

Julie Kennedy, President  
Lisa Palmer, Vice Director  
Tom Fayram, Director  
Greg Parks, Director  
Nina Stormo, Director



**LOS OLIVOS COMMUNITY SERVICES DISTRICT  
FINANCE SUBCOMMITTEE MEETING**

**Posted: 3-5-2024**

**March 8, 2024 – 8:30 AM**

**St Mark's in the Valley Episcopal Church  
2901 Nojoqui Ave, Los Olivos CA 93441**

**Please observe decorum and instructions from the Subcommittee Chair**

**Finance Committee: Vice President Julie Kennedy (Chair), Director Lisa Palmer, and General Manager Guy Savage**

This meeting will be held both in-person and electronically via Zoom Meetings. In-person the meeting will be held at the following locations:  
St Mark's in the Valley Episcopal Church, 2901 Nojoqui Ave, Los Olivos CA 93441

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

Zoom: <https://us06web.zoom.us/j/81937722522?pwd=SWpSU0RYZFliZTBiLNGphZG41TGs4dz09>  
By Phone: +1 669 900 6833 US (San Jose) Meeting ID: 819 3772 2522 Passcode: 914085  
One tap mobile: +14086380968,,81937722522#,,,,\*914085# US (San Jose)

The Los Olivos Community Services District is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please call 805.500.4098 or email to [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.

## MEETING AGENDA

### 1. CALL TO ORDER

### 2. ROLL CALL

### 3. PUBLIC COMMENTS

Members of the public may address the Board of Directors on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Gov. Code - 54954.3). The public may also request future agenda topics at this time. Speakers are limited to a maximum of 3 minutes. Due to the requirements of the Ralph M. Brown Act, the Board of Directors 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.

### ADMINISTRATIVE ITEMS:

All matters listed hereunder constitute an administrative / consent agenda and will be acted upon by a single vote of the Board. Matters listed on the Consent Agenda will be read only on the request of a member of the Subcommittee, in which event the matter may be removed from the Consent Agenda and considered as a separate item. Public may comment on any of the items prior to the vote being taken by the Subcommittee.

### 4. CONSENT AGENDA

#### A. MINUTES APPROVAL

Approval of the minutes from February 9, 2024.

### BUSINESS ITEMS:

All matters listed hereunder will be acted upon separately and public comment will be held for each item.

**Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 500-4098**

[losolivoscscsd@gmail.com](mailto:losolivoscscsd@gmail.com), [www.losolivoscscsd.com](http://www.losolivoscscsd.com)

Agenda Packet

Page 1 of 25

**5. INVOICE REVIEW AND RECOMMENDATION**

The Subcommittee will review and recommend to the full Board of Directors, payment of those unpaid invoices that were received on or before March 1, 2024.

| No. | Invoice Date | Invoice #  | Provider  | Amount       |
|-----|--------------|------------|---|--------------|
| 1   | 2/6/2024     | 876.004-1  | GSI – Groundwater Monitoring Wells (Grant Reimbursable)                                   | \$ 13,266.81 |
| 2   | 2/7/2024     | 24-30118   | BC2 Engineering – Groundwater Monitoring Well Drilling / Development (Grant Reimbursable) | \$ 31,662.50 |
| 3   | 2/15/2024    | 84161      | Aleshire & Wynder – Legal Services  | \$ 4,073.20  |
| 4   | 2/16/2024    |            | MNS Engineering – Engineering and Support Srvcs. (Portions Grant Reimbursable)            | \$ 962.50    |
| 5   | 2/27/2024    | 24-30118.1 | BC2 Engineering – Groundwater Monitoring Well Drilling / Development (Grant Reimbursable) | \$ 6,891.25  |
| 6   | 2/28/2024    | 20242      | Savage – General Manager Services (Portions Grant Reimbursable)                           | \$ 6,785.80  |

| Project           | Vendor                      | To Date (inc. above) | Remaining Authorization |
|-------------------|-----------------------------|----------------------|-------------------------|
| Audit (Pre 2023)  | Moss, Levy & Hartzheim, LLP | \$ 2,780.00          | \$ 4,995.00             |
| Audit (2023)      | Moss, Levy & Hartzheim, LLP | \$ 0.00              | \$ 2,900.00             |
| 30% Hybrid Design | REGEN, LLC.                 | \$ 25,306.59         | \$ 49,693.41            |
| Groundwater Wells | Various                     | \$ 121,445.00        | \$ 59,087.55            |

**6. BUDGET REPORTS**

The General Manager will review the most recent budget reports (attached) and comment on changes to financial systems.

**7. DONATION AND/OR GRANT ACCEPTANCE APPROACH AND POLICY**

The District recently reviewed two unanticipated grant/donation offers. The offers were for specific actions or purchases to be made by the District. The offers were both at or below \$500.00 (five hundred). Given the amount of time staff spent on the offers was extensive and the potential cost to administer the acceptance of such grants, the Subcommittee will discuss and consider making a recommendation to the full Board of Directors regarding approach and/or policy related to the receipt of such grants/donations. Potential recommendations could include, but are not limited to, updating existing policy, creating new policy, and updating District Bylaws.

Existing law that is applicable for such grants/donations includes Gov Code section 61000 et seq, which states, in part:

“(a) Except as provided in Section 61040.1, a legislative body of five members known as the board of directors shall govern each district. The board of directors shall establish policies for the operation of the district. The board of directors shall provide for the implementation of those policies which is the responsibility of the district’s general manager. “ (Sec 61040).

