

Tom Fayram, President
 Brad Ross, Vice-President
 Julie Kennedy, Director
 Lisa Palmer, Director
 Greg Parks, Director



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

Posted: 7-3-2023

July 7, 2023 – 8:30 AM

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

Please observe decorum and instructions from the Committee Chair

Finance Committee: Director Julie Kennedy, Director Lisa Palmer, and General Manager Guy Savage

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

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

Zoom: <https://us06web.zoom.us/j/81937722522?pwd=SWpSU0RYZFliZTBkNGphZG41TGs4dz09>
 By Phone: +1 669 900 6833 US (San Jose) Meeting ID: 819 3772 2522 Passcode: 914085
 One tap mobile: +14086380968,,81937722522#,,,,*914085# US (San Jose)

The Los Olivos Community Services District is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please call 805.500.4098 or email to losolivoscscsd@gmail.com. Any public records, which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at a location to be determined in Los Olivos, California 93441.

MEETING AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. 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. Committee member requests for future agenda items may also be made at this time.

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). The public may also request future agenda topics at this time. 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 may 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 June 9, 2023.

6. BUSINESS ITEMS

A. Review and recommend to full Board of Directors' payment of invoices received by June 1, 2023.

No.	Invoice Date	Invoice #	Provider	Amount
1.	6/5/2023	76112	Aleshire & Wynder – Legal Services	\$ 4,189.02

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

2.	6/21/2023	83478	MNS – Engineering Services	\$ 1,277.50
3.	7/1/2023	20236	Savage – General Manager and District Services	\$ 4,050.00

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit	Moss, Levy & Hartzheim, LLP	\$ 2,500.00	\$ 5,275.00

B. Review Budget Reports

7. ADJOURNMENT

ITEM 5A - MINUTES TO APPROVE

MINUTES TO APPROVE

Tom Fayram, President
Brad Ross, Vice-President
Julie Kennedy, Director
Lisa Palmer, Director
Greg Parks, Director



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

Posted: 6-5-2023

June 9, 2023 – 8:30 AM

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

Please observe decorum and instructions from the Committee Chair

Finance Committee: Director Julie Kennedy, Director Lisa Palmer, and General Manager Guy Savage

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By Phone: +1 669 900 6833 US (San Jose) Meeting ID: 819 3772 2522 Passcode: 914085
One tap mobile: +14086380968,,81937722522#,,,,*914085# US (San Jose)

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MEETING AGENDA

1. CALL TO ORDER

The meeting was called to order at: 8:36 AM.

2. ROLL CALL

Attending: Director Kennedy, Director Palmer, General Manager 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. Committee member requests for future agenda items may also be made at this time.

No comments.

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). The public may also request future agenda topics at this time. 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 may be referred to District staff for discussion and possible action at a future meeting.

No comments. None in attendance.

5. ADMINISTRATIVE AGENDA

A. APPROVAL OF MEETING MINUTES

Finance Committee Meeting Minutes of May 4, 2023.

Public Comment: No comments.

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

losolivoscscsd@gmail.com, www.losolivoscscsd.com

Packet Page

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Motion to approve the meeting minutes of May 4, 2023.

Motion by: Director Palmer, Second: Director Kennedy. Voice vote: (3-0) All in favor.

6. BUSINESS ITEMS

A. Review and recommend to full Board of Directors' payment of invoices received by June 1, 2023.

No.	Invoice Date	Invoice #	Provider	Amount
1.	5/4/2023	83015	MNS – Engineering Services	\$ 2,452.50
2.	5/4/2023	75423	Aleshire & Wynder – Legal Services	\$ 2,914.01
3.	5/12/2023	83166	MNS – Engineering Services	\$ 1,277.50
4.	5/15/2023	2081049	Stantec – Engineering Services	\$ 1,303.50
5.	5/31/2023	20235	Savage – General Manager and District Services	\$ 4,050.00

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit	Moss, Levy & Hartzheim, LLP	\$ 2,500.00	\$ 5,275.00

GM Savage describes the Stantec bill and how it was work that Stantec completed. Both Directors asks questions about the bill. GM Savage notes that he has spoken to Stantec about it and will go back and see if reductions can be made. Director Palmer recommends the Stantec invoice be pulled from the Regular agenda until any resolution with them can be made. All in attendance agree that until there is a final resolution, it should not be put on the full Board's agenda. And, that the invoice should come back for further discussion next month.

