

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



LOS OLIVOS COMMUNITY SERVICES DISTRICT **Posted: 05-31-2022**
Finance Committee Meeting, June 3, 2022, 8:30 AM
 Please observe decorum and instruction from Committee Chair

FINANCE COMMITTEE MEETING AGENDA

**This meeting will be held in person at St. Mark’s In The Valley Episcopal Church, Common Room
 2901 Nojoqui Ave, Los Olivos CA 93441 and 2624 Airpark Dr, Santa Maria, CA 93455**

Finance Committee: President Tom Fayram, Vice-President 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, Common Room or 2624 Airpark Dr, Santa Maria, CA 93455. Director Palmer will be attending this meeting from: 2624 Airpark Dr, Santa Maria, CA 93455

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

On Zoom:

<https://us06web.zoom.us/j/86966467813?pwd=aFdrWnpTcndxTEZpR1RLc0thdTZzdz09>

By Phone:

+1 669 900 6833 US (San Jose)
 Meeting ID: 869 6646 7813
 Passcode: 507579

1. CALL TO ORDER

2. ROLL CALL

3. DIRECTOR COMMENTS

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

4. PUBLIC COMMENTS

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

5. ADMINISTRATIVE AGENDA

A. APPROVAL OF MEETING MINUTES

Finance Committee Meeting Minutes of May 6, 2022.

6. BUSINESS ITEMS

A. Review and recommend to full Board of Directors’ payment of invoices received by May 31, 2022 to the District.

No.	Invoice Date	Invoice #	Provider	Amount
1	May 13, 2022	00876.001-14	GSI Water Solutions, Inc. – Groundwater Quality Management Services	\$1,838.75
2	May 14, 2022	67767	Aleshire & Wynder – Legal Services	\$3,960.00
3	May 17, 2022	1922529	Stantec – Loading Study	\$21,398.75
4	May 31, 2022	220531	Savage – GM Services	\$5,400.00

B. Review Budget Reports (See Packet)

C. FY 2022-23 Budget Discussion

Review and discuss handouts (see packet) related to FY 2022-23 Budget and prepare to make recommendations to the full Board of Directors.

7. ADJOURNMENT

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

ITEM 5A - MINUTES TO APPROVE

MINUTES TO APPROVE

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



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

FINANCE COMMITTEE MEETING AGENDA

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

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

1. CALL TO ORDER

Called to Order: 9:01 AM

2. ROLL CALL

PRESENT: Directors Palmer and Fayram, and GM Savage

ABSENT: None

3. DIRECTOR COMMENTS

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

General discussion about an upcoming meeting with EHS and RWQCB and potential funding sources, and concerns within the community about costs.

4. PUBLIC COMMENTS

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

No comments.

5. ADMINISTRATIVE AGENDA

A. APPROVAL OF MEETING MINUTES

Finance Committee Meeting Minutes of April 11, 2022.

Motion to approve Administrative Agenda.

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

AYES: Directors Palmer and Fayram, GM Savage

NOES: None

ABSTAIN: None

6. BUSINESS ITEMS

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

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

Discussion about size of invoices, for example the one from MNS, and our general burn rate.

Motion to approve Item 6A - invoices.

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

AYES: Directors Palmer and Fayram, GM Savage

NOES: None

ABSTAIN: None

B. Review Budget Reports (See Packet)

Discussion about various details of invoices provided. No action taken.

C. Grant Seeking Activity Report

Discussion about when project is “shovel ready,” relationship to 30% design, can obtain grants, and to Prop 218. GM Savage to follow up with MNS to ensure that we are ready to move when appropriate.

D. Discussion Regarding Future Dates and Locations

No discussion.

7. ADJOURNMENT

Motion to adjourn.