Existing District Bylaws language that may be applicable to the conversation includes:

8.4 Procurement of Goods and Services

When expenditures are made for the procurement of goods and services, staff will use its best efforts to conform to an informal solicitation process and shall not exceed \$2,500 (two thousand five hundred dollars). Any expenditure for these types of purchases will be brought to the Board of Directors at the next regularly scheduled Board meeting for consideration and ratification.

**INFORMATIONAL ITEMS:**

All matters listed hereunder are informational only, no action will be taken, and public comment not received.

**8. SUBCOMMITTEE MEMBER COMMENTS**

Subcommittee members will give reports on any meetings that they attended on behalf of the Subcommittee and/or choose to comment on various Subcommittee activities. Subcommittee member requests for future agenda items may also be made at this time.

**9. ADJOURNMENT**



**Julie Kennedy, President**  
**Lisa Palmer, Vice Director**  
**Tom Fayram, Director**  
**Greg Parks, Director**  
**Nina Stormo, Director**



**LOS OLIVOS COMMUNITY SERVICES DISTRICT**  
**FINANCE SUBCOMMITTEE MEETING**

**Posted: 2-1-2024**

**February 9, 2024 – 8:30 AM**

**St Mark's in the Valley Episcopal Church**  
**2901 Nojoqui Ave, Los Olivos CA 93441**

**Please observe decorum and instructions from the Subcommittee Chair**

**Finance Committee: Vice President Julie Kennedy (Chair), Director Lisa Palmer, and General Manager Guy Savage**

This meeting will be held both in-person and electronically via Zoom Meetings. In-person the meeting will be held at the following locations:  
St Mark's in the Valley Episcopal Church, 2901 Nojoqui Ave, Los Olivos CA 93441

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

Zoom: <https://us06web.zoom.us/j/81937722522?pwd=SWpSU0RYZFliZTBiNGphZG41TGs4dz09>  
By Phone: +1 669 900 6833 US (San Jose) Meeting ID: 819 3772 2522 Passcode: 914085  
One tap mobile: +14086380968,,81937722522#,,,,\*914085# US (San Jose)

The Los Olivos Community Services District is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please call 805.500.4098 or email to [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.

## MEETING AGENDA

### 1. CALL TO ORDER

**President Kennedy (Chair) calls the meeting to order at: 8:30 AM**

### 2. ROLL CALL

**Present: Chair Kennedy, Director Palmer, General Manager Savage**

**Absent: None**

### 3. PUBLIC COMMENTS

Members of the public may address the Board of Directors on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Gov. Code - 54954.3). The public may also request future agenda topics at this time. Speakers are limited to a maximum of 3 minutes. Due to the requirements of the Ralph M. Brown Act, the Board of Directors 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.

**Chair Kennedy opens the floor to public comment.**

**No commenters.**

### ADMINISTRATIVE ITEMS:

All matters listed hereunder constitute an administrative / consent agenda and will be acted upon by a single vote of the Board. Matters listed on the Consent Agenda will be read only on the request of a member of the Subcommittee, in which event the matter may be removed from the Consent Agenda and considered as a separate item. Public may comment on any of the items prior to the vote being taken by the Subcommittee.

### 4. CONSENT AGENDA

#### A. MINUTES APPROVAL

Approval of the minutes from January 5, 2024.

**Chair Kennedy opens the floor to public comment.**

**Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 500-4098**

[losolivoscscsd@gmail.com](mailto:losolivoscscsd@gmail.com), [www.losolivoscscsd.com](http://www.losolivoscscsd.com)

Agenda Packet

Page 4 of 25

No commenters.

Motion to approve the minutes of January 5, 2024.

Motion by: Director Palmer, Second: Chair Kennedy

Voice vote: 3-0

**BUSINESS ITEMS:**

All matters listed hereunder will be acted upon separately and public comment will be held for each item.

**5. INVOICE REVIEW AND RECOMMENDATION**

The Subcommittee will review and recommend to the full Board of Directors’ payment of those unpaid invoices that were received on or before February 1, 2024.

| No. | Invoice Date | Invoice # | Provider  | Amount      |
|-----|--------------|-----------|---|-------------|
| 1   | 1/11/2024    | 83365     | Aleshire & Wynder – Legal Services  | \$ 1,122.00 |
| 2   | 1/22/2024    | N55777    | County of Santa Barbara – Encroachment Permits (Grant Reimbursable)           | \$ 926.00   |
| 3   | 1/24/2024    | 85320     | MNS Engineering – Engineering and Support Svcs. (Portions Grant Reimbursable) | \$ 3,242.50 |
| 4   | 2/1/2024     | 20241     | Savage – General Manager Services (Portions Grant Reimbursable)               | \$ 8,670.89 |
|     |              |           |   |             |

| Project           | Vendor                      | To Date (inc. above) | Remaining Authorization |
|-------------------|-----------------------------|----------------------|-------------------------|
| Audit (Pre 2023)  | Moss, Levy & Hartzheim, LLP | \$ 2,780.00          | \$ 4,995.00             |
| 30% Hybrid Design | REGEN, LLC.                 | \$ 25,306.59         | \$ 49,693.41            |
|                   |                             |                      |                         |

Chair Kennedy opens the floor to public comment.

No commenters.

Director Palmer comments on the MNS bills. She wants to be certain that groundwater monitoring well time is clearly called out.

Motion to recommend approval of invoices to the full Board as presented.

Motion by: Director Palmer, Second: Chair Kennedy

Voice vote: 3-0

**6. BUDGET REPORTS**

The General Manager will review the most recent budget reports (attached) and comment on changes to financial systems.

