

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



LOS OLIVOS COMMUNITY SERVICES DISTRICT
Finance Committee Meeting, November 9, 2021, 6:00 PM
Please observe decorum and instruction from Committee Chair

This meeting will be held both in-person and electronically via Zoom Meetings. The in-person meeting will take place at the following location: **2680 San Marcos Ave, Los Olivos**. Access remotely with the following link:

1. Join Zoom Meeting from PC, Mac, or Android:
<https://us02web.zoom.us/j/84725936159?pwd=OGRacEJxVnRaZXNzSUJrRGpjalg3Zz09>
2. Via telephone: +1 (408) 638-0961 **Meeting ID: 891-875-9816** **Passcode: 463992**

FINANCE COMMITTEE MEETING AGENDA
2680 San Marcos Ave, Los Olivos, CA

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 October 6, 2021.

6. **BUSINESS ITEMS**

a. **Review and Recommend to Full Board of Directors Payment of Invoices to the District.**

- i. October 15, 2021 Robert Perrault General Management Services (10-15-2021) \$4,108.62
- ii. October 8, 2021, GSI Water Solutions Invoice # 876-001-09 Groundwater Management Services (September) \$4,706.25.
- iii. October 8, 2021, GSI Water Solutions #876-002-1 Injection Feasibility Assessment (September) \$11,001.75.
- iv. October 12, 2021, MNS Engineering Services Invoice #78559-RI Engineering Support (July) \$7,554.50.
- v. October 12, 2021, MNS Engineering Services Invoice # 78728 Engineering Support (August) \$6,380
- vi. October 17, 2021, Aleshire and Wynder LOCSO #1245 Legal Services (September) \$4,480.00.
- vii. November 2, 2021, Aleshire and Wynder LOCSO #1245 Legal Services(October) \$2,940.00.
- viii. California Special District Association Annual Dues FY 21-22, \$1,025.00.

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

b. Review Budget Reports (See Attachments)

7. NEXT MEETING: December 2, 2021, 6:00 PM

Location and Access to be determined.

- 8. 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.

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



LOS OLIVOS COMMUNITY SERVICES DISTRICT **Posted 10-1-2021**
Finance Committee Meeting, October 6, 2021 6:PM
Minutes

FINANCE COMMITTEE MEETING AGENDA

This meeting was held remotely the Zoom Link: <https://us02web.zoom.us/j/86208317891?pwd=OGJ3YT-BrRm9TRXNYdnZyN3BoeEt5UT09>

Phone- 1(408) 638- 0961

Meeting ID- 891-875-9816

Passcode 333491

1. **CALL TO ORDER:** President Palmer called the meeting to order at 6:02 PM.
2. **ROLL CALL:** President Palmer, Vice President Fayram, and General Manager Perrault were present.
4. **DIRECTOR COMMENTS:** No Director comments were made.

5. **PUBLIC COMMENTS:** No members of the public made comments.

6. ADMINISTRATIVE AGENDA.

A. APPROVAL OF MEETING MINUTES

No Minutes were presented for approval.

7. BUSINESS ITEMS

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

1. -Sept 15,2021 Robert Perrault General Management Services (9-15-2021) \$3,510.
- 2.- August 24,2021 MNS Engineering Invoice #78559 Management and Engineering Support (July) \$7,739.50
- 3.- August 5, 2021 GSI Water Solutions Invoice #876-001-07 Groundwater Management Services (July) \$1,926.25
- 4.- March 3, 2021, Ultra Planning Concepts Invoice #9844 February Services Siting Study \$2,663.75

Board members asked questions regarding the General Managers invoice, # 7A1, the MNS engineering invoice item #7 A2, and the Urban Planning Concepts invoice, item # 7A4. Following the Board discussion on these items, the Board took the following actions:

1. Vice President Fayram moved to recommend the payment of Item 7A.1. The motion was seconded by President Palmer. The vote was unanimous.
2. Vice President Fayram moved to defer making a recommendation on 7A.2 until corrections could be made to the invoice. The motion was seconded by President Palmer. The motion passed with a unanimous vote.
3. Vice President Fayram moved to recommend the payment of 7A.3. The motion was seconded by President Palmer. The motion passed with a unanimous vote.
4. Vice President Fayram moved to recommend the payment of 7A.4 provided verification the invoiced amount fell within approved budget parameters. The motion was seconded by President Palmer and passed unanimously

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

B. Review Budget Reports (See Attachments)

The Board discussed the Budget status reports. President Palmer noted that the Budget reports needed to be more specific and contract work should be compared to approved budget and contracted amounts. She also noted that the costs associated with reimbursement from the State Grant should be separately tracked.

8. NEXT MEETING: The next meeting will be held on November 3, 2021, at 6: PM.

9. ADJOURNMENT: Vice President Fayram moved the meeting to be adjourned at 6:26 PM. The motion passed unanimously.

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.



ROBERT PERRAULT

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

Date: 10/15/2021
To: Lisa Palmer
President, Los Olivos, Community Service District
PO Box 345,
Los Olivos CA, 93441

No. 619

Date	Description	Unit Hours	Total
10/15/21	General Management		
	Services provided to Los		
	Olivos Community Service Dist. For 9-15 to 10-15 2021	30	\$4,050.00
	Per attached detail		
10/15/21	Reimbursement Office- Max		
	Copies made for Brd. Meeting 10-13-21		\$ 58.62
		Total	\$4,108.62

**Total Due By:
Due Upon
Receipt**

Thank you for your business!

Robert J Perrault

Memo to: Lisa Palmer, President Los Olivos Board CSD, Board of Directors
From: Bob Perrault, General Manager
Subject: Invoice Detail September 16- October 15, 2021
Date: November 6, 2021

Date	Description	Hrs	Amount
9-16-	Meeting follow- up, Quarterly Report Preparation LAFCO	2	\$270.00
9-17	Complete Quarterly Report Communication w / Cloacina IRWRM meeting preparation	2	\$270.00
9- 20	Attendance IRWRM Meeting	1.5	\$202.50
9-21	Work on State Grant , Special Meeting, Revise Quart. Report	2.5	\$337.50
9-22	Siting Study Review Meeting with S	1.	\$135.00
9-24	Meeting with Lisa work on Public Information update. Meeting w/ Ancient Peaks, Cloacina	3	\$405.00
9-27	Public Records Request follow up	1	\$135.00
9-27	Onsite meeting with SB County Re: ROW site	1	\$135.00
9- 28	Public Record Request	1	\$135.00
9-29	Meeting with LP. Coordinate SP Meeting with St. Mark's Work on Development of Sp Agenda	3	\$405.00

10-1	Finalize Special meeting Agenda Discussions with LP respond to Questions and emails re. meeting	2	\$270.00
10-4	Meeting Prep, Discussion with Ms. Gott, Attend Board meeting, set up And takedown	3	\$405.00
10-6	Project Management Committee and Finance Committee attendance	2	\$270.00
10-9	Public Records Request	3	\$405.00
10-13	Attendance at Board meeting- setup takedown	2	\$270.00



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

Water Solutions, Inc.

