

**NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF OLANCHA COMMUNITY SERVICES DISTRICT**

**Date: May 27, 2026**

**Time: 1830**

**MEETING MINUTES**

**ADOPTED**

**IN ATTENDANCE: Bob Olin, Acting Chair  
Jennifer Gordon, Director  
Dennis Smith, Director  
Daniel Smith, Fire Chief  
Shiela Ward, Secretary**

**PUBLIC IS ENCOURAGED TO ATTEND**

**1. CALL TO ORDER – 18:30 May 27,2026**

**Meeting called to order by Acting Chair, Bob Olin at 6:30 pm**

**2. APPROVAL OF AGENDA May 20, 2026**

**Agenda was not approved due to the resignation of Ryan Chavira**

**A. Approval of Agenda**

Motion by: D. Smith Second by: J. Gordon

Chavira \_\_ J. Gordon \_\_ Olin \_\_ Smith \_\_\_\_

**3. CONSENT AGENDA (Staff recommends approval of consent items by one motion.)**

**A. Adopt Minutes of the regular meeting on April 24, 2026 & special meeting May 20, 2026**

**B. Approval of Auditor Statements/Financials for Month of April**

Motion by: J. Gordon Second by: D. Smith

Chavira \_\_ J. Gordon Y Olin Y Smith Y

**4. Action Items - All Action Items were pulled from agenda. These will be scheduled for a future meeting.**

- A. Brown Act Training with Christy Milovich**
- B. Appointment to fill vacancy of Neale Gordon**
- C. Review revised By Laws for the Olancha Community Service District**
- D. New Election of Board Officers Positions on the board**

**5. Old Business**

- A. Olancha Safety and Service Day – Fire Chief D. Smith will get the outline of the Grant and reporting guidelines. The date is tentatively scheduled for June 13, 2026**

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_  
Chavira \_\_\_ J. Gordon \_\_\_ Olin \_\_\_ Smith \_\_\_

**New Business – Pulled from the agenda. Will post special meeting.**

- A. Appointment to fill vacancy of Neale Gordon**

Motion by: \_\_\_\_\_ Second by \_\_\_\_\_  
Chavira \_\_\_ J. Gordon \_\_\_ Olin \_\_\_ Smith \_\_\_\_\_

- B. New Election of Board Officers Positions on the board**

Board Chair: \_\_\_\_\_  
Vice Chair: \_\_\_\_\_  
Board Secretary: \_\_\_\_\_

Motion by: \_\_\_\_\_ Second by \_\_\_\_\_  
Chavira \_\_\_ J. Gordon \_\_\_ Olin \_\_\_ Smith \_\_\_\_\_

**5. REPORTS**

- A. Fire Chief**

Motion by: \_\_\_\_\_ Second by \_\_\_\_\_  
Chavira N/A J. Gordon Y Olin Y Smith Y

**5. Future Agenda Request:**

**6. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA** (comments are limited to 3 minutes per person and 30 minutes per item)

K. Palley clarified that the applicants for the Board position would have the opportunity to show what they can bring to the department during the Special Meeting.

The department received 4 letters of interest for the Board position

Local resident asked if Mike Metcalf still had a department vehicle. Fire Chief confirmed he did.

**7. DIRECTOR COMMENTS ON ITEMS NOT ON THE AGENDA**

**8. CLOSED SESSION – pulled from agenda**

**A. Fire Chief Performance Evaluation (Government Code §54**

**9. CLOSED SESSION REPORT N/A**

**ADJOURNMENT Motion D. Smith\_\_ 2<sup>nd</sup> \_\_J. Gordon\_\_ All in Favor 3/3  
: Absent**

**This Agenda was posted on May 22th, 2025 by OCSO board secretary Shiela Ward.**

**Next regular meeting of the board of directors: June 17, 2026 Time:18:30**

**Public Comments:** Members of the public may comment on items on the agenda before the Board takes action on that item, or for closed session items, before the Board goes into closed session. Comments on items not on the agenda, and over which the Board has jurisdiction, may be made under “Public Comments on Items not on the Agenda,” but the Board may not take action on any issues raised during this time. All comments by members of the public are limited to three minutes per speaker.

**Copy of Records:** Copies of public records related to open session items are available at the administrative office of the District at 689 Shop St. Olancho, CA 93549.

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