GM Savage notes that there is nothing particularly exciting or new in the invoices. He adds that he did deposit nearly \$95,000 of checks just after the first of the month. He adds that there is still no word from the County on their Workday implementation.

Chair Kennedy opens the floor to public comment.

No commenters.

**INFORMATIONAL ITEMS:**

All matters listed hereunder are informational only, no action will be taken, and public comment not received.

**7. SUBCOMMITTEE MEMBER COMMENTS**

Subcommittee members will give reports on any meetings that they attended on behalf of the Subcommittee and/or choose to comment on various Subcommittee activities. Subcommittee member requests for future agenda items may also be made at this time.

Director Palmer – Asks about whether there is anything this group can do from a “planning” perspective. GM Savage responds by showing

GM Savage – None  
Chair Kennedy – None


**8. ADJOURNMENT**

**Motion to approve adjourn at 8:39 AM.**

**Motion by: Director Palmer, Second: Chair Kennedy**

**Voice vote: 3-0**

Respectfully submitted:



Guy W. Savage  
General Manager – Los Olivos Community Services District

Approved:

---

President (Chair) Julie Kennedy

# ITEM 5 - INVOICE PAYMENT

**INVOICE PAYMENT**



650 NE Holladay St., Suite 900  
 Portland, OR 97232  
 P: 503.239.8799  
 accounting@gsiws.com  
 www.gsiws.com

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

February 06, 2024  
 Invoice No: 00876.004 - 1

Project 00876.004 Construction of Three New Monitoring Wells

**Professional Services from January 01, 2024 to January 31, 2024**

Task .001 Installation of Three Monitoring Wells

**Labor**

|                         | <b>Hours</b> | <b>Rate</b> | <b>Amount</b> |                  |
|-------------------------|--------------|-------------|---------------|------------------|
| Principal Consultant    |              |             |               |                  |
| Thompson, Timothy       | 8.00         | 305.00      | 2,440.00      |                  |
| Managing Hydrogeologist |              |             |               |                  |
| Lapostol, Andres        | 28.25        | 175.00      | 4,943.75      |                  |
| Staff Hydrogeologist    |              |             |               |                  |
| Fortunelli, Nehuen      | 36.50        | 155.00      | 5,657.50      |                  |
| Totals                  | 72.75        |             | 13,041.25     |                  |
| <b>Total Labor</b>      |              |             |               | <b>13,041.25</b> |

**Reimbursable Expenses**

|                            |  |                  |              |              |
|----------------------------|--|------------------|--------------|--------------|
| Field Supplies             |  |                  | 52.17        |              |
| <b>Total Reimbursables</b> |  | <b>1.1 times</b> | <b>52.17</b> | <b>57.39</b> |

**GSI Owned Equipment Billing**

|                                  |                   |  |               |               |
|----------------------------------|-------------------|--|---------------|---------------|
| GSI Owned Vehicle                |                   |  |               |               |
| Los Olivos MW-5 drilling         | 85.0 miles @ 0.67 |  | 56.95         |               |
| Los Olivos MW-4 drilling         | 94.0 miles @ 0.67 |  | 62.98         |               |
| Los Olivos MW-3 drilling         | 72.0 miles @ 0.67 |  | 48.24         |               |
| <b>Total GSI Owned Equipment</b> |                   |  | <b>168.17</b> | <b>168.17</b> |

**Total this Task                   \$13,266.81**

**Project Summary**

|                   | <b>Current Period</b> | <b>Prior Periods</b> | <b>Invoiced to Date</b>   |                                  |
|-------------------|-----------------------|----------------------|---------------------------|----------------------------------|
| Total Billings    | 13,266.81             | 0.00                 | 13,266.81                 |                                  |
| Authorized Budget |                       |                      | 36,700.00                 |                                  |
| Budget Remaining  |                       |                      | 23,433.19                 |                                  |
|                   |                       |                      | <b>Total this Invoice</b> | <b><u><u>\$13,266.81</u></u></b> |



**BC2 ENVIRONMENTAL**

1150 West Trenton Avenue

Orange, CA 92867

Phone (714) 744-2990 Fax (714) 744-2991

**INVOICE****Bill to:**

Los Olivos Community Services District

PO Box 345

Los Olivos, CA 93441

Invoice Date: 2/7/2024

Invoice No.: 24-30118

BC2 Proposal #: 23-690

Location: Los Olivos, Ca

**Attn: Guy Savage****Email: gm.locsd@gmail.com**

Site Contact: Andres Lapostol - GSI

**Payment Terms: Net 45****Tax I.D. Number: 83-2585853****Period of Performance : 1/29/24-2/1/2024**

| Item               | Description   | Unit  | Quantity | Unit Price | Extension          |
|--------------------|---|-------|----------|------------|--------------------|
| 1                  | Mob/Demob Drill Rig & 3 Man Crew                                    | L.S.  | 1        | \$2,500.00 | \$2,500.00         |
| 2                  | Daily Crew Travel To/From Hotel                                     | Trips | 4        | \$200.00   | \$800.00           |
| 3                  | Per Diem 3-Man Crew   | Day   | 4        | \$600.00   | \$2,400.00         |
| 4                  | Drill Rig, Equipment & Crew Onsite                                  | Day   | 3.5      | \$2,850.00 | \$9,975.00         |
| 5                  | 2" PVC Well Materials   | Foot  | 215      | \$11.00    | \$2,365.00         |
| 6                  | 8" Borehole Backfill  | Foot  | 215      | \$9.00     | \$1,935.00         |
| 7                  | Install Flush Mounted Well Boxes                                    | Each  | 3        | \$300.00   | \$900.00           |
| 8                  | Prevailing Wage Per Man Per Hr. Portal to Portal Up to 8hrs Per Day | Hour  | 92.25    | \$75.00    | \$6,918.75         |
| 9                  | Prevailing Wage Per Man Per Hr. Portal to Portal Over 8hrs Per Day  | Hour  | 25.5     | \$112.50   | \$2,868.75         |
| 10                 | Support Trucks  | Day   | 4        | \$250.00   | \$1,000.00         |
| <b>SUBTOTAL</b>    |   |       |          |            | <b>\$31,662.50</b> |
| <b>TAX</b>         |   |       |          |            |                    |
| <b>BALANCE DUE</b> |   |       |          |            | <b>\$31,662.50</b> |