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

October 8, 2021
 Invoice No: 0876.001 - 9

Project 0876.001 Groundwater Quality Management Services

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

Task .004 Technical Memorandum and Submittals

Labor

	Hours	Rate	Amount	
Managing Hydrogeologist				
Franz, Brian	7.00	160.00	1,120.00	
Project Geologist				
Lapostol, Andres	15.75	135.00	2,126.25	
GIS/Graphics/Database				
Palmer, Nicole	1.25	125.00	156.25	
Totals	24.00		3,402.50	
Total Labor				3,402.50
				Total this Task
				\$3,402.50

Task .005 Project Management

Labor

	Hours	Rate	Amount	
Principal Consultant				
Thompson, Timothy	4.75	265.00	1,258.75	
Administration				
Deck, Anneliese	.50	90.00	45.00	
Totals	5.25		1,303.75	
Total Labor				1,303.75
				Total this Task
				\$1,303.75

Project Summary

	Current Period	Prior Periods	Invoiced to Date
Total Billings	4,706.25	46,613.75	51,320.00
Authorized Budget			85,000.00
Budget Remaining			33,680.00
			Total this Invoice
			<u><u>\$4,706.25</u></u>

Outstanding Invoices

Number	Date	Balance
7	8/5/2021	1,926.25
Total		1,926.25



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

October 8, 2021
 Invoice No: 0876.002 - 1

Project 0876.002 Groundwater Quality Management Services Preliminary Cost Analysis
Professional Services from September 1, 2021 to September 30, 2021

Task .001 Preliminary Cost Analysis
Labor

	Hours	Rate	Amount	
Principal Consultant				
Thompson, Timothy	28.00	265.00	7,420.00	
Managing Hydrogeologist				
Franz, Brian	2.75	160.00	440.00	
Project Geologist				
Lapostol, Andres	21.25	135.00	2,868.75	
Technical Editing				
Parisi, Laura	1.75	130.00	227.50	
Administration				
McCall, Metria	.50	90.00	45.00	
Totals	54.25		11,001.25	
Total Labor				11,001.25
				Total this Task
				\$11,001.25

Project Summary	Current Period	Prior Periods	Invoiced to Date
Total Billings	11,001.25	0.00	11,001.25
Authorized Budget			12,500.00
Budget Remaining			1,498.75
			Total this Invoice
			<u><u>\$11,001.25</u></u>



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

ENGINEERING
 PLANNING
 SURVEYING
 CONSTRUCTION MANAGEMENT

October 12, 2021

Project No: LOCD.180392.00

Invoice No: 78559-R1

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 Support to the General Manager: \$7,554.50
- 2. Engineering Tasks:
 - a. WRF Grant Management: \$185.00

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

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Administrative Support				
Project Coordinator	35.25	105.00	3,701.25	
Project Management				
Engineering Technician	31.50	95.00	2,992.50	
Engineer	4.00	185.00	740.00	
Totals	70.75		7,433.75	
Total Labor				7,433.75

Reimbursable Expenses

Pike, Douglas				
4/13/2021	Pike, Douglas	CSD Career Center	105.00	
	Total Reimbursables	1.15 times	105.00	120.75
		Level 2 Subtotal		\$7,554.50

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount	
Project Management				
Engineer	1.00	185.00	185.00	
Totals	1.00		185.00	
Total Labor				185.00
		Level 2 Subtotal		\$185.00
		Current Invoice Amount		\$7,739.50

Outstanding Invoices

Number	Date	Balance
78728	9/20/2021	6,380.00
Total		6,380.00

Billing Backup

Tuesday, October 12, 2021

MNS Engineers, Inc.

Invoice 78559-R1 Dated 10/12/2021

2:29:58 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	7/2/2021	1.75	105.00	183.75
District correspondence including emails; LOCS.D Website Update - Upload Finance Committee Meeting Agenda and Meeting Packet ; Begin Review of Stakeholder List vs LOCS.D Fund Parcels List dated 6/25/21 (7/5/21)				
Zepeda, Mary	7/6/2021	1.50	105.00	157.50
Continue Review of Stakeholder List vs LOCS.D Fund Parcels List dated 6/25/21; Prepare for District Update Direct Mailer				
Zepeda, Mary	7/7/2021	2.00	105.00	210.00
Continue Review of Stakeholder List vs LOCS.D Fund Parcels List dated 6/25/21; Finalize Stakeholder (Direct Mailer and Email List); Prepare District Update for Stakeholders via Direct Mailers TB Delivered to USPS on 7/8/21; Forward District Update to Stakeholders via Email				
Zepeda, Mary	7/8/2021	4.00	105.00	420.00
Finish Preparation of District Update Direct Mailers and Deliver to USPS on 7/8/21; Review and Provide Comments on Resolution 21-07; Update Resolution Tracking Log; Create District Update Data Analytic				
Zepeda, Mary	7/9/2021	.25	105.00	26.25
Upload Regular Meeting Agenda to LOCS.D Website; Forward Direct Mailer and Email Distribution List to RP and RP				
Zepeda, Mary	7/12/2021	3.00	105.00	315.00
District correspondence including emails; Review Resolution 21-07 Changes with RP and DP; Update Resolution 12-04 with Attachment 1, 2 and 4; Update Regular Agenda Meeting Packet with Attachment 4; Upload Regular Meeting Agenda Packet to LOCS.D Website and forward copy of packet to Board Members; Print Agenda and Verify posting of Regular Meeting Agenda in LOCS.D Post Office				
Zepeda, Mary	7/13/2021	3.00	105.00	315.00
Followup with GSI re Invoice 876-001-05; Create Single Payment Claims within FIN for approved GSI Invoices #4; Submit GSI Invoice #4 for payment via FIN for DP; Update Budget Tracking Log; Prepare GSI Invoice #5 and #6 for submission to EHS for reimbursement				
Zepeda, Mary	7/14/2021	2.00	105.00	210.00
Update District Flyer Data Analytic and Mail Chimp Distribution List; Review Mail Chimp with TG and Develop Strategy for Stakeholder List; Followup with RP re GSI and UPC Invoices; Respond to Email Inquiry's re Meeting Time and Email Preference for District Update				

