

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



**LOS OLIVOS COMMUNITY SERVICES DISTRICT**      **Posted: 05-02-2022**  
**Finance Committee Meeting, May 6, 2022 9:00 AM**  
 Please observe decorum and instruction from Committee Chair

**FINANCE COMMITTEE MEETING AGENDA**

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

Finance Committee: President Lisa Palmer and Vice President Tom Fayram, and General Manager Guy Savage

**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 April 11, 2022.

**6. BUSINESS ITEMS**

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

No.	Invoice Date	Invoice #	Provider	Amount
1	April 11, 2022	00876.001-13	GSI Water Solutions, Inc. – Groundwater Quality Management Services	\$3,135.00
2	April 9, 2022	80252	MNS Engineering Services – Support Services	\$8,753.75
3	April 21, 2022	1913866	Stantec – Loading Study	\$16,954.50
4	April 30, 2022	22430	Savage – GM Services	\$4,199.90

**B. Review Budget Reports (See Packet)**

**C. Grant Seeking Activity Report**

**D. Discussion Regarding Future Dates and Locations**

**7. ADJOURNMENT**

The Los Olivos Community Services District is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please call 805.946.0431 or email to [losolivoscscsd@gmail.com](mailto:losolivoscscsd@gmail.com). Any public records, which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District’s Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at a location to be determined in Los Olivos, California 93441.

Item 5A

Minutes

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



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

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

**Finance Committee: President Lisa Palmer and Vice President Tom Fayram**

**1. CALL TO ORDER**

Called to Order: 9:05 AM

**2. ROLL CALL**

PRESENT: Directors Palmer and Fayram, and GM Savage

ABSENT: None

**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.

No comments.

**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.

None. No public in attendance.

**5. ADMINISTRATIVE AGENDA**

**A. APPROVAL OF MEETING MINUTES**

Finance Committee Meeting Minutes of March 04, 2022.

**Motion to approve Administrative Agenda.**

**Motion by:** Director Fayram, **Second:** Director Palmer

**AYES:** Directors Fayram and Palmer

**NOES:** None

**ABSTAIN:** GM Savage

**6. BUSINESS ITEMS**

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

No.	Invoice Date	Invoice #	Provider	Amount
1	January 18, 2022	79587	MNS Engineering Services – Support Services	\$2,283.77
2	January 7, 2022	66586	Aleshire and Wynder – Legal Services	\$1,964.90
3	February 8, 2022	00876.001-12	GSI Water Solutions, Inc. – Groundwater Quality Management Services	\$707.50

4	March 11, 2022	80015	MNS Engineering Services – Support Services	\$7,043.75
5	April 1, 2022	326BDB28-0003	Streamline – Web Services	\$600.00
6	April 1, 2022	1906898	Stantec – Loading Study	\$25,772.40
7	April 7, 2022	67094	Aleshire and Wynder – Legal Services	\$3020.00

General discussion about size of past invoices and ensuring appropriate controls are in place. GM Savage agreed to developing controls, and potentially separating engineering and administrative costs moving forward. Director Palmer commented on general spend compared to budgeted amounts. Both Directors commented that we really need to be watching the money we are spending closely.

**Motion to approve Item 6a Invoices.**

**Motion by:** Director Fayram, **Second:** Director Palmer

**AYES:** Directors Fayram and Palmer, GM Savage

**NOES:** None

**ABSTAIN:** None.

**B. Review Budget Reports (See Packet)**

Director Palmer commented on how much better it would be to have a robust budget process would be. Director Fayram discussed potentially having a budget workshop following a regular meeting. GM Savage noted that the budget process is on the agenda for Wednesday’s Regular Meeting. Director Fayram pointed out that we need to be clear on how and when to draw funds down from the State grant.

**C. Grant Seeking Activity Report**

Director Palmer comments that there is a State plan that the District needs to be ensuring we are part of, this was part of a discussion she had with MNS’s Jauquez. Asked what steps we can take now to be best positioned for future funding opportunities.

Palmer said additional focus on obtaining funds for EIR is important at this time.

Would be good to have a RWQCB and County in a single meeting. Fayram suggests holding a joint meeting in Santa Maria.

**D. Discussion Regarding Future Dates and Locations**

GM Savage noted that the last minutes suggested that Friday’s before Regular Meetings at 9:00 would be the day and time moving forward. He confirmed with the Directors present that this is workable with all.