<https://www.bc2env.com/client-survey>**THANK YOU FOR SELECTING****BC2 ENVIRONMENTAL**

24-30118 Los Olivos - Well Installs



1 Park Plaza, Suite 1000  
 Irvine, CA 92614  
 P (949) 223-1170 • F (949) 223-1180  
 awattorneys.com

Federal Tax ID: 55-0814676

**LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245)  
 MONTHLY BILLING SUMMARY**

Billing Period: January 2024

| Matter Description  | Total Hours  | Total Fees      | Total Costs | Total Other Charges | Total Billed    | Comments |
|---------------------|--------------|-----------------|-------------|---------------------|-----------------|----------|
| <b>0001 General</b> | 17.90        | 4,073.20        | 0.00        | 0.00                | 4,073.20        |          |
| <b>TOTALS:</b>      | <b>17.90</b> | <b>4,073.20</b> | <b>0.00</b> | <b>0.00</b>         | <b>4,073.20</b> |          |



1 Park Plaza, Suite 1000  
 Irvine, CA 92614  
 Phone: (949) 223-1170  
 Fax: (949) 223-1180  
 Federal Tax ID: 55-0814676

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

February 15, 2024  
 Bill No. 84161

For Legal Services Rendered Through 1/31/24

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

**PROFESSIONAL SERVICES**

| Date     | Attorney | Description   | Hours | Amount   |
|----------|----------|---|-------|----------|
| 12/10/23 | MDK      | REVIEW EMAIL FROM G.SAVAGE RE ADU CAPACITY CHARGES RESEARCH AND PROVIDE ANALYSIS TO SON   | 1.00  | 220.00   |
| 01/02/24 | SON      | REVIEW LETTER GRANT APPLICATIONS; CORRESPONDENCE RE PUBLIC RECORDS ACT REQUIREMENTS; REVIEW AND EDIT DRAFT BYLAWS                       | 2.30  | 524.40   |
| 01/04/24 | SON      | REVIEW BYLAWS, TELEPHONE CONFERENCE WITH GUY TO EDIT BYLAWS AND DISCUSS MEETING AGENDA; PREPARE BROWN ACT PRESENTATION                  | 1.50  | 342.00   |
| 01/08/24 | SON      | FINALIZE SLIDES   | 1.00  | 228.00   |
| 01/09/24 | SON      | REVIEW FINAL BYLAWS; RESEARCH AND EMAIL ISSUE PEACE OFFICER RECORDS ON PUBLIC WEBSITE; CORRESPONDENCE RE ETHICS AND HARASSMENT TRAINING | 1.50  | 342.00   |
| 01/10/24 | SON      | PREPARE TRAVEL AND ATTEND BOARD MEETING   | 7.00  | 1,596.00 |
| 01/11/24 | SON      | GS EMAIL RE FORM 700; CORRESPONDENCE RE REDACTION OF PEACE OFFICER INFO   | 0.20  | 45.60    |
| 01/12/24 | SON      | CORRESPONDENCE RE REQUEST FOR ACCOMMODATION   | 0.10  | 22.80    |

Client: 01245 - Los Olivos Community Services District  
 Matter: 0001 - General

February 15, 2024  
 Page 2

| <b>Date</b>                        | <b>Attorney</b> | <b>Description</b>  | <b>Hours</b> | <b>Amount</b>     |
|------------------------------------|-----------------|---|--------------|-------------------|
| 01/16/24                           | SON             | CORRESPONDENCE RE FILLING VACANCY; MEETING ACCOMMODATION; FORM 700 FILING   | 0.40         | 91.20             |
| 01/19/24                           | SON             | CORRESPONDENCE RE TECH COMMITTEE AGENDA ISSUES  | 0.40         | 91.20             |
| 01/22/24                           | SON             | REVIEW ROHRER EMAIL; CORRESPONDENCE RE BOARD MEETING  | 0.20         | 45.60             |
| 01/23/24                           | CMC             | EXTRATERRITORIAL SERVICE QUESTIONS: REVIEW AND ANALYZE ISSUES RELATED TO POTENTIAL REQUESTS FOR SEWER SERVICE OUTSIDE OF BOUNDARIES | 0.10         | 22.80             |
| 01/23/24                           | SON             | CORRESPOND RESEARCH RE SOLVANG COUNCIL MEETING AND PIPELINE ISSUES; REVIEW AND COMMENT ON GSI AGREEMENT                             | 0.50         | 114.00            |
| 01/27/24                           | SON             | RESEARCH RE SERVICE OUTSIDE SERVICE AREA; EMAIL GUY   | 0.50         | 114.00            |
| 01/31/24                           | SON             | CORRESPONDENCE RE WELL INSTALL; DRAFT MEMO RE WASTE WATER LINE  | 1.20         | 273.60            |
| <b>Total Professional Services</b> |                 |   | <b>17.90</b> | <b>\$4,073.20</b> |