Project	LOCSD.180392.00	District Support Services			Invoice	78559-R1
Zepeda, Mary		7/15/2021	5.75	105.00	603.75	
	Followup with DP & RP re processing UPC Invoices via EHS for reimbursement: Prepare Reimbursement Request for GSI Invoice #5 and #6 and forward to RP for Signature; Forward Reimbursement Request with GSI Invoices to EHS; Compare Budget Tracking Logs with 2021 Agenda Packet Invoices; Followup with RP and DP re UPC Invoices 9844 and 10021; Followup with RP, DP and RT re A&W Invoice; Prepare June Agenda Packet Invoices for FIN and forward Invoice Approvals to RP; Create Single Payment Claims within FIN for approved A&W, MNS & RP Invoices; Process A&W, MNS & RP Invoices for payment via FIN for DP; Update Budget Tracking Log; Verified UPC not within FIN; Prepare Substitute W9 & Vendor Information Form for UPC; Assist TG with Stakeholder List					
Zepeda, Mary		7/16/2021	.50	105.00	52.50	
	Followup with SBC Auditor-Controller (SBC-AC) Help Desk re Vendor Setup Information for UPC;; SBC-AC confirmed UPC in active within FIN System and obtained forms needed to reactive UPC as Vendor; Forward Substitute W9, CA 587 and 590 Package to UPC					
Zepeda, Mary		7/21/2021	2.50	105.00	262.50	
	Meet with DP and RP on status update on pending items; Update Special Meeting Minutes and Resolutions for Signatures					
Zepeda, Mary		7/22/2021	4.00	105.00	420.00	
	Review LOCSD Reimbursement Statement FY2018/2019 & 2019/2020 and update TG and update of changes; Assist with TG with distributing the Reimbursement Statements for LP and RP for review and approval or board action; Conduct Review Final Draft of Stakeholder List and forward to LP for review and comment; Followup with RP and DG regarding Regular Meeting Minutes (4/14/21 and 6/9/21) and Resolution 21-05; Modified Regular Meeting Minutes (4/14/21 and 6/9/21) and Resolution 21-05 for Signature					
Zepeda, Mary		7/23/2021	2.00	105.00	210.00	
	File (Electronic and Hard Copy) Meeting Minutes and Resolutions; Update Resolution Tracking Sheet; Forward List of Pending/Missing Meeting Minutes to DP and RP; Prepare and Forward Resolution 20-03, 21-01, 20-06, 20-07 for Final Execution by GRT					
Zepeda, Mary		7/26/2021	.25	105.00	26.25	
	District correspondence including emails					
Zepeda, Mary		7/27/2021	1.50	105.00	157.50	
	Review and Compare District Update Original BCC List to the New Stakeholder List; Update LP re sending District Update to newly identified recipients					
Zepeda, Mary		7/28/2021	.25	105.00	26.25	
	Followup with UPC re Invoice Payment via FIN					
Zepeda, Mary		7/30/2021	1.00	105.00	105.00	
	Assist TG with followup email to Board Members re posting the reimbursement statement on website; Update Direct Mailer List based on Returned District Update Letter					
Project Management						
Engineering Technician						
Gullikson, Taylor		7/2/2021	2.50	95.00	237.50	
	LOCSD District Update edits					

Project	LOCSD.180392.00	District Support Services			Invoice	78559-R1
Gullikson, Taylor		7/6/2021	3.00	95.00	285.00	
		LOCSD District Update Flyer-updating direct mailer list				
Gullikson, Taylor		7/7/2021	5.00	95.00	475.00	
		LOCSD District Update Flyer-Direct mailers and uploading to website				
Gullikson, Taylor		7/13/2021	1.00	95.00	95.00	
		Fixed Onsite Water Quick Guide and reuploaded online				
Gullikson, Taylor		7/14/2021	2.00	95.00	190.00	
		LOCSD Stakeholder List updating				
Gullikson, Taylor		7/15/2021	2.00	95.00	190.00	
		LOCSD Stakeholder List updating				
Gullikson, Taylor		7/16/2021	1.00	95.00	95.00	
		LOCSD Reimbursement Statement				
Gullikson, Taylor		7/19/2021	1.50	95.00	142.50	
		Reimbursement statement FY 19/20 (1.5 hrs)				
Gullikson, Taylor		7/20/2021	3.00	95.00	285.00	
		LOCSD Stakeholder list and MailChimp updating				
Gullikson, Taylor		7/21/2021	2.00	95.00	190.00	
		Obtaining Stakeholder contact info, Reimbursement Statements, organizing MailChimp				
Gullikson, Taylor		7/22/2021	1.00	95.00	95.00	
		LOCSD -Call w Mary (Reimbursement Statements and Mailing List)				
Gullikson, Taylor		7/23/2021	1.50	95.00	142.50	
		LOCSD - Cross checking stakeholder list to see who needs Update still				
Gullikson, Taylor		7/26/2021	1.50	95.00	142.50	
		Creating "newly added stakeholders" list				
Gullikson, Taylor		7/27/2021	2.50	95.00	237.50	
		LOCSD Email analytics and reimbursement statements; Call w Mary re stakeholder list update; Sending Update to new stakeholders				
Gullikson, Taylor		7/28/2021	1.00	95.00	95.00	
		LOCSD Transparency checklist				
Gullikson, Taylor		7/30/2021	1.00	95.00	95.00	
		Notifying board of and posting reimbursement disclosures				
		District Engineer				
Pike, Douglas		7/12/2021	1.00	185.00	185.00	
		Assessors List with CIP Increase. Prepared per County Instructions. (1)				
Pike, Douglas		7/30/2021	3.00	185.00	555.00	
		Los Olivos CSD 2021-22 secured property tax Update Submittal Preparation				
		Totals	70.75		7,433.75	
		Total Labor				7,433.75
					Level 2 Subtotal	\$7,554.50

Level 2	TASK02	Engineering Tasks				
Professional Personnel						
			Hours	Rate	Amount	
Project Management						
Engineer Pike,						
Douglas		7/12/2021	1.00	185.00	185.00	

Project	LOCSD.180392.00	District Support Services	Invoice	78559-R1
Grant Application history worksheet update (1)				
	Totals	1.00	185.00	
	Total Labor			185.00
			Level 2 Subtotal	\$185.00
			Project Total	\$7,739.50
			Total this Report	\$7,739.50

Invoice Detail (3678712)

Los Olivos Community Services District
Douglas S. Pike
201 N. Calle Cesar Chavez, Ste. 300
Santa Barbara, CA 93103 USA
(805) 331-3553
dpike@mnsengineers.com

Tuesday, April 13, 2021
Invoice #: 3678712
Aged: PAID
Total: \$105.00
Balance: \$0.00
PO Number: -

Type	Date	Amount	Description
Invoice	Apr 13, 2021	\$105.00	Single 30-day Online Job Posting Package
Payment	Apr 13, 2021	\$(105.00)	Paid by Visa card ending in 3963

Any credit card charges appear on your statement as "CSDA Career Center."



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

ENGINEERING
PLANNING
SURVEYING
CONSTRUCTION MANAGEMENT

September 20, 2021

Project No: LOCD.180392.00

Invoice No: 78728

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 Support to the General Manager: \$4,853.75
2. Engineering Tasks:
 - a. WRF Grant Management: \$515.00
 - b. Stantec Contract Support: \$92.50
 - c. Site Acquisition - Surveyor Support: \$641.25
 - d. Site Acquisition - Engineering Support: \$92.50
 - e. Attend Technical committee meeting: \$185.00

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

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount
Administrative Support			
Project Coordinator	30.00	105.00	3,150.00
Project Management			
Engineering Technician	15.50	95.00	1,472.50
Engineering Support	1.25	185.00	231.25
Totals	46.75		4,853.75
Total Labor			4,853.75
		Level 2 Subtotal	\$4,853.75

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount	
Project Management				
Engineering support	4.50	185.00	832.50	
Fund Development/Grant Applications				
Project Coordinator	.50	105.00	52.50	
Totals	5.00		885.00	
Total Labor				885.00
				Level 2 Subtotal
				\$885.00

Level 2 TASK03 Survey Tasks

Professional Personnel

	Hours	Rate	Amount	
Research				
Supervising Technician	4.75	135.00	641.25	
Totals	4.75		641.25	
Total Labor				641.25
				Level 2 Subtotal
				\$641.25
				Current Invoice Amount
				\$6,380.00

Outstanding Invoices

Number	Date	Balance
78559	8/24/2021	7,799.50
Total		7,799.50

Billing Backup

Monday, September 20, 2021

MNS Engineers, Inc.

