

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

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=SWpSU0RYZFljZTBkNGphZG41TGs4dz09>
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

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