**PROFESSIONAL SERVICES SUMMARY**

| <b>Code</b>                        | <b>Name</b>           | <b>Hours</b> | <b>Rate</b> | <b>Amount</b>     |
|------------------------------------|-----------------------|--------------|-------------|-------------------|
| CMC                                | Christine M. Carson   | 0.10         | 228.00      | 22.80             |
| MDK                                | Martin D. Koczanowicz | 1.00         | 220.00      | 220.00            |
| SON                                | Steven O'Neill        | 16.80        | 228.00      | 3,830.40          |
| <b>Total Professional Services</b> |                       | <b>17.90</b> |             | <b>\$4,073.20</b> |

|                                      |                   |
|--------------------------------------|-------------------|
| <b>CURRENT BILL TOTAL AMOUNT DUE</b> | <b>\$4,073.20</b> |
| Balance Forward:                     | 1,122.00          |
| <b>Total Due:</b>                    | <b>\$5,195.20</b> |

**Please return this page with remittance**

to  
Aleshire & Wynder LLP

**Bill Number:** 84161  
**Bill Date:** February 15, 2024  
**Client Code:** 01245  
**Client Name:** Los Olivos Community Services District  
**Matter Code:** 0001  
**Matter Name:** General

|                                      |                          |
|--------------------------------------|--------------------------|
| Total Professional Services:         | 4,073.20                 |
| Total Disbursements:                 | 0.00                     |
| <b>CURRENT BILL TOTAL AMOUNT DUE</b> | <b><u>\$4,073.20</u></b> |
| Balance Forward:                     | 1,122.00                 |
| <b>Total Due:</b>                    | <b><u>\$5,195.20</u></b> |

**Amount enclosed:** \_\_\_\_\_

**Thank You**

February 15, 2024

**VIA-EMAIL**

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

Los Olivos Community Services District  
 Guy Savage, General Manager  
 PO Box 345  
 Los Olivos, CA 93441

**Re: 2024 Legal Rates**

Dear Mr. Savage:

Aleshire & Wynder is proud of our association with Los Olivos Community Services District and is grateful for the opportunity to provide legal services to the District.

Our Professional Services Agreement (Agreement) with LOCSD allows our rates to be adjusted annually. The Agreement states that rates shall be increased for the change in the CPI-U, rounded up to the nearest dollar, for the 12 month period published for the most recent month of December by the U.S. Department of Labor. The amounts will be rounded up to the nearest dollar for the next twelve (12) month period. The rate increase for 2024 will be three point five percent (3.5%). Adjustments will be as follows:

**Transactional Services (3.5%)**

|                       |          |
|-----------------------|----------|
| Blended Rates         | \$228.00 |
| Paralegals/Law Clerks | \$228.00 |

**Litigation Services (\$10 /hr Increase)**

|                      |          |
|----------------------|----------|
| Partners /Of Counsel | \$285.00 |
| Associates           | \$235.00 |
| Paralegals           | \$180.00 |
| Law Clerks           | \$120.00 |

**Risk Management Services (\$10 /hr Increase)**

|               |          |
|---------------|----------|
| Blended Rates | \$235.00 |
| Paralegals    | \$190.00 |
| Law Clerks    | \$130.00 |

February 15, 2024

Page 2

Under the Agreement these rates will be adjusted effective January 1, 2024. Please let us know if you have any questions.

Very truly yours,

ALESHIRE & WYNDER, LLP

A handwritten signature in blue ink, appearing to read "Keith Lemieux".

Keith Lemieux

KL:AAO



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

Main: 805 692 6921

[WWW.MNSENGINEERS.COM](http://WWW.MNSENGINEERS.COM)

- > CIVIL ENGINEERING
- > CONSTRUCTION MANAGEMENT
- > LAND SURVEYING

February 16, 2024

Project No: LOCD.180392.00

Invoice No: 85541

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 District Support Tasks: \$315.00
2. Engineering Tasks:
  - a. General Support Tasks: Attend Meeting \$370.00
  - b. General Engineering Tasks Monitoring Wells: \$277.50

**Professional Services for the Period: January 01, 2024 to January 31, 2024**

Level 2 TASK01 District Management

**Professional Personnel**

|                        | Hours | Rate                    | Amount          |
|------------------------|-------|-------------------------|-----------------|
| Administrative Support |       |                         |                 |
| Project Coordinator    | 3.00  | 105.00                  | 315.00          |
| Totals                 | 3.00  |                         | 315.00          |
| <b>Total Labor</b>     |       |                         | <b>315.00</b>   |
|                        |       | <b>Level 2 Subtotal</b> | <b>\$315.00</b> |

Level 2 TASK02 Engineering Tasks

**Professional Personnel**

|                    | Hours | Rate                    | Amount          |
|--------------------|-------|-------------------------|-----------------|
| Project Management |       |                         |                 |
| District Engineer  | 3.50  | 185.00                  | 647.50          |
| Totals             | 3.50  |                         | 647.50          |
| <b>Total Labor</b> |       |                         | <b>647.50</b>   |
|                    |       | <b>Level 2 Subtotal</b> | <b>\$647.50</b> |



|                               |                 |
|-------------------------------|-----------------|
| <b>Current Invoice Amount</b> | <b>\$962.50</b> |
|-------------------------------|-----------------|

**Outstanding Invoices**

| <b>Number</b> | <b>Date</b> | <b>Balance</b>  |
|---------------|-------------|-----------------|
| 84819         | 11/21/2023  | 2,615.05        |
| 85320         | 1/24/2024   | 3,242.50        |
| <b>Total</b>  |             | <b>5,857.55</b> |

# Billing Backup

Friday, February 16, 2024

MNS Engineers, Inc.