Invoice 78728 Dated 9/20/2021

2:00:22 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	8/5/2021	1.25	105.00	131.25
District correspondence including emails; Update LOCS.D Website with Regular Meeting (8/11/21) Cancellation Notice and Create Regular Meeting Calendar Date (8/18/21)				
Zepeda, Mary	8/6/2021	2.75	105.00	288.75
Finalize and File (Hard and Electronic) Resolution No 20-03, 20-06, 20-07, 21-01; Update Resolution File Tracking Log and Renamed Resolution Documents for consistency and placed executed resolutions (as applicable) into file for Transparency Certificate; Update LOCS.D Website with executed Finance Committee (5/10/21) and Regular Meeting (4/14/21) Minutes; Assist RP with Gmail Account; Followup with DP re pending Meeting Minutes				
Zepeda, Mary	8/9/2021	2.75	105.00	288.75
District correspondence including emails; LOCS.D Website Update - Upload Finance Committee Agenda and Agenda Packet; Print and Post Finance Committee Agenda within LOCS.D Post Office; Send Followup Email to RP re District Calendar Updates and Agenda and Website Updates				
Zepeda, Mary	8/10/2021	2.50	105.00	262.50
Review Google Earth and SBC Assessor Map Lookup for parcels neighboring properties surrounding the Herthel Property; and forward findings to RP for review; Created Los Olivos CSD Finance Committee and Regular Meeting "Outlook" Distribution List and forward to RP, DP and TG				
Zepeda, Mary	8/13/2021	1.00	105.00	105.00
Review Pending Meeting Minutes and File Naming Convention with TG; Forward Regular Meeting Minutes and Finance Committee Minutes to RP for signature; Prepare Regular Meeting Agenda for Posting on the LOCS.D website on 8/14/20				
Zepeda, Mary	8/16/2021	1.25	105.00	131.25
District correspondence including emails; Attend Transparency Certificate Update Status Meeting				
Zepeda, Mary	8/17/2021	2.50	105.00	262.50
Update Agenda Packet per RP Request and re-post and redistribute; Continue Review Google Earth, SBC Assessor Map Lookup and SBC Assessor Property Tax Lookup for parcels neighboring properties surrounding the Herthel Property and provided RP the addresses for the parcels of interest				

Project	LOCSD.180392.00	District Support Services			Invoice	78728
Zepeda, Mary		8/19/2021	3.00	105.00	315.00	
		Review SBC Assessor Map Lookup & Zillow to confirm dates the neighboring properties surrounding the Gott Property are sold; update SBC Assessors Map(s); Review Los Olivos Fund Parcel List for Property Owner Name and Mailing Address; Email SBC Assessor's Office to Inquiry about Property Owner Name and Mailing Address for properties outside LOCSD jurisdiction; Updated District Meeting Calendar; Followup with RS re APN#'s Surrounding the Herthel Property				
Zepeda, Mary		8/20/2021	4.50	105.00	472.50	
		Forward Updated Regular Meeting Minutes to RP for review and approval; Prepare EHS Invoice Reimbursement Request Letter and forward to RP/DP for review and approval; Prepare MNS & RP Invoices for payment via FIN and forward to DP for review and approval; Update Budget Tracking Log; Requested Copy of A&W Invoice for Processing; Research and Forward SCB Assessor's Map for additional interested parcels				
Zepeda, Mary		8/24/2021	6.25	105.00	656.25	
		District correspondence including emails; Forward Invoice Approvals to DP; Create Single Payment Claims within FIN for approved GSI, Aleshire & Wynder, SDRMA, MNS and Robert Perrault Invoices; Process Invoices for payment via FIN for DP; Update Budget Tracking Log; Review and Update Herthel and Gott Neighboring Parcel Contact Information				
Zepeda, Mary		8/25/2021	.50	105.00	52.50	
		Prepare and Forward Email to SBC Assessor's Office for information request to verify property owner name and mailing address				
Zepeda, Mary		8/30/2021	1.75	105.00	183.75	
		District correspondence including emails; Response to FINWeb eForms Inbox Notification re GSI Invoice 0876-001-5 and update Invoice # and resubmit for payment; Create Finance Committee Meeting Cancellation Notification with RP and post on website and within Los Olivos Post Office				
Project Management						
Engineering Technician						
Gullikson, Taylor		8/2/2021	2.50	95.00	237.50	
		LOCSD Reimbursement Statement corrections and reposting to website				
Gullikson, Taylor		8/9/2021	.50	95.00	47.50	
		Call with Mary				
Gullikson, Taylor		8/12/2021	3.00	95.00	285.00	
		Call with Mary, completing items on Transparency website checklist, and assessing meeting video/audio files.				
Gullikson, Taylor		8/13/2021	3.50	95.00	332.50	
		Revising meeting minutes and agenda names on website, revising agenda draft, call with Mary				
Gullikson, Taylor		8/16/2021	2.00	95.00	190.00	
		Meeting w Mary, Doug and Bob; posting/distributing agenda packet				
Gullikson, Taylor		8/18/2021	1.00	95.00	95.00	
		Benefit Assessment Vote MS Project schedule				
Gullikson, Taylor		8/31/2021	3.00	95.00	285.00	
		Website meeting w Bob and Lisa; website corrections				

Project	LOCSD.180392.00	District Support Services	Invoice	78728	
District Manager					
Pike, Douglas		8/10/2021	.25	185.00	46.25
Assist with Financial Report Prep. (.25)					
Pike, Douglas		8/27/2021	1.00	185.00	185.00
Assist with formatting of budget document we need to send to Ed Price, CPA, CPFO, Assistant Auditor-Controller, County of Santa Barbara Auditor-Controller's Office					
Totals			46.75		4,853.75
Total Labor					4,853.75
Level 2 Subtotal					\$4,853.75

Level 2 TASK02 Engineering Tasks

Professional Personnel					
			Hours	Rate	Amount
Project Management					
District Manager					
Pike, Douglas		8/9/2021	.50	185.00	92.50
Stantec Proposal Review and discussion with Bob P. (.5)					
Pike, Douglas		8/11/2021	2.00	185.00	370.00
Updated Checklist for WRF Grant, and coordinated signature from Lisa and Transmittal to Jody Hack and FAAST Upload					
Pike, Douglas		8/13/2021	.50	185.00	92.50
Phone meeting with Jody Hack, State Water Board re: Planning Grant schedule & discussion on construction funding. Confirmed FAAST submittal, and that Grant Agreement was in internal (State) routing for approval.					
Pike, Douglas		8/16/2021	1.00	185.00	185.00
Technical Committee Meeting Participation with Brian O'Neill and Bob Perrault					
Pike, Douglas		8/25/2021	.50	185.00	92.50
Los Olivos CSD; Location of County Bike Path and Los Olivos CSD Requested Area D3- Transfer of knowledge to R. Perrault to communicate with the County					
Fund Development/Grant Applications					
Project Coordinator					
Palmquist, Linda		8/13/2021	.50	105.00	52.50
Reset account and submit certification to FAAST					
Totals			5.00		885.00
Total Labor					885.00
Level 2 Subtotal					\$885.00

Level 2 TASK03 Survey Tasks

Professional Personnel					
			Hours	Rate	Amount
Research					
Supervising Technician					
Starr, Robert		8/18/2021	1.00	135.00	135.00
Research Assessor's Parcel information for owners and mailing addresses.					
Starr, Robert		8/23/2021	3.75	135.00	506.25

Project	LOCSD.180392.00	District Support Services	Invoice	78728
---------	-----------------	---------------------------	---------	-------

Research Assessor's Parcel information for owners and mailing addresses and create spreadsheet of data.