GM Savage notes that he authorized an additional \$2,700 in expenses by Moss, Levy & Hartzheim, LLP to complete the FY 2021-22 Financial Audit. Director Palmer asks if the additional amount is included in the \$5,275 shown in the chart. GM Savage responds that it is not, due to the timing of when the authorization was signed. He adds that the additional \$2,700 will be shown on the Regular agenda.

Public Comment: No comments.

Motion to approve business item 6A, as amended (do not pay item 4 – Stantec \$1,303.50).

Motion by: Director Palmer, Second: Director Kennedy. Voice vote: (3-0) All in favor.

B. Review Budget Reports

GM Savage describes the \$30,000 shown under Other Governmental Agencies. He states that he is still not clear if the amount includes all of the grant funds from County EHS that should have been recoverable during FY 2022-23. He notes he will work with MNS staff to better understand the amounts shown, and be ready to report on it at the Regular meeting.

GM Savage briefly describes his understanding of the status of the WRF grant. He notes that District Engineer Pike will be prepared to answer questions on the grant's status at the Regular meeting. Director Palmer asks how the delayed \$75,000 is affecting our cash flow. GM Savage responds that as the district does not currently have anything definitive planned, there is no current impact. He adds that any future grants will likely have a matching amount, and that it should be fine if the district does not get the funding until later this year.

Public Comment: No comments.

C. Audit Report Review

The committee briefly discusses the audits, noting that it is good that all of the years are now completed, and that no year had any findings. GM Savage notes that the item will be a "receive and file" at the full Board meeting.

Public Comment: No comments.

D. Fiscal Year 2023-24 Budget Discussion

Director Palmer asks about the comments associated with line 7460. GM Savage agrees it could be a little clear and says he will fix it in the final budget. Discussion follows regarding Counsel's travel and in-person attendance expenses. All in attendance agree it is worth exploring whether some costs could be saved by having Counsel attend

remotely. Director Palmer asks about the comments associated with line 7510. She says that she is not entirely sure what is meant by "Straight-line, plus May, June." GM Savage clarifies that it essentially he used a straight-line projection of costs thus far in FY 2022-23. That totals \$79,041 or roughly \$8,000 (\$7,904) for the 10 months (July through April). He then added the additional two additional months (May and June), making the annualized total \$98,643. Director Palmer suggests that others may not understand the calculation and that being clearer about the roughly \$8,000 per month number should probably be included in the budget document.

Director Palmer asks about the chart on page 65 – showing the activities needing funding (the Prop 218 plan). She recommends that a chart be put together that shows work packages that can be worked and or completed prior to a project description being developed and approved. GM Savage agrees he can put together such a chart and provide it as part of his general report at the next Regular meeting. Discussion about how to encourage further constructive conversation at Regular Board meetings follows.

Public Comment: No comments.

7. ADJOURNMENT

Motion to adjourn at 9:16 AM.

Motion by: Director Palmer, Second: Director Kennedy. Voice vote: (3-0) All in favor.

Respectfully submitted:



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

Approved:

Lisa Palmer or Julie Kennedy
Director – Los Olivos Community Services District

ITEM 6A - INVOICE PAYMENT

INVOICE PAYMENT



June 5, 2023

Via Email: Guy Savage – GM.LOCSD@gmail.com

General Manager
Los Olivos Community Services District
P.O. Box 345
Los Olivos, CA 93441

Re: **June 2023 Billing Statement (for services through 05/31/23);
Aleshire & Wynder, LLP**

Dear General Manager:

Enclosed, please find the billing statements for the month of June, which include services rendered and costs incurred by Aleshire & Wynder, LLP, through May 31, 2023.