Invoice 85541 Dated 2/16/2024

12:19:33 PM

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

**Professional Personnel**

|  | <b>Hours</b> | <b>Rate</b>             | <b>Amount</b>   |
|--|--------------|-------------------------|-----------------|
| Administrative Support   |              |                         |                 |
| Project Coordinator  |              |                         |                 |
| Zepeda, Mary      1/2/2024   | .50          | 105.00                  | 52.50           |
| File and Upload MNS Invoice; Update Budget Tracking Log;<br>Provide SMT Invoices to GS Review                              |              |                         |                 |
| Zepeda, Mary      1/4/2024   | .25          | 105.00                  | 26.25           |
| Prepare Follow-up Email to GS re FIN Billing   |              |                         |                 |
| Zepeda, Mary      1/11/2024  | 1.25         | 105.00                  | 131.25          |
| File and Upload A&W Invoice; Update Budget Tracking<br>Log; Prepare GWS, Regen and MNS (2) Invoices for payment via<br>FIN |              |                         |                 |
| Zepeda, Mary      1/12/2024  | 1.00         | 105.00                  | 105.00          |
| Create and Process Single Payment Claims for GWS, MNS (2), and<br>Regen Invoices for DP; Update Budget Tracking Log        |              |                         |                 |
| Totals   | 3.00         |                         | 315.00          |
| <b>Total Labor</b>   |              |                         | <b>315.00</b>   |
|  |              | <b>Level 2 Subtotal</b> | <b>\$315.00</b> |

Level 2      TASK02      Engineering Tasks

**Professional Personnel**

|  | <b>Hours</b> | <b>Rate</b>              | <b>Amount</b>   |
|--|--------------|--------------------------|-----------------|
| Project Management   |              |                          |                 |
| District Engineer  |              |                          |                 |
| Pike, Douglas      1/10/2024   | 2.00         | 185.00                   | 370.00          |
| Regular Board Meeting Attendance   |              |                          |                 |
| Pike, Douglas      1/29/2024   | 1.50         | 185.00                   | 277.50          |
| Construction site visit, confirmed traffic control and well-head type,<br>photographed operation. Construction Site Visit - Monitoring Wells<br>3, 4 and 5 |              |                          |                 |
| Totals   | 3.50         |                          | 647.50          |
| <b>Total Labor</b>   |              |                          | <b>647.50</b>   |
|  |              | <b>Level 2 Subtotal</b>  | <b>\$647.50</b> |
|  |              | <b>Project Total</b>     | <b>\$962.50</b> |
|  |              | <b>Total this Report</b> | <b>\$962.50</b> |

**BC2 ENVIRONMENTAL**

1150 West Trenton Avenue  
Orange, CA 92867  
Phone (714) 744-2990 Fax (714) 744-2991

# INVOICE

**Bill to:**

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

Invoice Date: 2/27/2024

Invoice No.: 24-30118.1

BC2 Proposal #: 23-690

Location: Los Olivos, Ca

**Attn: Guy Savage**

**Email: gm.locsd@gmail.com**

Site Contact: Numuen Fortunelli

**Payment Terms: Net 45**

**Tax I.D. Number: 83-2585853**

**Period of Performance : 2/21/2024-2/22/2024**

| Item               | Description   | Unit  | Quantity | Unit Price | Extension         |
|--------------------|---|-------|----------|------------|-------------------|
| 1                  | Development Rig Portal to Portal                                    | Hour  | 19.5     | \$205.00   | \$3,997.50        |
| 2                  | Development Trailer Rental  | Day   | 2        | \$200.00   | \$400.00          |
| 3                  | Generator & Pump Rental   | Day   | 2        | \$350.00   | \$700.00          |
| 4                  | Per diem 1-Man Operator   | Night | 1        | \$200.00   | \$200.00          |
| 5                  | Prevailing Wage Per Man Per Hr. Portal to Portal Up to 8hrs Per Day | Hour  | 16       | \$75.00    | \$1,200.00        |
| 6                  | Prevailing Wage Per Man Per Hr. Portal to Portal Over 8hrs Per Day  | Hour  | 3.5      | \$112.50   | \$393.75          |
| <b>SUBTOTAL</b>    |   |       |          |            | <b>\$6,891.25</b> |
| <b>TAX</b>         |   |       |          |            |                   |
| <b>BALANCE DUE</b> |   |       |          |            | <b>\$6,891.25</b> |

<https://www.bc2env.com/client-survey>

**THANK YOU FOR SELECTING**

**BC2 ENVIRONMENTAL**

24-30118.1 Los Olivos - Well Installs

# INVOICE

**FROM:**

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

**BILL TO:**

Via electronic delivery  
 President Julie Kennedy  
 Los Olivos Community Services District  
 PO Box 345  
 Los Olivos, Ca 93441

**Invoice #:** 20242  
**Invoice Date:** 2/28/2024

Dear President Kennedy,

Please see the below for professional services provided, plus any expenditures made on behalf of the District. The attached tally of hours (units) exceeds those being billed below. This is being done to track the hours for future reference. Per agreement, the hours will be capped at the number below or as authorized by the District.

| Date         | Description  | Units | Rate      | Amount             |
|--------------|--|-------|-----------|--------------------|
| 2/28/2024    | General Manager Services - LOCSD (2/1/24-2/28/24)<br>See Attached for Details  | 33    | \$ 138.65 | \$ 4,575.29        |
| 2/28/2024    | Grant Reimbursable - General Manager Services - Groundwater<br>Monitoring Wells (2/1/24-2/28/24)<br>See Attached for Details | 7     | \$ 138.65 | \$ 970.52          |
| 2/22/2024    | EHS Permit Fees  |       |           | \$ 1,190.00        |
| 2/23/2024    | Grange Hall Rental Fee   |       |           | \$ 50.00           |
|              |  |       |           |                    |
|              |  |       |           |                    |
|              |  |       |           |                    |
|              |  |       |           |                    |
|              |  |       |           |                    |
| <b>Total</b> |  |       |           | <b>\$ 6,785.80</b> |

Thank you for your continued support.