Totals	4.75	641.25	641.25
Total Labor			

Level 2 Subtotal	\$641.25
-------------------------	-----------------

Project Total	\$6,380.00
----------------------	-------------------

Total this Report	\$6,380.00
--------------------------	-------------------



**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

October 17, 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: **October 2021 Billing Statement (for services through 9/30/21);
Aleshire & Wynder, LLP**

Dear Bob:

Enclosed please find a billing statement for the month of October, which includes services rendered and costs incurred by Aleshire & Wynder, LLP, through September 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: September 1 thru September 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)	24.40	200	4,880.00	0.00	4,880.00	0.00	(Advisory/Transactional Svcs)
TOTALS:	24.40		4,880.00	0.00	4,880.00	0.00	



**ALESHIRE &
WYNDER** LLP
ATTORNEYS AT LAW

Orange County
18881 Von Karman Ave., Suite 1700
Irvine, CA 92612
P 949.223.1170 • F 949.223.1180
awattorneys.com

Federal Tax ID: 55-0814676

Los Olivos Community Services District
Attn: Mr. Bob Perrault, General Manager
2540 Alamo Pintado Avenue
Los Olivos, CA 93441

October 17, 2021
Bill No. 64169

For Legal Services Rendered Through 09/30/21

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

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
09/01/21	GRT	(PUBLIC HEARING) REVIEW OF UPDATED NOTICES FOR REMOTE MEETING; EMAIL EXCHANGE WITH GENERAL MANAGER RE SAME	0.20	40.00
09/03/21	GRT	(BOARD PRESIDENT) PHONE CONFERENCE WITH BOARD PRESIDENT RE SITE SELECTION AND POWERS OF DISTRICT TO ACQUIRE PROPERTY OUTSIDE OF DISTRICT BOUNDARIES; COMMENCE FOLLOW UP RESEARCH AND ANALYSIS RE SAME	0.70	140.00
09/07/21	GRT	(AGENDA) REVIEW AND REVISE AGENDA FOR SEPTEMBER REGULAR MEETING; DRAFT TRANSMITTAL TO GENERAL MANAGER RE SAME	0.40	80.00
	GRT	(SITE SELECTION) COMPLETE LEGAL RESEARCH AND ANALYSIS RE POWER OF DISTRICT TO ACQUIRE PROPERTY OUTSIDE OF DISTRICT BOUNDARIES BY CONTRACT AND BY EMINENT DOMAIN; COMPLETE LEGAL RESEARCH AND ANALYSIS RE ANNEXATION PROCESS THROUGH LAFCO; DRAFT ANALYSIS TO GENERAL MANAGER RE ALL	2.70	540.00

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
09/13/21	GRT	(SITE SELECTION) REVIEW OF LENGTHY PUBLIC COMMENT LETTER FROM ROHER FAMILY CRITICIZING DISTRICT'S PREFERRED AND PREFERRED ALTERNATIVE SITE SELECTION; LEGAL RESEARCH ON SANITARY DISTRICT LAW AND COMMUNITY SERVICES DISTRICT LAW RE AUTHORIZATION FOR DISTRICT TO ACQUIRE AND OPERATE PROPERTY OUTSIDE BOUNDARIES OF DISTRICT FOR PROVISION OF SERVICES WITHIN THE DISTRICT; LEGAL RESEARCH RE AUTHORITIES CITED IN PUBLIC COMMENT LETTER; DRAFT ANALYSIS EMAIL TO DIRECTOR O'NEILL, PRESIDENT PALMER, AND BOARD PRESIDENT RE ALL	3.20	640.00
09/15/21	GRT	(REGULAR MEETING) COMPLETE PREPARATION FOR AND ATTEND REGULAR MEETING	3.20	640.00
	GRT	(PROPERTY NEGOTIATIONS) PROVIDE ANALYSIS RE APPLICABILITY OF CLOSED SESSION EXEMPTION FOR REAL PROPERTY NEGOTIATIONS AND SPECIAL NOTICE REQUIREMENTS	0.40	80.00
	GRT	(ROHRER PRA) INITIAL REVIEW AND ANALYSIS OF PUBLIC RECORDS ACT REQUEST; COMMENCE PREPARATION OF INITIAL DETERMINATION AND RESPONSE TO REQUESTING PARTY	1.10	220.00
09/16/21	GRT	(ROHRER PRA) REVIEW AND ANALYSIS OF SECOND PRA REQUEST FROM REQUESTING PARTIES; PROVIDE PRELIMINARY ANALYSIS RE RESPONSE; COMMENCE DRAFTING INITIAL RESPONSE; EMAIL EXCHANGES WITH GENERAL MANAGER AND BOARD PRESIDENT RE SAME	0.60	120.00
09/20/21	GRT	(SITE SELECTION) REVIEW OF CORRESPONDENCE FROM HERTHEL FAMILY PROPERTY OWNER RE WITHDRAWAL OF LITTLE CREEK PROPERTY FROM DISTRICT SITE SELECTION; COMPLETE PREPARATION FOR AND ATTEND ZOOM MEETING WITH BOARD PRESIDENT AND GENERAL MANAGER RE SAME	1.70	340.00

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
09/20/21	GRT	(AB 361) DRAFT EMAIL COMMUNICATION TO BOARD OF DIRECTORS RE AB 361 AND REMOTE MEETINGS	0.20	40.00
	GRT	(ROHRER PRA REQUEST #1) COMPLETE REVIEW AND ANALYSIS RE INITIAL DETERMINATION AND RESPONSE TO PRA REQUEST; COMMENCE LEGAL RESEARCH AND ANALYSIS RE SAME; COMMENCE DRAFTING INITIAL DETERMINATION AND RESPONSE	0.70	140.00
	GRT	(ROHRER PRA REQUEST #2) COMPLETE REVIEW AND ANALYSIS RE INITIAL DETERMINATION AND RESPONSE TO PRA REQUEST; COMMENCE LEGAL RESEARCH AND ANALYSIS RE SAME; COMMENCE DRAFTING INITIAL DETERMINATION AND RESPONSE	0.30	60.00
09/21/21	GRT	(AB 361) DRAFT LENGTHY MEMO TO BOARD OF DIRECTORS AND GENERAL MANAGER RE IMPLEMENTATION OF AB 361; DRAFT INITIAL AUTHORIZING RESOLUTION FOR REMOTE MEETINGS PER AB 361; DRAFT REAUTHORIZATION AND EXTENSION RESOLUTION PER AB 361	1.80	360.00
09/23/21	GRT	(PROJECT SITING) EMAIL EXCHANGE WITH BOARD PRESIDENT, VICE PRESIDENT, AND GENERAL MANAGER RE POSSIBLE CLOSED SESSION DURING SPECIAL MEETING RE PROJECT SITING AND PRELIMINARY DESIGN	0.40	80.00
	GRT	(SPECIAL MEETING) COMPLETE PREPARATION FOR AND ATTEND ZOOM MEETING WITH GENERAL MANAGER AND BOARD PRESIDENT RE POSSIBLE SPECIAL MEETING ON PROJECT SCOPE AND SITE SELECTION ISSUES	0.80	160.00
09/27/21	GRT	(ROHRER PRA REQUEST #1) COMPLETE LEGAL RESEARCH AND ANALYSIS RE PRA RESPONSE; COMPLETE DRAFTING INITIAL DETERMINATION AND RESPONSE LETTER; DRAFT TRANSMITTAL TO GENERAL MANAGER RE SAME	0.80	160.00

