

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



POSTED 1-4-2021

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Finance Committee Meeting, January 8, 2020, 10:00 a.m.
VIA RING CENTRAL VIDEO CONFERENCE:

Join from PC, Mac, or Android: <https://meetings.ringcentral.com/j/1488966633> Or for browser connection visit <https://meetings.ringcentral.com/join> , enter meeting ID **148 896 6633**, Join Meeting

Audio Can be via online connection or telephone - dial +1(623)404-9000 Meeting ID: **148 896 6633**

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 December 4, 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. 12-18-2020 MNS Invoice 76901 (Nov. Services) \$6,903.75
2. 12-14-2020 Stantec Invoice 1735684 (Services through 11-06-2020) \$6,649.00 (Need to submit to County)
3. 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

8. Next Meeting:

Friday, February 5, 2021, 11:00 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. 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



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

ENGINEERING
 PLANNING
 SURVEYING
 CONSTRUCTION MANAGEMENT

December 18, 2020
 Project No: LOCSD.180392.00
 Invoice No: 76901

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: \$5,366.25
2. WWTP Site Acquisition: \$200.00
3. Design Contract: \$300.00
4. GSI Contract \$300.00
5. Grant Management: 0.00
6. Jenzen Contract: \$200.00
7. Grant Work by MNS Grant Group \$337.50
8. Environmental Contract: \$200.00

Professional Services for the Period: November 1, 2020 to November 30, 2020

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount	
Project Management				
Project Coordinator	8.25	105.00	866.25	
District Manager	22.50	200.00	4,500.00	
Totals	30.75		5,366.25	
Total Labor				5,366.25
				Level 2 Subtotal
				\$5,366.25

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount
Project Management			
Senior Project Engineer	1.00	180.00	180.00

Project	LOCSD.180392.00	General Manager Services	Invoice	76901
District Manager		6.00	200.00	1,200.00
Fund Development/Grant Applications				
Project Coordinator		1.50	105.00	157.50
Totals		8.50		1,537.50
Total Labor				1,537.50
			Level 2 Subtotal	\$1,537.50
			Current Invoice Amount	\$6,903.75

Outstanding Invoices

Number	Date	Balance
76753-R1	11/23/2020	7,623.75
Total		7,623.75

Billing Backup

Friday, December 18, 2020

MNS Engineers, Inc.

Invoice 76901 Dated 12/18/2020

4:05:23 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	11/2/2020	.25	105.00	26.25
Check LOCS.D Gmail Account for emails from Community Members				
Zepeda, Mary	11/9/2020	.25	105.00	26.25
Check LOCS.D Gmail Account for emails from Community Members				
Zepeda, Mary	11/17/2020	.75	105.00	78.75
Check LOCS.D Gmail Account for emails from Community Members; Followup with JK re Resolutions 18-01 and 18-02				
Zepeda, Mary	11/18/2020	4.50	105.00	472.50
Conference Call with DP Re Resolution 18-01 and 18-02; Send Auditor-Controllers Office Email Follow-up re Executed Copy of Resolution 18-01; Conduct Review of Resolutions 12-01 to 12-08; Create PDF of Attachments/Exhibits				
Zepeda, Mary	11/19/2020	1.00	105.00	105.00
Emailed SDRMA for Executed Copy of 6th Amended JPA; Received copy and attached to Resolution 18-02; Filed (Hard Copy) of Resolution 18-02, 18-04, 20-01, 20-02				
Zepeda, Mary	11/23/2020	.25	105.00	26.25
Check LOCS.D Gmail Account for emails from Community Members				
Zepeda, Mary	11/30/2020	1.25	105.00	131.25
Check LOCS.D Gmail Account for emails from Community Members; Assist with the processing of Aleshire & Wynder, MNS, Stantec and CSDA Invoices, create backup documentation for FIN and update budget tracking log				
District Manager				
Pike, Douglas	11/4/2020	.50	200.00	100.00
Los Olivos CSD & SYRWCD-ID1 Informal Meeting agenda.				
Pike, Douglas	11/9/2020	1.50	200.00	300.00
Los Olivos CSD & SYRWCD-ID1 Informal Meeting Incl. Prep (1.5)				
Finance Committee Agenda (.5)				
Pike, Douglas	11/10/2020	3.00	200.00	600.00
Finance Committee Packet (2)				
Los Olivos CSD & SYRWCD-ID1 Informal Meeting Slides (1)				
Pike, Douglas	11/13/2020	5.00	200.00	1,000.00
LOCS.D Finance Meeting (1)				
LOCS.D General Board Meeting Agenda and Post (3)				
Introductory Meeting with Los Olivos CSD and Lars Seifert, EHS Director (1)				
Pike, Douglas	11/16/2020	3.00	200.00	600.00
Packet Preparation				