**7. ADJOURNMENT**

Adjournment: 9:42 AM

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Item 6A



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

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

April 11, 2022  
 Invoice No: 00876.001 - 13

Project 00876.001 Groundwater Quality Management Services

**Activities during this billing period include:**

- Conduct phone calls and emails with LOCSD staff re groundwater monitoring program elements and timing, development of effluent disposal options approach (including several discussions with District staff), grant funding considerations.
- Project Management

**Professional Services from March 1, 2022 to March 31, 2022**

Task .005 Project Management

**Labor**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Principal Consultant Thompson, Timothy	6.50	265.00	1,722.50
Managing Hydrogeologist Franz, Brian	.25	160.00	40.00
Consulting Geologist Lapostol, Andres	9.50	135.00	1,282.50
Administration Deck, Anneliese	.50	90.00	45.00
Steensma, Nancy	.50	90.00	45.00
Totals	17.25		3,135.00
<b>Total Labor</b>			<b>3,135.00</b>
		<b>Total this Task</b>	<b>\$3,135.00</b>

**Project Summary**

	<b>Current Period</b>	<b>Prior Periods</b>	<b>Invoiced to Date</b>
Total Billings	3,135.00	56,815.00	59,950.00
Authorized Budget			85,000.00
Budget Remaining			25,050.00
		<b>Total this Invoice</b>	<b><u><u>\$3,135.00</u></u></b>

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
12	2/8/2022	707.50
<b>Total</b>		<b>707.50</b>



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

ENGINEERING  
 PLANNING  
 SURVEYING  
 CONSTRUCTION MANAGEMENT

April 9, 2022

Project No: LOCS.D.180392.00

Invoice No: 80252

Los Olivos Community Services District  
 P.O. Box 553  
 Los Olivos, CA 93441

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

This Invoice includes:

1. IGM and general District Support Tasks: \$6,583.75
2. Engineering Tasks:
  - a. Effluent Disposal Study: \$92.50
  - b. Stantec Contract Support: 0.00
  - c. GSI Contract Support: \$92.50
  - d. Site Acquisition - Engineering Support: \$185.00
  - e. Grant Funding Analysis and Memo: \$990.00
  - f. Assessment Engineer: \$370.00
  - g. General Engineering Tasks: \$0.00
3. Survey Tasks: Encroachment Permit Map Exhibit for Monitoring Well: \$440.00

**Professional Services for the Period: March 1, 2022 to March 31, 2022**

Level 2 TASK01 District Management

**Professional Personnel**

	Hours	Rate	Amount
Administrative Support			
Project Coordinator	6.75	105.00	708.75
Project Management			
Engineering Technician	.25	95.00	23.75
District Engineer	31.50	185.00	5,827.50
Fund Development/Grant Applications			
Engineering Technician	.25	95.00	23.75
Totals	38.75		6,583.75
<b>Total Labor</b>			<b>6,583.75</b>

<b>Level 2 Subtotal</b>	<b>\$6,583.75</b>
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Level 2	TASK02	Engineering Tasks
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**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Project Management				
District Engineer	4.00	185.00	740.00	
Project Meeting				
Senior Project Engineer	3.50	180.00	630.00	
General Consulting/Requested				
Senior Project Engineer	2.00	180.00	360.00	
Totals	9.50		1,730.00	
<b>Total Labor</b>				<b>1,730.00</b>
		<b>Level 2 Subtotal</b>		<b>\$1,730.00</b>

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Level 2	TASK03	Survey Tasks
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**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Principal Surveyor	2.00	220.00	440.00	
Totals	2.00		440.00	
<b>Total Labor</b>				<b>440.00</b>
		<b>Level 2 Subtotal</b>		<b>\$440.00</b>
		<b>Current Invoice Amount</b>		<b>\$8,753.75</b>

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
79587	1/18/2022	2,283.77
80015	3/11/2022	7,043.75
<b>Total</b>		<b>9,327.52</b>



# Billing Backup

Saturday, April 9, 2022

MNS Engineers, Inc.

