

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



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

**Posted: 1-2-2024**

**January 5, 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: Vice President 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=SWpSU0RYZFliZTBkNGphZG41TGs4dz09>  
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

**Director Palmer (as Chair Kennedy was absent) calls the meeting to order at: 8:40 AM**

### 2. ROLL CALL

**Present:** Director Palmer, General Manager Savage

**Absent:** Vice President Kennedy (Chair)

### 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.

**Director Palmer opens the floor to public comment.**

No commenters.

### 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 December 11, 2023.

**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)

**Director Palmer opens the floor to public comment.**

No commenters.

**Motion to approve the minutes from December 11, 2023.**

**Motion by: Director Palmer, second: GM Savage**

**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 December 31, 2023.

No.	Invoice Date	Invoice #	Provider	Amount
1	11/21/2023	84418	MNS Engineering – Engineering and Support Svcs.	\$ 2,615.05
2	12/4/2023	1277	REGEN, LLC.	\$ 10,900.00
3	12/21/2023	85048	MNS Engineering – Engineering and Support Svcs.	\$ 1,321.25
4	12/29/2023	202312	Savage – General Manager Services	\$ 6,654.96

Project	Vendor	To Date (inc. above)	Remaining Authorization
Audit	Moss, Levy & Hartzheim, LLP	\$ 2,780.00	\$ 4,995.00
30% Hybrid Design	REGEN, LLC.	\$ 25,306.59	\$ 49,693.41

GM Savage introduces the item. He notes that here is nothing particularly new in the invoices. He notes some delayed billing by MNS. Director Palmer comments that they need to get things in timely. GM Savage comments that he has completed some initial outreach to the Audit firm, adding that the amounts above do not reflect the additional funding for 2023. He closes his comments by noting that a little more than \$1,000 has been spent on the Groundwater Monitoring Well project. He has already added a line for that project to the full board agenda. Director Palmer comments that there is not much backup for REGEN's efforts and she thinks the additional transparency would be helpful.

**Director Palmer opens the floor to public comment.**

No commenters.

**Motion to recommend approval of invoices 1-4 to the full Board of Directors.**

**Motion by: Director 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 briefly walks the subcommittee through the attached budget reports. He comments on the large influx of funds from Property Tax Assessments, he adds that the State Grant funds should arrive before the next meeting (4-6 weeks from 12/11/23), and closes by saying that no new timeline has been set for the County's FIN to Workday transition.

**INFORMATIONAL ITEMS:**

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

**7. 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.

Director Palmer - None  
General Manager Savage - None

**8. ADJOURNMENT**

**Motion to adjourn at: 8:50 AM.**

**Motion by: GM Savage, second: Director Palmer**

**Voice vote 2-0**

Respectfully submitted:



Guy W. Savage  
General Manager – Los Olivos Community Services District

Approved:

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Vice President Kennedy (Chair), Finance Subcommittee