

Julie Kennedy, President
Lisa Palmer, Vice President
Tom Fayram, Director
Greg Parks, Director
Nina Stormo, Director



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

Posted: 6-2-2024

June 7, 2024 – 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 Subcommittee Chair

Finance Committee: President Julie Kennedy (Chair), 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, 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=SWpSU0RYZFliZTBLNGphZG41TGs4dz09>
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. PUBLIC COMMENTS

Members of the public may address the Board of Directors on any items of interest within the subject matter and jurisdiction of the Board 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 a maximum of 3 minutes. Due to the requirements of the Ralph M. Brown Act, the Board of Directors 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.

ADMINISTRATIVE ITEMS:

All matters listed hereunder constitute an administrative / consent agenda and will be acted upon by a single vote of the Board. Matters listed on the Consent Agenda will be read only on the request of a member of the Subcommittee, in which event the matter may be removed from the Consent Agenda and considered as a separate item. Public may comment on any of the items prior to the vote being taken by the Subcommittee.

4. CONSENT AGENDA

A. MINUTES APPROVAL

Approval of the minutes from May 10, 2024.

BUSINESS ITEMS:

All matters listed hereunder will be acted upon separately and public comment will be held for each item.

5. INVOICE REVIEW AND RECOMMENDATION

The Subcommittee will review and recommend to the full Board of Directors, payment of those unpaid invoices that were received on or before June 2, 2024.

No.	Invoice Date	Invoice #	Provider	Amount
1	5/1/2024	1321	REGEN – 30% Engineering – Hybrid Models	\$ 11,250.00
2	5/6/2024	86513	Aleshire & Wynder – Legal Services	\$752.40
3	6/1/2024	20245	Savage – GM Services (Portions Grant Reimbursable)	\$7,523.64

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit (Pre 2023)	Moss, Levy & Hartzheim, LLP	\$ 2,780.00	\$ 4,995.00
Audit (2023)	Moss, Levy & Hartzheim, LLP	\$ 0.00	\$ 2,900.00
30% Hybrid Design	REGEN, LLC.	\$ 71,856.59	\$ 3,143.41
Groundwater Wells	Various	\$ 97,335.36	\$ 24,109.64

6. BUDGET REPORTS

The General Manager will review the most recent budget reports (attached) and comment on changes to financial systems.

7. FISCAL YEAR 2024-25 (FY 2024-25) BUDGET

The General Manager will review the proposed budget for the Fiscal Year 2024-25. The District’s Fiscal Year runs from July 1, 2024 to June 30, 2025. The hearing for the FY 2024-25 budget is set for June 12, 2024.

INFORMATIONAL ITEMS:

All matters listed hereunder are informational only, no action will be taken, and public comment not received.

8. SUBCOMMITTEE MEMBER COMMENTS

Subcommittee members will give reports on any meetings that they attended on behalf of the Subcommittee and/or choose to comment on various Subcommittee activities. Subcommittee member requests for future agenda items may also be made at this time.

9. ADJOURNMENT

ITEM 4 – MINUTES

MINUTES

Julie Kennedy, President
Lisa Palmer, Vice President
Tom Fayram, Director
Greg Parks, Director
Nina Stormo, Director



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

Posted: 5-6-2024

May 10, 2024 – 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 Subcommittee Chair

Finance Committee: President Julie Kennedy (Chair), Vice President 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
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MEETING AGENDA

1. CALL TO ORDER

Chair Kennedy calls the meeting to order at: 8:32 AM

2. ROLL CALL

Present: Chair Kennedy, Director Palmer, General Manager Savage

Absent: None

3. PUBLIC COMMENTS

Members of the public may address the Board of Directors on any items of interest within the subject matter and jurisdiction of the Board 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 a maximum of 3 minutes. Due to the requirements of the Ralph M. Brown Act, the Board of Directors 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.

Chair Kennedy opens the floor to public comment. No public in attendance.

No requests to speak.

ADMINISTRATIVE ITEMS:

All matters listed hereunder constitute an administrative / consent agenda and will be acted upon by a single vote of the Board. Matters listed on the Consent Agenda will be read only on the request of a member of the Subcommittee, in which event the matter may be removed from the Consent Agenda and considered as a separate item. Public may comment on any of the items prior to the vote being taken by the Subcommittee.

4. CONSENT AGENDA

A. MINUTES APPROVAL

Approval of the minutes from April 5, 2024.

Chair Kennedy opens the floor to public comment.

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

losolivoscscsd@gmail.com, www.losolivoscscsd.com

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No requests to speak.

Motion to approve the consent agenda.

Motion by: Director Palmer; Second: Director Kennedy

Voice vote: 3-0

BUSINESS ITEMS:

All matters listed hereunder will be acted upon separately and public comment will be held for each item.

5. INVOICE REVIEW AND RECOMMENDATION

The Subcommittee will review and recommend to the full Board of Directors, payment of those unpaid invoices that were received on or before May 1, 2024.

No.	Invoice Date	Invoice #	Provider	Amount
1	4/2/2024	1308	REGEN – 30% Engineering – Hybrid Models	\$ 13,300.00
2	4/4/2024	85656	Aleshire & Wynder – Legal Services	\$ 684.00
3	4/16/2024	86112	MNS Engineering – Engineering and Support Svcs.	\$ 1,420.00
4	4/11/2024	00876.004 - 3	GSI – Groundwater Monitoring Wells (Grant Reimbursable)	\$ 11,252.50
5	5/1/2024	20244	Savage – GM Services (Portions Grant Reimbursable)	\$ 4,423.23
6	5/1/2024	1321	REGEN – 30% Engineering – Hybrid Models	\$ 11,250.00

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit (Pre 2023)	Moss, Levy & Hartzheim, LLP	\$ 2,780.00	\$ 4,995.00
Audit (2023)	Moss, Levy & Hartzheim, LLP	\$ 0.00	\$ 2,900.00
30% Hybrid Design	REGEN, LLC.	\$ 71,856.59	\$ 3,143.41
Groundwater Wells	Various	\$ 97,335.36	\$ 24,109.64

GM Savage briefly introduces the item, noting that there was a corrected agenda posted related to invoice #6. He adds that the attachments were correct. He further adds that this is essentially a “pre-billing” by REGEN. They have completed the work, but it has not been presented to the Board of Directors yet as was stated in the contract. Director Palmer suggests that the Subcommittee hold invoice #6 until the June meeting.