Invoice 80252 Dated 4/9/2022

2:36:01 PM

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

## Professional Personnel

		Hours	Rate	Amount
<b>Administrative Support</b>				
Project Coordinator				
Zepeda, Mary	3/2/2022	.50	105.00	52.50
Conduct SBC Assessor's Parcel Lookup on Site 2 and Site 4; Send SBC Assessor Parcel Information Request to obtain contact information for Site 2 and Site 4				
Zepeda, Mary	3/7/2022	.25	105.00	26.25
District correspondences including emails				
Zepeda, Mary	3/14/2022	2.50	105.00	262.50
District correspondences including emails; Prepare A&W, Stantec, MNS Invoices for payment via FIN and forward Invoice Approvals to DP for review and final approval; Update Budget Tracking Log				
Zepeda, Mary	3/15/2022	2.00	105.00	210.00
Finalize A&W, Stantec, MNS Invoices for payment via FIN with Invoice Approval; Update Budget Tracking Log; Process Return to Sender February's District Update Letters and update Direct Mailer List; Followup with LP re GL's RTS Letter and confirmed PO Box for remailing District Update				
Zepeda, Mary	3/16/2022	1.00	105.00	105.00
Create Single Payment Claims for Aleshre & Wynder, MNS and Stantec; Update Budget Tracking Log;				
Zepeda, Mary	3/21/2022	.25	105.00	26.25
District correspondences including emails; Prepare Direct Mailer for GL to resend to updated PO Box #				
Zepeda, Mary	3/28/2022	.25	105.00	26.25
District correspondences including emails;				
<b>Project Management</b>				
Engineering Technician				
Gullikson, Taylor	3/7/2022	.25	95.00	23.75
Checking meeting agenda posting				
District Engineer				
Pike, Douglas	3/2/2022	4.00	185.00	740.00
Finance Committee Agenda and Packet Preparation, includes minutes and invoice review (2)				
Regular Meeting DRAFT Agenda Preparation (2)				
Pike, Douglas	3/4/2022	2.00	185.00	370.00
Meeting with Lisa and Finance Committee Meeting (1)				
Finalize and Post Agenda (1)				

Project	LOCSD.180392.00	District Support Services			Invoice	80252
Pike, Douglas		3/7/2022	5.75	185.00	1,063.75	
		Weekly Update with Director Palmer (.5)				
		Agenda Packet Preparation (5)				
		Greg Jaquez RView his staff report, call and provide input (.25)				
Pike, Douglas		3/8/2022	.50	185.00	92.50	
		Finalise packet, assemble forms for meeting.				
Pike, Douglas		3/8/2022	.50	185.00	92.50	
		Obtain New SDRMA Insurance Cert for the County EHS Grant				
Pike, Douglas		3/9/2022	6.00	185.00	1,110.00	
		Board Meeting Prep, meeting and takedown				
Pike, Douglas		3/11/2022	.50	185.00	92.50	
		File Supplemental PAcet from Wednesday'a meeting, Anna Maria Gott communications				
Pike, Douglas		3/14/2022	2.00	185.00	370.00	
		Jason Jonston Email re: workers comp. cert for grant (.5)				
		Lippincot Correspondence (.25)				
		Emwails to Mike Prater, B. O'Neill (.25)				
		Agenda for Special Meeting (.5)				
		Michael Dunne correspondence (.25)				
		Moniot (Mark). Email (.25)				
Pike, Douglas		3/14/2022	.50	185.00	92.50	
		Weekly check-in with Lisa				
Pike, Douglas		3/15/2022	.25	185.00	46.25	
		Respond to Kathrine Rohrer's emails				
Pike, Douglas		3/15/2022	1.50	185.00	277.50	
		Set Up and attend Special Board Meeting				
Pike, Douglas		3/16/2022	3.00	185.00	555.00	
		Prep for and attend Joan Hartmann Meeting (1.5)				
		Phone meeting with Paeter (ID1) (.5)				
		NV5 Proposal Scop (.5)				
		GSI Proposal check-up and scope/budget discussion (.5)				
Pike, Douglas		3/18/2022	1.00	185.00	185.00	
		PRA Request from Anna Gott, coordinate with ounsel and update Log				
Pike, Douglas		3/21/2022	1.00	185.00	185.00	
		Check in with Lisa Palmer, LAFCO Presentation				
Pike, Douglas		3/22/2022	1.50	185.00	277.50	
		LAFCO Presentation ans Memo				
Pike, Douglas		3/23/2022	.50	185.00	92.50	
		Letter to LAFCO				
Pike, Douglas		3/25/2022	.75	185.00	138.75	

Rohrer PRA Response Memos (.25)

GM Transition notes (.25)

Special Meeting Poll (.25)

