

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



**LOS OLIVOS COMMUNITY SERVICES DISTRICT
FINANCE SUBCOMMITTEE MEETING**

Posted: 3-5-2024

March 8, 2024 – 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 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=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

Chair Kennedy calls the meeting to order at 8:30 AM.

2. ROLL CALL

Present: President Kennedy (Chair), Vice President Palmer, General Manager Savage

Absent: None

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.

Chair Kennedy opens the floor to public comment.

No public in attendance, so no requests to speak.

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 February 9, 2024.

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

losolivoscscsd@gmail.com, www.losolivoscscsd.com

Chair Kennedy opens the floor to public comment.

No requests to speak.

Motion to approve the consent agenda.

Motion by Vice President Palmer, Second: President Kennedy

Voice 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 unpaid invoices that were received on or before March 1, 2024.

No.	Invoice Date	Invoice #	Provider	Amount
1	2/6/2024	876.004-1	GSI – Groundwater Monitoring Wells (Grant Reimbursable)	\$ 13,266.81
2	2/7/2024	24-30118	BC2 Engineering – Groundwater Monitoring Well Drilling / Development (Grant Reimbursable)	\$ 31,662.50
3	2/15/2024	84161	Aleshire & Wynder – Legal Services	\$ 4,073.20
4	2/16/2024		MNS Engineering – Engineering and Support Svcs. (Portions Grant Reimbursable)	\$ 962.50
5	2/27/2024	24-30118.1	BC2 Engineering – Groundwater Monitoring Well Drilling / Development (Grant Reimbursable)	\$ 6,891.25
6	2/28/2024	20242	Savage – General Manager Services (Portions Grant Reimbursable)	\$ 6,785.80

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit (Pre 2023)	Moss, Levy & Hartzheim, LLP	\$ 2,780.00	\$ 4,995.00
Audit (2023)	Moss, Levy & Hartzheim, LLP	\$ 0.00	\$ 2,900.00
30% Hybrid Design	REGEN, LLC.	\$ 25,306.59	\$ 49,693.41
Groundwater Wells	Various	\$ 121,445.00	\$ 59,087.55

GM Savage introduces the collection of invoices. He talks about the Groundwater Monitoring Wells project and notes that it is significantly under budget, primarily due to BC2 coming in well under budget. He notes that the project has had an impact on cash on hand, as the District has been paying bills and has not, yet, sought reimbursement from the County. He adds that the CCRWQCB has made additional requests related to testing of wells and that meetings are being scheduled to better understand their requests. Following brief comments by Vice President Palmer, GM Savage confirms that the project is already on the agenda for full Board discussion on March 13, 2024.

Chair Kennedy opens the floor to public comment.

No requests to speak.

Motion to recommend invoices 1-6 for approval to the full Board of Directors.

Motion by GM Savage; Second; Vice President Palmer

Voice 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 briefly walks through the budget reports, again pointing out the impact of the Groundwater Monitoring Wells project on cash available.

Chair Kennedy opens the floor to public comment.

No requests to speak.

7. DONATION AND/OR GRANT ACCEPTANCE APPROACH AND POLICY

The District recently reviewed two unanticipated grant/donation offers. The offers were for specific actions or purchases to be made by the District. The offers were both at or below \$500.00 (five hundred). Given the amount of time staff spent on the offers was extensive and the potential cost to administer the acceptance of such grants, the Subcommittee will discuss and consider making a recommendation to the full Board of Directors regarding approach and/or policy related to the receipt of such grants/donations. Potential recommendations could include, but are not limited to, updating existing policy, creating new policy, and updating District Bylaws.

Existing law that is applicable for such grants/donations includes Gov Code section 61000 et seq, which states, in part:

“(a) Except as provided in Section 61040.1, a legislative body of five members known as the board of directors shall govern each district. The board of directors shall establish policies for the operation of the district. The board of directors shall provide for the implementation of those policies which is the responsibility of the district’s general manager. “ (Sec 61040).

Existing District Bylaws language that may be applicable to the conversation includes:

8.4 Procurement of Goods and Services

When expenditures are made for the procurement of goods and services, staff will use its best efforts to conform to an informal solicitation process and shall not exceed \$2,500 (two thousand five hundred dollars). Any expenditure for these types of purchases will be brought to the Board of Directors at the next regularly scheduled Board meeting for consideration and ratification.

GM Savage introduces the item. The Subcommittee discusses a potential approach and policy. Discussion includes having an approach that would focus on small amounts of funds. The Subcommittee agrees it would be helpful to create a process the public can follow and reference for non-restricted gifts/grants. After discussion, the Subcommittee agrees that the approach should use \$1,000 as a baseline.

Direction is given to staff to draft a policy or revision to the Bylaws to cover this situation and bring it to the Finance Subcommittee meeting for discussion.

Chair Kennedy opens the floor to public comment.

No requests to speak.

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.

Vice President Palmer – Comments on the Preservation of Los Olivos grant. She notes that something should be done to recognize and thank POLO for their financial support.

President Kennedy – Asks about FY 2024-25 budgeting. GM Savage confirms that next meeting will include discussion about the upcoming Fiscal Year.

9. ADJOURNMENT

Motion to adjourn at 8:57 AM.

Motion Vice President Palmer; Second: President Kennedy

Voice vote 3-0