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

AYES: Directors Fayram and Palmer, GM Savage

NOES: None

ABSTAIN: None

Adjournment: 9:28 AM

Respectfully submitted:



Guy W. Savage

General Manager – Los Olivos Community Services District

Minutes Approved:

President Fayram

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ITEM 6A - INVOICE PAYMENT

INVOICE PAYMENT



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

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

May 13, 2022
 Invoice No: 00876.001 - 14

Project 00876.001 Groundwater Quality Management Services

Activities during this billing period include:

- Conduct phone calls and emails with LOCSO staff re groundwater monitoring program elements and timing; development of effluent disposal options approach (including discussions with District staff and Confluence ES)
- Conduct evaluation of monitoring well site and gather updated drilling quotes from contractors
- Project Management

Professional Services from April 1, 2022 to April 30, 2022

Task	.003	Install Monitoring Well	-----		
Labor					
			Hours	Rate	Amount
Managing Hydrogeologist					
Franz, Brian			1.00	160.00	160.00
Consulting Geologist					
Lapostol, Andres			1.00	135.00	135.00
Totals			2.00		295.00
Total Labor					295.00
				Total this Task	\$295.00

Task	.005	Project Management	-----		
Labor					
			Hours	Rate	Amount
Principal Consultant					
Thompson, Timothy			4.00	265.00	1,060.00
Consulting Geologist					
Lapostol, Andres			3.25	135.00	438.75
Administration					
Steensma, Nancy			.50	90.00	45.00
Totals			7.75		1,543.75
Total Labor					1,543.75
				Total this Task	\$1,543.75

Project Summary	Current Period	Prior Periods	Invoiced to Date
Total Billings	1,838.75	59,950.00	61,788.75
Authorized Budget			85,000.00
Budget Remaining			23,211.25

Project	00876.001	Los Olivos: GW Quality Mgmt Services	Invoice	14
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Total this Invoice	<u><u>\$1,838.75</u></u>
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Outstanding Invoices

Number	Date	Balance
13	4/11/2022	3,135.00
Total		3,135.00



May 14, 2022

VIA EMAIL ONLY: Lisa@lpalmerconsulting.com

Ms. Lisa Palmer, Board President
Los Olivos Community Services District
P.O. Box 345
Los Olivos, CA 93441

Re: **May 2022 Billing Statement (for services through 4/30/22);
Aleshire & Wynder, LLP**

Dear Bob:

Enclosed please find a billing statement for the month of May, which includes services rendered and costs incurred by Aleshire & Wynder, LLP, through April 30, 2022.

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

Sincerely,

ALESHIRE & WYNDER, LLP

Peggy Middleton *for*
G. Ross Trindle, III

Enclosure

cc: Mary Zepeda – mzepeda@mnsengineers.com
Guy Savage – GM.LOCSD@gmail.com

LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245) MONTHLY BILLING SUMMARY

Billing Period: April 1 thru April 30, 2022

	Total Hours	Hourly Rate	Total Fees	Total Costs	Total Fees & Costs	Writeoff Value	Comments
0001 General (\$200 Blended: Atty / Paralegal / Law Clerk)	19.80	200	3,960.00	0.00	3,960.00	0.00	(Advisory/Transactional Svcs)
TOTALS:	19.80		\$3,960.00	\$0.00	\$3,960.00	\$0.00	



INVOICE

Invoice Number 1922529
Invoice Date May 17, 2022
Customer Number 163739
Project Number 184031368

Bill To

Los Olivos Community Service District
Guy Savage
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: \$296,750.00
Authorization Previously Billed: \$99,141.15
Authorization Billed to Date: \$120,539.90
Current Invoice Due: \$21,398.75
For Period Ending: April 22, 2022