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

Sincerely,

ALESHIRE & WYNDER, LLP

Elizabeth Shaffer *for*
G. Ross Trindle, III

Enclosure

cc: Mary Zepeda – mzepeda@mnsengineers.com



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

June 5, 2023
Bill No. 76112

For Legal Services Rendered Through 05/31/23

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

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
05/03/23	GRT	(GOTT PRA) EMAIL EXCHANGE WITH GENERAL MANAGER RE REQUEST TO DIRECTOR ROSS	0.20	44.00
05/05/23	GRT	(LAFCO) REVIEW OF PUBLIC COMMENTS TO LAFCO RE SPHERE OF INFLUENCE DECISION	0.50	110.00
05/09/23	GRT	(REGULAR MEETING) INITIAL TRAVEL TIME FOR REGULAR MEETING [SPLIT WITH IVCSO, SMVWCD]	1.30	286.00
05/10/23	GRT	(REGULAR MEETING) COMPLETE PREPARATION FOR AND ATTEND REGULAR MEETING; FOLLOW UP MEETING WITH GENERAL MANAGER RE SAME	3.40	748.00
05/12/23	GRT	(REGULAR MEETING) RETURN TRAVEL TIME FOR REGULAR MEETING [SPLIT WITH IVCSO, SMVWCD]	1.30	286.00
	GRT	(PERSONNEL COMMITTEE) RETURN TRAVEL TIME FOR PERSONNEL COMMITTEE IN LIEU OF REGULAR MEETING [SPLIT WITH IVCSO, LOCSD]	1.80	396.00
05/16/23	GRT	(PUBLIC COMMUNICATIONS) RECEIPT OF EMAIL CORRESPONDENCE FROM MS. GOTT RE EMAIL FROM MS. DE WERD TO LAFCO; DRAFT TRANSMITTAL TO GENERAL MANAGER RE SAME	0.20	44.00

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
05/18/23	GRT	(BROWN ACT) REVIEW OF EMAIL STRING COMMUNICATION BETWEEN GENERAL MANAGER AND MR. AND MRS. ROHRER AND AD HOC COMMITTEES; PROVIDE ANALYSIS TO GENERAL MANAGER RE SAME	0.90	198.00
Total Professional Services			9.60	\$2,112.00

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
GRT	George "Ross" Trindle	9.60	220.00	2,112.00
Total Professional Services		9.60		\$2,112.00

Receipts Since Last Bill

Prior Balance On This Matter -836.99

Date	Description	Total Applied to this Matter
05/22/23	COUNTY OF SANTA BARBARA	836.99
	Less Total Payments	\$836.99
	Current Matter Due Amount	\$4,189.02

CURRENT BILL TOTAL AMOUNT DUE	\$2,112.00
Balance Forward:	2,914.01
Payments & Adjustments:	-836.99
Total Due:	\$4,189.02

Please return this page with remittance

to
Aleshire & Wynder, LLP

Bill Number: 76112
Bill Date: June 5, 2023
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services 2,112.00

Total Disbursements 0.00

CURRENT BILL TOTAL AMOUNT DUE \$2,112.00

Balance Forward: 2,914.01

Payments & Adjustments: -836.99

Total Due: \$4,189.02

Amount enclosed: _____

Thank You



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

Main: 805 692 6921

WWW.MNSENGINEERS.COM

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

June 21, 2023

Project No: LOCD.180392.00

Invoice No: 83478

Los Olivos Community Services District

P.O. Box 553

Los Olivos, CA 93441

Principal Jeffrey Edwards
Project Manager Douglas Pike
Project LOCD.180392.00 District Support Services

This Invoice includes:

1. General District Support Tasks: \$420.00
2. Engineering Tasks:
 - a. General Support Tasks: Attend Meeting \$1,535.00
 - b. General Engineering Tasks GIS/CAD Exhibits: \$1,755.00
3. PRA Request: \$0.00

Professional Services for the Period: May 1, 2023 to May 31, 2023

Level 2 TASK01 District Management

Professional Personnel

	Hours	Rate	Amount
Administrative Support			
Project Coordinator	4.00	105.00	420.00
Totals	4.00		420.00
Total Labor			420.00
		Level 2 Subtotal	\$420.00

Level 2 TASK02 Engineering Tasks

Professional Personnel

	Hours	Rate	Amount
Project Management			
District Engineer	1.00	185.00	185.00
Fund Development/Grant Applications			
Senior Project Engineer	7.50	180.00	1,350.00
Totals	8.50		1,535.00
Total Labor			1,535.00

