



March 29, 2021

TO: Finance Advisory Committee
FROM: Laura Durban, Administrative Services Manager
SUBJECT: **Agenda Item 2 – 03/29/2021 FAC Meeting**
Approve Prior Meeting Minutes

President
Christine M. Womack

Vice President
Matthew D. Fourcroy

Directors
Charles L. Cesena
Troy C. Gatchell
Marshall E. Ochylski

General Manager
Ron Munds

District Accountant
Robert Stilts, CPA

Unit Chief
Eddy Moore

Battalion Chief
Paul Provence

DESCRIPTION

Attached are the minutes of the Finance Advisory Committee (FAC) meeting held March 1, 2021 for your review and approval.

STAFF RECOMMENDATION

Staff recommend that the Finance Advisory Committee adopt the following Motion:

Motion: I move that the Finance Advisory Committee approve the minutes of the FAC meeting held March 1, 2021.

Attachment
03/01/2021 Finance Advisory Committee Minutes

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Los Osos Community Services District
DRAFT - Minutes of the Finance Advisory Committee Meeting
March 01, 2021 at 5:30 p.m. at the District Office

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p>1. Call to Order and Roll Call</p>	<p>Chairperson Womack called the meeting to order at 5:32 p.m.</p> <p><u>Roll Call:</u></p> <p>Sandra Cirilo, Committee Member – Present Lisa Gonzalez, Committee Member – Present Bea Jansen, Committee Member – Absent Alyce Thorp, Committee Member – Present Marshall Ochylski, Vice Chairperson – Present Christine Womack, Chairperson – Present</p> <p><u>Staff:</u></p> <p>Ron Munds, General Manager Laura Durban, Administrative Services Manager</p>	
<p>2. Approve FAC Meeting Minutes of February 1, 2021</p>	<p>Administrative Services Manager Durban presented the minutes for approval.</p> <p>Vice Chairperson Ochylski commented that in section 11 the word ‘to’ should be ‘do’.</p> <p>Administrative Services Manager Durban commented that she would adjust that before posting the approved minutes.</p> <p>Public Comment - None</p> <p>Committee Member Gonzalez made a motion that the Committee approve the minutes of February 1, 2021 with the adjustment of ‘to’ to ‘do’ in Agenda Item 11. The motion was seconded by Committee Member Cirilo and the motion passed unanimously.</p>	<p>Action: File Approved Minutes adjusting ‘to’ to ‘do’ in Agenda Item 11.</p>
<p>3. Present Board Approved 2021 Work Plan for FAC</p>	<p>General Manager Munds presented the Board Approved 2021 Work Plan for FAC.</p> <p>Committee Member Gonzalez commented on Fiscal Policies and having procedures for everything the District does.</p> <p>Public Comment – Julie Tacker commented on the budget for the Ferrell Ave Pathway Project and a cost benefit for the pathway.</p> <p>The Committee discussed the Pathway Project.</p>	<p>Action: None</p>
<p>4. Review of Board Item Regarding Approval of Warrant Register for February 2021</p>	<p>Administrative Services Manager Durban presented the Warrants for review.</p> <p>Public Comment – None</p> <p>Committee Member Gonzalez made a recommendation that the Board approve the Warrants of February 2021. The motion was seconded by Committee Member Thorp and the motion carried with unanimous consent.</p>	<p>Action: The Committee recommended that the Board approve the Warrant Register for February 2021.</p>
<p>5. Review of Board Item Regarding Financial Reports for the Period Ending January 31, 2021</p>	<p>General Manager Munds presented the Financial Reports for approval as presented in the packet, inquiring if the FAC would like the cash summary brought quarterly to the Committee for the whole fiscal year.</p> <p>The Committee discussed the clean reports; the CalFire contract, cost of the contract, and cost of the Fire Truck; voiced support for having the cash summary for the current Fiscal Year quarterly.</p> <p>Public Comment – None</p> <p>Committee Member Cirilo made a recommendation that the Board receive and file the Financials of January 31, 2021. The motion was seconded by Committee Member Gonzalez and the motion carried with unanimous consent.</p>	<p>Action: The Committee recommended that the Board receive and file the Financials for the period ending January 31, 2021.</p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
6. Public Comments on Items NOT on this Agenda	None	
7. Schedule Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday, March 29, 2021 unless otherwise noted.	
11. Closing Comments by FAC Committee	<p>Committee Member Cirilo inquired about late fees and customers falling behind in payments.</p> <p>General Manager Munds responded that he would provide the information at the next FAC meeting commenting that the District is doing good and that the staff is working on strategy and updating procedures for delinquent accounts due to not being able to lock out.</p> <p>Committee Member Gonzalez commented that Los Osos Cares and Estero Bay Womenade has funds available to help residents in need pay their utility bills.</p> <p>Vice Chairperson Ochylski and Chairperson Ochylski thanked the Staff and the Committee.</p>	
12. Adjournment	The meeting adjourned at 6:10 p.m.	

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