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

Invoice Number

1922529

Project Number

184031368

Top Task 202

Basis of Design

Low Task 202.002

30 Percent Design

Professional Services

Category/Employee

	Date	Hours	Rate	Current Amount
Eisengart, Daniel	2022-03-30	1.50	237.00	355.50
Eisengart, Daniel	2022-04-05	0.75	237.00	177.75
		2.25		533.25
Gower, Mario Robert Hayden (Hayden)	2022-04-01	1.00	209.00	209.00
Gower, Mario Robert Hayden (Hayden)	2022-04-06	4.00	209.00	836.00
		5.00		1,045.00
Poytress, Carrie Elizabeth	2022-03-21	2.75	237.00	651.75
Poytress, Carrie Elizabeth	2022-03-22	0.75	237.00	177.75
Poytress, Carrie Elizabeth	2022-04-05	3.00	237.00	711.00
Poytress, Carrie Elizabeth	2022-04-06	4.50	237.00	1,066.50
Poytress, Carrie Elizabeth	2022-04-07	4.75	237.00	1,125.75
Poytress, Carrie Elizabeth	2022-04-08	3.25	237.00	770.25
Poytress, Carrie Elizabeth	2022-04-11	5.25	237.00	1,244.25
Poytress, Carrie Elizabeth	2022-04-12	3.00	237.00	711.00
Poytress, Carrie Elizabeth	2022-04-13	3.50	237.00	829.50
Poytress, Carrie Elizabeth	2022-04-14	1.50	237.00	355.50
Poytress, Carrie Elizabeth	2022-04-15	4.25	237.00	1,007.25
Poytress, Carrie Elizabeth	2022-04-21	1.75	237.00	414.75
Poytress, Carrie Elizabeth	2022-04-22	0.25	237.00	59.25
		38.50		9,124.50
Sanchez Gomez, Reyna	2022-03-21	3.50	160.00	560.00
		3.50		560.00
Schock, Joel Michael	2022-04-05	2.00	171.00	342.00
Schock, Joel Michael (OT)	2022-04-05	1.00	171.00	171.00
		3.00		513.00
Whelan, Chisa N	2022-04-14	4.00	171.00	684.00
Whelan, Chisa N	2022-04-15	4.00	171.00	684.00
Whelan, Chisa N	2022-04-22	2.00	171.00	342.00
		10.00		1,710.00
Zukowski, Jonathan Thomas (Jonny)	2022-04-08	1.00	200.00	200.00
Zukowski, Jonathan Thomas (Jonny)	2022-04-21	1.00	209.00	209.00
		2.00		409.00
Professional Services Subtotal		64.25		13,894.75

INVOICE

Invoice Number

1922529

Project Number

184031368

Usages

	Current Amount
Usage - 1-Person Survey Crew 2022-04-05	496.00
Usage - 2-Person Survey Crew 2022-04-04	3,192.00
2022-04-05	2,394.00
Usages Subtotal	6,082.00

Low Task 202.002 Subtotal **19,976.75**

Low Task 202.004 **Project Management, Meetings, and Communication**

Professional Services

Category/Employee	Date	Hours	Rate	Current Amount
Glaeser, Autumn Lee	2022-04-13	1.00	237.00	237.00
Glaeser, Autumn Lee	2022-04-14	1.00	237.00	237.00
Glaeser, Autumn Lee	2022-04-20	2.00	237.00	474.00
Glaeser, Autumn Lee	2022-04-21	2.00	237.00	474.00
		6.00		1,422.00
Professional Services Subtotal		6.00		1,422.00

Low Task 202.004 Subtotal **1,422.00**

Top Task 202 Total **21,398.75**

Total Fees & Disbursements \$21,398.75

INVOICE TOTAL (USD) **\$21,398.75**

Los Olivos Community Service District

MONTHLY INVOICE

Project Name: Septic to Sewer Preliminary Design Project
 Contract Order No.:
 Progress Report No.: **10**
 Ending Date: **22-Apr-22**

TASK SUMMARY

Task	Title	Authorized Budget	Billed to Date	Billed this Invoice	Total Billed	Status
201	Loading Study	\$ 19,862.00	\$ 16,594.50	\$ -	\$ 16,594.50	Complete
202	Basis of Design	\$ 266,750.00	\$ 72,624.40	\$ 21,398.75	\$ 94,023.15	In Progress
203	WWTP Siting Study	\$ 10,000.00	\$ 9,922.25	\$ -	\$ 9,922.25	Complete
Total Due this invoice				\$ 21,398.75		

TASK EXPENDITURE SUMMARY

WORK TASK	DESCRIPTION	ASSIGNED	EXPENDED PREVIOUSLY	EXPENDED THIS PERIOD	TOTAL EXPENDED	% OF FUNDS EXPENDED	% ACTUAL COMPLETED
201	Loading Study	\$ 19,862.00	\$ 16,594.50		\$ 16,594.50	84%	100%
202	Basis of Design	\$ 266,750.00	\$ 72,624.40	\$ 21,398.75	\$ 94,023.15	35%	20%
202.001	Basis of Design	\$ 13,876.00	\$ 13,320.00		\$ 13,320.00	96%	100%
202.002	30 Percent Design	\$ 173,048.00	\$ 54,167.40	\$ 19,976.75	\$ 74,144.15	43%	30%
202.003	60 Percent Design	\$ 51,040.00			\$ -	0%	0%
202.004	PM	\$ 28,786.00	\$ 5,137.00	\$ 1,422.00	\$ 6,559.00	23%	20%
203	Siting Study	\$ 10,000.00	\$ 9,922.25	\$ -	\$ 9,922.25	99%	100%
203.001	3rd Party Review	\$ 10,000.00	\$ 9,922.25		\$ 9,922.25	99%	100%
CONTRACT TOTALS:		\$ 296,612.00	\$ 99,141.15	\$ 21,398.75	\$ 120,539.90	40.6%	41%

