

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



LOS OLIVOS COMMUNITY SERVICES DISTRICT
FINANCE SUBCOMMITTEE MEETING
September 6, 2024 – 8:30 AM

Posted: 9-2-2024

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: President Julie Kennedy (Chair), Vice President 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=SWpSU0RYZFliZTBiNGphZG41TGs4dz09>
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

VP Palmer calls the meeting to order at: 8:31 AM

2. ROLL CALL

Present: VP Palmer, GM Savage

Absent: President Kennedy

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.

VP Palmer opens the floor to public comment

No requests to speak. No audience in attendance.

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 July 3, 2024.

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

losolivoscscsd@gmail.com, www.losolivoscscsd.com

VP Palmer opens the floor to public comment
No requests to speak.

Motion to approve the Consent Agenda.
Motion by: GM Savage, Second VP Palmer
Voice vote: 2-0

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 unpaid invoices that were received on or before September 2, 2024.

No.	Invoice Date	Invoice #	Provider	Amount
1	6/14/2024	87236	A&W – Legal Services	\$ 1,915.20
2	7/3/2024	87876	A&W – Legal Services	\$ 1,117.20
3	8/12/2024	88724	A&W – Legal Services	\$ 1,618.80
4	5/31/2024	86487	MNS – Engineering and Support Services	\$ 790.00
5	6/28/2024	86723	MNS – Engineering and Support Services	\$ 303.75
6	7/9/2024	86857	MNS – Engineering and Support Services	\$ 815.00
7	8/20/2024	87185	MNS – Engineering and Support Services	\$ 2,085.00
8	9/2/2024	20247	Savage – General Manager Services	\$ 6,398.23
9	9/2/2024	20248	Savage – General Manager Services	\$ 4,637.98
10	7/8/2024	00876.005 - 3	GSI – Monitoring Wells (Grant Reimbursable)	\$ 901.25
11	6/30/2024	I-5038	MLH – 2022-23 Audit Services	\$ 2,900.00

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit (2023)	Moss, Levy & Hartzheim, LLP	\$ 2,900.00	\$ 2,900.00

GM Savage provides a brief introduction, noting that this is a catch up as the subcommittee did not meet last month. He adds that when the subcommittee gets to item 6, one can note the \$901.25 as a revenue from the County, as the GSI bill was reimbursable.

VP Palmer opens the floor to public comment
No requests to speak.

Motion to recommend to the full Board of Directors the invoices as presented.
Motion by: VP Palmer, Second GM Savage
Voice vote: 2-0

6. BUDGET REPORTS

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

GM Savage provides a brief walk-through of the budget reports. The subcommittee discusses upcoming expenses and timing of revenue through tax bills. GM Savage notes that there are a few upcoming activities, including a 30% design on a pipeline to carry wastewater from the District to Sunny Fields Park, and the nearly \$70,000 for the WSC and Carollo contracts.

VP Palmer opens the floor to public comment
No requests to speak.

7. CONSIDERATION OF THE AUDIT REPORT FOR YEAR ENDING JUNE 30, 2023 (LOCS D FY 2022-23)

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

losolivoscsd@gmail.com, www.losolivoscsd.com

The Subcommittee will consider making a recommendation to the full Board of Directors regarding the audit report submitted by Moss, Levy & Hartzheim for the fiscal year ended June 30, 2023 (LOCSD fiscal year 2022-23).

GM Savage introduces the item, noting that his concerns with the draft were appropriately addressed by MLH. He then adds that he checked applicable Gov't Code and the District can use MLH for one more audit, as the maximum is six (6) years. He has requested a quote from MLH to complete the FY 2023-24 audit.

VP Palmer opens the floor to public comment
No requests to speak.

Motion to recommend that the full Board of Directors approve the audit report.
Motion by: GM Savage, Second VP Palmer
Voice vote: 2-0

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.

GM Savage – None

VP Palmer – None

9. ADJOURNMENT

Motion to adjourn at 8:42 AM.

Motion by: GM Savage, Second VP Palmer
Voice vote: 2-0