Level 2 Subtotal	\$1,535.00
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Level 2 TASK03 Survey Tasks

Professional Personnel

	Hours	Rate	Amount	
Exhibits				
Supervising Technician	13.00	135.00	1,755.00	
Totals	13.00		1,755.00	
Total Labor				1,755.00
				Level 2 Subtotal
				\$1,755.00
				Current Invoice Amount
				\$3,710.00

Outstanding Invoices

Number	Date	Balance
83015	5/4/2023	2,452.50
83166	5/12/2023	1,277.50
Total		3,730.00

Billing Backup

Wednesday, June 21, 2023

MNS Engineers, Inc.

Invoice 83478 Dated 6/21/2023

9:36:57 AM

Project	LOCSD.180392.00	District Support Services		
Level 2	TASK01	District Management		

Professional Personnel

	Hours	Rate	Amount
Administrative Support			
Project Coordinator			
Zepeda, Mary	5/8/2023	.75	105.00
File A&W, GWS and MNS Invoice; Update Budget Tracking Log; Follow-up with GS re Streamline Invoice			
Zepeda, Mary	5/15/2023	.75	105.00
File Stantec Invoice; Prepare A&W, GSI, GWS, and Stantec Invoices for payment via FIN; Update Budget Tracking Log			
Zepeda, Mary	5/16/2023	2.00	105.00
Create and Process Single Payment Claims for A&W, Confluence and GWS Invoices for DP; Update Budget Tracking Log			
Zepeda, Mary	5/17/2023	.50	105.00
Provide GW EHS Reimbursement Information for Grant Fund; Process FIN Invoice Payment Approval for DP; File and Forward SBC Election Charges JE Payment Invoice to GW			
Totals		4.00	420.00
Total Labor			420.00
Level 2 Subtotal			\$420.00

Level 2	TASK02	Engineering Tasks		
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Professional Personnel

	Hours	Rate	Amount
Project Management			
District Engineer			
Pike, Douglas	5/8/2023	1.00	185.00
Attend Technical Committee Meeting			
Fund Development/Grant Applications			
Senior Project Engineer			
Mak, Gabriella	5/16/2023	7.50	1,350.00
Assist with WRF Grant Draft Report			
Totals		8.50	1,535.00
Total Labor			1,535.00
Level 2 Subtotal			\$1,535.00

Level 2	TASK03	Survey Tasks		
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Professional Personnel

	Hours	Rate	Amount
Exhibits			
Supervising Technician			
Starr, Robert	5/23/2023	.50	135.00

Project	LOCSD.180392.00	District Support Services		Invoice	83478
		Review project with project engineer.			
Starr, Robert		5/24/2023	8.00	135.00	1,080.00
		Create exhibit maps.			
Starr, Robert		5/25/2023	2.00	135.00	270.00
		Create exhibit maps.			
Starr, Robert		5/31/2023	2.50	135.00	337.50
		Create exhibit maps.			
		Totals	13.00		1,755.00
		Total Labor			1,755.00
				Level 2 Subtotal	\$1,755.00
				Project Total	\$3,710.00
				Total this Report	\$3,710.00

INVOICE

FROM:

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

BILL TO:

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

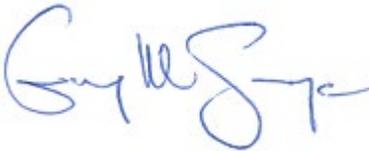
Invoice # 20236
Invoice Date: 7/1/2023

Dear President Fayram,

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

Date	Description	Units	Rate	Amount
7/1/2023	General Manager Services - LOCSD (6/1/23-6/30/23) See Attached for Details	30	\$ 135.00	\$ 4,050.00
Total				\$ 4,050.00

Thank you for your continued support.



