

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



LOS OLIVOS COMMUNITY SERVICES DISTRICT
FINANCE SUBCOMMITTEE MEETING
July 31, 2023 – 8:30 AM

Posted: 7-26-2023

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: 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=SWpSU0RYZFliZTBiLNGphZG41TGs4dz09>
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: 8:33 AM.

2. ROLL CALL

Attending: Director Kennedy, Director Palmer, General Manager Savage
Absent: None

3. 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.

Public Comment: No public in attendance (in person or on-line)

ADMINISTRATIVE ITEMS:

All matters listed hereunder constitute an administrative / consent agenda and will be acted upon by a single vote of the Subcommittee. Matters listed on the Administrative Agenda will be read only on the request of a member of the Subcommittee, in which event the matter may be removed from the Administrative Agenda and considered as a separate item. A single public comment period will be heard for all the matters on the Administrative Agenda.

4. APPROVAL OF MEETING MINUTES

Finance Subcommittee (Committee) Meeting minutes of July 7, 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

Motion to approve the meeting minutes of July 7, 2023.
Motion by: Director Palmer, Second: Director Kennedy.
Voice vote: (3-0) All in favor.

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 invoices that were received by July 26, 2023.

No.	Invoice Date	Invoice #	Provider	Amount
1	5/15/2023	2081049	Stantec – Mapping Services	\$ 1,303.50
2	5/31/2023	36702	Moss, Levy & Hartzheim, LLP – Audit Services	\$ 280.00
3	6/5/2023	71662	Aleshire & Wynder – Legal Services (May)	\$ 1,716.00
4	6/8/2023	2088936	Stantec – Mapping Services	\$ 712.50
5	7/13/2023	77497	Aleshire & Wynder – Legal Services (June)	\$ 3,388.00
6	7/26/2023	20237	Savage – General Manager and District Services	\$ 6,393.74

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit	Moss, Levy & Hartzheim, LLP	\$ 2,780.00	\$ 4,995.00

GM Savage notes that he spoke with representatives from Stantec and believes the bills to be accurate and reflective of the work completed on behalf of the District. He recommends the subcommittee approve them.

There is brief discussion about the upcoming change in legal Counsel. Director Palmer requests that new Counsel be sure that future bills include the name of the person being supported or responded to, such as with Public Records Requests.

More discussion occurs regarding the Stantec bills and their deliverables, maps, follows with Director Palmer asking about whether the deliverables sought were, in fact, provided. GM Savage responds that they were and that the technical team has used to the information. Director Palmer wonders if a “Maps” page on the District website would not be beneficial to the public.

Public Comment: None

Motion to pay invoices 1-6, noting that the Stantec and Aleshire & Wynder (May) were returned from prior meetings as requested.

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

6. BUDGET REPORTS

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

GM Savage briefly walks through the budget reports contained in the agenda packet. He adds that he is still in the process of entering the final FY 2023-24 budget into the FIN system. The entry is slightly complicated by the County’s move to Workday as a financial system. He is working with County staff to get it completed and anticipates it being done before the next Financial Subcommittee meeting. GM Savage also points out that the County plans to go-live with Workday in October. He doesn’t expect any major issues with the go-live; but does want everyone to be cognizant that there could be delays.

Public Comment: None

7. SELECTION OF A SUBCOMMITTEE CHAIR

The Subcommittee will select a chair who will preside over meetings and lead the reporting on Subcommittee activities at full Board of Directors meetings.

GM Savage introduces the item and why it is on the agenda.

Directors discuss their willingness to serve as Chair.

Public Comment: None

Nomination of Director Kennedy to serve as Subcommittee Chair.

Nomination by: Director Palmer, Second: General Manager Savage

Voice vote: (3-0) All in favor.

8. CONSIDERATION OF A REGULAR MEETING DATE AND TIME

The Subcommittee is generally slated to meet on the Friday prior to a Regular Board of Director's meeting, at 8:30 AM. As part of this item, the Subcommittee will discuss the possibility of moving the time for its meetings. Final selection of dates and times will be subject to the availability and confirmation of a suitable facility. For efficiency of Subcommittee member time, the following times are to be considered:

8:30 AM – Grants Subcommittee (Director Kennedy [and Director Parks] is a member) – quarterly schedule

9:00 AM – Finance Subcommittee (Director Palmer and Director Kennedy are members) – monthly schedule

9:30 AM – Project Management Subcommittee (Director Palmer [and is a member) – quarterly schedule

GM Savage introduces the item and why it is on the agenda. He notes that he does not have a particular preference in the approach, pointing out that he will be in the meetings regardless of when they are held. He adds that prior public comment has suggested that holding these meetings during work hours may limit District constituents from participating. He comments that as subcommittees only make recommendations to the full Board, it could be viewed as less impactful.

GM Savage also notes that St. Mark's recently requested that Friday morning meetings be moved to the Parish Office.

Directors discuss the shifting of timing. Director Palmer asks if things can be shifted by 30 minutes; with Project Management at 8:00, Finance at 8:30, and Grants at 9:00. GM Savage agrees to reach out to the other Directors impacted by this approach and schedule the meetings as appropriate.

Public Comment: None

INFORMATIONAL ITEMS:

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

9. SUBCOMMITTEE MEMBER COMMENTS

Directors 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.

Director Palmer - None

Director Kennedy – Comments on overlapping items between the Grants and Finance Subcommittees – specifically, a recommendation from the Grants Subcommittee to the full Board regarding WFX.

GM Savage – None


10. ADJOURNMENT

Motion to adjourn at 8:56AM.

Motion by: Director Palmer, Second: Director Kennedy.

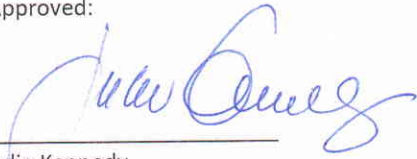
Voice vote: (3-0) All in favor.

Respectfully submitted:



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

Approved:



Julie Kennedy
Director – Los Olivos Community Services District