Pike, Douglas	3/28/2022	.25	185.00	46.25
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Wee3kily Meeting with Lisa

Fund Development/Grant Applications

Engineering Technician

Gullikson, Taylor	3/11/2022	.25	95.00	23.75
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Posting regular meeting audio file

Totals		38.75		6,583.75
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<b>Total Labor</b>				<b>6,583.75</b>
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<b>Level 2 Subtotal</b>				<b>\$6,583.75</b>
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Level 2      TASK02      Engineering Tasks

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
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Project Management

District Engineer

Pike, Douglas	3/1/2022	2.00	185.00	370.00
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Assessment Engineer Interviews prep and participate

Pike, Douglas	3/2/2022	.50	185.00	92.50
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Los Olivos Effluent Disposal Study

Pike, Douglas	3/8/2022	.50	185.00	92.50
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Encroachment Permit for Water sampling well. Called County Roads and County Encroachment Officer.

Pike, Douglas	3/11/2022	1.00	185.00	185.00
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Chamberlain Site meeting to look at site.

Project Meeting

Senior Project Engineer

Jaquez, Gregory	3/9/2022	3.50	180.00	630.00
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District Board meeting. Presentation on grant strategy.

General Consulting/Requested

Senior Project Engineer

Jaquez, Gregory	3/4/2022	2.00	180.00	360.00
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Prep staff report on development of MOU with ID1 for 3/9 Board meeting.

Totals		9.50		1,730.00
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<b>Total Labor</b>				<b>1,730.00</b>
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<b>Level 2 Subtotal</b>				<b>\$1,730.00</b>
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Level 2      TASK03      Survey Tasks

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
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Principal Surveyor

Vandrey, Christopher	3/29/2022	1.25	220.00	275.00
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Los Olivos CSD Encroachment Permit Exhibit for Doug Pike

Vandrey, Christopher	3/30/2022	.75	220.00	165.00
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Project	LOCSD.180392.00	District Support Services	Invoice	80252
	Revisions to encroachment permit exhibit per Doug Pike			
	Totals	2.00	440.00	
	<b>Total Labor</b>			<b>440.00</b>
			<b>Level 2 Subtotal</b>	<b>\$440.00</b>
			<b>Project Total</b>	<b>\$8,753.75</b>
			<b>Total this Report</b>	<b>\$8,753.75</b>

Project Name: Septic to Sewer Preliminary Design Project  
 Contract Order No.:  
 Progress Report No.: **9**  
 Ending Date: **18-Mar-22**

**TASK SUMMARY**

Task	Title	Authorized Budget	Billed to Date	Billed this Invoice	Total Billed	Status
201	Loading Study	\$ 19,862.00	\$ 16,594.50	\$ -	\$ 16,594.50	Complete
202	Basis of Design	\$ 266,750.00	\$ 55,669.90	\$ 16,954.50	\$ 72,624.40	In Progress
203	WWTP Siting Study	\$ 10,000.00	\$ 9,922.25	\$ -	\$ 9,922.25	Complete
<b>Total Due this invoice</b>				<b>\$ 16,954.50</b>		

**TASK EXPENDITURE SUMMARY**

WORK TASK	DESCRIPTION	ASSIGNED	EXPENDED PREVIOUSLY	EXPENDED THIS PERIOD	TOTAL EXPENDED	% OF FUNDS EXPENDED	% ACTUAL COMPLETED
<b>201</b>	<b>Loading Study</b>	<b>\$ 19,862.00</b>	<b>\$ 16,594.50</b>		<b>\$ 16,594.50</b>	<b>84%</b>	<b>100%</b>
<b>202</b>	<b>Basis of Design</b>	<b>\$ 266,750.00</b>	<b>\$ 55,669.90</b>	<b>\$ 16,954.50</b>	<b>\$ 72,624.40</b>	<b>27%</b>	<b>20%</b>
202.001	Basis of Design	\$ 13,876.00	\$ 13,320.00		\$ 13,320.00	96%	100%
202.002	30 Percent Design	\$ 173,048.00	\$ 38,279.40	\$ 15,888.00	\$ 54,167.40	31%	30%
202.003	60 Percent Design	\$ 51,040.00			\$ -	0%	0%
202.004	PM	\$ 28,786.00	\$ 4,070.50	\$ 1,066.50	\$ 5,137.00	18%	20%
<b>203</b>	<b>Siting Study</b>	<b>\$ 10,000.00</b>	<b>\$ 9,922.25</b>	<b>\$ -</b>	<b>\$ 9,922.25</b>	<b>99%</b>	<b>100%</b>
203.001	3rd Party Review	\$ 10,000.00	\$ 9,922.25		\$ 9,922.25	99%	100%
<b>CONTRACT TOTALS:</b>		<b>\$ 296,612.00</b>	<b>\$ 82,186.65</b>	<b>\$ 16,954.50</b>	<b>\$ 99,141.15</b>	<b>33.4%</b>	<b>33%</b>