Chair Kennedy opens the floor to public comment.

No requests to speak.

Director Palmer asks about the GSI bill with GM Savage responding that this bill closes out the original scope of work.

Motion to recommend approval of invoices 1-5 and that invoice number 6 be deferred to June, as presented in the amended (corrected) agenda.

Motion by: Director Palmer; Second: Director Kennedy

Voice vote: 3-0

6. BUDGET REPORTS

The General Manager will review the most recent budget reports (attached) and comment on changes to financial systems.

GM Savage walks through the provided budget reports.

Chair Kennedy opens the floor to public comment.

No requests to speak.

7. FISCAL YEAR 2024-25 (FY 2024-25) BUDGET

The General Manager will present his draft budget for the Fiscal Year 2024-25. The District’s Fiscal Year runs from July 1, 2024 to June 30, 2025.

GM Savage introduces the Proposed Budget for FY 2024-25. He notes that the attached is essentially the same as the one the Subcommittee saw at its April meeting. GM Savage walks through both the timeline of activities as well as the details of the proposed budget.

Chair Kennedy opens the floor to public comment.

No requests to speak.

Based on commentary from Chair Kennedy, the Subcommittee discusses the budget impact on potentially drilling a well north of Highway 154. GM Savage responds with the state of the EHS grant and related efforts. He comments that in his discussions with the CCRWQCB, they commented that they heard public commentary at the last meeting about the desire for a well north of Highway 154. They noted that they are not recommending a new well at this time; but, instead and is echoed by comments from GSI about additional wells, get true location data for each well including elevation. Second, they recommend testing for additional constituents so you can have a better understanding of what is from a septic tank (human byproducts) as opposed to what may be coming from other sources. He gives the example of what happened during the peak of COVID-19. Many jurisdictions were testing waste streams to understand how much COVID-19 was active in the community. GM Savage then talks about the offered (private) well north of Highway 154. He notes that the costs of new wells would likely need to be borne by the District as the regulators have indicated that while they will pay for additional testing of wells, they likely would not pay for an additional well at this time. He comments that if a new well is drilled outside of the district, there would be additional on-going costs for monitoring. GM Savage concludes his comments by saying that the cost of a new well is likely more than is remaining in the grant anyway and that timing would not allow a new well to be drilled before the grant window ends in June. Director Palmer expresses her frustration with the overall approach to testing being driven by the CCRWQCB. The subcommittee comments that it does make sense to use the entire EHS grant.

Discussion then shifts to what is included in the Professional and Special Services line item. Director Palmer leads a discussions about the cost and deliverables of a 60% design and how it impacts the FY 2024-25 budget. Director Palmer asks about impacts of activities such as an EIR and 60% design. Chair Kennedy asks about what goes into the 60% design, with GM Savage answering her questions. He comments, for example, that a 60% design further flushes out the impacts to each of the parcels. He notes that 60% is a further refinement of what the Board received at the 30% design. GM Savage notes that there were several parcels that Stantec noted as needing further examination, adding that a 60% design would dig into the identified parcels and determine what is required to connect them to a gravity collection system.

The subcommittee then discusses recommending that some amount of funds be explicitly included in the FY 2024-25 budget for moving the overall project forward, regardless of what type of collection of treatment location are chosen. The subcommittee agrees to recommend \$160,000 in project related activities (\$60k for connecting to the City of Solvang and \$100k towards a 60% design).

Motion to recommend the adjusted Proposed FY 2024-25 budget to the full Board of Directors.

Motion by: Director Palmer; Second: Director Kennedy

Voice vote: 3-0

INFORMATIONAL ITEMS:

All matters listed hereunder are informational only, no action will be taken, and public comment not received.

8. SUBCOMMITTEE MEMBER COMMENTS

Subcommittee members will give reports on any meetings that they attended on behalf of the Subcommittee and/or choose to comment on various Subcommittee activities. Subcommittee member requests for future agenda items may also be made at this time.

Chair Kennedy – none

Director Palmer – none

GM Savage – none

9. ADJOURNMENT

Motion to adjourn at 9:18 AM.

Motion by: Director Palmer; Second: Director Kennedy

Voice vote: 3-0

Respectfully submitted:



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

Approved:

President Julie Kennedy

ITEM 5 - INVOICES

INVOICES



213 S. 11th St.
 Boise, ID 83702
 P 208.794.8558

Invoice

Invoice #: 1321
Invoice Date: 5/1/2024
Due Date: 5/1/2024
Project: 22031 Los Olivos Co...
P.O. Number:

Bill To:
 22031 Los Olivos Community Service Distri
 ct

Description	Hours/Qty	Rate	Prev. Invoiced	Amount
90% Contract completion		11,250.00		11,250.00
Total				\$11,250.00
Payments/Credits				\$0.00
Balance Due				\$11,250.00
Job Total Balance				\$24,550.00



1 Park Plaza, Suite 1000
 Irvine, CA 92614
 P (949) 223-1170 • F (949) 223-1180
 awattorneys.com

Federal Tax ID: 55-0814676

**LOS OLIVOS COMMUNITY SERVICES DISTRICT (01245)
 MONTHLY BILLING SUMMARY**

Billing Period: April 2024

Matter Description	Total Hours	Total Fees	Total Costs	Total Other Charges	Total Billed	Comments
0001 General	3.30	752.40	0.00	0.00	752.40	
TOTALS:	3.30	752.40	0.00	0.00	752.40	



