

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: 6-28-2024**

**July 3, 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=SWpSU0RYZFliZTBLNGphZG41TGs4dz09>  
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: 8:30 AM**

### 2. ROLL CALL

**Present: President (Chair) 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.

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

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 June 7, 2024.

**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)

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

No requests to speak

**Motion to approve the consent agenda.**

**Motion by: VP 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 June 28, 2024.

| No. | Invoice Date | Invoice #     | Provider  | Amount       |
|-----|--------------|---------------|---|--------------|
| 1   | 6/13/2024    | 00876.005 - 1 | GSI – Monitoring wells – split sample, add constituents, report (Grant Reimbursable)                        | \$ 14,739.76 |
| 2   | 6/14/2024    | 00876.005 - 2 | GSI – Monitoring wells – split sample, add constituents, report, lab reports, draft TM (Grant Reimbursable) | \$ 2,231.25  |
| 3   | 6/14/2024    | 7948          | SDRMA – Annual Insurance  | \$ 2,769.86  |
| 4   | 6/28/2024    | 20246         | Savage – GM Services (Portions Grant Reimbursable)  | \$ 6,345.99  |

Each year, the District is billed via a Journal Entry for usage of the County’s financial system, FIN. The amount billed for this past year is shown below. Payment was approved by the GM, consistent with his authorization.

| No. | Invoice Date | Invoice #     | Provider                          | Amount    |
|-----|--------------|---------------|-----------------------------------|-----------|
| 1   | 6/10/2024    | JOURNAL ENTRY | County of Santa Barbara FIN Usage | \$ 836.00 |

| 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             |
| Groundwater Wells | Various                     | \$ 107,215.50        | \$ 14,229.50            |
|                   |                             |                      |                         |

GM Savage briefly introduces the item, noting that there isn’t anything spectacular in the invoices. He adds that he included a Journal Entry section this month, as it is an annual billing that the District must pay, and he wanted to ensure full transparency on the payment that has already been made.

President Kennedy asks whether the SDRMA insurance includes professional liability. GM Savage says he will get the answer and bring it to the full Board meeting.

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

No requests to speak.

**Motion to recommend approval of invoices, as presented.**

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

**Voice vote 3-0**

**BUDGET REPORTS**

The General Manager will review the most recent budget reports (attached) and comment on changes to financial systems.

GM Savage walks through the provided budget reports. He notes that he performed some cleanup of the spreadsheets behind the cash balance chart. GM Savage comments that the County’s transition to Workday still has no timeline.

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

No requests to speak.

**6. CONSIDERATION OF THE DRAFT AUDIT REPORT FOR YEAR ENDING JUNE 30, 2023 (LOCSD FY 2022-23)**

The Subcommittee will consider making a recommendation to the full Board of Directors regarding the draft audit report submitted by Moss, Levy & Hartzheim for the fiscal year ended June 30, 2023 (LOCSD fiscal year 2022-23). GM Savage notes that while no recommendation action is required, he agendaized the item such that the subcommittee could consider making a recommendation to the full Board of Directors. GM Savage notes to clarifications he would like: page 43 of agenda – include wells as a 30 year item and page 46 of agenda – what was depreciated versus not depreciated.

President Kennedy asks what was depreciated previously, specifically, was it the Stantec work.

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

No requests to speak.

GM Savage asks if the subcommittee wants to make a recommendation to the full Board of Directors. VP Palmer says she would like to make sure we understand before this group makes a recommendation.

President Kennedy notes that it is nice that there are no findings.

GM Savage notes that we may need to switch vendors for our next audit.

**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.

Vice President Palmer – Asks about the WRDA funding, GM Savage responds there is a mistake in the bill, the amount should be \$462,500. She then asks about the bond on the upcoming ballot.

President Kennedy – none

GM Savage – none

**8. ADJOURNMENT**

**Motion to adjourn at 8:47 AM.**

**Motion by: Director Palmer; Second: Director 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