

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



**LOS OLIVOS COMMUNITY SERVICES DISTRICT**  
**FINANCE SUBCOMMITTEE MEETING**  
**November 9, 2023 – 8:30 AM**  
**St Mark's in the Valley Episcopal Church**  
**2901 Nojoqui Ave, Los Olivos CA 93441**

**Posted: 11-5-2023**

**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

**Chair Kennedy calls the meeting to order at 8:37 AM.**

The meeting start was delayed due to an on-going power outage in the general area of Los Olivos.

### 2. ROLL CALL

**Present:** Chair Kennedy, Director Palmer, GM Savage

**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:** None (none in attendance, no Zoom due to power outage)

### 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.

### 4. APPROVAL OF MEETING MINUTES

Finance Subcommittee (Committee) Meeting minutes of October 6, 2023.

**Public Comment:** None

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

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**Motion to approve minutes of October 6, 2023.**  
**Motion by: Director Palmer, Second: Chair 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 November 1, 2023.

No.	Invoice Date	Invoice #	Provider	Amount
1	10/24/2023	84600	MNS – Engineering and Support Services	\$ 1,488.75
2	06/19/2023	74160	SDRMA – Insurance	\$ 2,932.81
3	10/06/2023	80599	Aleshire and Wynder - Legal Services	\$ 2,046.00
4	10/31/2023	202310	Savage – General Manager Services	\$ 4,050.00

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

GM Savage provides a brief introduction including a note about the A&W filling from Robert Hensley in the amount of \$308. He notes that he asked A&W about the billing and it is accurate. District Counsel O’Neill had asked Mr. Hensley to research the imminent domain issues related to public rights of way.

Public Comment: None

**Motion to recommend to the full Board of Directors’ payment of those unpaid invoices that were received on or before November 1, 2023.**

**Motion by: Director Palmer, Second: Chair Kennedy**  
**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 introduces the item. He points out that the County’s shift to Workday is ongoing and that reports and so on will hopefully be fully under the new County system by next year. He comments that the POLO deposit is what drove the cash balance up this past month. GM Savage adds that he anticipates the rest of the POLO funding in the next several weeks, along with the \$75k from the State WRF. The State WRF grant amount has a specific request process it must go through and he is working it with State employees.

Public Comment: None

**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: Asks about how our new Counsel is performing. GM Savage responds that we received excellent service from prior Counsel and that our new Counsel has experienced a bit of transition confusion, but things seem to be settling down. Director Palmer responds that she just wants to be sure we are getting great service and that we look to be entering a critical time with the District.

GM Savage: None

Chair Kennedy: Asks similar questions regarding MNS support as Director Palmer queried related to A&W. GM Savage responds that things are similar to what they have been for some time. His only comment is that \$105 for administrative

support is expensive. Director Palmer tells GM Savage that he should consider whether a shift for that support to an independent person/organization makes financial sense, and, if so, make a recommendation to the full Board.

**8. ADJOURNMENT**

**Motion to adjourn at 8:57 AM.**

**Motion by: Director Palmer, Second: Chair Kennedy**

**Voice vote 3-0**

Respectfully submitted:



Guy W. Savage

General Manager – Los Olivos Community Services District

Approved:

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Chair Julie Kennedy