1 Park Plaza, Suite 1000
 Irvine, CA 92614
 Phone: (949) 223-1170
 Fax: (949) 223-1180
 Federal Tax ID: 55-0814676

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

May 6, 2024
 Bill No. 86513

For Legal Services Rendered Through 4/30/24

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

PROFESSIONAL SERVICES

Date	Attorney	Description	Hours	Amount
04/01/24	SON	REVIEW AND EDIT RESOLUTION RE DONATIONS; CORRESPONDENCE WITH GUY	0.30	68.40
04/08/24	SON	CORRESPONDENCE RE REGIONAL BOARD MEETING WITH DIR FAYRAM; REVIEW BOARD MEETING AGENDA	0.40	91.20
04/10/24	SON	PREPARE AND ATTEND REGULAR BOARD MEETING	2.20	501.60
04/11/24	SON	CORRESPONDENCE RE DONATION ISSUE	0.20	45.60
04/17/24	SON	CORRESPONDENCE WITH GUY RE ACCOMMODATION AT BOARD MEETING	0.20	45.60
Total Professional Services			3.30	\$752.40

PROFESSIONAL SERVICES SUMMARY

Code	Name	Hours	Rate	Amount
SON	Steven O'Neill	3.30	228.00	752.40
Total Professional Services		3.30		\$752.40

CURRENT BILL TOTAL AMOUNT DUE**\$752.40**

Balance Forward:

2,280.00

Receipts Since Last Bill

Date	Description	Total Applied
04/19/24	Wire Transfer Payment - Thank you	-1,596.00
	Less Total Payments	<u>-1,596.00</u>
Payments & Adjustments:		-1,596.00
Total Due:		<u>\$1,436.40</u>

Please return this page with remittance

to
Aleshire & Wynder LLP

Bill Number: 86513
Bill Date: May 6, 2024
Client Code: 01245
Client Name: Los Olivos Community Services District
Matter Code: 0001
Matter Name: General

Total Professional Services:	752.40
Total Disbursements:	0.00
CURRENT BILL TOTAL AMOUNT DUE	<u>\$752.40</u>
Balance Forward:	2,280.00
Payments & Adjustments:	-1,596.00
Total Due:	<u>\$1,436.40</u>

Amount enclosed: _____

Thank You

INVOICE

FROM:

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

BILL TO:

Via electronic delivery
President Julie Kennedy
Los Olivos Community Services District
PO Box 345
Los Olivos, Ca 93441

Invoice #: 20245
Invoice Date: 6/1/2024

Dear President Kennedy,

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 thirty or as authorized by the District.

Date	Description	Units	Rate	Amount
6/1/2024	General Manager Services - LOCSD (5/1/24-5/31/24) See Attached for Details	40.25	\$ 138.65	\$ 5,580.46
6/1/2024	Grant Reimbursable - General Manager Services - Groundwater Monitoring Wells (5/1/24-5/31/24) See Attached for Details	2.75	\$ 138.65	\$ 381.27
5/13/2024	County of Santa Barbara PW - Monitoring Well Fees	1	\$ 926.00	\$ 926.00
5/14/2024	Grange Fees - 2024	1	\$ 500.00	\$ 500.00
5/21/2024	Zoom - annual subscription	1	\$ 135.90	\$ 135.90
Total				\$ 7,523.64

Thank you for your continued support.



Email: GM.LOCSD@gmail.com

Date	Description	Hours	Grant			Amount Grant Reimbursable
			Reimbursable	Rate	Amount	
1-May	Rohrer emails	1		\$ 138.65	\$ 138.65	\$ -
	Surveying estimates		1.25	\$ 138.65	\$ -	\$ 173.31
3-May	Additional well testing coordination		0.5	\$ 138.65	\$ -	\$ 69.32
4-May	REGEN addendum posting	0.25		\$ 138.65	\$ 34.66	\$ -
6-May	Technical Subcommittee attendance	0.5		\$ 138.65	\$ 69.32	\$ -
	ID#1 discussion	0.5		\$ 138.65	\$ 69.32	\$ -
	Finance subcommittee agenda and post	0.75		\$ 138.65	\$ 103.98	\$ -
	Regen conversation	0.25		\$ 138.65	\$ 34.66	\$ -
	Grange sound system	0.25		\$ 138.65	\$ 34.66	\$ -
8-May	Additional well testing coordination		0.25	\$ 138.65	\$ -	\$ 34.66
9-May	Technical Subcommittee video post, follow ups	0.25		\$ 138.65	\$ 34.66	\$ -
	Finance subcommittee agenda correction	0.25		\$ 138.65	\$ 34.66	\$ -
	Gott PRA	0.25		\$ 138.65	\$ 34.66	\$ -
	PM Subcommittee coordination	0.25		\$ 138.65	\$ 34.66	\$ -
	WSC Contract	1.5		\$ 138.65	\$ 207.97	\$ -
10-May	Finance Subcommittee	1.5		\$ 138.65	\$ 207.97	\$ -
	Kennedy meeting	0.5		\$ 138.65	\$ 69.32	\$ -
	WRF meeting with DE Pike	0.5		\$ 138.65	\$ 69.32	\$ -
	Gromatici	0.75		\$ 138.65	\$ 103.98	\$ -
	Regular Meeting Agenda	1.5		\$ 138.65	\$ 207.97	\$ -
	Budget, invoices, grant funding verifications	3.75		\$ 138.65	\$ 519.92	\$ -
	May 6 Technical Meeting minutes	0.5		\$ 138.65	\$ 69.32	\$ -
11-May	WSC and Corollo contracts	0.75		\$ 138.65	\$ 103.98	\$ -
	Quarterly newsletter			\$ 138.65	\$ -	\$ -
12-May	Carollo, Grange A/V	1.5		\$ 138.65	\$ 207.97	\$ -
13-May	Well research	0.75		\$ 138.65	\$ 103.98	\$ -
	May 15 meeting prep	1.25		\$ 138.65	\$ 173.31	\$ -
	WSC, GSI, Corollo contracts	2		\$ 138.65	\$ 277.29	\$ -
	Emails, budget, bills	1.5		\$ 138.65	\$ 207.97	\$ -
14-May	Grange sound system	1		\$ 138.65	\$ 138.65	\$ -
	May 15 meeting prep	1		\$ 138.65	\$ 138.65	\$ -
15-May	Elections forms	1.25		\$ 138.65	\$ 173.31	\$ -
	May 15 regular meeting	5.25		\$ 138.65	\$ 727.89	\$ -
	Stromo meeting	0.25		\$ 138.65	\$ 34.66	\$ -
16-May	PM Subcommittee agenda and post	0.25		\$ 138.65	\$ 34.66	\$ -
	GSI - Groundwater testing		0.75	\$ 138.65	\$ -	\$ 103.98
	emails	0.75		\$ 138.65	\$ 103.98	\$ -
22-May	WSC / Carollo contracts	0.5		\$ 138.65	\$ 69.32	\$ -
	Gromatici coordination	0.25		\$ 138.65	\$ 34.66	\$ -
	Meeting w/City of Solvang	2		\$ 138.65	\$ 277.29	\$ -
	May/June Update	0.75		\$ 138.65	\$ 103.98	\$ -
	Well surveying	0.25		\$ 138.65	\$ 34.66	\$ -
23-May	Project Management minutes	0.5		\$ 138.65	\$ 69.32	\$ -
	Project Management meeting	1.25		\$ 138.65	\$ 173.31	\$ -
	LAFCO coordination	0.5		\$ 138.65	\$ 69.32	\$ -
	Lefty's community coffee meetings	0.75		\$ 138.65	\$ 103.98	\$ -
24-May	Gromatici coordination	0.5		\$ 138.65	\$ 69.32	\$ -
	WSC / Carollo contracts	0.5		\$ 138.65	\$ 69.32	\$ -
Totals		40.25	2.75		\$ 5,580.46	\$ 381.27
Grand Totals		Hours	43.00			\$ 5,961.74



