

**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: 4-1-2024**

**April 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: 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=SWpSU0RYZFliZTBiNGphZG41TGs4dz09>  
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**

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

### **2. ROLL CALL**

**Present: President Kennedy, 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.

**President Kennedy opens the floor to public comment.**

**No public in attendance, 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 March 8, 2024.

**President Kennedy opens the floor to public comment.**

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

[losolivoscsd@gmail.com](mailto:losolivoscsd@gmail.com), [www.losolivoscsd.com](http://www.losolivoscsd.com)

No requests to speak.

**Motion to approve the minutes from March 8, 2024.**

**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	3/4/2024	1301	REGEN – 30% Engineering – Hybrid Models	\$ 22,000.00
2	3/7/2024	84901	Aleshire & Wynder – Legal Services	\$ 1,596.00
3	3/8/2024	876.004-2	GSI – Groundwater Monitoring Wells (Grant Reimbursable)	\$ 12,040.55
4	3/25/2024	85897	MNS Engineering – Engineering and Support Srvcs.	\$ 1,162.50
5	3/31/2024	20243	Savage – General Manager Services (Portions Grant Reimbursable)	\$ 5,199.19
6	4/1/2024	326BDB28-0005	Streamline – Website software	\$ 756.00

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.	\$ 47,306.59	\$ 27,693.41
Groundwater Wells	Various	\$ 85,855.57	\$ 35,589.60

GM Savage provides a brief introduction.

**President Kennedy opens the floor to public comment.**

**No requests to speak.**

Vice President Palmer asks questions about A&W invoices with GM Savage responding. A short conversation follows regarding responses to the public requests for information ensues.

**Motion to recommend invoices for approval.**

**Motion by: Vice President Palmer, Second: President 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 provides an overview of the budget reports. He notes that he is particularly focused on understanding how revenues are being captured as some things appear to be missing.

**President Kennedy opens the floor to public comment.**

No requests to speak.

**7. DONATION AND/OR GRANT ACCEPTANCE POLICY**

The District recently reviewed two unanticipated grant/donation offers. At the March 8, 2024 meeting of the Finance Subcommittee, direction was given to staff to develop a draft policy and return to the April 2024 Finance Subcommittee

for review of the draft policy. As part of the direction, the Finance Subcommittee members suggested a \$1,000 authorization limit on grants and donations be given to the General Manager as an acceptance level. 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).

GM Savage provides a brief overview of the resolution. He notes that after discussion with Counsel, it was decided that a Resolution, versus a Policy or update to Bylaws was the most effective approach.

**President Kennedy opens the floor to public comment.**

No requests to speak.

**Motion to recommend approval of Donations Resolution by the full Board of Directors.**

**Motion by: Vice President Palmer, Second: President Kennedy**

**Voice vote 3-0**

**8. FISCAL YEAR 2024-25 (FY 2024-25) BUDGET**

The General Manager will present his draft budget for the Fiscal Year 2024-25. The District Fiscal Year runs from July 1, 2024 to June 30, 2025.

GM Savage provides an overview of the preliminary/draft budget and approach he plans to take at next week’s meeting/workshop. The Subcommittee discusses the importance of the budget, potential grant revenues, and how much should be held in reserve to ensure maximum grant opportunities.

**President 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.

**9. 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 - None

President Kennedy - None

General Manager Savage – None

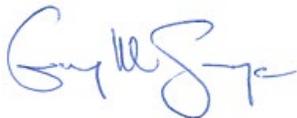
**10. ADJOURNMENT**

**Motion to adjourn at 9:13 AM**

**Motion by: Vice President Palmer, Second: President Kennedy**

**Voice vote 3-0**

Respectfully submitted:



Guy W. Savage

General Manager – Los Olivos Community Services District

Approved:

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President Julie Kennedy