INVOICE

FROM:

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

BILL TO:

Via electronic delivery
President Tom Fayram
Los Olivos Community Services District
PO Box 345
Los Olivos, Ca 93441

Invoice # 220531
Invoice Date: 5/31/2022

Dear President Fayram,

Please see the below for professional services provided.

Date	Description	Units	Rate	Amount
5/31/2022	General Manager Services - LOCSD (5/1/22-4/31/22) See Attached for Details	40	\$ 135.00	\$ 5,400.00
Total				\$ 5,400.00

Thank you for your continued support.



Date	Description	Hours	Rate	Amount
5/2/2022	Weekly Check-in	0.5	\$ 135.00	\$ 67.50
	Finance Committee agenda preparation, April minutes	1.5	\$ 135.00	\$ 202.50
	Invoice Processing	1	\$ 135.00	\$ 135.00
	Counsel meeting	0.25	\$ 135.00	\$ 33.75
5/3/2022	May 6 meeting planning, NV5 contract review	1	\$ 135.00	\$ 135.00
5/4/2022	NV5, GSI, Confluence contract completion	1.5	\$ 135.00	\$ 202.50
	May 11 meeting planning	0.5	\$ 135.00	\$ 67.50
5/5/2022	May 11 meeting planning and agenda	0.75	\$ 135.00	\$ 101.25
5/6/2022	Finance Committee meeting and minutes	1	\$ 135.00	\$ 135.00
	May 11 Regular and Workshop Agendas, including posting at PO and Web	2.5	\$ 135.00	\$ 337.50
	Pike meeting	0.5	\$ 135.00	\$ 67.50
	Budget	1	\$ 135.00	\$ 135.00
	Meeting coordination	0.25	\$ 135.00	\$ 33.75
5/7/2022	May 11 packet	1	\$ 135.00	\$ 135.00
5/8/2022			\$ 135.00	\$ -
5/9/2022	Weekly Check-in w/Palmer	0.25	\$ 135.00	\$ 33.75
	Vandenberg Village CSD	3.5	\$ 135.00	\$ 472.50
	Budget		\$ 135.00	\$ -
5/10/2022	Pike meetings	1	\$ 135.00	\$ 135.00
5/11/2022	Regular Meeting preparation, respond to emails, etc.	1.5	\$ 135.00	\$ 202.50
	AV equipment and testing	1	\$ 135.00	\$ 135.00
	EHS / RWQCB meeting	1.25	\$ 135.00	\$ 168.75
	Regular Meeting	4	\$ 135.00	\$ 540.00
5/12/2022	4-13 Regular, 5-11 Regular and Workshop minutes	1.5	\$ 135.00	\$ 202.50
	County Water meeting	1	\$ 135.00	\$ 135.00
	Mary Zapeda meeting - budget, minutes, resolutions			
5/13/2022	reconciliation and processing	1.25	\$ 135.00	\$ 168.75
5/15/2022	5-11 minutes	1.5	\$ 135.00	\$ 202.50
5/17/2022	AV testing, 5-11 minutes, audio uploads, meeting coordination	1.5	\$ 135.00	\$ 202.50
	California Financing Coordinating Committee (CFCC) 2022 Spring Virtual Funding Fair	4	\$ 135.00	\$ 540.00
5/19/2022	AV testing, budget	2	\$ 135.00	\$ 270.00
5/20/2022	Emails, vendor contact	1	\$ 135.00	\$ 135.00
5/23/2022	Project Management committee, emails, 6/8 meeting planning	2	\$ 135.00	\$ 270.00
5/24/2022	Sewer solutions, Advanced On-site planning	2	\$ 135.00	\$ 270.00
5/25/2022	Project Management discussion, Pike and Ross	0.75	\$ 135.00	\$ 101.25
	Budget	2	\$ 135.00	\$ 270.00
5/26/2022	Advanced On-site discussions	0.5	\$ 135.00	\$ 67.50
	Environmental consultant discussion	0.5	\$ 135.00	\$ 67.50
5/27/2022	Environmental consultant discussion	0.5	\$ 135.00	\$ 67.50
5/30/2022	Weekly Check-in	0.5	\$ 135.00	\$ 67.50
	June FIN Committee Agenda	1	\$ 135.00	\$ 135.00
	Budget	2	\$ 135.00	\$ 270.00
5/31/2022	Advanced On-site discussions	1	\$ 135.00	\$ 135.00
	AV coordination	0.75	\$ 135.00	\$ 101.25
	Environmental consultant discussion	0.5	\$ 135.00	\$ 67.50
	June FIN Committee Agenda	0.25	\$ 135.00	\$ 33.75