Guy Savage <gm.locsd@gmail.com>

Re: Request to exceed 30 hours

1 message

Julie Kennedy <julie.kennedy.locsd@gmail.com>
To: General Manager - LOCSD <gm.locsd@gmail.com>

Mon, May 13, 2024 at 2:56 PM

Yes approved, a lot going on this month.
Thank you Guy!

Julie Kennedy, Los Olivos Community Services District



Phone: 805.946.0431
Mobile: 805.693.4077
Email: julie.kennedy.locsd@gmail.com
Website: www.losolivoscsd.com
Address: PO Box 345, Los Olivos, CA 93441

On Mon, May 13, 2024 at 11:24 AM General Manager - LOCSD <gm.locsd@gmail.com> wrote:

Julie,

This is going to be a very busy month with all of the work related to the budget, REGEN report, quarterly newsletter, and contracts. I am therefore requesting authorization, in accordance with my contract, to exceed by allowed 30 hours, by up to 10 additional hours (total of 40 hours this month). Please respond with an "approval" or "disapproval" email. For reference, as of now, I am at 20.5 hours this month.

Guy

Guy Savage
General Manager
Los Olivos Community Services District
PO Box 345, Los Olivos, CA 93441
(805) 500-4098
www.LosOlivosCSD.com

PUBLIC NOTICE
LOS OLIVOS COMMUNITY SERVICES DISTRICT
NOTICE OF PUBLIC HEARING
BUDGET

FISCAL YEAR 2024-2025

NOTICE IS HEREBY GIVEN that, in accordance with Government Code section 61110, the General Manager of the Los Olivos Community Services District (LOCS D) has prepared a proposed final budget for Fiscal Year 2024-2025 (FY 2024-25). The LOCS D FY 2024-25 runs from July 1, 2024 to June 30, 2025. The final budget will be considered for possible approval by the Board of Directors during a public hearing as provided below. Any person may appear and be heard regarding any item in the final proposed budget or regarding the addition of other items. Comments regarding the proposed budget may be submitted in writing before, during, or after the hearing, which will take place as follows:

DATE: June 12, 2023
TIME: 6:00 P.M.
PLACE: Grange Hall
2374 Alamo Pintado Ave, Los Olivos CA 93441

The General Manager's proposed final budget for FY 2024-25 may be inspected at: www.losolivoscscsd.com/fy-2024-25-proposed-budget

Individual paper copies may be ordered in advance by sending a check for \$11.87 per request to the LOCS D at PO Box 345, Los Olivos, CA 93441. Requests for individual electronic copies may be requested by email at: gm.locsd@gmail.com . Note that requests for copies may take up to 3 business days for processing, plus any applicable USPS mailing time.

Packet Page

Contact Guy Savage, LOCS D General Manager, at gm.locsd@gmail.com or (805) 500-4098 for further information.

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Pub dates: May 21, 2024

Legal #####



INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Santa Maria Times** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(805) 925-2691**.

Notice ID: YLItEPv7mkOYgXYj52vt | **Proof Updated: May. 19, 2024 at 09:12pm PDT**
Notice Name: FY 2024-25 Budget

See Proof on Next Page

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
Guy Savage gm.locsd@gmail.com (805) 500-4098	Santa Maria Times

Columns Wide: 2	Ad Class: Legals
Total Column Inches: 6.76	
Number of Lines: 34	

05/21/2024: Other	119.00
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Subtotal	\$119.00
Tax	\$0.00
Processing Fee	\$16.90
Total	\$135.90

**PUBLIC NOTICE
LOS OLIVOS COMMUNITY SERVICES DISTRICT
NOTICE OF PUBLIC HEARING
BUDGET**

FISCAL YEAR 2024-2025

NOTICE IS HEREBY GIVEN that, in accordance with Government Code section 61110, the General Manager of the Los Olivos Community Services District (LOCSD) has prepared a proposed final budget for Fiscal Year 2024-2025 (FY 2024-25). The LOCSD FY 2024-25 runs from July 1, 2024 to June 30, 2025. The final budget will be considered for possible approval by the Board of Directors during a public hearing as provided below. Any person may appear and be heard regarding any item in the final proposed budget or regarding the addition of other items. Comments regarding the proposed budget may be submitted in writing before, during, or after the hearing, which will take place as follows:

DATE: June 12, 2023
TIME: 6:00 P.M.
PLACE: Grange Hall
2374 Alamo Pintado Ave, Los Olivos CA 93441

The General Manager's proposed final budget for FY 2024-25 may be inspected at: www.losolivoscscd.com/fy-2024-25-proposed-budget

Individual paper copies may be ordered in advance by sending a check for \$11.87 per request to the LOCSD at PO Box 345, Los Olivos, CA 93441. Requests for individual electronic copies may be requested by email at: gm.locsd@gmail.com. Note that requests for copies may take up to 3 business days for processing, plus any applicable USPS mailing time.