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

| Date          | Description   | Grant     |              |           | Amount             | Amount Grant Reimbursable |
|---------------|---|-----------|--------------|-----------|--------------------|---------------------------|
|               |   | Hours     | Reimbursable | Rate      |                    |                           |
| 1-Feb         | MW-3 Cap, cleanup   |           | 2.25         | \$ 138.65 | \$ -               | \$ 311.95                 |
|               | MW-3 through MW-5 admin, notifications                              |           | 1.25         | \$ 138.65 | \$ -               | \$ 173.31                 |
|               | Tech Subcommittee agenda for 2.5                                    | 0.75      |              | \$ 138.65 | \$ 103.98          | \$ -                      |
|               | Finance Subcommittee agenda for 2.9                                 | 0.75      |              | \$ 138.65 | \$ 103.98          | \$ -                      |
|               | Admin - emails, website updates                                     | 1.25      |              | \$ 138.65 | \$ 173.31          | \$ -                      |
| 2-Feb         | SCO Transaction Reporting   | 1.75      |              | \$ 138.65 | \$ 242.63          | \$ -                      |
|               | EHS Permits   |           | 0.5          | \$ 138.65 | \$ -               | \$ 69.32                  |
| 5-Feb         | Tech Subcommittee technical and minutes                             | 1         |              | \$ 138.65 | \$ 138.65          | \$ -                      |
|               | REGEN discussion  | 0.75      |              | \$ 138.65 | \$ 103.98          | \$ -                      |
| 9-Feb         | Finance Subcommittee and Minutes                                    | 1.25      |              | \$ 138.65 | \$ 173.31          | \$ -                      |
| 12-Feb        | Director discussions  | 0.5       |              | \$ 138.65 | \$ 69.32           | \$ -                      |
| 13-Feb        | Emails, well update to homeowners                                   | 2.25      |              | \$ 138.65 | \$ 311.95          | \$ -                      |
|               | Billing, invoices   | 0.5       |              | \$ 138.65 | \$ 69.32           | \$ -                      |
|               | Draft Regular agenda 2/21   | 1.5       |              | \$ 138.65 | \$ 207.97          | \$ -                      |
| 14-Feb        | REGEN drafts review   | 0.5       |              | \$ 138.65 | \$ 69.32           | \$ -                      |
|               | PA / ADA research   | 1         |              | \$ 138.65 | \$ 138.65          | \$ -                      |
|               | Amy Kal Dunn meeting  | 0.75      |              | \$ 138.65 | \$ 103.98          | \$ -                      |
|               | PM Subcommittee coordination / agenda                               | 0.5       |              | \$ 138.65 | \$ 69.32           | \$ -                      |
| 15-Feb        | Quarterly report  | 1.5       |              | \$ 138.65 | \$ 207.97          | \$ -                      |
|               | Ms. Gott conversation, Ms. Mueller outreach                         | 0.5       |              | \$ 138.65 | \$ 69.32           | \$ -                      |
|               | PA memo   | 1.25      |              | \$ 138.65 | \$ 173.31          | \$ -                      |
|               | Draft Regular agenda 2/28   | 0.75      |              | \$ 138.65 | \$ 103.98          | \$ -                      |
|               | City of Solvang connection  | 0.5       |              | \$ 138.65 | \$ 69.32           | \$ -                      |
| 16-Feb        | PA and Counsel discussion   | 0.75      |              | \$ 138.65 | \$ 103.98          | \$ -                      |
| 17-Feb        | Tech Subcommittee Agenda for 2.23                                   | 0.5       |              | \$ 138.65 | \$ 69.32           | \$ -                      |
|               | PM Subcommittee Agenda for 2.26                                     | 0.5       |              | \$ 138.65 | \$ 69.32           | \$ -                      |
| 20-Feb        | REGEN - reschedule 2.23 meeting?, technical discussion about report | 0.5       |              | \$ 138.65 | \$ 69.32           | \$ -                      |
|               | Emails, Regular agenda 2/28   | 0.5       |              | \$ 138.65 | \$ 69.32           | \$ -                      |
| 21-Feb        | Well development  |           | 1.5          | \$ 138.65 | \$ -               | \$ 207.97                 |
|               | PA emails   | 0.5       |              | \$ 138.65 | \$ 69.32           | \$ -                      |
|               | Reschedule Tech Subcommittee for 2.26 - new agenda and packet, can  | 0.5       |              | \$ 138.65 | \$ 69.32           | \$ -                      |
| 22-Feb        | Well development and sampling                                       |           | 1.5          | \$ 138.65 | \$ -               | \$ 207.97                 |
| 23-Feb        | Kennedy meeting   | 0.75      |              | \$ 138.65 | \$ 103.98          | \$ -                      |
| 24-Feb        | Regular agenda 2/28 development and staff reports                   | 2.5       |              | \$ 138.65 | \$ 346.61          | \$ -                      |
| 25-Feb        | Regular agenda 2/28 completion and posting                          | 1         |              | \$ 138.65 | \$ 138.65          | \$ -                      |
| 26-Feb        | PM and Tech Subcommittee meetings and minutes                       | 4.5       |              | \$ 138.65 | \$ 623.90          | \$ -                      |
| 27-Feb        | Regular meeting slides, coordination                                | 0.5       |              | \$ 138.65 | \$ 69.32           | \$ -                      |
| 28-Feb        | Meeting preparation   | 0.5       |              | \$ 138.65 | \$ 69.32           | \$ -                      |
|               |   |           |              | \$ 138.65 | \$ -               | \$ -                      |
| <b>Totals</b> |   | <b>33</b> | <b>7</b>     |           | <b>\$ 4,575.29</b> | <b>\$ 970.52</b>          |