Project	LOCSD.180392.00	General Manager Services			Invoice	76901
Pike, Douglas		11/17/2020	1.50	200.00	300.00	
		ID1 Meeting presentation: introduction to Los Olivos CSD (.5)				
		Conversation with Bill Beulow, GSA Eastern Region Staffer re: CSD participation (.5)				
		County BOS Position Appointment (.5)				
Pike, Douglas		11/18/2020	2.00	200.00	400.00	
		General Board Meeting coord. & participation (2)				
Pike, Douglas		11/24/2020	1.00	200.00	200.00	
		Draft Special Meeting Agenda (1)				
Pike, Douglas		11/25/2020	1.00	200.00	200.00	
		Fulfilled PRA Request for an executed copy of Legal Counsel Contract (1)				
Pike, Douglas		11/30/2020	4.00	200.00	800.00	
		Special Meeting Agenda & Posting (4 hrs)				
		Totals	30.75		5,366.25	
		Total Labor				5,366.25
					Level 2 Subtotal	\$5,366.25

Level 2 TASK02 Engineering Tasks

Professional Personnel

			Hours	Rate	Amount	
Project Management						
Senior Project Engineer						
Jaquez, Gregory		11/30/2020	1.00	180.00	180.00	
		Review and coordindate content requirements for WRF Planning Grant application with D. Pike and L. Palmquist.				
District Manager						
Pike, Douglas		11/3/2020	2.00	200.00	400.00	
		Communications with Stantec (1)				
		Communications with GSI (1)				
Pike, Douglas		11/24/2020	2.00	200.00	400.00	
		Environmental RFQ Sent out to Stantec, Rincon, UPC (1)				
		Corespondence with Carlo Achdjian re Parcel Easement Progress (.5)				
		Review and forward GSI Task 1 Proposal to Ad Hoc Tech. Committee (.5)				
Pike, Douglas		11/25/2020	1.00	200.00	200.00	
		Stantec Invoice to County of SB for payment (.5)				
		SOW to Stantec for Task 2 - WWTP Siting Study (.5)				
Pike, Douglas		11/30/2020	1.00	200.00	200.00	
		Local LAMP Interpretive Document Meeting coord. & Participate (1 hr)				
Fund Development/Grant Applications						
Project Coordinator						
Palmquist, Linda		11/30/2020	1.50	105.00	157.50	

Project	LOCSD.180392.00	General Manager Services	Invoice	76901
		Meeting with greg and doug, preparing resolution		
		Totals	8.50	1,537.50
		Total Labor		1,537.50
			Level 2 Subtotal	\$1,537.50
			Project Total	\$6,903.75
			Total this Report	\$6,903.75



INVOICE

Invoice Number 1735684
Invoice Date December 14, 2020
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

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: \$1,760.00
Authorization Billed to Date: \$8,400.00
Current Invoice Due: \$6,640.00
For Period Ending: November 13, 2020

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

INVOICE

Invoice Number

1735684

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

	Date	Hours	Rate	Current Amount
Devries, Andrew Anil	2020-11-06	2.00	185.00	370.00
		2.00		370.00
Glaeser, Autumn Lee	2020-11-05	2.00	209.00	418.00
		2.00		418.00
Zukowski, Jonathan Thomas (Jonny)	2020-10-19	5.50	176.00	968.00
Zukowski, Jonathan Thomas (Jonny)	2020-10-20	4.25	176.00	748.00
Zukowski, Jonathan Thomas (Jonny)	2020-10-21	5.50	176.00	968.00
Zukowski, Jonathan Thomas (Jonny)	2020-10-27	7.00	176.00	1,232.00
Zukowski, Jonathan Thomas (Jonny)	2020-10-28	7.50	176.00	1,320.00
Zukowski, Jonathan Thomas (Jonny)	2020-10-30	3.50	176.00	616.00
		33.25		5,852.00
Professional Services Subtotal		37.25		6,640.00

