

**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=SWpSU0RYZFJlZTBLNGphZG41TGs4dz09>  
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)

The Los Olivos Community Services District is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please call 805.500.4098 or email to [losolivoscscsd@gmail.com](mailto:losolivoscscsd@gmail.com). Any public records, which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at a location to be determined in Los Olivos, California 93441.

## **MEETING AGENDA**

### **1. CALL TO ORDER**

### **2. ROLL CALL**

### **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.

### **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.

### **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](mailto:losolivoscscsd@gmail.com), [www.losolivoscscsd.com](http://www.losolivoscscsd.com)

**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

**6. BUDGET REPORTS**

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

**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.

**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 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 is a member) – quarterly schedule

**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.

**10. ADJOURNMENT**