INVOICE

**Invoice Number** 1913866  
**Invoice Date** April 21, 2022  
**Customer Number** 163739  
**Project Number** 184031368

**Bill To**

Los Olivos Community Service District  
Douglas Pike  
PO Box 345  
Los Olivos CA 93441  
United States

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
13980 Collections Center Drive  
Chicago IL 60693  
United States  
Federal Tax ID  
11-2167170

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**Project Description:** Los Olivos Community Service District Project Design Services – Task Order No. 1 rev 01 (Loading Study)

**Stantec Project Manager:** Glaeser, Autumn Lee  
**Authorization Amount:** \$296,750.00  
**Authorization Previously Billed:** \$82,186.65  
**Authorization Billed to Date:** \$99,141.15  
**Current Invoice Due:** \$16,954.50  
**For Period Ending:** March 18, 2022

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**email invoice to:** Guy Savage (GM.LOCSD@gmail.com)

Invoice Number

1913866

Project Number

184031368

**Top Task 202**

**Basis of Design**

Low Task 202.002

30 Percent Design

**Professional Services**

Category/Employee	Date	Hours	Rate	Current Amount
Eisengart, Daniel	2022-02-22	1.75	237.00	414.75
Eisengart, Daniel	2022-02-23	0.75	237.00	177.75
		<b>2.50</b>		<b>592.50</b>
Giarta, Rusdi	2022-03-08	8.00	190.00	1,520.00
Giarta, Rusdi	2022-03-09	8.00	190.00	1,520.00
Giarta, Rusdi	2022-03-10	8.00	190.00	1,520.00
Giarta, Rusdi	2022-03-11	8.00	190.00	1,520.00
		<b>32.00</b>		<b>6,080.00</b>
Ho, Vien T	2022-03-02	1.00	171.00	171.00
Ho, Vien T	2022-03-03	3.00	171.00	513.00
Ho, Vien T	2022-03-09	5.00	171.00	855.00
Ho, Vien T	2022-03-10	8.00	171.00	1,368.00
Ho, Vien T	2022-03-11	8.00	171.00	1,368.00
Ho, Vien T	2022-03-17	6.00	171.00	1,026.00
		<b>31.00</b>		<b>5,301.00</b>
Poytress, Carrie Elizabeth	2022-02-25	2.00	237.00	474.00
Poytress, Carrie Elizabeth	2022-03-04	0.25	237.00	59.25
Poytress, Carrie Elizabeth	2022-03-18	6.25	237.00	1,481.25
		<b>8.50</b>		<b>2,014.50</b>
Sanchez Gomez, Reyna	2022-03-04	0.75	160.00	120.00
Sanchez Gomez, Reyna	2022-03-07	1.50	160.00	240.00
Sanchez Gomez, Reyna	2022-03-11	2.50	160.00	400.00
Sanchez Gomez, Reyna	2022-03-14	2.50	160.00	400.00
Sanchez Gomez, Reyna	2022-03-15	1.00	160.00	160.00
		<b>8.25</b>		<b>1,320.00</b>
Tammar, Rebecca Christine (Becky)	2022-03-08	0.50	160.00	80.00
		<b>0.50</b>		<b>80.00</b>
Zukowski, Jonathan Thomas (Jonny)	2022-03-01	1.00	200.00	200.00
Zukowski, Jonathan Thomas (Jonny)	2022-03-07	0.50	200.00	100.00
Zukowski, Jonathan Thomas (Jonny)	2022-03-08	0.75	200.00	150.00
Zukowski, Jonathan Thomas (Jonny)	2022-03-09	0.25	200.00	50.00
		<b>2.50</b>		<b>500.00</b>
<b>Professional Services Subtotal</b>		<b>85.25</b>		<b>15,888.00</b>

