

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



POSTED 4-5-2021

**LOS OLIVOS COMMUNITY SERVICES DISTRICT**  
**Finance Committee Meeting, April 9, 2021, 9:00 a.m.**

The Meeting will be held electronically via RingCentral Meetings. The public will be able to hear and participate.

1. Join from PC, Mac, or Android: <https://meetings.ringcentral.com/j/1495223836>
2. Via telephone: +1(623)404-9000 Meeting ID: 149 522 3836
3. If you choose to access through your browser, visit <https://meetings.ringcentral.com/join> enter Meeting ID: 149 522 3836, Join Meeting

Please observe decorum and instruction from Committee Chair

**FINANCE COMMITTEE MEETING AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**4. DIRECTOR COMMENTS**

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

**5. PUBLIC COMMENTS**

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

**6. ADMINISTRATIVE AGENDA.**

**A. APPROVAL OF MEETING MINUTES**

Approve minutes from the March 5, 2021 Finance Committee Meetings.

**7. BUSINESS ITEMS**

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

1. 3-17-2021 MNS Invoice 77440 (February Services) \$7,865.00
2. SDRMA Insurance Invoice 2021-22 FY \$2,483.46
3. 3-31-2021 Streamline Website Invoice \$600
4. 3-5-2121 GSI Invoice 0876.001 - 2 (January Services) \$7,142.50
5. 4-1-2021 Stantec Invoice 1772297 (Services through 2-28-21) \$4,944.00
6. Consider Other Bills That may be received before the Committee Meeting

**B. Review Budgets, Use of FIN System**

**C. Grant Process Review and cost tracking**

Add:

4-5-2021 Aleshire & Wynder Invoice  
61425 (March Services) \$1,120

4-5-2021 GSI Invoice 0876.001 - 3  
(March Services) \$3,867.50

**8. NEXT MEETING:**

Friday, May 8, 2021, 9:00 a.m. **VIA RING CENTRAL MEETING**

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

**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)



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

ENGINEERING  
 PLANNING  
 SURVEYING  
 CONSTRUCTION MANAGEMENT

March 17, 2021

Project No: LOCSD.180392.00

Invoice No: 77440

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

Principal Jeffrey Edwards  
 Project Manager Douglas Pike  
 Project LOCSD.180392.00 General Manager Services

This Invoice includes:

1. General District Management: \$5,390.00
2. WWTP County Site Easement: \$200
3. Design Contract: \$100.00
4. GSI Contract: \$762.50
5. Jenzen Contract: \$300
6. Siting Study - UPC: \$500.00
7. WRF Grant: \$612.50

**Professional Services for the Period: February 1, 2021 to February 28, 2021**

Level 2 TASK01 District Management

**Professional Personnel**

|                           | <b>Hours</b> | <b>Rate</b> | <b>Amount</b> |                         |
|---------------------------|--------------|-------------|---------------|-------------------------|
| Project Management        |              |             |               |                         |
| Assistant Project Manager | 2.00         | 175.00      | 350.00        |                         |
| Project Coordinator       | 8.00         | 105.00      | 840.00        |                         |
| District Manager          | 21.00        | 200.00      | 4,200.00      |                         |
| Totals                    | 31.00        |             | 5,390.00      |                         |
| <b>Total Labor</b>        |              |             |               | <b>5,390.00</b>         |
|                           |              |             |               | <b>Level 2 Subtotal</b> |
|                           |              |             |               | <b>\$5,390.00</b>       |

Level 2 TASK02 Engineering Tasks

**Professional Personnel**

|                           | <b>Hours</b> | <b>Rate</b>                   | <b>Amount</b> |                   |
|---------------------------|--------------|-------------------------------|---------------|-------------------|
| Project Management        |              |                               |               |                   |
| Assistant Project Manager | 5.00         | 175.00                        | 875.00        |                   |
| District Manager          | 8.00         | 200.00                        | 1,600.00      |                   |
| Totals                    | 13.00        |                               | 2,475.00      |                   |
| <b>Total Labor</b>        |              |                               |               | <b>2,475.00</b>   |
|                           |              | <b>Level 2 Subtotal</b>       |               | <b>\$2,475.00</b> |
|                           |              | <b>Current Invoice Amount</b> |               | <b>\$7,865.00</b> |

**Outstanding Invoices**

| <b>Number</b> | <b>Date</b> | <b>Balance</b>  |
|---------------|-------------|-----------------|
| 77309         | 2/23/2021   | 8,188.75        |
| <b>Total</b>  |             | <b>8,188.75</b> |

# Billing Backup

Wednesday, March 17, 2021

MNS Engineers, Inc.