Contact Guy Savage, LOCSD General Manager, at gm.locsd@gmail.com or (805) 500-4098 for further information.
Pub dates: May 21, 2024
Legal #####



Guy Savage <gm.locsd@gmail.com>

RE: [External] N55777 payment

1 message

Mary Zepeda <mzepeda@mnsengineers.com>

Fri, Apr 26, 2024 at 12:28 PM

To: "(Guy Savage) GM.LOCSD@gmail.com" <GM.LOCSD@gmail.com>

Cc: Rod Baltazar <RBaltazar@countyofsb.org>, Doug Pike <dpike@mnsengineers.com>

Hi Guy

Please find attached the County of Santa Barbara Invoice N55777 for Payment in the amount of \$926.00 for remittance to the following address

County of Santa Barbara

Public Works Transportation Permit Office

[4417 Cathedral Oaks Rd.](#)[Santa Barbara, CA 93110](#)**Mary Zepeda**

Stormwater Program Coordinator



(805) 697-1407 Direct | (805) 722-7140 Cell

From: Doug Pike <dpike@mnsengineers.com>**Sent:** Friday, April 26, 2024 11:24 AM**To:** Rod Baltazar <RBaltazar@countyofsb.org>**Cc:** (Guy Savage) GM.LOCSD@gmail.com <GM.LOCSD@gmail.com>; Mary Zepeda <mzepeda@mnsengineers.com>**Subject:** RE: [External] N55777 payment

Packet Page

Thanks Rod!

Guy will send a personal check when he returns from vacation, he can then get reimbursed from the District. Mary, please send Guy all the details and a copy of the invoice so he can properly write and address the check and send payment.

Best,

Doug Pike, PE
City Engineer



(805) 697-1416 Direct | (805) 331-3553 Cell

From: Rod Baltazar <RBaltazar@countyofsb.org>
Sent: Friday, April 26, 2024 11:13 AM
To: Doug Pike <dpikem@mnengineers.com>
Subject: RE: [External] N55777 payment

Hi Doug,

I certainly understand the situation. At present, we can only accept checks since we are in the middle of transitioning to Accela. Please let me know if there might be an issue or any delay, and I can certainly step in and see how we can resolve this circumstance. Please send payment to the Cathedral Oaks address if a check is possible. If you need that, please let me know.

Thank you,

Rod

Rod Baltazar, *MPPA*

Accountant III

Public Works – Transportation Division

County of Santa Barbara

123 E. Anapamu Street, Suite 205

Santa Barbara, CA 93101

805-568-3025

RBaltazar@countyofsb.org



From: Doug Pike <dpike@mnsengineers.com>
Sent: Friday, April 26, 2024 10:37 AM
To: Rod Baltazar <RBaltazar@countyofsb.org>
Cc: Guy Savage <gm.locsd@gmail.com>; Mary Zepeda <mzepeda@mnsengineers.com>
Subject: RE: [External] N55777 payment

Caution: This email originated from a source outside of the County of Santa Barbara. Do not click links or open attachments unless you verify the sender and know the content is safe.

Hi Rod,

So sorry this seems to be such a struggle! As indicated in my last email to you (attached), FIN (The County's accounting system which the District uses), has been the issue. We are prepared to use an alternative way to pay. Can we call and use a credit card? Guy (The GM) has indicated he will write a check and get reimbursed from the District.

Thanks Rod!

Doug Pike, PE
District Engineer



(805) 697-1416 Direct | (805) 331-3553 Cell

From: Rod Baltazar <RBaltazar@countyofsb.org>
Sent: Thursday, April 25, 2024 10:58 AM
To: Mary Zepeda <mzepeda@mnsengineers.com>; Guy Savage <gm.locsd@gmail.com>
Cc: Doug Pike <dpikem@mnsengineers.com>
Subject: RE: [External] N55777 payment

Good Morning,

We have not received the check for permit N55777. Can you please give me an update of when we should expect to receive this payment?

Thank you,

Rod

Rod Baltazar, *MPPA*

Accountant III

Public Works – Transportation Division

County of Santa Barbara

123 E. Anapamu Street, Suite 205

Santa Barbara, CA 93101

805-568-3025

RBaltazar@countyofsb.org



From: Rod Baltazar
Sent: Monday, April 1, 2024 9:56 AM
To: Mary Zepeda <mzepeda@mnsengineers.com>; Guy Savage <gm.locsd@gmail.com>
Cc: Doug Pike <dpike@mnsengineers.com>
Subject: RE: [External] N55777 payment

Good Morning,

I am circling back on the payment status for the encroachment permit, N55777. Is there any update for payment?

Thank you,

Rod

Rod Baltazar, *MPPA*

Accountant III

Public Works – Transportation Division

5/13/24, 5:41 PM

Gmail - RE: [External] N55777 payment

County of Santa Barbara

123 E. Anapamu Street, Suite 205

Santa Barbara, CA 93101

805-568-3025

RBaltazar@countyofsb.org



From: Rod Baltazar
Sent: Wednesday, March 13, 2024 2:49 PM
To: Mary Zepeda <mzepeda@mnsengineers.com>; Guy Savage <gm.locsd@gmail.com>
Cc: Doug Pike <dpike@mnsengineers.com>
Subject: RE: [External] N55777 payment

Hi Mary and Guy,

Yes, this helps. I will note the account status as payment via check. Thank you both.

Rod

Rod Baltazar, *MPPA*

Accountant III

Public Works – Transportation Division

County of Santa Barbara

123 E. Anapamu Street, Suite 205

Santa Barbara, CA 93101

805-568-3025

RBaltazar@countyofsb.org



From: Mary Zepeda <mzepeda@mnsengineers.com>

Sent: Wednesday, March 13, 2024 2:46 PM

To: Guy Savage <gm.locsd@gmail.com>; Rod Baltazar <RBaltazar@countyofsb.org>

Cc: Doug Pike <dpike@mnsengineers.com>

Subject: RE: [External] N55777 payment

Caution: This email originated from a source outside of the County of Santa Barbara. Do not click links or open attachments unless you verify the sender and know the content is safe.

