

TO: Los Osos Basin Management Committee

FROM: Rob Miller, Interim Executive Director

DATE: September 20, 2017

SUBJECT: Item 5b – Approval of Budget Update and Invoice Register through September 13, 2017 (CORRECTED VERSION, SUPERCEDES PREVIOUSLY POSTED STAFF NOTE)

Recommendations

Staff recommends that the Committee review and approve the report.

Discussion

Staff has prepared a summary of costs incurred as compared to the adopted budget through September 13, 2017 (see Attachment 1). A running invoice register is also provided as Attachment 2. Staff recommends that the Committee approve the current invoices, outlined in Attachment 3.

Payment of invoices will continue to be processed through Brownstein Hyatt as noted in previous meetings.

Note on Corrected Version: We received two additional invoices on 9/18/17 and have added them to the corrected version.

Attachment 1: Cost Summary (Year to Date) for Calendar Year 2017 (updated through September 13, 2017)

Item	Description	Budget Amount	Costs Incurred Through December 31	Percent Incurred	Remaining Budget
1	Monthly meeting administration, including preparation, staff notes, and attendance	\$50,000	\$20,514.25	41.0%	\$29,486
2	Meeting expenses - facility rent (if SBCC needed for larger venue)	\$1,000	\$480.00	48.0%	\$520
3	Meeting expenses - audio and video services	\$6,000	\$3,750.00	62.5%	\$2,250
4	Legal counsel (special counsel for funding measure)	\$10,000	\$0.00	0.0%	\$10,000
5	Semi annual seawater intrusion monitoring	\$15,000	\$10,879.26 \$11,132.26	72.5% 74.2%	\$4,121 \$3,868
6	Annual report - not including Year 1 start up costs	\$35,000	\$13,600.00 \$25,590.00	38.9% 73.1%	\$21,400 \$9,410
8	Grant writing (outside consultant)	\$12,000	\$1,102.50	9.2%	\$10,898
9	Creek Recharge and Replenishment Studies	\$25,000	\$12,521.70	50.1%	\$12,478
10	Funding measure including Proposition 218 process	\$100,000	\$0.00	0.0%	\$100,000
11	Conservation programs (not including member programs)	\$10,000	\$0.00	0.0%	\$10,000
	Subtotal	\$264,000			\$201,152
	10% Contingency	\$26,400			
	Total	\$290,400	\$62,847.71 \$75,090.71	21.6% 25.9%	\$227,552 \$215,309
	LOCSO (38%)	\$110,352			
	GSWC (38%)	\$110,352			
	County of SLO (20%)	\$58,080			
	S&T Mutual (4%)	\$11,616			
Notes					

Attachment 2: Invoice Register for Los Osos BMC for Calendar Year 2017 (through September 13, 2017)

Vendor	Invoice No.	Amount	Month of Service	Description	Budget Item	Previously Approved
Wallace Group	43235	\$6,056.77	Jan-17	BMC admin services	1	x
Wallace Group	43389	\$1,418.50	Feb-17	BMC admin services	1	x
Wallace Group	43548	\$5,000.41	Mar-17	BMC admin services	1	x
Wallace Group	43783	\$1,500.54	Apr-17	BMC admin services	1	x
Wallace Group	43926	\$5,372.38	May-17	BMC admin services	1	x
Wallace Group	44538	\$1,165.65	August-17	BMC admin services	1	
South Bay Comm. Center	105	\$120.00	Mar-17	Meeting Expenses-Facility Rent	2	x
South Bay Comm. Center	106	\$120.00	May-17	Meeting Expenses-Facility Rent	2	x
South Bay Comm. Center	108	\$120.00	Jul-17	Meeting Expenses-Facility Rent	2	
South Bay Comm. Center	109	\$120.00	Jun-17	Meeting Expenses-Facility Rent	2	
AGP	6849	\$675.00	Jan-17	Audio services	3	x
AGP	6912	\$775.00	Mar-17	Video/Audio	3	x
AGP	6981	\$775.00	May-17	Video/Audio	3	x
AGP	7022	\$800.00	Jun-17	Video/Audio	3	x
AGP	7046	\$725.00	Jul-17	Video/Audio	3	
State Water Resources	RW-1008149	\$837.20	Jan-17	Creek Discharge	9	x
Cleath Harris Geologists	20170302	\$3,196.25	Mar-17	Semi-Annual Seawater Intrusion Monitoring	5	x
Cleath Harris Geologists	20170400	\$7,683.01	Apr-17	Semi-Annual Seawater Intrusion Monitoring	5	x
Cleath Harris Geologists	20170401	\$8,387.50	Apr-17	Annual Report Preparations	6	x
<u>Cleath Harris Geologists</u>	<u>20170504</u>	<u>\$11,990.00</u>	<u>May-17</u>	<u>Annual Report Preparations</u>	<u>6</u>	
<u>Cleath Harris Geologists</u>	<u>20170503</u>	<u>\$253.00</u>	<u>May-17</u>	<u>Semi-Annual Seawater Intrusion Monitoring</u>	<u>5</u>	
MKN	3548	\$10,197.00	Jul-17	Boundary-Creek Discharge Study	9	
MKN	3652	\$1,487.50	Aug-17	Boundary-Creek Discharge Study	9	
Cleath Harris Geologists	20170303	\$5,212.50	Mar-17	Annual Report Preparations	6	x
WSC	2205	\$1,102.50	Apr-17	Grant Writing	8	x
Total		\$62,847.71				

ATTACHMENT 3

Current Invoices Subject to Approval for Payment (Warrant List as of September 13, 2017):

Vendor	Invoice #	Date of Services	Amount of Invoice
Wallace Group	44538	June, July 2017	\$1,165.65
SBCC	108	July 2017	\$120.00
SBCC	109	June 2017	\$120.00
AGP	7046	July 2017	\$725.00
MKN	3548	July 2017	\$10,197.00
MKN	3652	August 2017	\$1,487.50
<u>CHG</u>	<u>20170504</u>	<u>May 2017</u>	<u>\$11,990.00</u>
<u>CHG</u>	<u>20170503</u>	<u>May 2017</u>	<u>\$253.00</u>