ITEM 6B – BUDGET REPORTS

BUDGET REPORTS

Report : Financial Status (Real-Time)

Selection Criteria: Fund = 3490

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

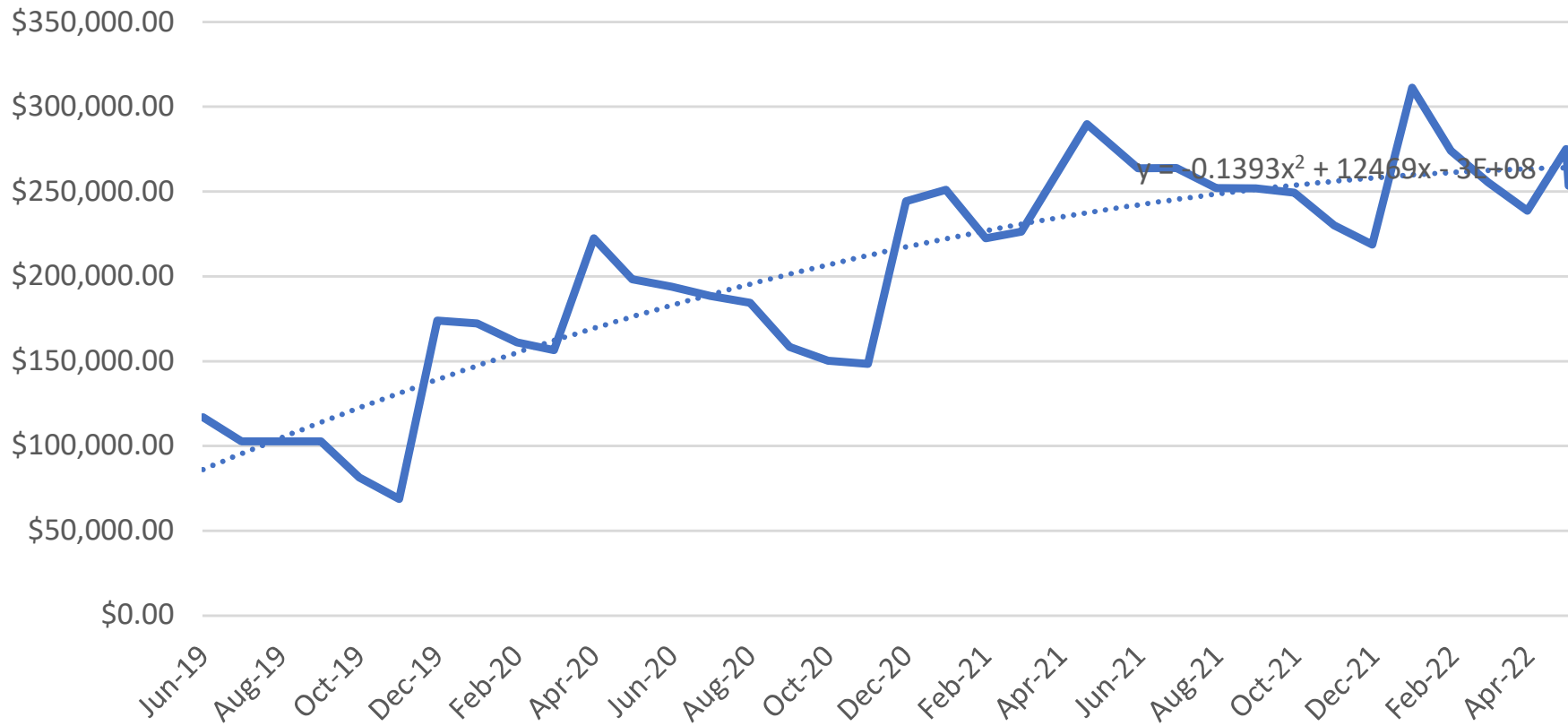
Last Updated: 5/31/2022

Accounting Period: OPEN

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2022 Fiscal Year Adjusted Budget	5/31/2022 Year-To-Date Actual	6/30/2022 Fiscal Year Variance	6/30/2022 Fiscal Year Pct of Budget	
Revenues					
Taxes					
3066 -- Special Tax Assessment	196,253.00	194,634.68	-1,618.32	99.18%	3.9% CPI Increase
Taxes	196,253.00	194,634.68	-1,618.32	0.00%	
Use of Money and Property					
3380 -- Interest Income	0.00	724.09	724.09	--	
3381 -- Unrealized Gain/Loss Invstmnts	-80.00	-6,602.14	-6,522.14	8252.68%	
Use of Money and Property	-80.00	-5,878.05	-5,798.05	7347.56%	
Intergovernmental Revenue-Other					
4840 -- Other Governmental Agencies	274,000.00	43,386.00	-230,614.00	15.83%	\$124k Remaining EHS Funds, 150k State Planning Grant
Intergovernmental Revenue-Other	274,000.00	43,386.00	-230,614.00	15.83%	
Revenues	470,173.00	232,142.63	-238,030.37	49.37%	
Expenditures					
Services and Supplies					
7090 -- Insurance	2,500.00	161.79	-2,338.21	6.47%	SDRMA Membership-Liability Coverage
7324 -- Audit and Accounting Fees	4,000.00	177.75	-3,822.25	4.44%	FIN Expenses,Audit Expenses