Hi Rod and Guy,

I spoke with the Auditor-Controller's Help Desk, and they had said that we could pay via journal entry or we could pay the invoice via vendor distribution system since the County Public Works was listed as a vendor. I will check the status of the payment tomorrow or Friday to report back to you both, but we submitted the invoice for payment on March 6th with a March 7th vendor distribution date.

Hope that helps.

Mary Zepeda

Project Coordinator

Los Olivos CSD



201 Industrial Way, Suite A/ Buellton, CA 93427

(805) 697-1407 Direct | (805) 722-7140 Cell

mzepeda@mnsengineers.com

From: General Manager - LOCSD <gm.locsd@gmail.com>

Sent: Wednesday, March 13, 2024 2:33 PM

To: Mary Zepeda <mzepeda@mnsengineers.com>; Baltazar, Rod <RBaltazar@countyofsb.org>

Subject: [External] N55777 payment

Mary and Rod,

I think Mary was trying to complete a journal entry to pay the \$926.00 for this encroachment permit. Can the two of you please connect to get it paid.

Thank you!

Guy

--

Guy Savage

General Manager

Los Olivos Community Services District

PO Box 345, Los Olivos, CA 93441

(805) 500-4098

www.LosOlivosCSD.com

5/13/24, 5:41 PM

Gmail - RE: [External] N55777 payment



2024-01-22 County of Santa Barbara Invoice N55777.pdf

109K



**COUNTY OF SANTA BARBARA
DEPARTMENT OF PUBLIC WORKS - TRANSPORTATION DIVISION
4417 Cathedral Oaks Road
Santa Barbara, CA 93110
Tel. (805) 681-4990**



INVOICE

ENCROACHMENT PERMIT

*Please make checks payable to:
County of S.B. - P.W. Trans.*

Invoice Date: January 22, 2024

Permit No.: **N55777**

PERMITTEE:

Guy Savage
LOS OLIVOS COMMUNITY SERVICES DISTRICT
PO Box 345
Los Olivos, CA 93441

Amount Enclosed: _____

The following permit services have been provided to you
by Public Works - Transportation Division.

Location of Encroachment: 2280, 2440 OLIVET ST, Los Olivos

Encroachment Permit Fees:

Plan Review + Inspection Fee: \$926.00

TOTAL FEES: \$926.00

Balance Due: \$926.00

Please reference the Permit Number on your check.
Please enclose REMIT copy with payment and mail to:

**County of Santa Barbara
Public Works Transportation Permit Office
4417 Cathedral Oaks Rd.
Santa Barbara, CA 93110**

If you have any questions, Please call (805) 681-4990

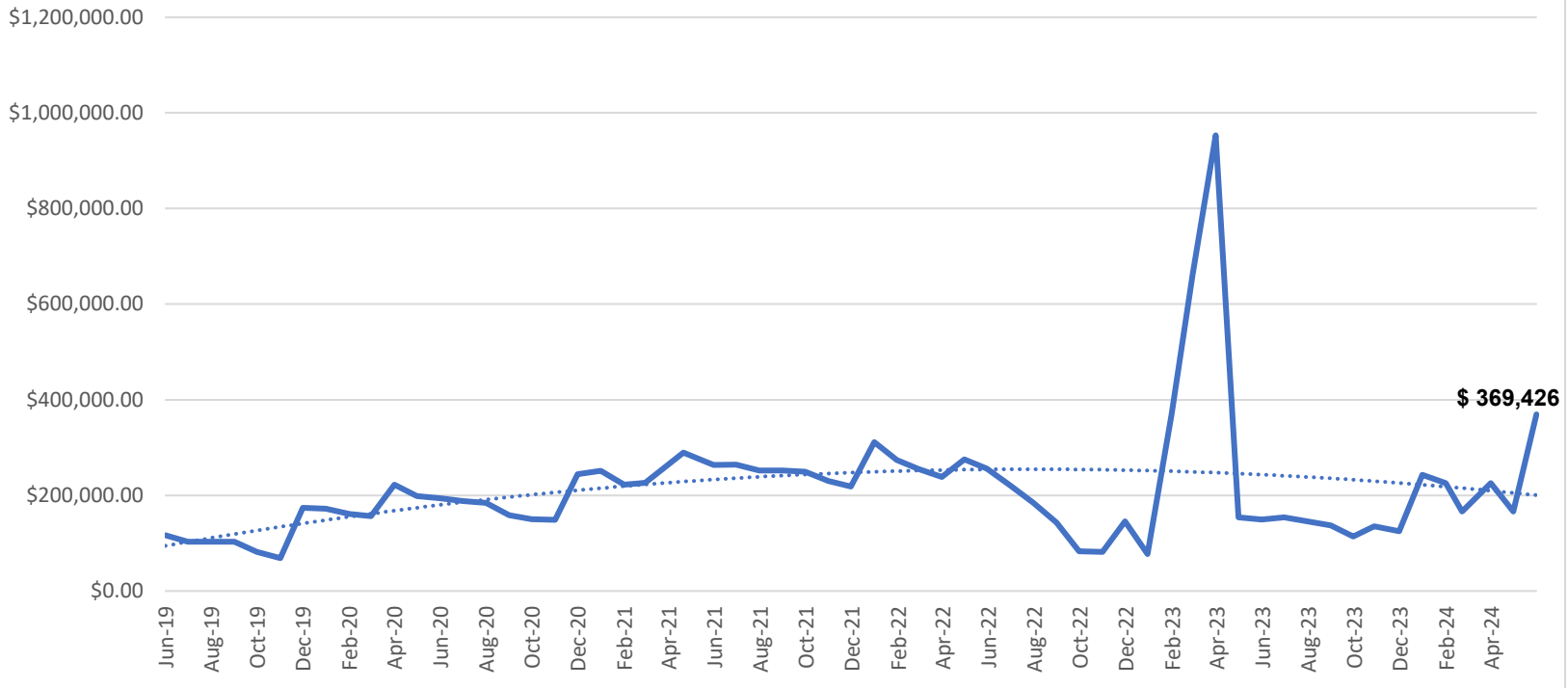
All permits fees must be **PAID IN FULL** prior to completion of work.