INVOICE

Invoice Number

1913866

Project Number

184031368

Low Task 202.002 Subtotal

15,888.00

Low Task 202.004

Project Management, Meetings, and Communication

Professional Services

Category/Employee

Date

Hours

Rate

Current  
Amount

Glaeser, Autumn Lee

2022-02-25

1.50

237.00

355.50

Glaeser, Autumn Lee

2022-03-01

1.00

237.00

237.00

Glaeser, Autumn Lee

2022-03-16

2.00

237.00

474.00

4.50

1,066.50

Professional Services Subtotal

4.50

1,066.50

Low Task 202.004 Subtotal

1,066.50

Top Task 202 Total

16,954.50

Total Fees & Disbursements

\$16,954.50

INVOICE TOTAL (USD)

\$16,954.50



# INVOICE

**FROM:**

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

**BILL TO:**

Via electronic delivery  
President Lisa Palmer  
Los Olivos Community Services District  
PO Box 345  
Los Olivos, Ca 93441

Invoice # 22430  
Invoice Date: 4/30/2022

Dear President,

Please see the below for professional services provided.

Date	Description	Units	Rate	Amount
4/30/2022	General Manager Services - LOCSD (4/1/22-4/30/22) See Attached for Details	30	\$ 135.00	\$ 4,050.00
4/18/2022	Zoom license	1	\$ 149.90	\$ 149.90
<b>Total</b>				<b>\$ 4,199.90</b>

Thank you for your continued support.



Email: [GM.LOCSD@gmail.com](mailto:GM.LOCSD@gmail.com)

Page 1 of 1

Date	Description	Hours	Rate	Amount
4/1/2022	Pike transition meeting	1	\$ 135.00	\$ 135.00
	Ross transition/expectations meeting	1	\$ 135.00	\$ 135.00
4/4/2022	Palmer, Pike meeting	1.5	\$ 135.00	\$ 202.50
	GSI - Effluent Study meeting	1	\$ 135.00	\$ 135.00
	Palmer, Fayram transition/expectations meeting	1	\$ 135.00	\$ 135.00
4/5/2022	Association of Realtors meeting, Solvang	1	\$ 135.00	\$ 135.00
	Pike transition meeting	1	\$ 135.00	\$ 135.00
4/6/2022	Finance Committee agenda preparation	0.5	\$ 135.00	\$ 67.50
	Contracts review	2	\$ 135.00	\$ 270.00
4/7/2022	Finance Committee agenda preparation	0.5	\$ 135.00	\$ 67.50
	Website update and learn new tool	0.5	\$ 135.00	\$ 67.50
4/8/2022	Regular Meeting agenda preparation	2	\$ 135.00	\$ 270.00
	3/9 Regular Meeting review	1	\$ 135.00	\$ 135.00
4/11/2022	Finance Committee	1.5	\$ 135.00	\$ 202.50
4/12/2022	Regular Meeting agenda preparation	0.5	\$ 135.00	\$ 67.50
	Regular meeting agenda review	0.5	\$ 135.00	\$ 67.50
	Regular Meeting agenda preparation, meeting preparation, community email responses	1.5	\$ 135.00	\$ 202.50
4/13/2022	Regular Meeting	4	\$ 135.00	\$ 540.00
4/14/2022	Regular Meeting minutes	0.75	\$ 135.00	\$ 101.25
4/15/2022	Advanced on-site solution review	0.5	\$ 135.00	\$ 67.50
4/18/2022	Palmer, Pike meeting	1	\$ 135.00	\$ 135.00
	CSDA - Charlotte Hollifield	1	\$ 135.00	\$ 135.00
	Mattie's Tavern disposal plan	0.5	\$ 135.00	\$ 67.50
	Cayucos Rick Koon discussion	1	\$ 135.00	\$ 135.00
	Carl Johnson - St. Mark's AV capabilities	0.25	\$ 135.00	\$ 33.75
4/19/2022	Pike meeting	1	\$ 135.00	\$ 135.00
	NV5 and GSI contract preparation	1	\$ 135.00	\$ 135.00
	Invoices	0.5	\$ 135.00	\$ 67.50
4/20/2022	Arme meeting	0.5	\$ 135.00	\$ 67.50
	NV5 and GSI contract preparation, RCAC (5/17 meeting)	0.5	\$ 135.00	\$ 67.50
4/21/2022	NV 5 contract, meeting scheduling, website updates	1.5	\$ 135.00	\$ 202.50
	Invoices, MNS discussion	0.5	\$ 135.00	\$ 67.50
4/22/2022	Invoices	0.5	\$ 135.00	\$ 67.50
4/25/2022	County EHS, Pike meeting	1	\$ 135.00	\$ 135.00
	Stantec, Pike, Fayram meeting	0.5	\$ 135.00	\$ 67.50
	CSDA regional meeting	3	\$ 135.00	\$ 405.00
4/26/2022	Annual planning calendar	0.75	\$ 135.00	\$ 101.25
	Communications planning	0.25	\$ 135.00	\$ 33.75
	Administrative functions - emails, meetings scheduling, etc.	0.25	\$ 135.00	\$ 33.75
	Confluence contract	0.5	\$ 135.00	\$ 67.50
4/27/2022	AV research	0.5	\$ 135.00	\$ 67.50
4/28/2022	AV research	0.5	\$ 135.00	\$ 67.50
	Monitoring well application	0.5	\$ 135.00	\$ 67.50
	GSI Contract, Confluence Contract	0.75	\$ 135.00	\$ 101.25
	CSDA Special Districts budgeting	0.5	\$ 135.00	\$ 67.50
4/29/2022	Paeter - ID1 meeting	1	\$ 135.00	\$ 135.00
	AV solutions - St. Mark's Carl Johnson, Father Day	2	\$ 135.00	\$ 270.00
	Meeting planning, contract follow-up (SDRMA insurance)	0.5	\$ 135.00	\$ 67.50
	<b>Total</b>	<b>43.5</b>	<b>\$ 135.00</b>	<b>\$ 5,872.50</b>