Low Task 201.001 Subtotal

6,640.00

Top Task 201 Total

6,640.00

Total Fees & Disbursements

\$6,640.00

INVOICE TOTAL (USD)

\$6,640.00

Report : Financial Status (Real-Time)

Selection Criteria: Fund = 3490

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

Last Updated: 1/5/2021 5:05 AM

Accounting Period: OPEN

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2021 Fiscal Year Adjusted Budget	1/5/2021 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
Revenues				
Taxes				
3066 -- Special Tax Assessment	188,887.00	113,803.07	113,803.07	60.25%
Taxes	0.00	113,803.07	113,803.07	0.00%
Use of Money and Property				
3380 -- Interest Income	0.00	339.47	339.47	--
3381 -- Unrealized Gain/Loss Invstmnts	-583.00	-582.03	0.97	99.83%
Use of Money and Property	-583.00	-242.56	114,143.51	41.61%
Intergovernmental Revenue-Other				
4840 -- Other Governmental Agencies	180,000.00	1,760.00	1,760.00	--
Intergovernmental Revenue-Other	0.00	1,760.00	1,760.00	--
Revenues	180,000.00	115,320.51	11,593.51	0.64
				SBCCEHS Reimb. For Special Studies
Expenditures				
Services and Supplies				
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	6,895.00	186,605.00	3.56%
7508 -- Legal Fees	27,000.00	10,629.02	16,370.98	39.37%
7510 -- Contractual Services (IGM Contract)	80,400.00	45,533.70	34,866.30	56.63%
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	66,107.72	246,812.28	21.33%
Other Charges				
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%
Expenditures	318,850.00	66,107.72	246,812.28	20.73%

Cash Balance

Fund	Beginning Balance	Month-to-date cash receipts	Month-To-Date Treasury Credits (+)	Month-To-Date Treasury Debits (-)	Ending Balance
3490 -- Los Olivos CSD					
6/1/2019 - 6/30/2019 (FY 2018-19)	112,073.98	0.00	189,600.16	184,868.00	116,806.14
7/1/2019 - 7/31/2019 (FY 2019-20)	116,806.14	0.00	568.10	14,530.44	102,843.80
8/1/2019 - 8/31/2019 (FY 2019-20)	102,843.80	0.00	0.00	0.00	102,843.80
9/1/2019 - 9/30/2019 (FY 2019-20)	102,843.80	0.00	0.00	0.00	102,843.80
10/1/2019 - 10/31/2019 (FY 2019-20)	102,843.80	0.00	502.03	21,826.18	81,519.65
11/1/2019 - 11/30/2019 (FY 2019-20)	81,519.65	0.00	0.00	12,726.68	68,792.97
12/1/2019 - 12/31/2019 (FY 2019-20)	68,792.97	0.00	118,021.75	12,772.97	174,041.75
1/31/2019 - 1/30/2020 (FY 2019-20)	174,041.75	0.00	0.00	1,799.03	172,242.72
2/1/2020 - 2/29/2020 (FY 2019-2020)	172,671.12	0.00	257.75	11,695.00	161,233.87
3/1/2020 - 3/31/2020 (FY 2019-2020)	161,233.87	525.00	117,224.70	122,555.77	156,472.80
4/1/2020 - 4/30/2020 (FY 2019-2020)	156,427.80	0.00	72,396.85	6,402.60	222,422.05
5/1/2020 - 5/31/2020 (FY 2019-2020)	222,422.05	0.00	72,309.08	96,379.70	198,351.43
6/1/2020 - 6/30/2020 (FY 2019-2020)	198,351.43	0.00	7,231.00	11,696.49	193,885.94
7/1/2020 - 7/31/2020 (FY 2020-21)	193,885.94	0.00	608.94	6,190.00	188,304.88
8/1/2020 - 8/31/2020 (FY 2020-21)	188,304.88	0.00	0.00	3,883.02	184,421.86
9/1/2020 - 9/02/2020 (FY 2020-21)	184,421.86	0.00	0.00	25,696.25	158,453.86
10/1/2020 - 10/31/2020 (FY 2020-21)	158,453.86	0.00	339.47	8,476.50	150,316.83
11/1/2020 - 11/30/2020 (FY 2020-21)	150,316.83	0.00	0.00	0.00	148,574.58
12/1/2020 - 12/7/2020 (FY 2020-21)	148,574.58	0.00	115,577.07	19,862.00	244,289.65

