal capacity (not to be assessed by Stantec).

District will provide:

- A. Review of deliverables. Stantec assumes deliverables are reviewed within 4 weeks of submittal.
- B. Treatment plant site location and parcel boundary information.
- C. Final service area limits, i.e. should the collection system provide capacity for any future sewerage additions from outside the immediate bounds of this study, such as areas north of Highway 154.
- D. Selected package treatment plant manufacturer.

SERVICES NOT INCLUDED

The following services and all other services not specifically listed herein are excluded:

1. Governmental and public agency Map checking fees.
2. Preparing and filing Corner Records or maps of any kind.
3. Setting boundary or right-of-way monuments.
4. Boundary mapping.
5. Land acquisition or negotiations. Easement preparation.
6. Sub-surface utility detection or potholing services.
7. Title Company reports, services and fees.

August 4, 2021

Mr. Perrault

Page 8 of 9

Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v 03

8. Odor control design.
9. Final Engineering services will be provided under a separate scope of work.
10. Geotechnical services. This will be required for Final Engineering and bidding.
11. Environmental services including but not limited to CEQA (or other funding clearance requirements, such as NEPA), biological studies, noise, archeological, etc.
12. Permit preparation and/or processing. To be done by others.
13. Wastewater treatment or disposal permitting.
14. Traffic control plans. These can be included in Final Design.
15. Architectural, buildings or structure design.
16. Permit fees.
17. Services not listed herein.

Proposed Fee

Based on our understanding of your requirements and our experience with similar projects, we estimate that the fee required for our services will be approximately as follows:

Task Order No. 2 \$258,298

Our charges will not exceed the above fee estimate without your prior authorization. Stantec reserves the right to reallocate budget between the tasks if necessary, provided the overall total is not exceeded.

We have estimated the cost of our services based on our understanding at this time of the scope and complexity of the work. During the performance of our services, the need for additional or expanded services may be determined. We will make every reasonable effort to keep you informed of our progress and costs incurred.

As we are all aware, we are all working in unprecedented times as a result of the COVID-19 pandemic. The situation is a very fluid one. Our proposal is based on what we understand as of today, but may change as conditions change. We would be pleased to have a further discussion with you to share our respective plans and efforts to help manage and mitigate the impact of this evolving situation on your proposed project.

Schedule

Stantec is proposing the below schedule for the tasks associated with Task 2 proposal.

August 4, 2021

Mr. Perrault

Page 9 of 9

Reference: Request for Budget Proposal, Los Olivos CSD Project Design Services – Task Order No. 2 Preliminary Design - v 03

Key Efforts	2022							
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Fully Executed Contract and Notice to Proceed	■							
Task 2.1: Project Management, Meetings, and Communication	★	■	■	■	★	■	■	★
Task 2.2: Topographical Mapping		■	■	■				
Task 2.3: Data Review, Utility Research, and Base Mapping				■	■			
Task 2.4: Engineering Design Concept/Feasibility/Preliminary Design					■	■	■	

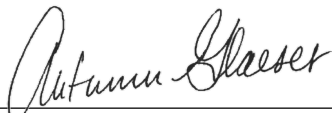
Authorization to Proceed

Should you require additional information or wish to discuss this work authorization further, please give me a call at (805) 285-9093. If this work authorization is satisfactory, please provide us written authorization to proceed by issuing an executed task order. This work shall conform to the terms and conditions of the Professional Services Agreement executed on August 20, 2020. The following is a summary of the current task orders assigned from the Agreement.

LOCSO Septic to Sewer Project Task Order Summary			
Task Order	Description	Authorization Date	Estimated Fee
No. 1	Loading Study	9/9/2020	\$ 20,000
No. 2	Preliminary Design		\$ 258,298
		Total	\$ 278,298

Regards,

Stantec Consulting Services Inc.



Autumn Glaeser, PE
Project Manager
805-285-9093
Autumn.Glaeser@Stantec.com



Gabe Aronow, PE
Principal-In-Charge
530-470-0515
Gabe.Aronow@Stantec.com

Attachment: Proposed Fee

FEE ESTIMATE - Los Olivos CSD Septic to Sewer Task 02 Preliminary Design

Name	Kolli, Venu	Aronow, Gabe	Glaeser, Autumn	Bohrous, Akram	Devries, Andrew	Zukowski, Jonny	Soldo, Stephanie	Eisengart, Daniel	Hoang, Long	Gower, Hayden	Loucks, James	Gower, Hayden (part of 2-man crew)	Kahner, Nick (part of 2-man crew)	Expenses	Sub-Consultant Vertical Mapping	Project Summary	Labour	Expense	Subs	Total
Project Billing Rate	\$251.00	\$251.00	\$217.00	\$251.00	\$192.00	\$192.00	\$170.00	\$228.00	\$243.00	\$192.00	\$243.00	\$142.50	\$142.50	\$1.10	\$1.10	Fixed Fee	\$0.00	\$0.00	\$0.00	\$0.00
Total Units (T&M)	8	86	136	40	90	164	382	32	34	78	30	72	72	1000	20000	Time & Material	\$235,198.00	\$1,100.00	\$22,000.00	\$258,298.00
Fee (T&M)	\$2,008.00	\$21,586.00	\$29,512.00	\$10,040.00	\$17,280.00	\$31,488.00	\$64,940.00	\$7,296.00	\$8,262.00	\$14,976.00	\$7,290.00	\$10,260.00	\$10,260.00	\$1,100.00	\$22,000.00	Total	\$235,198.00	\$1,100.00	\$22,000.00	\$258,298.00

WBS Code	Task Name															Hours	Labour	Expense	Subs	Total	
1	Project Management, Meetings, and Communication															136	\$28,236.00	\$550.00	\$0.00	\$28,786.00	
1.1	Project Management, Meetings, and Communication	4	20	60		8	8	36						500		136	\$28,236.00	\$550.00	\$0.00	\$28,786.00	
2	Topographical Survey															262	\$44,528.00	\$550.00	\$22,000.00	\$67,078.00	
2.1	Aerial Topographical Mapping			4					8		30		24	24	500	20000	90	\$15,292.00	\$550.00	\$22,000.00	\$37,842.00
2.2	Ground Based Topographical Mapping			4					24		48		48	48			172	\$29,236.00	\$0.00	\$0.00	\$29,236.00
3	Data Review, Utility Research, and Base Mapping															140	\$25,792.00	\$0.00	\$0.00	\$25,792.00	
3.1	Data Review, Utility Research, and Base Mapping		8	8		4	40	80									140	\$25,792.00	\$0.00	\$0.00	\$25,792.00
4	Engineering Design Conceptual Design															686	\$136,642.00	\$0.00	\$0.00	\$136,642.00	
4.1	Preliminary Design Technical Memorandum		10	8	40	30	8	16		4							116	\$25,274.00	\$0.00	\$0.00	\$25,274.00
4.2	Wastewater Treatment Plant	4	20	8		48											80	\$16,976.00	\$0.00	\$0.00	\$16,976.00
4.3	Collection System		20	40			100	250		30							440	\$82,690.00	\$0.00	\$0.00	\$82,690.00
4.4	Preliminary OPCC		8	4			8				30						50	\$11,702.00	\$0.00	\$0.00	\$11,702.00

Los Olivos CSD 2021/22 Working Timeline to Benefit Assessment Vote