Invoice 77440 Dated 3/17/2021

9:32:23 PM

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

**Professional Personnel**

|  |           |  | <b>Hours</b> | <b>Rate</b> | <b>Amount</b> |
|--|-----------|--|--------------|-------------|---------------|
| Project Management   |           |  |              |             |               |
| Assistant Project Manager  |           |  |              |             |               |
| Nisich, Anthony  | 2/10/2021 |  | 2.00         | 175.00      | 350.00        |
| Feb monthly meeting attendance   |           |  |              |             |               |
| Project Coordinator  |           |  |              |             |               |
| Zepeda, Mary   | 2/1/2021  |  | .50          | 105.00      | 52.50         |
| District Gmail management  |           |  |              |             |               |
| Zepeda, Mary   | 2/2/2021  |  | .25          | 105.00      | 26.25         |
| Update Direct Mailer Label List based on returned District Update Letters  |           |  |              |             |               |
| Zepeda, Mary   | 2/5/2021  |  | 1.00         | 105.00      | 105.00        |
| Create Single Payment Claims for approved Aleshire & Wynder and MNS Invoices and process payment for DP  |           |  |              |             |               |
| Zepeda, Mary   | 2/8/2021  |  | 1.50         | 105.00      | 157.50        |
| Check LOCS.D Gmail Account for emails from Community Members; Create Single Payment Claims for approved Stantec Invoices and process payment for DP; Update JE for Easement of Proposed LOCS.D WWTP Site |           |  |              |             |               |
| Zepeda, Mary   | 2/17/2021 |  | .75          | 105.00      | 78.75         |
| Update LOCS.D Website with 2021 Regular Meeting and Finance Committee Calendar Dates; Scheduled District Transparency Certificate of Excellence Bimonthly Meeting  |           |  |              |             |               |
| Zepeda, Mary   | 2/19/2021 |  | 2.00         | 105.00      | 210.00        |
| Create Single Payment Claims for approved A&W and MNS Invoices and process payment for DP; Begin Processing GSI Invoice for submission to EHS  |           |  |              |             |               |
| Zepeda, Mary   | 2/22/2021 |  | 1.00         | 105.00      | 105.00        |
| District Gmail management  |           |  |              |             |               |
| Finalize GSI Invoice for submission to EHS   |           |  |              |             |               |
| Zepeda, Mary   | 2/24/2021 |  | .50          | 105.00      | 52.50         |
| Begin Creation of LOCS.D Website Profile for BR and Update DP Profile; Contact Streamline re Profile Page Issues   |           |  |              |             |               |
| Zepeda, Mary   | 2/25/2021 |  | .50          | 105.00      | 52.50         |
| Finalized LOCS.D Website Profile for BR and modified DP format based on response with Streamline which confirmed glitch in the system  |           |  |              |             |               |
| District Manager   |           |  |              |             |               |
| Pike, Douglas  | 2/1/2021  |  | 2.00         | 200.00      | 400.00        |
| Finance Committee Meeting agenda and packet preparation, and update e-mail to FDirector Palmer.  |           |  |              |             |               |
| Pike, Douglas  | 2/2/2021  |  | 1.50         | 200.00      | 300.00        |
| Finance Committee Meeting packet preparation, completion and distribution.   |           |  |              |             |               |

| Project       | LOCSD.180392.00 | General Manager Services   |      |        | Invoice | 77440 |
|---------------|-----------------|--|------|--------|---------|-------|
| Pike, Douglas |                 | 2/3/2021   | .50  | 200.00 | 100.00  |       |
|               |                 | Appointment of brad Ross Coordination with Mr. Trindle, and add Oath of Office to packet.  |      |        |         |       |
| Pike, Douglas |                 | 2/5/2021   | 1.50 | 200.00 | 300.00  |       |
|               |                 | Preparation and distribution of General Meeting Agenda. Finance Committee meeting attendance (1 hr).   |      |        |         |       |
| Pike, Douglas |                 | 2/8/2021   | 3.00 | 200.00 | 600.00  |       |
|               |                 | Preparation and posting of General Meeting Packet (3)  |      |        |         |       |
| Pike, Douglas |                 | 2/9/2021   | .50  | 200.00 | 100.00  |       |
|               |                 | Cloacina (.5 hrs)  |      |        |         |       |
| Pike, Douglas |                 | 2/10/2021  | 3.00 | 200.00 | 600.00  |       |
|               |                 | Preparation for District Meeting. Note that when Tony Nisch, MNS Project Manager is attending the General Meetings, only one of us will charge our time. (2 hrs)   |      |        |         |       |
|               |                 | GSA Eastern Area Letter Draft (1 hr)   |      |        |         |       |
|               |                 | Emails and Phone conversation with Jody Hack, State Water Board re: award of Planning Grant. (1 hr)  |      |        |         |       |
| Pike, Douglas |                 | 2/12/2021  | 1.00 | 200.00 | 200.00  |       |
|               |                 | Comments to the Hydrogeologic Conceptual Model for the EMA, and a Request for Coordination between the EMA and Los Olivos CSD. Draft, coordination with Director Palmer, and final.  |      |        |         |       |
| Pike, Douglas |                 | 2/16/2021  | 2.00 | 200.00 | 400.00  |       |
|               |                 | Meeting Follow-up memo to Lisa Palmer. (1 hr)  |      |        |         |       |
|               |                 | Ad Hos TEch Committe meeting with Brian (1 hr)   |      |        |         |       |
| Pike, Douglas |                 | 2/22/2021  | 1.00 | 200.00 | 200.00  |       |
|               |                 | General Meeting with Lisa Palmer regarding agenda's IGM Position, and Work Plan (.5)   |      |        |         |       |
|               |                 | Orientation questions and email transmittals of info to Brad Ross (.5)   |      |        |         |       |
|               |                 | Follow-up letter to Paeter Garcia, ID-1 Re: Mutually beneficial sharing of your Well 5 site (1 hr)   |      |        |         |       |
| Pike, Douglas |                 | 2/23/2021  | 1.00 | 200.00 | 200.00  |       |
|               |                 | General Meeting with Brad Ross regarding Work Plan (.5)  |      |        |         |       |
|               |                 | Collect and Email Document to Brad Ross, respond to correspondence (.5)  |      |        |         |       |
|               |                 | Draft Agenda (.5)  |      |        |         |       |
| Pike, Douglas |                 | 2/24/2021  | 2.50 | 200.00 | 500.00  |       |
|               |                 | ISent letter & email to Renee Bischoff at the County regarding appointment of Bradley A. Ross to assume the position vacated due to the resignation of Julie Kennedy. Requested the Oath of Office Form for Mr. Ross's signature. (.5) |      |        |         |       |
|               |                 | Prepared & sent to Brian Brad and Lisa, a consolidation of "the white wall" that Brian & I generated. It is intended as a foundational document that we can add deliverables/milestones/schedule/costs w grants to. (2)                |      |        |         |       |
| Pike, Douglas |                 | 2/24/2021  | 1.50 | 200.00 | 300.00  |       |

