

Tom Fayram, President
Lisa Palmer, Vice President
Julie Kennedy, Secretary
Mike Arme, Director
Brian O'Neill, Director



POSTED 4-6-2020

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Finance Committee Meeting, April 10, 2020, 11:00 a.m.
VIA CONFERENCE CALL:
(605) 472-5206; CODE 557454#
The Public can listen and participate via this Conference Call
Please observe decorum and instruction from Committee Chair

FINANCE COMMITTEE MEETING AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MEETING MINUTES

Approve minutes from the March 6, 2020 Finance Committee Meeting.

4. DIRECTOR COMMENTS

Directors will give reports on any meetings that they attended on behalf of the Committee and/or choose to comment on various Committee activities.

5. PUBLIC COMMENTS

Members of the public may address the Committee on any items of interest within the subject matter and jurisdiction of the Committee but not on the agenda today (Government Code - 54954.3). Speakers are limited to 3 minutes. Due to the requirements of the Ralph M. Brown Act, the District cannot take action today on any matter not on the agenda, but a matter raised during Public Comments can be referred to District staff for discussion and possible action at a future meeting.

6. INTERIM GENERAL MANAGER REPORT

Interim General Manager Report on current assignments and general Committee business.

7. BUSINESS ITEMS

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

1. 3-18-2020 Aleshire & Wynder Invoice 55999 (2-1-2020 through 2-29-2020) \$1254.00
2. 3-25-2020 MNS (February Services) \$6431.25
3. 3-11-2020 Water Consultancy Invoice 379 (services through February 29, 2020) \$4640.00
4. 2-24-2020 Paul Jenzen – Coastal Onsite Design Services Invoice 110 (services through February 24, 2020) \$1960.00
5. 3-23-2020 Wallace Group Invoice 50456 (services through February 29, 2020) \$910.00
6. Consider Other Bills That may be received before the Committee Meeting

B. Review Budget

8. Next Meeting:

Friday, May 3, 2020, 11:00 a.m. **VIA CONFERENCE CALL PER INFO IN ABOVE AGENDA HEADING**

9. ADJOURNMENT The Los Olivos Community Services District is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please call 805.946.0431 or email to 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.

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



**ALESHIRE &
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ORANGE COUNTY | LOS ANGELES | RIVERSIDE | CENTRAL VALLEY

AWATTORNEYS.COM

March 18, 2020

VIA EMAIL ONLY to dpike@mnsengineers.com

Mr. Doug Pike, Interim General Manager
Los Olivos Community Services District
P.O. Box 345
Los Olivos, CA 93441

Re: **March 2020 Billing Statement (for services through 2/29/20);
Aleshire & Wynder, LLP**

Dear Doug:

Enclosed please find a billing statement for the month of March, which includes services rendered and costs incurred by Aleshire & Wynder, LLP, through February 29, 2020.

Should you have any questions or require additional information concerning the foregoing, please let me know.

Sincerely,

ALESHIRE & WYNDER, LLP

Eileen Lee for
G. Ross Trindle, III

Enclosure

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: February 1 thru February 29, 2020

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
0001 General (\$190 Blended; Atty / Paralegal / Law Clerk)	6.60	190	1,254.00	0.00	1,254.00	0.00	(Advisory/Transactional Svcs)
TOTALS:	6.60		1,254.00	0.00	1,254.00	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. Doug Pike, Interim General Manager
2540 Alamo Pintado Avenue
Los Olivos, CA 93441

March 18, 2020
Bill No. 55999

For Legal Services Rendered Through 02/29/20

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

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
02/11/20	GRT	(REGULAR BOARD MEETING) INITIAL TRAVEL TIME FOR REGULAR BOARD MEETING [SPLIT WITH IVCS D]	1.80	342.00
02/12/20	GRT	(REGULAR BOARD MEETING) COMPLETE PREPARATION FOR AND ATTEND REGULAR BOARD MEETING	2.90	551.00
02/13/20	GRT	(REGULAR BOARD MEETING) RETURN FROM REGULAR MEETING [SPLIT WITH IVCS D]	1.90	361.00
Total Professional Services			6.60	\$1,254.00

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
GRT	George "Ross" Trindle	6.60	190.00	1,254.00
Total Professional Services		6.60		\$1,254.00