7325 -- Other Professional Services (Grant Assistance)	10,000.00	0.00	-10,000.00	0.00%	Grant Writing
7430 -- Memberships	1,200.00	1,102.00	-98.00	91.83%	CSDA
7450 -- Office Expense	2,000.00	0.00	-2,000.00	0.00%	Postage, Printing,supplies
7460 -- Professional & Special Service (Project, Planning & Studies)	439,000.00	131,749.65	-307,250.35	30.01%	Grant revenue and cash reserves- Planning, Design and Environ. WWTP
7508 -- Legal Fees	27,000.00	23,204.90	-3,795.10	85.94%	
7510 -- Contractual Services (IGM Contract, Engineer)	67,000.00	93,437.75	26,437.75	139.46%	Incl. MNS (\$18,000 - \$1500/mo) and Perm. GM. (\$45,000 - \$135/hr x 30 hrs/Mo Round up.)
7530 -- Publications & Legal Notices	5,000.00	0.00	-5,000.00	0.00%	Anticipates additional noticing for Prop. 218
7671 -- Special Projects	15,000.00	0.00	-15,000.00	0.00%	Special Assessment Vote
7732 -- Training	1,500.00	0.00	-1,500.00	0.00%	
Services and Supplies	574,200.00	249,833.84	-324,366.16	43.51%	
Other Charges					
7894 -- Communication Services	930.00	0.00	930.00	0.00%	Website Hosting, Ring Central
Expenditures	575,130.00	249,833.84	-324,366.16	43.44%	
Cash Balance					
Fund	Beginning Balance	Month-to-date cash receipts	Month-To-Date Treasury Credits (+)	Month-To-Date Treasury Debits (-)	Ending Balance
5/1/2022 - 5/31/2022 (FY 2021-22)	\$275,103.15	0.00	3,842.50	25,708.25	\$253,237.40