Communications to Renee Bishoff (SB County) Regarding appointment of Brad Ross and requesting an Oath of Office Template. (.5)

Communication to sheila Hess (SB County) regarding Form 700's for Brad Ross (1)

|                    |       |                         |                   |
|--------------------|-------|-------------------------|-------------------|
| Totals             | 31.00 | 5,390.00                |                   |
| <b>Total Labor</b> |       |                         | <b>5,390.00</b>   |
|                    |       | <b>Level 2 Subtotal</b> | <b>\$5,390.00</b> |

Level 2      TASK02      Engineering Tasks

**Professional Personnel**

|   | Hours | Rate                    | Amount            |
|---|-------|-------------------------|-------------------|
| Project Management  |       |                         |                   |
| Assistant Project Manager   |       |                         |                   |
| Nisich, Anthony      2/3/2021   | 1.50  | 175.00                  | 262.50            |
| project status meeting w/GSI  |       |                         |                   |
| Nisich, Anthony      2/17/2021  | 1.50  | 175.00                  | 262.50            |
| Assist Doug with WRF Grant requirements & cost estimates  |       |                         |                   |
| Nisich, Anthony      2/24/2021  | 2.00  | 175.00                  | 350.00            |
| finalize State WRFP grant application and review w/ interim General Manager   |       |                         |                   |
| District Manager  |       |                         |                   |
| Pike, Douglas      2/1/2021   | 1.00  | 200.00                  | 200.00            |
| Los Olivos CSD; Location of County Bike Path and Los Olivos CSD Requested Area D3. Updated easement docs to County. |       |                         |                   |
| Pike, Douglas      2/2/2021   | 1.00  | 200.00                  | 200.00            |
| Siting Relay of data to UPC, and contract completion.   |       |                         |                   |
| Pike, Douglas      2/3/2021   | 1.00  | 200.00                  | 200.00            |
| Coordination and progress review meeting with GSI and Director O'Neill. (1)   |       |                         |                   |
| Pike, Douglas      2/5/2021   | 1.00  | 200.00                  | 200.00            |
| WWTP Siting Study Progress meeting with Dave Swenk & Brian Tetley.  |       |                         |                   |
| Pike, Douglas      2/8/2021   | .50   | 200.00                  | 100.00            |
| Stantec Draft Review - Send to Cloacina and Ad Hoc Tech Committee   |       |                         |                   |
| Pike, Douglas      2/12/2021  | 1.50  | 200.00                  | 300.00            |
| Los Olivos LAMP Scope of Work   |       |                         |                   |
| Pike, Douglas      2/19/2021  | .50   | 200.00                  | 100.00            |
| Parcel List of previously considered parcels to Brian Tetley at UPC (.5)  |       |                         |                   |
| Pike, Douglas      2/23/2021  | 1.50  | 200.00                  | 300.00            |
| Historical test results to Andres Lapostol (GSI) (.5)   |       |                         |                   |
| Lengthy email to RWQCB new staffer Lucille Blancarte regarding effluent injection (1)                               |       |                         |                   |
| Totals  | 13.00 | 2,475.00                |                   |
| <b>Total Labor</b>  |       |                         | <b>2,475.00</b>   |
|   |       | <b>Level 2 Subtotal</b> | <b>\$2,475.00</b> |
|   |       | <b>Project Total</b>    | <b>\$7,865.00</b> |

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|         |                 |                          |                          |                   |
|---------|-----------------|--------------------------|--------------------------|-------------------|
| Project | LOCSD.180392.00 | General Manager Services | Invoice                  | 77440             |
|         |                 |                          | <b>Total this Report</b> | <b>\$7,865.00</b> |

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March 25, 2021

Mr. Douglas Pike  
General Manager  
Los Olivos Community Services District  
Post Office Box 345  
Los Olivos, California California

RE: 2021-22 Property/Liability Program Estimated Contribution

Dear Mr. Pike,

We sincerely appreciate your continued support of SDRMA and patience in waiting for the 2021-22 estimated renewal contribution while we are working on finalizing renewal costs from the program excess/reinsurer carriers.