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

March 18, 2020
Page 2

CURRENT BILL TOTAL AMOUNT DUE

\$1,254.00

Please return this page with remittance

to
Aleshire & Wynder, LLP

Bill Number: 55999
Bill Date: March 18, 2020
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services	1,254.00
Total Disbursements	0.00
CURRENT BILL TOTAL AMOUNT DUE	<u>\$1,254.00</u>
Balance Forward:	5,627.07
Payments & Adjustments:	-3,843.72
Total Due:	<u>\$3,037.35</u>

Amount enclosed: _____

Thank You



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

ENGINEERING
PLANNING
SURVEYING
CONSTRUCTION MANAGEMENT

March 25, 2020

Project No: LOCS.D.180392.00

Invoice No: 74845

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 General Manager Services

Professional Services for the Period: February 1, 2020 to February 29, 2020

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Project Management				
Project Coordinator	1.25	105.00	131.25	
District Manager	21.50	200.00	4,300.00	
Totals	22.75		4,431.25	
Total Labor				4,431.25
				Level 2 Subtotal
				\$4,431.25

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount	
General Consulting/Requested				
Assistant Engineer	16.00	125.00	2,000.00	
Totals	16.00		2,000.00	
Total Labor				2,000.00
				Level 2 Subtotal
				\$2,000.00
				Current Invoice Amount
				\$6,431.25

Outstanding Invoices

Number	Date	Balance
74647	2/28/2020	3,388.75
Total		3,388.75

Billing Backup

Monday, April 6, 2020

MNS Engineers, Inc.

Invoice 74845 Dated 3/25/2020

5:18:03 PM

Project	LOCS.D.180392.00	General Manager Services
Level 2	TASK01	District Management

Professional Personnel

			Hours	Rate	Amount
Project Management					
Project Coordinator					
Zepeda, Mary	2/11/2020		1.00	105.00	105.00
Prepare Binders for Regular Meeting (2/12/20), and print meeting materials					
Zepeda, Mary	2/12/2020		.25	105.00	26.25
Prepare Binders for Regular Meeting (2/12/20), print additional meeting materials for binders					
District Manager					
Pike, Douglas	2/3/2020		3.00	200.00	600.00
Finance Committee Agenda Packet Prep, FIN Reports and Billing Status					
Pike, Douglas	2/4/2020		1.00	200.00	200.00
Communications					
Pike, Douglas	2/5/2020		1.00	200.00	200.00
Communications					
Pike, Douglas	2/6/2020		2.00	200.00	400.00
Draft Regular meeting agenda, info to Lynn Takaichi					
Pike, Douglas	2/7/2020		1.50	200.00	300.00
Finance Committee prep and attend					
Pike, Douglas	2/10/2020		4.00	200.00	800.00
Board packet Prepare and post (2) Detailed scope for County Request Letter (2)					
Pike, Douglas	2/11/2020		1.00	200.00	200.00
Communications					
Pike, Douglas	2/12/2020		3.50	200.00	700.00
Board Meeting and Prep					
Pike, Douglas	2/19/2020		3.00	200.00	600.00
Draft Conformancy Letter (1)					
Transfer of project data to Steve Tanaka and phone meeting (1)					
Meeting With Paul Jenzen re: Local LAMP (1)					
Pike, Douglas	2/27/2020		.50	200.00	100.00
Meeting with Larry Fay and Joshua					
Pike, Douglas	2/28/2020		1.00	200.00	200.00
EHS Final Funding Letter					
Totals			22.75		4,431.25
Total Labor					4,431.25
Level 2 Subtotal					\$4,431.25

Level 2	TASK02	Engineering Tasks
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Professional Personnel

		Hours	Rate	Amount	
General Consulting/Requested					
Assistant Engineer					
Madrigal, Josh	2/4/2020	1.00	125.00	125.00	
Created exhibit showing proposed plant with tanks, to scale.					
Madrigal, Josh	2/7/2020	1.00	125.00	125.00	
Started APN lookup for exhibits in commercial district of Los Olivos					
Madrigal, Josh	2/10/2020	5.00	125.00	625.00	
Found APN maps for Los Olivos Commercial district and started piecing them together for an exhibit. Finished the exhibit and set to doug for review.					
Madrigal, Josh	2/11/2020	.50	125.00	62.50	
Post meeting agenda					
Madrigal, Josh	2/13/2020	4.50	125.00	562.50	
Drove around Los Olivos looking at the commercial zone and noting all lots that contained residences or uses other than commerical. Edited Pacel Map exhibit to show changes noted in the field.					
Madrigal, Josh	2/24/2020	3.00	125.00	375.00	
Prepare flood plain map exhibit for the WWTP site.					
Madrigal, Josh	2/28/2020	1.00	125.00	125.00	
Finished FIRM exhibit					
Totals		16.00		2,000.00	
Total Labor					2,000.00
				Level 2 Subtotal	\$2,000.00
				Project Total	\$6,431.25
				Total this Report	\$6,431.25

Water Consultancy Inc.