# Invoice



Zoom Video Communications Inc.  
55 Almaden Blvd, 6th Floor  
San Jose, CA 95113

Invoice Date: Apr 18, 2022  
Invoice #: INV143860686  
Payment Terms: Due Upon Receipt  
Due Date: Apr 18, 2022  
Account Number: 5034586594  
Currency: USD  
Account Information: Guy Savage

Federal Employer ID Number: 61-1648780

Sold To Address: PO Box 894, 2833 Grand Avenue  
Los Olivos, California 93441  
United States

Purchase Order Number:

Tax Exempt Certificate ID:

[Zoom W-9](#)

gm.locsd@gmail.com

Bill To Address: PO Box 894, 2833 Grand Avenue  
Los Olivos, California 93441  
United States

gm.locsd@gmail.com

## Charge Details

CHARGE DESCRIPTION	SUBSCRIPTION PERIOD	SUBTOTAL	TAXES, FEES & SURCHARGES	TOTAL
<b>Charge Name: Standard Pro Annual</b>				
Quantity: 1 Unit Price: \$149.90	Apr 18, 2022-Apr 17, 2023	\$149.90	\$0.00	<b>\$149.90</b>
		Subtotal		<b>\$149.90</b>
		Total (Including Taxes, Fees & Surcharges)		<b>\$149.90</b>
		Invoice Balance		<b>\$0.00</b>

## Taxes, Fees & Surcharge Details

CHARGE NAME	TAX, FEE OR SURCHARGE NAME	JURISDICTION	CHARGE AMOUNT	TAX, FEE OR SURCHARGE AMOUNT
			Total (Including Taxes, Fees & Surcharges)	<b>\$0.00</b>

## Transactions

Invoice Total **\$149.90**

TRANSACTION DATE	TRANSACTION NUMBER	TRANSACTION TYPE	DESCRIPTION	APPLIED AMOUNT
Apr 18, 2022	P-163042975	Payment		<b>(\$149.90)</b>

Invoice Balance **\$0.00**

Need help understanding your invoice?

[CLICK HERE](#)

***This plan includes products with monthly and/or yearly subscription periods. The subscription period for each plan, and the total charge, \$149.90 (plus applicable taxes and regulatory fees), per subscription period for that product are set out above in the Charge Details section. Unless you cancel, your subscription(s) will auto-renew each subscription period and each subscription period thereafter, at the price(s) listed above (plus any taxes and regulatory fees applicable at the time of renewal) and your payment method on file at [zoom.us/billing](https://zoom.us/billing) will be charged. You can cancel auto-renewal anytime, but you must cancel by the last day of your current subscription period to avoid being charged for the next subscription period. You will not be able to cancel your "base plan" (Zoom Meetings, Zoom Phone, or Zoom Rooms) without first canceling all other subscriptions in your plan. If you cancel, you will not receive a refund for the remainder of your then-current subscription period. You can cancel by navigating to [zoom.us/billing](https://zoom.us/billing) and clicking "Cancel Subscription," clicking through the prompts, and then clicking to confirm cancellation. Should Zoom change its pricing, it will provide you with notice, and you may be charged the new price for subsequent subscription.***

Zoom Phone services provided by Zoom Voice Communications, Inc. Rates, terms and conditions for Zoom Phone services are set by Zoom Voice Communications, Inc.