As we mentioned at our 2021 Virtual Spring Education Day on March 3, the current insurance market continues to be impacted by the catastrophic losses around the world. Underwriting practices throughout the insurance market are consistently evolving due to the development of losses and cost of claims. Based on those factors and overall pool claims costs over the past several years, after considerable review and discussion with the SDRMA Board of Directors, staff has refined SDRMA underwriting methodologies for the 2021-22 renewal.

SDRMA will continue to make every effort to reduce operating costs and minimize rate increases while ensuring the financial integrity of the Property/Liability Program. We have received initial indications from our excess/reinsurer carriers of imposed rate increases that are impacting all of their clients, including SDRMA.

We are providing you with an estimated contribution amount for use in your budgeting process. Until the 2021-22 renewal invoices are issued, we cannot guarantee the final contribution amount. We will continue to work with our excess/reinsurers to negotiate the rate increases on behalf of our program membership. Your agency’s actual renewal contribution will be confirmed on the 2021-22 renewal invoice that will be sent out in mid-May.

The actual contribution amount for 2021-22 will vary compared to 2020-21 due to rate increases, any coverage limit changes, stand-alone policy pricing, scheduled item additions/deletions, updates on agency operations submitted on the renewal questionnaire, risk factor adjustments, and Credit Incentive Program (CIP) points earned. Your agency’s 2021-22 estimated contribution amount is as follows:

| <b>2020-21 Annual Contribution<br/>\$2.5M Liability Limits</b> | <b>2021-22 Estimated Annual Contribution<br/>\$2.5M Liability Limits</b> |
|--|--|
| <b>\$2,925.49</b>  | <b>\$2,483.46</b>  |





The SDRMA Property/Liability Program offers three liability limit options; \$2.5M, \$5M, or \$10M. Lowering liability limits could help lower your agency's annual contribution amount. Before considering lower liability limits, please verify that your agency is not bound by any contract or agreement to carry a specific level of liability limits. Please consult legal counsel and your governing body prior to changing the coverage limit. Liability limits cannot be changed after renewal on July 1.

*Other Important Items to Note:*

- If you would like to elect an alternative liability limit for 2021-22, please provide your selected limit by **May 15, 2021** by emailing [memberplus@sdrma.org](mailto:memberplus@sdrma.org).
- No Longevity Distribution is declared for the Property/Liability Program this year.
- Our Multi-Program Discount provides members a great opportunity to save money. Members receive an automatic multi-program discount of 5% per program (Property/Liability and Workers' Compensation) when they belong to both programs.
- Your annual contribution provides your agency with access to safety and loss prevention services, resources, and trainings that are provided at no additional cost, including Target Solutions, ergonomic assessments, discounted CSDA Conferences and trainings, free CSDA webinars, and safety DVDs.
- The 2021-22 estimated contribution range does not serve as a 'not to exceed' amount. Final reinsurance costs, and any policy adjustment made before or after July 1 may incur a change in premium.
- Members considering withdrawal from coverage with SDRMA for the 2021-22 program year are required to submit a "Notice of Intent to Withdraw" by **April 1** in accordance with SDRMA Bylaws and must have completed the initial three full program year commitment period.

On behalf of the Board of Directors and our entire risk management team, we thank you for your continued participation in our programs! If you have any questions, please contact Ellen Doughty, at [edoughty@sdrma.org](mailto:edoughty@sdrma.org) or 800.537.7790.

Sincerely,  
Special District Risk Management Authority

A handwritten signature in blue ink that reads "Laura S. Gill". The signature is written in a cursive, flowing style.

Laura S. Gill  
Chief Executive Officer

**From:** Streamline  
**To:** Doug Pike  
**Subject:** New invoice from Streamline #326BDB28-0002  
**Date:** Wednesday, March 31, 2021 6:02:56 PM

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## Streamline

Invoice from Streamline

**\$600.00**

Due May 1, 2021



Download invoice

To Douglas Pike - Los Olivos Community Services District  
From Streamline

[Pay this invoice](#)

Invoice #326BDB28-0002

APR 1, 2021 – APR 1, 2022

|                                |          |
|--------------------------------|----------|
| Streamline Web Member 50k-250k | \$600.00 |
| Qty 1                          |          |

|            |          |
|------------|----------|
| Amount due | \$600.00 |
|------------|----------|

Questions? Contact us at [billing@getstreamline.com](mailto:billing@getstreamline.com)

PAY \$600.00 WITH ACH OR WIRE TRANSFER

Bank transfers, also known as ACH payments, can take up to five

business days. To pay via ACH, transfer funds using the following bank information.