Email: GM.LOCSD@gmail.com

Date	Description	Hours	Rate	Amount
1-Jun	emails, meeting coordination	0.5	\$ 135.00	\$ 67.50
2-Jun	Pike call	0.25	\$ 135.00	\$ 33.75
5-Jun	Fayram meeting	1	\$ 135.00	\$ 135.00
	Finance agenda	1.75	\$ 135.00	\$ 236.25
	County of SB - auditor coordination	0.5	\$ 135.00	\$ 67.50
	Regular agenda	1.25	\$ 135.00	\$ 168.75
	Emails, groundwater monitoring	0.75	\$ 135.00	\$ 101.25
	audit review and coordination	0.25	\$ 135.00	\$ 33.75
6-Jun	Palmer / Fayram meeting - prep for Supv Hartmann	1	\$ 135.00	\$ 135.00
	Insurance, SCO, audits	0.25	\$ 135.00	\$ 33.75
7-Jun	emails, tech committee f/u, CCRWQCB response letter	3.25	\$ 135.00	\$ 438.75
8-Jun	Regular meeting agenda	1.5	\$ 135.00	\$ 202.50
9-Jun	Finance subcommittee and minutes	2	\$ 135.00	\$ 270.00
10-Jun	Regular meeting agenda	3	\$ 135.00	\$ 405.00
	Tech and PM meeting follow up	0.75	\$ 135.00	\$ 101.25
11-Jun	Emails, post agenda	0.5	\$ 135.00	\$ 67.50
	Fayram meeting	0.75	\$ 135.00	\$ 101.25
14-Jun	Regular meeting	3.5	\$ 135.00	\$ 472.50
15-Jun	Hearing ad, CCRWWQCB response letter update	2.25	\$ 135.00	\$ 303.75
20-Jun	System access Pike/Palmer	0.5	\$ 135.00	\$ 67.50
21-Jun	Emails, hearing ad	0.75	\$ 135.00	\$ 101.25
29-Jun	PRA	0.5	\$ 135.00	\$ 67.50
	Website updates	0.5	\$ 135.00	\$ 67.50
	June meeting minutes	2.75	\$ 135.00	\$ 371.25
	emails, meeting coordination, website	0.5	\$ 135.00	\$ 67.50
30-Jun	Emails, board schedules	0.75	\$ 135.00	\$ 101.25
Totals		31.25	\$	4,218.75

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: 7/3/2023 12:06 AM

As of: 6/30/2023 (100% Elapsed)

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2023 Fiscal Year Adjusted Budget	6/30/2023 Year-To-Date Actual	6/30/2023 Fiscal Year Variance	6/30/2023 Fiscal Year Pct of Budget
Revenues				
Taxes				
3066 -- Special Tax Assessment	203,121.00	232,834.30	232,834.30	114.63%
Taxes	203,121.00	232,834.30	232,834.30	0.00%
Use of Money and Property				
3380 -- Interest Income	724.00	1,335.74	611.74	--
3381 -- Unrealized Gain/Loss Invstmnts	0.00	0.00	0.00	#DIV/0!
Use of Money and Property	0.00	1,335.74	611.74	#DIV/0!
Intergovernmental Revenue-Other				
4840 -- Other Governmental Agencies	169,804.00	30,131.27	-139,672.73	17.74%
Intergovernmental Revenue-Other	274,000.00	30,131.27	-243,868.73	11.00%
Revenues	372,925.00	264,301.31	93,773.31	70.87%
Expenditures				
Services and Supplies				
7090 -- Insurance	2,500.00	2,799.92	299.92	112.00%
7324 -- Audit and Accounting Fees	4,000.00	2,645.50	-1,354.50	66.14%
7430 -- Memberships	1,200.00	1,287.00	87.00	107.25%
7450 -- Office Expense	2,000.00	0.00	-2,000.00	0.00%
7460 -- Professional & Special Service (Project, Planning & Studies)	189,908.00	214,601.58	24,693.58	113.00%
7508 -- Legal Fees	30,000.00	33,005.40	3,005.40	110.02%
7510 -- Contractual Services (IGM Contract, Engineer)	49,000.00	76,588.62	27,588.62	156.30%
7530 -- Publications & Legal Notices	1,000.00	0.00	-1,000.00	0.00%
7671 -- Special Projects	175,000.00	0.00	-175,000.00	0.00%
7732 -- Training	1,500.00	0.00	-1,500.00	0.00%
Services and Supplies	456,108.00	330,928.02	125,179.98	72.55%
Expenditures	456,108.00	330,928.02	125,179.98	72.55%

Los Olivos CSD Cash Balance History