Los Olivos CSD Cash Balance History



Los Olivos Community Services District					
FY 2022-23 Budget Planning					
Line Item Account	FY 2020-21 Budget	FY 2021-22 Budget (Adjusted)	FY 2021-22 YTD Actuals+ Commitments	PROPOSED FY 2022-23	NOTES & ASSUMPTIONS
Beginning Balance	\$ 193,885	\$ 213,370	\$ 213,370	\$ 166,371	
Revenues					
Taxes					
3066 -- Special Tax Assessment	\$ 188,887	\$ 196,253	\$ 194,635	\$ 203,122	Assume 3.5% CPI Increase. 546.38 per parcel, up from \$527.91 7.9% April
Taxes	\$ 188,887	\$ 196,253	\$ 194,635	\$ 203,122	
Use of Money and Property					
3380 -- Interest Income		\$ -	\$ 724	\$ 724	Same as YTD
3381 -- Unrealized Gain/Loss Invstmnts			\$ (6,602)		
Use of Money and Property			\$ (5,878)		
Intergovernmental Revenue-Other	\$ -				
4840 -- Other Governmental Agencies	\$ 180,000	\$ 274,000	\$ 274,000		Assumes all revenues from EHS and State Planning Grants will be received
Intergovernmental Revenue-Other	\$ 180,000	\$ 274,000	\$ 274,000		\$124k EHS Funds, 150k State Planning Grant
Total Cash & Revenues	\$ 562,772	\$ 683,623	\$ 676,127	\$ 369,493	
Expenditures					
Services and Supplies					
7090 -- Insurance	\$ 2,320	\$ 2,500	\$ 162	\$ 2,500	SDRMA Membership-Liability Insurance Coverage
7324 -- Audit and Accounting Fees	\$ 4,000	\$ 4,000	\$ 178	\$ 4,000	FIN and audit expenses
7325 -- Other Professional Services (Grant Assistance)		\$ 10,000	\$ -		
7430 -- Memberships	\$ 1,200	\$ 1,200	\$ 1,102	\$ 1,200	CSDA
7450 -- Office Expense	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	Office Expense - postage, printing, supplies
7460 -- Professional & Special Service (Project, Planning & Studies)	\$ 193,500	\$ 439,000	\$ 391,671		Revenue Sources: \$15k District (Assessment Engineer), \$124k EHS, \$150k State Match & \$150k District), includes additional commitments of \$23,211.25 to GSI and \$176,210.10 to Stantec (design), \$20,000 NV5 (Assessment Engineer), and \$40,500 GSI/Confluence (Effluent Study)
7508 -- Legal Fees	\$ 27,000	\$ 27,000	\$ 23,205	\$ 30,000	Assume 135 hours, new rate, round up
7510 -- Contractual Services (IGM Contract, Engineer)	\$ 80,400	\$ 67,000	\$ 93,438	\$ 49,000	Change from MNS to Perm. GM. Based on \$135/hr x 30 hrs/mo. Round up.
7530 -- Publications & Legal Notices	\$ 1,000	\$ 5,000	\$ -	\$ 5,000	Anticipates additional noticing for Prop. 218
7671 -- Special Projects	\$ 8,000	\$ 15,000	\$ -	\$ 15,000	Special Assessment Vote
7732 -- Training	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	Based on anticipated activity
Services and Supplies	\$ 320,920	\$ 574,200	\$ 509,755	\$ 110,200	
Other Charges		\$ -	\$ -		
7894 - Communication Services	\$ 930	\$ 930	\$ -	\$ 930	Website Hosting, Ring Central
Other Charges					
Total Expenditures	\$ 321,850	\$ 575,130	\$ 509,755	\$ 111,130	
Ending Balance	\$ 240,922	\$ 108,493	\$ 166,371	\$ 258,363	
Approximated 10% reserve policy amount, not technically directly related to budget				\$ 36,949	

Los Olivos Community Services District - Septic to Sewer / Water Reclamation Roadmap - DRAFT

Task	FY 2023	2022							2023					
	Budget	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Board and Public Education														
Strategy and Technology Workshops														

Engineering / Design / Financing														
Stantec 30% Design														
Stantec 60% Design														
Advanced Onsite System input to Assess. Eng.														
Evaluate Effluent Disposal Options														
Assessment Engineer Model														
MNS WRF Draft Report														
WRF Final Report														
Finalize Plant Siting Options														
Develop site acquisition plan														
Initial Environmental Study (fill out form, plan)														
Environmental Assessment (public review)														
Select package plant manufacturer, if approp														
Determine what prop owners will have to pay														
Develop financing plan														

Monitoring Well(s)														
Drill Monitoring Well														
Obtain water sample and analyze														
Find funding for well monitoring program														
Get permits for monitoring wells														
Drill remainder of monitoring wells														

Prop 218														
Polling for election feasibility														
Conduct workshops with public														
Adopt resolution of intent														
Mail and post public hearing notice														
Conduct public hearing & complete assessment vote process														