|                |                        |
|----------------|------------------------|
| Bank name      | WELLS FARGO BANK, N.A. |
| Routing number | 121000248              |
| Account number | 40630134959785748      |
| SWIFT code     | WFBIUS6S               |

PAY \$600.00 WITH MAILED CHECK

Please enclose a printed copy of the [invoice PDF](#) and use USPS. (Courier services may not deliver to PO Boxes.) Once received, checks are processed within 3 business days.

|                 |  |
|-----------------|--|
| Make payable to | Streamline                             |
| Memo            | 326BDB28-0002                          |
| Mail to         | PO Box 207561<br>Dallas, TX 75320-7561 |

Powered by  | [Learn more about Stripe Invoicing](#)



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

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

March 5, 2021  
 Invoice No: 0876.001 - 2

Project 0876.001 Groundwater Quality Management Services  
**Professional Services from February 1, 2021 to February 28, 2021**

Task .001 Hydrogeological Conceptual Model

**Labor**

|                         | <b>Hours</b> | <b>Rate</b> | <b>Amount</b> |                                   |
|-------------------------|--------------|-------------|---------------|-----------------------------------|
| Principal Consultant    |              |             |               |                                   |
| Thompson, Timothy       | 5.25         | 265.00      | 1,391.25      |                                   |
| Managing Hydrogeologist |              |             |               |                                   |
| Franz, Brian            | 3.25         | 160.00      | 520.00        |                                   |
| Project Geologist       |              |             |               |                                   |
| Lapostol, Andres        | 14.75        | 135.00      | 1,991.25      |                                   |
| Totals                  | 23.25        |             | 3,902.50      |                                   |
| <b>Total Labor</b>      |              |             |               | <b>3,902.50</b>                   |
|                         |              |             |               | <b>Total this Task \$3,902.50</b> |

Task .002 Groundwater Monitoring Plan

**Labor**

|                            | <b>Hours</b> | <b>Rate</b> | <b>Amount</b> |                                   |
|----------------------------|--------------|-------------|---------------|-----------------------------------|
| Supervising Hydrogeologist |              |             |               |                                   |
| Nicely, Timothy            | 1.00         | 225.00      | 225.00        |                                   |
| Project Geologist          |              |             |               |                                   |
| Lapostol, Andres           | 22.00        | 135.00      | 2,970.00      |                                   |
| Totals                     | 23.00        |             | 3,195.00      |                                   |
| <b>Total Labor</b>         |              |             |               | <b>3,195.00</b>                   |
|                            |              |             |               | <b>Total this Task \$3,195.00</b> |

Task .005 Project Management

**Labor**

|                          | <b>Hours</b> | <b>Rate</b> | <b>Amount</b> |                                |
|--------------------------|--------------|-------------|---------------|--------------------------------|
| Administrative Assistant |              |             |               |                                |
| D'Auvergne, Andra        | .50          | 90.00       | 45.00         |                                |
| Totals                   | .50          |             | 45.00         |                                |
| <b>Total Labor</b>       |              |             |               | <b>45.00</b>                   |
|                          |              |             |               | <b>Total this Task \$45.00</b> |

| <b>Project Summary</b> | <b>Current Period</b> | <b>Prior Periods</b> | <b>Invoiced to Date</b> |
|------------------------|-----------------------|----------------------|-------------------------|
| Total Billings         | 7,142.50              | 13,411.25            | 20,553.75               |
| Authorized Budget      |                       |                      | 85,000.00               |
| Budget Remaining       |                       |                      | 64,446.25               |

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|         |          |                                      |                           |                          |
|---------|----------|--------------------------------------|---------------------------|--------------------------|
| Project | 0876.001 | Los Olivos: GW Quality Mgmt Services | Invoice                   | 2                        |
|         |          |                                      | <b>Total this Invoice</b> | <b><u>\$7,142.50</u></b> |

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**Outstanding Invoices**

| <b>Number</b> | <b>Date</b> | <b>Balance</b>   |
|---------------|-------------|------------------|
| 1             | 2/4/2021    | 13,411.25        |
| <b>Total</b>  |             | <b>13,411.25</b> |



INVOICE

**Invoice Number** 1772297  
**Invoice Date** March 31, 2021  
**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:** \$20,000.00  
**Authorization Previously Billed:** \$11,650.50  
**Authorization Billed to Date:** \$16,594.50  
**Current Invoice Due:** \$4,944.00  
**For Period Ending:** February 19, 2021

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**email invoice to:** Doug Pike (dpike@mnsengineers.com)

INVOICE

Invoice Number

1772297

Project Number

184031368

**Top Task 201**

**Determine the flows&strength of commercial & residential wastewater loading to determine capacity of collection system and package plant treatment facilities.**

**Low Task 201.001**

**Determine the flows&strength of commercial & residential wastewater loading to determine capacity of collection system and package plant treatment facilities.**