# Item 6B

# Financial

# Reports

### Report : Financial Status (Real-Time)

Selection Criteria: Fund = 3490

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

Last Updated: 5/2/2022

Accounting Period: OPEN

#### Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2022 Fiscal Year Adjusted Budget	5/2/2022 Year-To-Date Actual	6/30/2022 Fiscal Year Variance	6/30/2022 Fiscal Year Pct of Budget	
<b>Revenues</b>					
<b>Taxes</b>					
3066 -- Special Tax Assessment	196,253.00	194,634.68	-1,618.32	99.18%	3.9% CPI Increase
Taxes	196,253.00	194,634.68	-1,618.32	0.00%	
<b>Use of Money and Property</b>					
3380 -- Interest Income	0.00	724.09	724.09	--	
3381 -- Unrealized Gain/Loss Invstmnts	-80.00	-6,602.14	-6,522.14	8252.68%	
Use of Money and Property	-80.00	-5,878.05	-5,798.05	7347.56%	
<b>Intergovernmental Revenue-Other</b>					
4840 -- Other Governmental Agencies	274,000.00	39,543.50	-234,456.50	14.43%	\$124k Remaining EHS Funds, 150k State Planning Grant
Intergovernmental Revenue-Other	274,000.00	39,543.50	-234,456.50	14.43%	
<b>Revenues</b>	<b>470,173.00</b>	<b>228,300.13</b>	<b>-241,872.87</b>	<b>48.56%</b>	
<b>Expenditures</b>					
<b>Services and Supplies</b>					
7090 -- Insurance	2,500.00	161.79	-2,338.21	6.47%	SDRMA Membership-Liability Coveraage
7324 -- Audit and Accounting Fees	4,000.00	177.75	-3,822.25	4.44%	FIN Expenses,Audit Expenses
7325 -- Other Professional Services (Grant Assistance)	10,000.00	0.00	-10,000.00	0.00%	Grant Writing
7430 -- Memberships	1,200.00	1,102.00	-98.00	91.83%	CSDA
7450 -- Office Expense	2,000.00	0.00	-2,000.00	0.00%	Postage, Printing,supplies
7460 -- Professional & Special Service (Project, Planning & Studies)	439,000.00	114,795.15	-324,204.85	26.15%	Grant revenue and cash reserves- Planning, Design and Environ. WWTP
7508 -- Legal Fees	27,000.00	23,204.90	-3,795.10	85.94%	
7510 -- Contractual Services (IGM Contract, Engineer)	67,000.00	84,684.00	17,684.00	126.39%	Incl. MNS (\$18,000 - \$1500/mo) and Perm. GM. (\$45,000 - \$135/hr x 30 hrs/Mo Round up.)
7530 -- Publications & Legal Notices	5,000.00	0.00	-5,000.00	0.00%	Anticipates additional noticing for Propn 218
7671 -- Special Projects	15,000.00	0.00	-15,000.00	0.00%	Special Assessment Vote
7732 -- Training	1,500.00	0.00	-1,500.00	0.00%	
<b>Services and Supplies</b>	<b>574,200.00</b>	<b>224,125.59</b>	<b>-350,074.41</b>	<b>39.03%</b>	
<b>Other Charges</b>					
7894 -- Communication Services	930.00	0.00	930.00	0.00%	Website Hosting, Ring Central
<b>Expenditures</b>	<b>575,130.00</b>	<b>224,125.59</b>	<b>-350,074.41</b>	<b>38.97%</b>	
<b>Cash Balance</b>					
Fund	Beginning Balance	Month-to-date cash receipts	Month-To-Date Treasury Credits (+)	Month-To-Date Treasury Debits (-)	Ending Balance
5/1/2022 - 5/2/2022 (FY 2021-22)	\$275,103.15	0.00	0.00	0.00	\$275,103.15

# Los Olivos CSD Cash Balance History

