

Tom Fayram, President
Brad Ross, Vice-President
Mike Arme, Director
Lisa Palmer, Director
Tom Nelson, Director



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

Posted: 11-2-2022

November 7, 2022, 9:30 AM

**St Mark's in the Valley Episcopal Church, Parish Hall
2901 Nojoqui Ave, Los Olivos CA 93441**

Please observe decorum and instructions from the Committee Chair

Finance Committee: President Tom Fayram, 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/89407884419?pwd=QmVVCVUMwK2xqSWpoY2pteTJDY0xqUT09>

By Phone:

+1 669 900 6833 US (San Jose)

Meeting ID: 894 0788 4419 Passcode: 208251

One tap mobile: +16699006833,,89407884419#,,,,*208251# US (San Jose)

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MEETING AGENDA

1. CALL TO ORDER

President Fayram called to order at 9:33AM (no Zoom).

2. ROLL CALL

Present: President Fayram, Director Palmer, General Manager Savage

Absent: None

3. DIRECTOR COMMENTS

Directors will give reports on any meetings that they attended on behalf of the Committee and/or choose to comment on various Committee activities.

None

4. 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 can be referred to District staff for discussion and possible action at a future meeting.

No Zoom due to bad meeting link, no public in attendance.

5. ADMINISTRATIVE AGENDA

A. APPROVAL OF MEETING MINUTES

Finance Committee Meeting Minutes of October 10, 2022.

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

losolivoscscsd@gmail.com, www.losolivoscscsd.com

Motion to approve Meeting Minutes.

Motion by: Director Palmer, Second: President Fayram

AYES: President Fayram, Director Palmer, General Manager Savage

NOES: None

ABSTAIN: None

6. BUSINESS ITEMS

A. Review and recommend to full Board of Directors' payment of invoices received by November 1, 2022.

No.	Invoice Date	Invoice #	Provider	Amount
1.	Oct 7, 2022	876.003-4	GSI Water Solutions Inc – Effluent Study	\$4,721.25
2.	Oct 7, 2022	876-001-19	GSI Water Solutions Inc – Groundwater Wells	\$1,013.75
3.	Oct 7, 2022	180392.00	MNS – Engineering and Administrative services	\$1,305.00
4.	Oct 9, 2022	1056	Confluence ES – Effluent Study	\$4,400.00
5.	Oct 11, 2022	71040	Aleshire & Wynder, LLP – Legal Services	\$2,222.67
6.	Oct 17, 2022	1991878	Stantec – 30% Design close-out	\$1,205.75
7.	Oct 31, 2022	221031	Savage – General Manager services	\$4,050.00

Related to invoice #7, President Fayram notes that he has already approved an “over 30” for General Manager Savage for the month of November.

Director Palmer asks GM Savage if there are any red flags in invoices. GM Savage says no, but notes that GSI will exceed the budgeted amount for Groundwater Wells. He indicates that this is due to two reasons: (1) the contract for the wells is now two years old and that work has been done off and on since the initial contract was signed and (2) we are now doing two wells instead of the one that was covered under the original contract.

Discussion ensues about number of hours spent by GM Savage. GM Savage reminds the Committee that in his Six-Month Retrospective October Board Meeting presentation he has averaged 42.6 hours per month and has billed an average of 34.2 hours per month. President Fayram notes that we may not have been realistic enough in our budgeting given the amount of work being done during this fiscal year. Directors thanks GM Savage for his regular “donation” of hours and comment that the District is definitely getting its monies worth and a lot of value for its expenditure.

President Fayram notes the invoice from Confluence ES and asks if the Effluent Study is on track. GM Savage confirms that the Confluence ES/GSI study is on track to deliver a document with recommendations late in November.

Motion to approve Item 6A, a total of seven invoices.

Motion by: Director Palmer, Second: President Fayram

AYES: President Fayram, Director Palmer, General Manager Savage

NOES: None

ABSTAIN: None

B. Review Budget Reports (See Packet)

No Zoom, no public in attendance

No action.

C. Development of a recommendation regarding the sharing of legal counsel billing details.

At the September Regular Meeting of the Board of Directors for the Los Olivos Community Services District, there was a short discussion about the sharing of legal counsel billing detail. Discussion included whether or not the full Board should receive a redacted copy of legal bills, fully reviewed by Finance Committee. Additional brief commentary was received at the October Regular Meeting.

Discussion by all three members of the Finance Committee follows. All three Committee members agree there is a heightened need for clarity and transparency.

Motion to direct the General Manager to add an agenda item to Wednesday, November 9, 2022 meeting to discuss and possibly take action regarding directing staff to include complete monthly legal billing details and waiving attorney-client privilege as to the descriptions provided by District Counsel.

Motion by: Director Palmer, Second: President Fayram

AYES: President Fayram, Director Palmer, General Manager Savage

NOES: None

ABSTAIN: None

8. ADJOURNMENT

Motion to adjourn at 10:01AM.

Motion by: Director Palmer, Second: President Fayram

AYES: President Fayram, Director Palmer, General Manager Savage

NOES: None

ABSTAIN: None

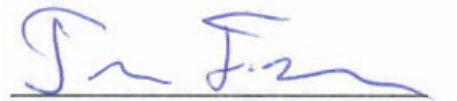
Respectfully submitted:



Guy W. Savage

General Manager – Los Olivos Community Services District

Approved:



Tom Fayram,
President