DUPLICATE STATEMENT: ONE for REMITTANCE, ONE for PERMITTEE

ITEM 6 – BUDGET REPORTS

BUDGET REPORTS

Los Olivos CSD Cash Balance History



Cash Balances

As of: 5/31/2024
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund	5/1/2024 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	5/31/2024 Ending Balance
3490 -- Los Olivos CSD	292,498.72	0.00	168,728.12	0.00	91,800.83	369,426.01
Total Report	292,498.72	0.00	168,728.12	0.00	91,800.83	369,426.01

Balance Sheet

As of: 5/31/2024
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund 3490 -- Los Olivos CSD

	Beginning Balance 7/1/2023	Year-To-Date Debits	Year-To-Date Credits	Ending Balance 5/31/2024
Assets & Other Debits				
Assets				
0110 -- Cash in Treasury	154,050.07	674,587.26	459,211.32	369,426.01
0240 -- Interest Receivable	743.68	3,485.25	4,228.93	0.00
Total Assets	154,793.75	678,072.51	463,440.25	369,426.01
Total Assets & Other Debits	154,793.75	678,072.51	463,440.25	369,426.01
Liabilities, Equity & Other Credits				
Liabilities				
1010 -- Warrants Payable	0.00	3,052.00	3,052.00	0.00
1015 -- EFT Payable	0.00	219,570.18	219,570.18	0.00
1210 -- Accounts Payable	0.00	222,622.18	222,622.18	0.00
1730 -- Unidentified Deposits	0.00	125,020.00	125,020.00	0.00
Total Liabilities	0.00	570,264.36	570,264.36	0.00
Equity				
2200 -- Fund Balance-Residual	154,793.75	690,753.32	905,385.58	369,426.01
Total Equity	154,793.75	690,753.32	905,385.58	369,426.01
Total Liabilities, Equity & Other Credits	154,793.75	1,261,017.68	1,475,649.94	369,426.01

Financial Status

As of: 5/31/2024 (92% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2024 Fiscal Year Adjusted Budget	5/31/2024 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
Revenues				
Taxes				
3066 -- Special Tax Assessment	227,650.00	233,690.91	6,040.91	102.65 %
Taxes	227,650.00	233,690.91	6,040.91	102.65 %
Use of Money and Property				
3380 -- Interest Income	744.00	3,754.34	3,010.34	504.62 %
Use of Money and Property	744.00	3,754.34	3,010.34	504.62 %
Intergovernmental Revenue-State				
4339 -- State-Other	0.00	75,000.00	75,000.00	--
Intergovernmental Revenue-State	0.00	75,000.00	75,000.00	--
Intergovernmental Revenue-Other				
4840 -- Other Governmental Agencies	0.00	105,508.33	105,508.33	--
Intergovernmental Revenue-Other	0.00	105,508.33	105,508.33	--
Miscellaneous Revenue				
5895 -- Other-Donations	0.00	20,000.00	20,000.00	--
5909 -- Other Miscellaneous Revenue	0.00	20.00	20.00	--
Miscellaneous Revenue	0.00	20,020.00	20,020.00	--
Revenues	228,394.00	437,973.58	209,579.58	191.76 %
Expenditures				
Services and Supplies				
7090 -- Insurance	2,934.00	2,932.81	1.19	99.96 %
7324 -- Audit and Accounting Fees	2,500.00	425.50	2,074.50	17.02 %
7430 -- Memberships	1,300.00	1,244.00	56.00	95.69 %
7450 -- Office Expense	0.00	756.00	-756.00	--
7460 -- Professional & Special Service	78,886.00	113,183.70	-34,297.70	143.48 %

Financial Status

As of: 5/31/2024 (92% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund 3490 -- Los Olivos CSD

Line Item Account	6/30/2024 Fiscal Year Adjusted Budget	5/31/2024 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
7508 -- Legal Fees	45,529.00	21,831.96	23,697.04	47.95 %
7510 -- Contractual Services	98,643.00	82,393.71	16,249.29	83.53 %
7530 -- Publications & Legal Notices	1,750.00	0.00	1,750.00	0.00 %
7671 -- Special Projects	0.00	573.64	-573.64	--
Services and Supplies	231,542.00	223,341.32	8,200.68	96.46 %
Expenditures	231,542.00	223,341.32	8,200.68	96.46 %
Changes to Fund Balances				
Decrease to Residual Fund Balance				
9601 -- Residual Fund Balance-Inc/Dec	3,148.00	0.00	-3,148.00	0.00 %
Decrease to Residual Fund Balance	3,148.00	0.00	-3,148.00	0.00 %
Changes to Fund Balances	3,148.00	0.00	-3,148.00	0.00 %
Los Olivos CSD	0.00	214,632.26	214,632.26	--
Net Financial Impact	0.00	214,632.26	214,632.26	--

General Ledger Trial Balance

As of: 5/31/2024
Accounting Period: OPEN

Selection Criteria: Fund = 3490

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

Fund 3490 -- Los Olivos CSD

	Beginning Balance 7/1/2023	Year-To-Date Debits	Year-To-Date Credits	Ending Balance 5/31/2024
Assets & Other Debits				
Assets				
0110 -- Cash in Treasury	154,050.07	674,587.26	459,211.32	369,426.01
0240 -- Interest Receivable	743.68	3,485.25	4,228.93	0.00
Total Assets	154,793.75	678,072.51	463,440.25	369,426.01
Total Assets & Other Debits	154,793.75	678,072.51	463,440.25	369,426.01
Liabilities, Equity & Other Credits				
Liabilities				
1010 -- Warrants Payable	0.00	3,052.00	3,052.00	0.00
1015 -- EFT Payable	0.00	219,570.18	219,570.18	0.00
1210 -- Accounts Payable	0.00	222,622.18	222,622.18	0.00
1730 -- Unidentified Deposits	0.00	125,020.00	125,020.00	0.00
Total Liabilities	0.00	570,264.36	570,264.36	0.00
Equity				
2200 -- Fund Balance-Residual	-154,793.75	0.00	0.00	-154,793.75
2410 -- Est Revenues/Oth Fin Src	0.00	231,542.00	0.00	231,542.00
2510 -- Appropriations/Oth Fin Use	0.00	0.00	231,542.00	-231,542.00
2710 -- Revenues/Other Fin Sources	0.00	235,870.00	673,843.58	-437,973.58
2810 -- Expenditures/Other Fin Uses	0.00	223,341.32	0.00	223,341.32
Total Equity	-154,793.75	690,753.32	905,385.58	-369,426.01
Total Liabilities, Equity & Other Credits	-154,793.75	1,261,017.68	1,475,649.94	-369,426.01
Total Los Olivos CSD	0.00	1,939,090.19	1,939,090.19	0.00

