

Tom Fayram, President  
Brad Ross, Vice-President  
Julie Kennedy, Director  
Lisa Palmer, Director  
Greg Parks, Director



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

**Posted: 5-1-2023**

**May 4, 2023 – 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 Committee Chair**

**Finance Committee: Director Julie Kennedy, 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=SWpSU0RYZFliZTBiLNGphZG41TGs4dz09>  
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

**The meeting was called to order at: 8:37 AM.**

### 2. ROLL CALL

Attending: Director Kennedy, 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. Committee member requests for future agenda items may also be made at this time.

No comments.

### 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 may be referred to District staff for discussion and possible action at a future meeting.

No comments.

### 5. ADMINISTRATIVE AGENDA

#### A. APPROVAL OF MEETING MINUTES

Finance Committee Meeting Minutes of April 7, 2023.

Public Comment: No comments.

**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)

Motion to approve the meeting minutes of April 7, 2023.

Motion by: Director Palmer, Second: Director Kennedy. Voice vote: (3-0) All in favor.

## 6. BUSINESS ITEMS

### A. Review and recommend to full Board of Directors' payment of invoices received by May 1, 2023.

| No. | Invoice Date | Invoice # | Provider                                       | Amount      |
|-----|--------------|-----------|--|-------------|
| 1.  | 4/13/2023    | 74960     | Aleshire & Wynder – Legal Services             | \$ 4,312.99 |
| 2.  | 3/7/2023     | 1091      | Confluence ES – Effluent Disposal Study        | \$ 550.00   |
| 3.  | 4/30/2023    | 20234     | Savage – General Manager and District Services | \$ 3,611.25 |

| Project        | Vendor                      | To Date<br>(inc. above) | Remaining<br>Authorization |
|----------------|-----------------------------|-------------------------|----------------------------|
| Effluent Study | GSI                         | \$ 15,317.50            | \$ 4,182.50                |
| Effluent Study | ConfluenceES                | \$ 19,421.20            | \$ 1,028.80                |
| Audit          | Moss, Levy & Hartzheim, LLP | \$ 2,500.00             | \$ 5,275.00                |

Public Comment: No comments.

Motion to approve business item 6A.

Motion by: Director Palmer, Second: Director Kennedy. Voice vote: (3-0) All in favor.

### B. Review Budget Reports

GM Savage points out that property tax revenues have been received, thereby making the cash balance increase. General discussion about need for an MHI study follows. Director Kennedy asks if there are any known invoices that might come in this fiscal year, beyond the normal set. GM Savage responds by saying that there is not much work being performed by contractors, beyond the usual staff-type support. Director Palmer asks about whether the County EHS grant might be available to help with paying for the MHI study, with Director Kennedy saying she is estimating the total cost to be around \$50,000.

Public Comment: No comments.

### C. Audit Report Review

Directors note that there is nothing of consequence in the report, with GM Savage noting that the 2022 report is nearly complete. He adds that there is no action and that he will sign/return the necessary documents to Moss, Levy & Hartzheim.

Public Comment: No comments.

### D. Fiscal Year 2023-24 Budget Discussion

The committee generally discusses the upcoming budget cycle. GM Savage notes that what is presented at budget time is more of a spending plan than a ridged budget, adding that funds are regularly moved between various line-items by the Board without any significant action required to make it happen. Directors Palmer and Kennedy offer ways to make the budgeting processes be more informative for the public and Board. They note that additional emphasis on grant assistance, spending assumptions on contractual services, and other documentation would be helpful. Director Palmer notes her desire to see funds set aside for workshop related expenses (noticing, outreach, facilitator). Director Kennedy notes that as a member of the Grants Subcommittee, she thinks more direction from the Technical Subcommittee related to funding needs would be very helpful.

Public comment: Kathryn Rohrer speaks.

## 7. ADJOURNMENT

Motion to adjourn at 9:06 AM.


Motion by: GM Savage, Second: Director Palmer. Voice vote: (3-0) All in favor.

Respectfully submitted:



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

Approved:



Lisa Palmer or Julie Kennedy  
Director – Los Olivos Community Services District