3585 Maple Street
Suite 250
Ventura, CA 93003-9106

Invoice

Date	Invoice #
3/11/2020	379

Bill To
Los Olivos Community Services District Attn: Doug Pike, Interim General Manager PO Box 345 Los Olivos, CA 93441

Project	Terms	Project
	Net 30	WC-056

Quantity	Description	Rate	Amount
16	Consulting services in connection with the client Los Olivos for certain professional planning services as necessary for Engineering Assessment Services in accordance with the terms and conditions of Professional Services Agreement entered into on December 1, 2019 that will expire on June 30, 2020 for services through February 29, 2020. LABOR Principal Budget: \$15,280.00 Previous Billings: \$ 4,060.00 Current Billings: \$ 4,640.00 Budget Remaining: \$ 6,300.00	290.00	4,640.00
Thank you for your business.		Total	\$4,640.00

INVOICE

Coastal Onsite Design Services
4324 Edenbury Dr., Santa Maria

DATE: 2/24/2020
INVOICE #: 110

BILL TO

LOCSD
c/o Doug Pike
PO Box 345
Los Olivos, CA. 93441

PAYMENT TERMS

Writing of LOCSD LAMP

Due on receipt

DESCRIPTION	AMOUNT
1/24/2020 Total CODS Staff time of 3 hours for meeting.	\$480.00
Total travel time	\$80.00
2/10/2020 Total CODS Staff time of 2 hours for meeting with EHS staff regarding LAMP requirements.	\$320.00
Total travel time .5 hours.	\$40.00
2/14/2020 Total CODS staff time of one hour for phone conference with Howard Kolb of RWQCB.	\$160.00
2/19/2020 Total CODS staff time of 3 hours for meeting with Doug Pike at MNS regarding LAMP progress	\$480.00
2/19/2020 Total travel time of one hour.	\$80.00
2/24/2020 Total staff time for preparing update on LAMP Status.	\$320.00
TOTAL	\$1,960.00

Please make your check out to Paul Jenzen

4324 Edenbury Drive Santa Maria, CA 93455



Wallace Group
A California Corporation
612 Clarion Court
San Luis Obispo, CA 93401
Phone: 805-544-4011 Fax: 805-544-4294

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

March 23, 2020
 Project No: 1565-0001-00
 Invoice No: 50456
Invoice Total \$910.00

Project 1565-0001-00 Los Olivos Community Services District, SRF Loan Application Assistance

Professional services rendered through February 29, 2020

Phase 00001 LOCS D Grant

Labor

	Hours	Rate	Amount	
Principal Engineer	4.00	215.00	860.00	
Project Assistant III	.50	100.00	50.00	
Totals	4.50		910.00	
Total Labor				910.00
				Total this Phase \$910.00

Budget

	Current	Prior	To-Date	
Total Billings	910.00	0.00	910.00	
Limit			5,000.00	
Remaining			4,090.00	
				Total this Invoice \$910.00

Billing Backup

Monday, March 23, 2020

Wallace Group

Invoice 50456 Dated 3/23/2020

3:11:18 PM

Project	1565-0001-00	Los Olivos Community Services District, SRF Loan Application Assistance
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Phase	00001	LOCSD Grant
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Labor

			Hours	Rate	Amount	
Principal Engineer						
Tanaka, Steven	1/31/2020		.50	215.00	107.50	
Project Coordination						
Tanaka, Steven	2/10/2020		.25	215.00	53.75	
Vacation						
Tanaka, Steven	2/19/2020		1.25	215.00	268.75	
Project Application Review						
Tanaka, Steven	2/20/2020		1.75	215.00	376.25	
Recycled Water Grant and FFAST Application Review						
Tanaka, Steven	2/21/2020		.25	215.00	53.75	
FAAST Application						
Project Assistant III						
Regan, Sybil	1/31/2020		.50	100.00	50.00	
SGT project management assistance						
Totals			4.50		910.00	
Total Labor						910.00
				Total this Phase		\$910.00
				Total this Project		\$910.00
				Total this Report		\$910.00