ITEM 7 – FY 2024-25 DRAFT BUDGET

FY 2024-25 DRAFT BUDGET

FY 2024-25 Budget Process and Timeline Review

	PROPOSED STEPS	DATE
1	DRAFT Budget to Finance Subcommittee	4/5/2024
2	Budget Planning, possibly as a workshop after Regular Meeting concludes	4/10/2024
3	GM prepares recommended DRAFT Budget based on Workshop	4/30/2024
	Finance Committee prepares and approves recommended DRAFT Budget to present to Board	5/10/2024
4	Board Approves a PRELIMINARY budget at a Regular Meeting and determines a Hearing Date	5/15/2024
5	<p>The District will publish a notice stating that the GM has prepared a proposed final budget which is available for inspection on the website; and include the date, time, and place when the Board will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items.</p> <p>Publication must be at least 2 weeks before Budget adoption meeting in at least one newspaper of general circulation in the district. NOTE: The notice must be PUBLISHED at least two weeks before the hearing, (SY Valley News / Santa Maria Times). It only needs to be published one time. Post DRAFT Budget on Website.</p>	5/21/2024 - publication must be at least 2 weeks before 6/12/2024 meeting
6	FINAL Budget hearing, part of Regular Meeting	6/12/2024
7	Post FINAL Budget on website	6/15/2024

Los Olivos Community Services District					
FY 2024-25 Budget (FINAL) - 6/2/2024					
Line Item Account	FY 2023-24 Budget	FY 2023-24 (as of 5/31/2024)	FINAL FY 2024-25 w/carry-forward	FINAL FY 2024-25 zero start balance	Notes
Beginning Balance	\$ 87,567	\$ 87,567	\$ 302,199	\$ -	
Revenues					
Taxes					
3066 -- Special Tax Assessment	\$ 211,246	\$ 233,691	\$ 243,039	\$ 243,039	Assumes 4% YOY from prior
Taxes	\$ 211,246	\$ 233,691	\$ 243,039	\$ 243,039	
Use of Money and Property					
3380 -- Interest Income	\$ 744	\$ 3,754	\$ 3,754	\$ 3,754	YTD
3381 -- Unrealized Gain/Loss Invstmnts	\$ -	\$ -	\$ -	\$ -	
Use of Money and Property	\$ 744	\$ 3,754	\$ 3,754	\$ 3,754	
Intergovernmental Revenue					
4339 -- State - Other		\$ 75,000	\$ -	\$ -	
4840 -- Other Governmental Agencies	\$ -	\$ 105,508	\$ -	\$ -	
Intergovernmental Revenue-Other	\$ -	\$ 180,508	\$ -	\$ -	
Miscellaneous Revenue					
5895 and 5909 -- Donations		\$ 20,020			
Miscellaneous Revenue	\$ -	\$ 20,020	\$ -	\$ -	
Total Cash & Revenues	\$ 299,557	\$ 525,541	\$ 548,992	\$ 246,793	
Expenditures					
Services and Supplies					
7090 -- Insurance	\$ 2,934	\$ 2,933	\$ 2,787	\$ 2,787	Per SDRMA letter date 4/17/2024
7324 -- Audit and Accounting Fees	\$ 2,500	\$ 426	\$ 2,900	\$ 2,900	1-year est MLH
7325 -- Other Professional Services (Well Testing)			\$ 12,300	\$ 12,300	Twice a year, all 5 wells, nitrates only
7430 -- Memberships	\$ 1,300	\$ 1,244	\$ 1,300	\$ 1,300	
7450 -- Office Expense		\$ 756			
7460 -- Professional & Special Service (Project, Planning & Studies)	\$ 112,050	\$ 113,184	\$ 160,000	\$ 160,000	60% Design \$300k+ (\$100,000 towards this effort); Treatment Study \$90k+; Assessment Engineering Report \$50k+; EIR \$150k+; Polling for election feasibility \$25k+; Voting process \$125k+
7508 -- Legal Fees	\$ 41,191	\$ 21,832	\$ 24,769	\$ 24,769	YTD 11 month average plus June; plus contractual increases
7510 -- Contractual Services (IGM Contract, Engineer)	\$ 95,583	\$ 82,394	\$ 93,479	\$ 93,479	YTD 11 month average plus June; plus contractual increases
7530 -- Publications & Legal Notices	\$ 1,750		\$ 1,750	\$ 1,750	Budget notices + 5 workshops mailers, etc. at \$300 per workshop
7671 -- Special Projects		\$ 574	\$ -	\$ -	
7732 -- Training			\$ -	\$ -	
Services and Supplies	\$ 257,307	\$ 223,341	\$ 299,286	\$ 299,286	
Other Charges	\$ -		\$ -	\$ -	
7894 - Communication Services	\$ -		\$ -	\$ -	
Other Charges	\$ -	\$ -	\$ -	\$ -	
Operational Reserve	\$ 42,249	\$ 42,249	\$ 48,608	\$ 48,608	20% of Special Tax Revenues
Reserve	\$ 42,249	\$ 42,249	\$ 48,608	\$ 48,608	
Total Expenditures	\$ 299,557	\$ 223,341	\$ 347,893	\$ 347,893	
Ending Balance	\$ 0	\$ 302,199	\$ 201,099	\$ (101,101)	