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
09/27/21	GRT	(ROHRER PRA REQUEST #2) COMPLETE LEGAL RESEARCH AND ANALYSIS RE PRA RESPONSE; COMPLETE DRAFTING INITIAL DETERMINATION AND RESPONSE LETTER; DRAFT TRANSMITTAL TO GENERAL MANAGER RE SAME	0.40	80.00
	GRT	(SITING ANALYSIS) EMAIL EXCHANGES WITH BOARD PRESIDENT AND GENERAL MANAGER RE RESPONSE TO PUBLIC INQUIRY FROM MRS. AND MR. ROHRER RE PRELIMINARY SITE SELECTION; COMPLETE LEGAL RESEARCH IN SUPPORT OF DRAFT PROPOSED RESPONSE; COMPLETE DRAFT PROPOSED RESPONSE RE LEGAL ISSUES AND CORRECTIONS AND DRAFT TRANSMITTAL TO BOARD PRESIDENT AND GENERAL MANAGER FOR REVIEW AND CONSIDERATION	1.60	320.00
	BWB	(SPLIT: SB 9) ANALYSIS OF SENATE BILLS 8, 9, AND 10; DRAFT MEMORANDUM REGARDING THE REQUIREMENTS IN THESE NEW LAWS	0.10	20.00
09/29/21	GRT	(COMMUNITY UPDATE) REVIEW AND PROVIDE ANALYSIS RE REVISIONS TO SEPTEMBER COMMUNITY UPDATE RE CURRENT LEGAL CONCERNS ON SITING	0.40	80.00
	GRT	(SPECIAL MEETING) PROVIDE ANALYSIS TO GENERAL MANAGER RE SPECIAL MEETING REQUIREMENTS AND AB 361 RESOLUTION OPTIONS FOR CONTINUED REMOTE MEETINGS; FOLLOW UP PHONE CONFERENCE RE SAME	0.80	160.00
	GRT	(AB 361) DRAFT AND REVISE INITIAL TRANSITION RESOLUTION TO REMOTE MEETINGS UNDER AB 361; DRAFT AND REVISE MEMO TO BOARD OF DIRECTORS RE SAME; DRAFT TRANSMITTAL TO GENERAL MANAGER WITH ADVICE AND DIRECTION ON IMPLEMENTATION	1.20	240.00
09/30/21	GRT	(SPECIAL MEETING) REVIEW OF SPECIAL MEETING AGENDA; DRAFT PROPOSED REVISIONS AND ADVICE TO BOARD PRESIDENT AND GENERAL MANAGER	0.50	100.00

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
09/30/21	BWB	(SPLIT: SB 9) ANALYSIS OF SENATE BILLS 8, 9, AND 10; DRAFT MEMORANDUM REGARDING THE REQUIREMENTS IN THESE NEW LAWS	0.20	40.00
Total Professional Services			24.40	\$4,880.00

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
GRT	George "Ross" Trindle	24.10	200.00	4,820.00
BWB	Brian Wright-Bushman	0.30	200.00	60.00
Total Professional Services		24.40		\$4,880.00

Receipts Since Last Bill

Prior Balance On This Matter -1,160.00

Date	Description	Total Applied to this Matter
09/29/21	LOS OLIVOS COMMUNITY SERVICES	1,160.00

Less Total Payments \$1,160.00

Current Matter Due Amount \$4,880.00

CURRENT BILL TOTAL AMOUNT DUE	\$4,880.00
Balance Forward:	1,160.00
Payments & Adjustments:	-1,160.00
Total Due:	\$4,880.00

Please return this page with remittance

to
Aleshire & Wynder, LLP

Bill Number: 64169
Bill Date: October 17, 2021
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services 4,880.00

Total Disbursements 0.00

CURRENT BILL TOTAL AMOUNT DUE \$4,880.00

Balance Forward: 1,160.00

Payments & Adjustments: -1,160.00

Total Due: \$4,880.00

Amount enclosed: _____

Thank You



**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

November 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: **November 2021 Billing Statement (for services through 10/31/21);
Aleshire & Wynder, LLP**

Dear Bob:

Enclosed please find a billing statement for the month of November, which includes services rendered and costs incurred by Aleshire & Wynder, LLP, through October 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

CC: Mary Zepeda mzepeda@mnsengineers.com

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245)
MONTHLY BILLING SUMMARY

Billing Period: October 1 thru October 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)	14.70	200	2,940.00	0.00	2,940.00	0.00	(Advisory/Transactional Svcs)
TOTALS:	14.70		2,940.00	0.00	2,940.00	0.00	



**ALESHIRE &
WYNDER** LLP
ATTORNEYS AT LAW

Orange County
18881 Von Karman Ave., Suite 1700
Irvine, CA 92612
P 949.223.1170 • F 949.223.1180
awattorneys.com

Federal Tax ID: 55-0814676

Los Olivos Community Services District
Attn: Mr. Bob Perrault, General Manager
2540 Alamo Pintado Avenue
Los Olivos, CA 93441

November 2, 2021
Bill No. 64584

For Legal Services Rendered Through 10/31/21

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

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
10/01/21	GRT	(ANALYSIS) PROVIDE ANALYSIS TO GENERAL MANAGER RE LIMITING PUBLIC COMMENT IN SPECIAL MEETING TO ITEMS ON THE AGENDA	0.20	40.00
	BWB	(SPLIT: SB 9) ANALYSIS OF NEW STATE HOUSING LAWS SB 8, 9, AND 10; DRAFT MEMORANDUM RE SAME	0.20	40.00
10/03/21	GRT	(GOTT PRA) EMAIL EXCHANGE WITH GENERAL MANAGER RE RESPONSE TO PRA REQUEST	0.30	60.00
10/04/21	GRT	(SPECIAL MEETING) EMAIL EXCHANGE WITH BOARD PRESIDENT AND GENERAL MANAGER RE SPECIAL; REVIEW OF CORRESPONDENCE FROM ROHRER'S RE SAME; COMPLETE PREPARATION FOR AND ATTEND SPECIAL MEETING	1.90	380.00
	BWB	(SPLIT: SB 9) ANALYSIS OF NEW STATE HOUSING LAWS SB 8, 9, AND 10; DRAFT MEMORANDUM RE SAME	0.20	40.00
	LNL	(SPLIT: SB 8, 9, 10) STRATEGY SESSIONS WITH ATTORNEY WRIGHT-BUSHMAN IN RE PLANNING FOR IMPLEMENTATION, LEGAL PARAMETERS AND ANY APPLICABLE LEGAL COMPLIANCE DEADLINES; CONTINUE RESEARCH RE SAME	0.10	20.00