Consultant Contract Cost Summary

STATUS DATE

11/18/2020

	Project	Consultant	SCHEDULE		Contract Value	FY 2019-20	FY 2020-21					FY 2020-21	TOTAL CONTRACT TO-DATE
			START	FINISH		TOTAL FY 2019-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	TOTAL FY 2020-21	
1	Local LAMP Supplement	Paul Jenzen			\$19,200.00	\$1,960.00						\$0.00	\$1,960.00
	MNS Project Management		1/31/2020	1/30/2021		\$905.00			\$300.00		\$200.00	\$500.00	\$1,405.00
	A&W Contract Review/Support					\$0.00						\$0.00	\$0.00
2a	Grant Writing	Wallace Group			\$5,000.00	\$3,490.00						\$0.00	\$3,490.00
	MNS Project Management		CLOSED	CLOSED		\$350.00	\$200.00					\$200.00	\$550.00
	A&W Contract Review/Support					\$0.00						\$0.00	\$0.00
2b	Grant Writing Phase 1	MNS Grant Writers			\$5,000.00	\$0.00		\$236.25	\$2,358.75	\$1,530.00	\$337.50	\$4,462.50	\$4,462.50
	MNS Project Management		10/1/2020	12/31/2020*		\$0.00						\$0.00	\$0.00
	A&W Contract Review/Support					\$0.00						\$0.00	\$0.00
3	Assessment Engineer's Report	Water Consultancy			\$15,280.00	\$9,860.00						\$0.00	\$9,860.00
	MNS Project Management		12/30/2019			\$855.00						\$0.00	\$855.00
	A&W Contract Review/Support					\$0.00						\$0.00	\$0.00
4	Preliminary Design Services	Stantec			\$20,000.00	\$0.00				\$1,760.00	\$6,640.00	\$8,400.00	\$8,400.00
	MNS Project Management		8/20/2020	1/15.2021		\$1,105.00		\$600.00	\$200.00	\$600.00	\$300.00	\$1,700.00	\$2,805.00
	A&W Contract Review/Support					\$0.00						\$0.00	\$0.00
5	Preliminary Hydrogeologic/ Geotechnical Services	GSI			\$85,000.00	\$0.00						\$0.00	\$0.00
	MNS Project Management		12/8/2020	12 Weeks		\$1,000.00	\$200.00	\$100.00	\$1,100.00	\$300.00	\$300.00	\$2,000.00	\$3,000.00
	A&W Contract Review/Support					\$0.00		\$38.00				\$38.00	\$38.00
6	Preliminary Environmental Services	TBD			\$45,000.00	\$0.00						\$0.00	\$0.00
	MNS Project Management		1/13/2020	10 Weeks		\$0.00					\$200.00	\$200.00	\$200.00
	A&W Contract Review/Support					\$0.00						\$0.00	\$0.00
7	Parcel Acquisition	County of SB			\$5,000.00	\$0.00						\$0.00	\$0.00
	MNS Project Management/Engrg.		7/30/2020	1/30/2021		\$5,725.00	\$1,406.25	\$335.00	\$337.50	\$385.00	\$200.00	\$2,663.75	\$8,388.75
	MNS Survey					\$2,240.00		\$2,235.00				\$2,235.00	\$2,235.00
	A&W Contract Review/Support					\$0.00						\$0.00	\$0.00
TOTAL Contract Costs					\$201,720.00	\$25,250.00						\$22,399.25	\$47,649.25
8	MNS IGM Dist. Mgmt.						\$7,126.25	\$4,237.50	\$3,040.00	\$4,808.78	\$5,366.25		
TOTAL IGM Dist Mgmt. Costs					\$201,720.00	\$31,230.55						\$24,578.78	