**Professional Services**

**Category/Employee**

|                                       | <b>Date</b> | <b>Hours</b> | <b>Rate</b> | <b>Current Amount</b> |
|---------------------------------------|-------------|--------------|-------------|-----------------------|
| Devries, Andrew Anil                  | 2021-01-06  | 4.00         | 192.00      | 768.00                |
| Devries, Andrew Anil                  | 2021-01-26  | 2.00         | 192.00      | 384.00                |
| Devries, Andrew Anil                  | 2021-01-27  | 2.00         | 192.00      | 384.00                |
| Devries, Andrew Anil                  | 2021-01-29  | 4.00         | 192.00      | 768.00                |
| Devries, Andrew Anil                  | 2021-02-02  | 3.00         | 192.00      | 576.00                |
| Devries, Andrew Anil                  | 2021-02-04  | 1.00         | 192.00      | 192.00                |
|                                       |             | <b>16.00</b> |             | <b>3,072.00</b>       |
| Zukowski, Jonathan Thomas (Jonny)     | 2021-01-27  | 0.75         | 192.00      | 144.00                |
| Zukowski, Jonathan Thomas (Jonny)     | 2021-01-28  | 3.00         | 192.00      | 576.00                |
| Zukowski, Jonathan Thomas (Jonny)     | 2021-02-02  | 4.00         | 192.00      | 768.00                |
| Zukowski, Jonathan Thomas (Jonny)     | 2021-02-03  | 2.00         | 192.00      | 384.00                |
|                                       |             | <b>9.75</b>  |             | <b>1,872.00</b>       |
| <b>Professional Services Subtotal</b> |             | <b>25.75</b> |             | <b>4,944.00</b>       |

**Low Task 201.001 Subtotal**

**4,944.00**

**Top Task 201 Total**

**4,944.00**

Total Fees & Disbursements

\$4,944.00

**INVOICE TOTAL (USD)**

**\$4,944.00**



**ALESHIRE &  
WYNDER<sub>LLP</sub>**  
ATTORNEYS AT LAW

Eileen Lee  
[eelee@awattorneys.com](mailto:eelee@awattorneys.com)

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ORANGE COUNTY | LOS ANGELES | RIVERSIDE | CENTRAL VALLEY

AWATTORNEYS.COM

April 5, 2021

VIA EMAIL ONLY: [dpike@mnsengineers.com](mailto:dpike@mnsengineers.com)

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

Re: **April 2021 Billing Statement (for services through 3/31/21);  
Aleshire & Wynder, LLP**

Dear Doug:

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

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: March 1 thru March 31, 2021

|  | Total Hours | Hourly Rate | Total Fees | Total Costs | Total Fees & Costs | Writeoff Value | Comments                      |
|--|-------------|-------------|------------|-------------|--------------------|----------------|-------------------------------|
| <b>0001 General</b><br>(\$200 Blended: Atty / Paralegal / Law Clerk) | 5.60        | 200         | 1,120.00   | 0.00        | 1,120.00           | 0.00           | (Advisory/Transactional Svcs) |
| <b>TOTALS:</b>   | 5.60        |             | 1,120.00   | 0.00        | 1,120.00           | 0.00           |                               |



Los Olivos Community Services District  
Attn: Mr. Doug Pike, Interim General Manager  
2540 Alamo Pintado Avenue  
Los Olivos, CA 93441

April 5, 2021  
Bill No. 61425

For Legal Services Rendered Through 03/31/21

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

**PROFESSIONAL SERVICES**

| Date                               | Attorney | Description   | Hours       | Amount            |
|------------------------------------|----------|---|-------------|-------------------|
| 03/02/21                           | GRT      | (EVALUATIONS) REVIEW OF EVALUATION PROCESS BY PRESIDENT PALMER AND DRAFT BRIEF RESPONSE CONFIRMING SAME   | 0.20        | 40.00             |
| 03/10/21                           | GRT      | (REGULAR MEETING) COMPLETE PREPARATION FOR AND ATTEND REGULAR MEETING, INCLUDING CLOSED SESSION FOR PERFORMANCE REVIEW OF INTERIM GENERAL MANAGER | 3.20        | 640.00            |
| 03/17/21                           | GRT      | (SPECIAL MEETING) COMPLETE PREPARATION FOR AND ATTEND SPECIAL MEETING AND PROJECT WORKSHOP  | 2.20        | 440.00            |
| <b>Total Professional Services</b> |          |   | <b>5.60</b> | <b>\$1,120.00</b> |

**PROFESSIONAL SERVICES SUMMARY**

| Code                               | Name                  | Hours       | Rate   | Amount            |
|------------------------------------|-----------------------|-------------|--------|-------------------|
| GRT                                | George "Ross" Trindle | 5.60        | 200.00 | 1,120.00          |
| <b>Total Professional Services</b> |                       | <b>5.60</b> |        | <b>\$1,120.00</b> |

**Receipts Since Last Bill**

Prior Balance On This Matter -1,640.00

| Date     | Description                | Total Applied to this Matter |
|----------|----------------------------|------------------------------|
| 03/18/21 | SANTA BARBARA COUNTY - EFT | 1,640.00                     |