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
10/05/21	GRT	(COVID-19) DRAFT TRANSMITTAL TO GENERAL MANAGER RE INFORMATION ON COVID RELIEF APPLICATIONS	0.20	40.00
	GRT	(STANTEC) REVIEW OF UPDATED INFORMATION FROM STANTEC RE SCOPE OF WORK RE SITE SELECTION ANALYSIS AND PLANT ENCLOSURES	0.30	60.00
	BWB	(SPLIT: SB 9) ANALYSIS OF NEW STATE HOUSING LAWS SB 8, 9, AND 10; DRAFT MEMORANDUM RE SAME	0.20	40.00
10/06/21	GRT	(ROHRER PRA #1) DRAFT LETTER TO BOARD RE REQUIREMENTS FOR COMPLIANCE WITH PRA REQUEST	0.50	100.00
	GRT	(ROHRER PRA #1) DRAFT LETTER TO MNS RE REQUIREMENTS FOR COMPLIANCE WITH PRA REQUEST AS PRIOR INTERIM GENERAL MANAGER	0.20	40.00
10/07/21	GRT	(LAFCO) REVIEW AND ANALYSIS OF CORRESPONDENCE FROM ROHRERS TO LAFCO; FOLLOW UP PHONE CONFERENCE WITH PRESIDENT PALMER RE SAME; REVISE RELATED FOLLOW UP EMAIL	0.80	160.00
10/08/21	GRT	(STANTEC) PHONE CONFERENCE WITH GENERAL MANAGER RE SCOPE OF WORK AND STANTEC CONTRACT	0.20	40.00
10/11/21	GRT	(ROHRER PRA #1) EMAIL EXCHANGE WITH DIRECTOR ARME CONFIRMING SEARCH OF RECORDS AND PRODUCTION OF POTENTIALLY RELEVANT DOCUMENTS; EMAIL EXCHANGE WITH DIRECTOR O'NEILL CONFIRMING SEARCH OF RECORDS AND PRODUCTION OF POTENTIALLY RELEVANT DOCUMENTS; EMAIL EXCHANGE WITH DIRECTOR PALMER CONFIRMING SEARCH OF RECORDS AND PRODUCTION OF POTENTIALLY RELEVANT DOCUMENTS; EMAIL EXCHANGE WITH FORMER IGM PIKE CONFIRMING SEARCH OF RECORDS AND PRODUCTION OF POTENTIALLY RELEVANT DOCUMENTS	0.80	160.00

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
10/11/21	GRT	(ROHRER PRA #1) REVIEW AND REDACT RESPONSIVE DOCUMENTS; DRAFT AND REVISE RESPONSE LETTER AND PRODUCTION OF DOCUMENTS; DRAFT TRANSMITTAL TO GENERAL MANAGER RE SERVICE OF RESPONSE ON REQUESTER; FOLLOW UP PHONE CONFERENCE RE SAME	3.90	780.00
10/13/21	GRT	(REGULAR MEETING) COMPLETE PREPARATION FOR AND ATTEND REGULAR MEETING; ADJOURNED EARLY DUE TO TECHNICAL FAILURE	2.10	420.00
	GRT	(ROHRER PRA #1) DRAFT SUPPLEMENT TO PRA RESPONSE TO INCLUDE ADDITIONAL DOCUMENTS FROM MNS; REVIEW AND REDACT DOCUMENTS FOR PRODUCTION AND EXEMPTION	0.70	140.00
10/15/21	GRT	(STANTEC) REVIEW AND REVISE NOTICE TO PROCEED AND TASK ORDER 3	0.30	60.00
	LNL	(SPLIT: SB 9) RESEARCH AND STRATEGY SESSIONS IN RE COUNTY TAX AND PROPERTY LIEN ISSUES ATTENDANT TO SB 9 LOT SPLITS; HIGH FIRE HAZARD ZONE ISSUES	0.20	40.00
10/17/21	LNL	(SPLIT: SB 9) RESEARCH RE POTENTIAL SPECIFIC CONDITIONS IMPOSABLE ON SB 9 LOT SPLIT APPLICATION SUBMITTALS, REQUIREMENTS FOR SURVEYED LEGAL DESCRIPTIONS, UTILITY CONNECTIONS; NEED FOR PLANNING CHECKLISTS AND APPLICATION FORMS	0.10	20.00
10/25/21	ANL	(SPLIT: SB 9) INTEROFFICE CONFERENCE WITH ATTORNEY LAYMON; REVIEW AND REVISE MEMO; LEGAL RESEARCH	0.20	40.00
	SRO	(SPLIT: SB9) INITIAL RESEARCH OF SB9 AND RELATED ISSUES IN PREPARATION FOR CHALLENGE TO LAW	0.10	20.00
10/28/21	GRT	(WORKSHOP) EMAIL EXCHANGE WITH BOARD PRESIDENT AND GENERAL MANAGER RE SCOPE OF WORKSHOP	0.20	40.00

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
10/29/21	GRT	(WORKSHOP MEETING) PHONE CONFERENCE WITH GENERAL MANAGER RE WORKSHOP MEETING; PHONE CONFERENCE WITH BOARD PRESIDENT RE SAME	0.80	160.00
Total Professional Services			14.70	\$2,940.00

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
ANL	Anne N. Lanphar	0.20	200.00	40.00
LNL	Lona N. Laymon	0.40	200.00	80.00
SRO	Stephen R. Onstot	0.10	200.00	20.00
GRT	George "Ross" Trindle	13.40	200.00	2,680.00
BWB	Brian Wright-Bushman	0.60	200.00	120.00
Total Professional Services		14.70		\$2,940.00

CURRENT BILL TOTAL AMOUNT DUE	\$2,940.00
Balance Forward:	4,880.00
Payments & Adjustments:	-0.00
Total Due:	\$7,820.00

Please return this page with remittance

to
Aleshire & Wynder, LLP

Bill Number: 64584
Bill Date: November 2, 2021
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services 2,940.00

Total Disbursements 0.00

CURRENT BILL TOTAL AMOUNT DUE \$2,940.00

Balance Forward: 4,880.00

Payments & Adjustments: -0.00

Total Due: \$7,820.00

Amount enclosed: _____

Thank You



**California Special
Districts Association**
Districts Stronger Together

California Special Districts Association
11121 Street, Suite 200
Sacramento, CA 95814
Phone: 877.924.2732 Fax: 916.520.2470
www.csda.net

2022 CSDA MEMBERSHIP RENEWAL

To:

Los Olivos Community Services District
1311 Crystal Cove Circle
Grover Beach, CA 93433