**Grand Totals    Hours                  40.00    \$                  5,545.80**



COUNTY OF SANTA BARBARA

X 2181982

Department

Date 2/22/2024

Received from GUY SAUCE

In Payment of MW-BERMIO APP'S - ARN: 135-240-081

ONE THOUSAND ONE HUNDRED NINETY and 100/100 Dollars \$ 1,190.00

Received original of the above numbered receipt

|             |          |
|-------------|----------|
| CREDIT CARD | ✓ # 0153 |
| CASH        |          |
| CHECK       |          |

BY BRONO

SIGNATURE OF PAYOR

CB

AUTHORIZED SIGNATURE

IC-147

5419 SM ENVIRNMNTL HEA  
2125 CTRPOINTE PKY S 33  
SANTA MARIA, CA 9345513

02/22/2024 11:25:25  
MID: XXXXXXXXXXXX310 TID: XXXX306

CREDIT CARD

VISA SALE

Card # Token XXXXXXXXXXXX0153  
SEQ #: 2  
Batch #: 3043  
INVOICE 3  
Approval Code: 81437G  
Entry Method: Manual  
Mode: Online  
Tax Amount: \$0.00

SALE AMOUNT \$1190.00

I agree to pay above total amount  
according to card issuer agreement.  
(Merchant agreement if Credit Voucher)

x BY BRONO

MERCHANT COPY

# ITEM 6 – BUDGET REPORTS

## BUDGET REPORTS

# Financial Status

As of: 2/20/2024 (64% Elapsed)  
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

## Fund 3490 -- Los Olivos CSD

| Line Item Account                      | 6/30/2024<br>Fiscal Year<br>Adjusted Budget | 2/20/2024<br>Year-To-Date<br>Actual | 6/30/2024<br>Fiscal Year<br>Variance | 6/30/2024<br>Fiscal Year<br>Pct of Budget |
|--|---|-------------------------------------|--------------------------------------|---|
| <b>Revenues</b>                        |   |                                     |                                      |   |
| <b>Taxes</b>                           |   |                                     |                                      |   |
| 3066 -- Special Tax Assessment         | 227,650.00                                  | 140,740.21                          | -86,909.79                           | 61.82 %                                   |
| Taxes                                  | 227,650.00                                  | 140,740.21                          | -86,909.79                           | 61.82 %                                   |
| <b>Use of Money and Property</b>       |   |                                     |                                      |   |
| 3380 -- Interest Income                | 744.00                                      | 1,620.52                            | 876.52                               | 217.81 %                                  |
| Use of Money and Property              | 744.00                                      | 1,620.52                            | 876.52                               | 217.81 %                                  |
| <b>Intergovernmental Revenue-State</b> |   |                                     |                                      |   |
| 4339 -- State-Other                    | 0.00  | 75,000.00                           | 75,000.00                            | --  |
| Intergovernmental Revenue-State        | 0.00  | 75,000.00                           | 75,000.00                            | --  |
| <b>Intergovernmental Revenue-Other</b> |   |                                     |                                      |   |
| 4840 -- Other Governmental Agencies    | 0.00  | 30,000.00                           | 30,000.00                            | --  |
| Intergovernmental Revenue-Other        | 0.00  | 30,000.00                           | 30,000.00                            | --  |
| <b>Miscellaneous Revenue</b>           |   |                                     |                                      |   |
| 5895 -- Other-Donations                | 0.00  | 20,000.00                           | 20,000.00                            | --  |
| 5909 -- Other Miscellaneous Revenue    | 0.00  | 20.00                               | 20.00                                | --  |
| Miscellaneous Revenue                  | 0.00  | 20,020.00                           | 20,020.00                            | --  |
| <b>Revenues</b>                        | <b>228,394.00</b>                           | <b>267,380.73</b>                   | <b>38,986.73</b>                     | <b>117.07 %</b>                           |
| <b>Expenditures</b>                    |   |                                     |                                      |   |
| <b>Services and Supplies</b>           |   |                                     |                                      |   |
| 7090 -- Insurance                      | 2,934.00                                    | 2,932.81                            | 1.19                                 | 99.96 %                                   |
| 7324 -- Audit and Accounting Fees      | 2,500.00                                    | 425.50                              | 2,074.50                             | 17.02 %                                   |
| 7430 -- Memberships                    | 1,300.00                                    | 1,244.00                            | 56.00                                | 95.69 %                                   |
| 7460 -- Professional & Special Service | 78,886.00                                   | 27,322.59                           | 51,563.41                            | 34.64 %                                   |
| 7508 -- Legal Fees                     | 45,529.00                                   | 15,040.76                           | 30,488.24                            | 33.04 %                                   |



### Los Olivos CSD Cash Balance History

