

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

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 8, 2025.

BUSINESS ITEMS:

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

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

losolivoscscsd@gmail.com, www.losolivoscscsd.com

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

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.

7. BUDGET REPORTS

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

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