

Tom Fayram, President
Julie Kennedy, Director
Lisa Palmer, Director
Greg Parks, Director
Nina Stormo, Director



LOS OLIVOS COMMUNITY SERVICES DISTRICT
FINANCE SUBCOMMITTEE MEETING
October 6, 2023 – 8:30 AM
St Mark's in the Valley Episcopal Church
2901 Nojoqui Ave, Los Olivos CA 93441

Posted: 10-2-2023

**Note that General Manager Savage will be participating remotely from:
Double Tree by Hilton - 390 Forsgate Dr, Monroe Township, NJ 08831**

Please observe decorum and instructions from the Subcommittee Chair

Finance Committee: Director Julie Kennedy (Chair), 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=SWpSU0RYZFliZTBLNGphZG41TGs4dz09>
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 8:37 AM.

2. ROLL CALL

Present: Directors Palmer and Kennedy. GM Savage present via zoom per posted notice.

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.

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.

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

losolivoscscsd@gmail.com, www.losolivoscscsd.com

4. APPROVAL OF MEETING MINUTES

Finance Subcommittee (Committee) Meeting minutes of September 4, 2023.

Public Comment:

None.

Motion to approve the meeting minutes for September 4, 2023.

Motion by: Director Palmer, Second: Director Kennedy

Roll Call Vote (3-0)

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 invoices that were received on or before October 2, 2023.

No.	Invoice Date	Invoice #	Provider	Amount
1	9/19/2023	84310	MNS – Engineering and Support Services	\$ 975.00
2	9/12/2023	79881	Aleshire and Wynder - Legal Services	\$ 1,012.00
3	10/1/2023	20239	Savage – General Manager Services and supplies	\$ 5,400.00

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

GM Savage briefly introduces the item and describes the invoices presented. Director Palmer asks GM Savage about his invoice, related to his LAFCO charges on 9/21. GM Savage responds the time listed was not to attend the LAFCO meeting, but to develop the presentation he used in October.

Public Comment:

None.

Motion to recommend invoices to full Board for approval.

Motion by: Director Palmer, Second: Director Kennedy

Roll Call Vote (3-0)

6. BUDGET REPORTS

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

GM Savage covers several points from the attached budget reports. He notes that there is \$114,054 in the District’s “checking account.” He also comments on the on-going upgrade of the County’s FIN system.

Director Palmer asks about the grant from Preservation of Los Olivos. GM Savage responds that the contract has not been signed yet and that POLO has not fully approved providing the funds. He notes that there were some minor changes, in line with Board comments, to the contract. As an example, GM Savage notes that the Board wanted Regen to return and provide an update at the 15% design. He adds that given the timing of things, he may bring the whole contract back at the October full meeting of the Board.

INFORMATIONAL ITEMS:

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

7. 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 – Notes her only comment was the questions about the POLO grant.

Kennedy – None.

Savage – None.

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8. ADJOURNMENT

Motion to adjourn at 8:45 AM.

Motion by: Director Palmer, second: Director Kennedy

Roll call vote (3-0)

Respectfully submitted:



Guy W. Savage

General Manager – Los Olivos Community Services District

Approved:

Julie Kennedy

Director – Los Olivos Community Services District

Chair – Finance Subcommittee