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

April 5, 2021  
Page 2

|                                      |                                 |
|--------------------------------------|---------------------------------|
| Less Total Payments                  | <u>\$1,640.00</u>               |
| Current Matter Due Amount            | <u>\$1,120.00</u>               |
| <b>CURRENT BILL TOTAL AMOUNT DUE</b> | <b><u><u>\$1,120.00</u></u></b> |
| Balance Forward:                     | 1,640.00                        |
| Payments & Adjustments:              | -1,640.00                       |
| <b>Total Due:</b>                    | <b><u><u>\$1,120.00</u></u></b> |

# Please return this page with remittance

to  
Aleshire & Wynder, LLP

**Bill Number:** 61425  
**Bill Date:** April 5, 2021  
**Client Code:** 01245  
**Client Name:** Los Olivos Community Services District  
**Matter Code:** 0001  
**Matter Name:** General

|                                      |                          |
|--------------------------------------|--------------------------|
| Total Professional Services          | 1,120.00                 |
| Total Disbursements                  | 0.00                     |
| <b>CURRENT BILL TOTAL AMOUNT DUE</b> | <b><u>\$1,120.00</u></b> |
| Balance Forward:                     | 1,640.00                 |
| Payments & Adjustments:              | -1,640.00                |
| <b>Total Due:</b>                    | <b><u>\$1,120.00</u></b> |

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

Thank You



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

**Water Solutions, Inc.**

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

April 5, 2021  
 Invoice No: 0876.001 - 3

Project 0876.001 Groundwater Quality Management Services

**Professional Services from March 1, 2021 to March 31, 2021**

Task .002 Groundwater Monitoring Plan

**Labor**

|                         | <b>Hours</b> | <b>Rate</b> | <b>Amount</b> |                        |
|-------------------------|--------------|-------------|---------------|------------------------|
| Principal Consultant    |              |             |               |                        |
| Thompson, Timothy       | 7.50         | 265.00      | 1,987.50      |                        |
| Managing Hydrogeologist |              |             |               |                        |
| Franz, Brian            | 2.00         | 160.00      | 320.00        |                        |
| Project Geologist       |              |             |               |                        |
| Lapostol, Andres        | 10.00        | 135.00      | 1,350.00      |                        |
| GIS/Graphics/Database   |              |             |               |                        |
| Barry, Andrea           | 1.50         | 110.00      | 165.00        |                        |
| Totals                  | 21.00        |             | 3,822.50      |                        |
| <b>Total Labor</b>      |              |             |               | <b>3,822.50</b>        |
|                         |              |             |               | <b>Total this Task</b> |
|                         |              |             |               | <b>\$3,822.50</b>      |

Task .005 Project Management

**Labor**

|                          | <b>Hours</b> | <b>Rate</b> | <b>Amount</b> |                        |
|--------------------------|--------------|-------------|---------------|------------------------|
| Administrative Assistant |              |             |               |                        |
| D'Auvergne, Andra        | .50          | 90.00       | 45.00         |                        |
| Totals                   | .50          |             | 45.00         |                        |
| <b>Total Labor</b>       |              |             |               | <b>45.00</b>           |
|                          |              |             |               | <b>Total this Task</b> |
|                          |              |             |               | <b>\$45.00</b>         |

**Project Summary**

|                   | <b>Current Period</b> | <b>Prior Periods</b> | <b>Invoiced to Date</b>         |
|-------------------|-----------------------|----------------------|---------------------------------|
| Total Billings    | 3,867.50              | 20,553.75            | 24,421.25                       |
| Authorized Budget |                       |                      | 85,000.00                       |
| Budget Remaining  |                       |                      | 60,578.75                       |
|                   |                       |                      | <b>Total this Invoice</b>       |
|                   |                       |                      | <b><u><u>\$3,867.50</u></u></b> |

**Outstanding Invoices**

| <b>Number</b> | <b>Date</b> | <b>Balance</b>   |
|---------------|-------------|------------------|
| 1             | 2/4/2021    | 13,411.25        |
| 2             | 3/5/2021    | 7,142.50         |
| <b>Total</b>  |             | <b>20,553.75</b> |