Membership ID: 62083

Issue Date October 1, 2021

Due Date: December 31, 2021

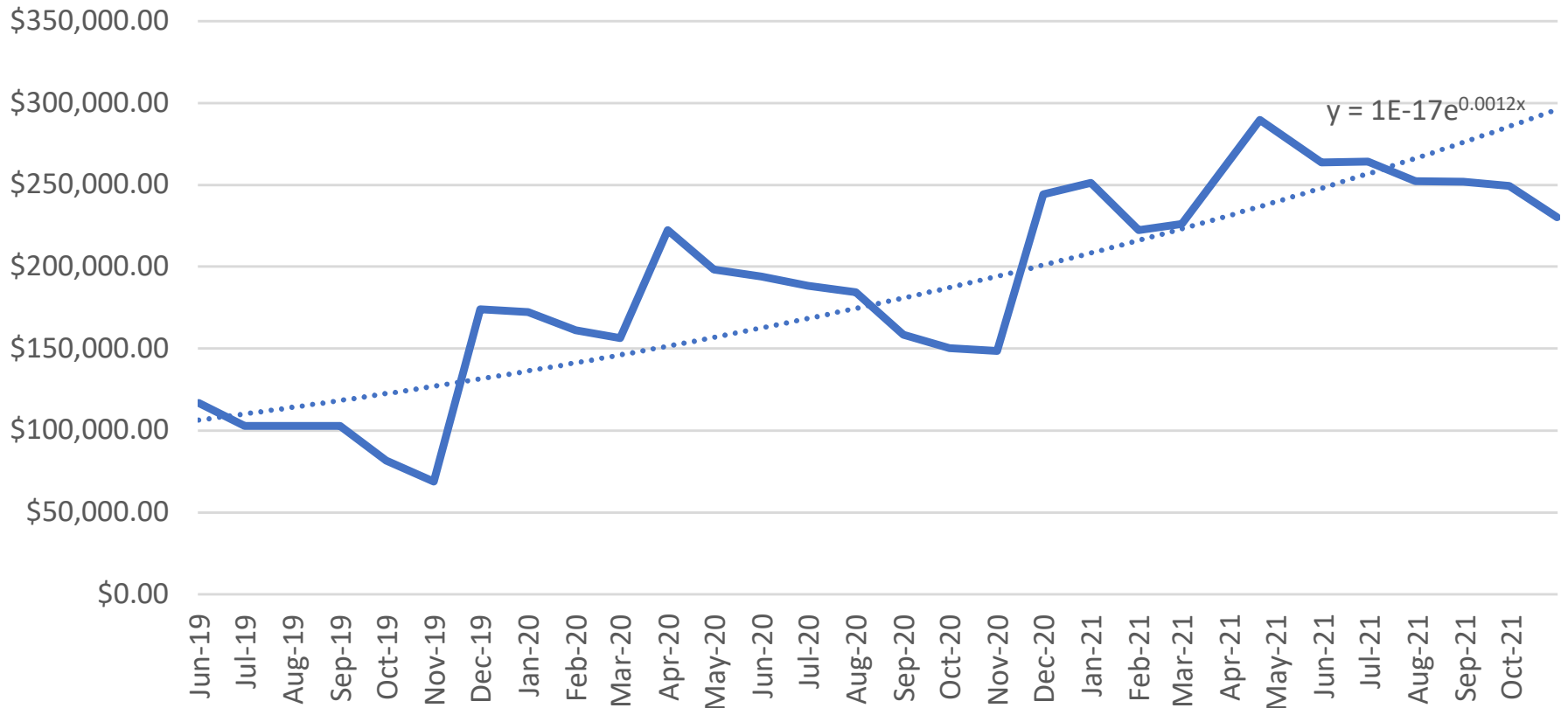
RMS-Regular Member	\$1,102.00
Optional Purchases	
\$225 CSDA Sample Policy Handbook	\$
Total	\$
PAYMENT	
Account Name:	Account Number:
Expiration Date	Auth Signature

Please return this form with payment to CSDA Member Services, 11121 Street, Suite 200, Sacramento, CA 95814, fax: 916.520.2470. To pay by ACH, please contact membership@csda.net.

OBRA 1993 prohibits taxpayers from deducting, for federal income tax purposes, the portion of membership dues that are allocable to the lobbying activities of trade organizations. The nondeductible portion of your dues is estimated to be 8%. To view dues categories, please visit the CSDA transparency page at www.csda.net

Thank you for being a CSDA Member!

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: 11/05/2021

Accounting Period: OPEN

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2022 Fiscal Year Adjusted Budget	11/05/2021 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	-8.00	-196,261.00	0.00%	3.9% CPI Increase
Taxes	196,253.00	-8.00	-196,261.00	0.00%	
Use of Money and Property					
3380 -- Interest Income	0.00	243.61	243.61	--	
3381 -- Unrealized Gain/Loss Invstmnts	-30.00	-29.60	0.40	98.67%	
Use of Money and Property	-30.00	214.01	244.01	-713.37%	
Intergovernmental Revenue-Other					
4840 -- Other Governmental Agencies	274,000.00	16,296.25	-257,703.75	5.95%	\$124k Remaining EHS Funds, 150k State Planning Grant
Intergovernmental Revenue-Other	274,000.00	16,296.25	-257,703.75	5.95%	
Revenues	470,223.00	16,502.26	-453,720.74	3.51%	
Expenditures					
Services and Supplies					
7090 -- Insurance	2,500.00	161.79	-2,338.21	6.47%	SDRMA Membership-Liability Coverage
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	0.00	-1,200.00	0.00%	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	25,248.25	-413,751.75	5.75%	Grant revenue and cash reserves- Planning, Design and Environ. WWTP
7508 -- Legal Fees	27,000.00	5,200.00	-21,800.00	19.26%	
7510 -- Contractual Services (IGM Contract, Engineer)	67,000.00	20,098.75	-46,901.25	30.00%	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 Prop. 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	50,768.04	-523,431.96	8.84%	
Other Charges					
7894 -- Communication Services	930.00	0.00	930.00	0.00%	Website Hosting, Ring Central
Expenditures	575,130.00	50,768.04	-523,431.96	8.83%	

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
8/1/2021 - 8/31/2021 (FY 2021-22)	252,197.72	0.00	13,157.37	13,455.91	\$251,899.18
9/1/2021 - 9/30/2021 (FY 2021-22)	252,197.72	0.00	7,300.00	9,915.50	\$249,283.68
10/1/2021 - 10/31/2021 (FY 2021-22)	\$249,283.68	0.00	243.61	19,437.00	\$230,090.29

Consultant Contract Cost Summary

STATUS DATE

11/5/2021

Project	Consultant	SCHEDULE		Contract Value	FY 2019-20	FY 2020-21	FY 2021-22	TOTAL	CONTRACT REMAINING
		START	FINISH		TOTAL FY 2019-20	TOTAL FY 2020-21	TOTAL FY 2020-21	CONTRACT TO-DATE	
Task 1 - Load Study	Stantec	8/20/2020	2/28/2022	\$20,000.00	\$0.00	\$16,594.50	\$0.00	\$16,594.50	\$3,406
				% Expended				83%	
				% Est Wk Comp				99%	
Task 2 - Siting Study	Stantec	10/1/2021	11/30/2021	\$10,000.00	\$0.00	\$0.00	\$0.00	0%	\$10,000
				% Expended				0%	
				% Est Wk Comp				0%	
Task 3 - Feasibility/Concept Design	Stantec	10/27/2021	6/30/2022	\$266,750.00	\$0.00	\$0.00	\$0.00	0%	\$266,750
				% Expended				0%	
				% Est Wk Comp				0%	
Project Management					\$1,105.00	\$2,292.50	\$0.00	\$3,397.50	
A&W Contract Review/Support					\$0.00	\$0.00	\$0.00	\$0.00	
Task 1 - Preliminary Hydrogeologic/ Geotechnical Services	GSI	12/8/2020	11/30/2021	\$85,000.00	\$0.00	\$37,387.50	\$13,932.50	\$51,320.00	\$33,680
				% Expended				60%	
				% Est Wk Comp				60%	
Task 2 - Rough Estimate- Injection Well	GSI	10/13/2021	11/15/2021	\$12,500.00	\$0.00	\$0.00	\$11,001.00	\$11,001.00	\$1,499
				% Expended				88%	
				% Est Wk Comp				88%	
Project Management					\$1,000.00	\$3,512.50	\$0.00	\$4,512.50	
A&W Contract Review/Support					\$0.00	\$38.00	\$0.00	\$38.00	
Grant Support Auth 11-2021	MNS	11/1/2021	TBD	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000