

**Julie Kennedy, President**  
**Lisa Palmer, Vice President**  
**Tom Fayram, Director**  
**Greg Parks, Director**  
**Tom Nelson, Director**



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

**Posted: 8-4-2025**

**August 8, 2025 – 8:30 AM**  
**St. Mark's In The Valley**

**2901 Nojoqui Avenue, Los Olivos, California 93441**

**Please observe decorum and instructions from the Subcommittee Chair**

**Finance Committee: President Julie Kennedy (Chair) and Director Nelson**

This meeting will be held both in-person and electronically via Zoom Meetings. In-person the meeting will be held at the above locations.

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

Zoom: <https://us06web.zoom.us/j/84350602040?pwd=2VNVNnaY2fzB7MI6OML33oz2sND8RU.1>  
By Phone: +1 669 900 6833 US (San Jose) Meeting ID: 843 5060 2040 Passcode: 909261  
One tap mobile: +16694449171,,84350602040#,,,,\*909261# US

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**MEETING AGENDA**

**1. CALL TO ORDER**

**President Kennedy called the meeting to order at: 8:32AM**

**2. ROLL CALL**

**Present: President Kennedy, Director Nelson**  
**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.

**President Kennedy opens the floor to public comment.**  
**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 May 8, 2025.

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

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**President Kennedy opens the floor to public comment.**

No requests to speak.

**Motion to: Motion to accept minutes as submitted.**

**Motion by Director Nelson, second: President Kennedy**

**Voice vote: 2-0**

**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 August 1, 2025.

No.	Invoice Date	Invoice #	Provider	Amount
1	6/26/2025	96406	A&W – Legal Services	\$ 1,872.00
2	7/16/2025	97378	A&W – Legal Services	\$ 2,480.40
3	7/14/2025	90605	MNS – Engineering and Support Services	\$ 922.50
4	7/31/2025	20257	GWS – General Manager Services	\$ 4,350.00

Project	Vendor	To Date (inc. above)	Total Authorization

GM Savage notes that there may be a delay in paying these invoices as the County went live with its new financial system, Workday, earlier this week and the contract below will either have to be approved or MNS will need to be trained on the new system. President Kennedy comments on the A&W bill, which was over ½ related to responding

**President Kennedy opens the floor to public comment.**

No requests to speak.

**Motion to recommend payment of all invoices submitted.**

**Motion by Director Nelson, second: President Kennedy**

**Voice vote: 2-0**

**6. CONSIDERATION OF ACCOUNTS PAYABLE (BOOKKEEPING) CONTRACT WITH CIVIC SOL ACCOUNTING**

The Subcommittee will discuss and consider a recommendation to the full Board of Directors regarding a potential contract with Civic Sol Accounting for Accounts Payable (AP) services. The District has been using MNS to provide AP services for many years. MNS’s current rate is \$105.00 per hour. MNS staff has added AP to the list of services provided to the District and has admirably performed such services. As has been discussed a Board and other meetings, the County of Santa Barbara is shifting from an in-house developed financial system (FIN) to a commercial product (Workday). With the shift of financial solutions, it is timely to consider a switch of AP service providers. The General Manager performed outreach to several organizations within the District, local area, region, and State in order to identify potential providers. He also reached out through the California Special Districts Association (CSDA) for potential providers. Most of those with whom he discussed the District’s bookkeeping needs were not interested due to the small number of hours needed by the District (estimated at less than five per month). Only two local providers were even willing to give a quote for the services. Of the two, Civic Sol offered the lowest hourly rate. Their rate is \$5.00 less than the current amount being billed by MNS. Civic Sol is trained on the County’s new system Workday, so the District will be able to avoid the roughly 20 hours of training required should a new vendor be brought in or MNS go through the training.

GM Savage introduces the item. As part of his commentary he highlights that this is Civic Sol’s core business whereas it was an “extra” activity MNS was performing, Civic Sol is fully trained on the County’s new system, he attempted to get as many quotes for the work as possible, and that Civic Sol is less expensive than MNS.

President Kennedy asks about their rates. Some of the paperwork says \$100, while others has \$115. President Kennedy asks what they see as advanced services? GM Savage responds that complex work includes detailed comparisons of financials and similar work. President Kennedy then asks if Civic Sol has any recommendations for audit firms. GM Savage responds that he has asked them and will follow up.

Audit services

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**President Kennedy opens the floor to public comment.**

No requests to speak.

**Motion to recommend the contract with any necessary adjustments as noted during discussion.**

**Motion by Director Nelson, second: President Kennedy**

**Voice vote: 2-0**

**7. BUDGET REPORTS**

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

GM Savage notes that due to the County's new system, he was unable to obtain reports regarding the District's budget. He expects to have something by the full Board meeting next week, or next month for certain.

**President Kennedy opens the floor to public comment.**

No requests to speak.

**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.

President Kennedy - none

Director Nelson – Notes he will be remote for the full Board meeting next week.

**9. ADJOURNMENT**

**Motion to adjourn at: 8:45 AM**

**Motion by Director Nelson, seconded by: President Kennedy**

**Voice vote: 2-0**

Respectfully submitted:



Guy W. Savage

General Manager – Los Olivos Community Services District

Approved:

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**President Julie Kennedy**