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

Selection Criteria: Fund = 3490

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

Last Updated: 4/6/2021 3:55 PM

Accounting Period: OPEN

**Fund 3490 -- Los Olivos CSD**

| Line Item Account  | 6/30/2021<br>Fiscal Year<br>Adjusted Budget | 4/6/2021<br>Year-To-Date<br>Actual | 6/30/2021<br>Fiscal Year<br>Variance | 6/30/2021<br>Fiscal Year<br>Pct of Budget |                           |
|--|---|------------------------------------|--------------------------------------|---|---------------------------|
| <b>Revenues</b>  |   |                                    |                                      |   |                           |
| <b>Taxes</b>   |   |                                    |                                      |   |                           |
| 3066 -- Special Tax Assessment                                       | 188,887.00                                  | 116,445.34                         | 116,445.34                           | 61.65%                                    |                           |
| Taxes  | 0.00  | 116,445.34                         | 116,445.34                           | 0.00%                                     |                           |
| <b>Use of Money and Property</b>                                     |   |                                    |                                      |   |                           |
| 3380 -- Interest Income  | 0.00  | 537.51                             | 537.51                               | --  |                           |
| 3381 -- Unrealized Gain/Loss Invstmnts                               | -476.00                                     | -475.75                            | 0.25                                 | 99.95%                                    |                           |
| Use of Money and Property  | -476.00                                     | 61.76                              | 537.76                               | -12.97%                                   |                           |
| <b>Intergovernmental Revenue-Other</b>                               |   |                                    |                                      |   |                           |
| 4840 -- Other Governmental Agencies                                  | 180,000.00                                  | 25,061.75                          | 25,061.75                            | 13.92%                                    | SBCCEHS Reimb. For        |
| Intergovernmental Revenue-Other                                      | 0.00  | 25,061.75                          | 25,061.75                            | --  | Special Studies           |
| Revenues   | 180,000.00                                  | 141,568.85                         | 142,044.85                           | 0.79                                      |                           |
| <b>Expenditures</b>  |   |                                    |                                      |   |                           |
| <b>Services and Supplies</b>   |   |                                    |                                      |   |                           |
| 7090 -- Insurance  | 2,320.00                                    | 0.00                               | 2,320.00                             | 0.00%                                     |                           |
| 7324 -- Audit and Accounting Fees                                    | 4,000.00                                    | 2,000.00                           | 2,000.00                             | 50.00%                                    |                           |
| 7430 -- Memberships  | 1,200.00                                    | 1,050.00                           | 150.00                               | 87.50%                                    |                           |
| 7450 -- Office Expense   | 2,000.00                                    | 0.00                               | 2,000.00                             | 0.00%                                     |                           |
| 7460 -- Professional & Special Service (Project, Planning & Studies) | 193,500.00                                  | 21,575.00                          | 171,925.00                           | 11.15%                                    |                           |
| 7508 -- Legal Fees   | 27,000.00                                   | 14,181.22                          | 12,818.78                            | 52.52%                                    | \$3238.02 from FY 19-20   |
| 7510 -- Contractual Services (IGM Contract)                          | 80,400.00                                   | 71,533.76                          | 8,866.24                             | 88.97%                                    | \$13,333.75 from FY 19-20 |
| 7530 -- Publications & Legal Notices                                 | 1,000.00                                    | 0.00                               | 1,000.00                             | 0.00%                                     |                           |
| 7732 -- Training   | 1,500.00                                    | 0.00                               | 1,500.00                             | 0.00%                                     |                           |
| Services and Supplies  | 309,920.00                                  | 110,339.98                         | 202,580.02                           | 35.60%                                    |                           |
| <b>Other Charges</b>   |   |                                    |                                      |   |                           |
| 7894 -- Communication Services                                       | 930.00                                      | 0.00                               | 0.00                                 | 0.00%                                     |                           |
| Other Charges (County Election Fees)                                 | 8,000.00                                    | 0.00                               | 0.00                                 | 0.00%                                     | \$2,000 Charged to 7324   |
| Expenditures   | 318,850.00                                  | 110,339.98                         | 202,580.02                           | 34.61%                                    |                           |

**Cash Balance**

| Fund                                | Beginning<br>Balance | Month-to-date<br>cash receipts | Month-To-Date<br>Treasury<br>Credits (+) | Month-To-Date<br>Treasury<br>Debits (-) | Ending<br>Balance |
|-------------------------------------|----------------------|--------------------------------|--|---|-------------------|
| 3490 -- Los Olivos CSD              |                      |                                |  |   |                   |
| 7/1/2020 - 7/31/2020 (FY 2020-21)   | 193,885.94           | 0.00                           | 608.94                                   | 6,190.00                                | \$188,304.88      |
| 8/1/2020 - 8/31/2020 (FY 2020-21)   | 188,304.88           | 0.00                           | 0.00                                     | 3,883.02                                | \$184,421.86      |
| 9/1/2020 - 9/02/2020 (FY 2020-21)   | 184,421.86           | 0.00                           | 0.00                                     | 25,696.25                               | \$158,453.86      |
| 10/1/2020 - 10/31/2020 (FY 2020-21) | 158,453.86           | 0.00                           | 339.47                                   | 8,476.50                                | \$150,316.83      |
| 11/1/2020 - 11/30/2020 (FY 2020-21) | 150,316.83           | 0.00                           | 0.00                                     | 0.00                                    | \$148,574.58      |
| 12/1/2020 - 12/7/2020 (FY 2020-21)  | 148,574.58           | 0.00                           | 115,577.07                               | 19,862.00                               | \$244,289.65      |
| 1/1/2021 - 1/31/2021 (FY 2020-21)   | 244,289.65           | 0.00                           | 6,838.04                                 | 0.00                                    | \$251,127.69      |
| 2/1/2021 - 2-28-2021 (FY 2020-21)   | 251,127.69           | 0.00                           | 116,459.34                               | 145,180.52                              | \$222,406.00      |
| 3/1/2021 - 3/31/2021 (FY 2020-21)   | \$222,406.00         | 0.00                           | 16,661.75                                | 0.00                                    | \$226,199.51      |

# Los Olivos CSD Cash Balance History

