

**Los Osos Community Services District
Minutes of the Finance Advisory Committee Meeting
February 04, 2020 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p>1. Call to Order, Flag Salute and Roll Call</p>	<p>Chairperson Ochylski called the meeting to order at 5:30 p.m. and Vice Chairperson Womack lead the flag salute.</p> <p><u>Roll Call:</u></p> <p>Sandra Cirilo, Committee Member – Present Lisa Gonzalez, Committee Member – Absent Cheri Grimm, Committee Member – Absent Bea Jansen, Committee Member – Absent Alyce Thorp, Committee Member – Present Christine Womack, Vice Chairperson – Present Marshall Ochylski, Chairperson – Present</p> <p><u>Staff:</u> Ron Munds, General Manager Laura Durban, Administrative Services Manager</p>	
<p>2. Approve FAC Meeting Minutes of January 6, 2020</p>	<p>Administrative Services Manager Durban presented the minutes for approval.</p> <p>Committee Member Thorp made a motion that the Committee approve the minutes of January 6, 2020. Committee Member Cirilo recusing herself from the vote.</p>	<p>Action: Bring Minutes to next FAC meeting for approval.</p>
<p>3. Review of Board Item Regarding Approval of Warrant Register for January 2020</p>	<p>Administrative Services Manager Durban presented the Warrants for approval.</p> <p>General Manager Munds commented on warrants for Criterion, Badger Meters, Moss Levy & Hartzheim LLP, and U.S. Bank.</p> <p>Committee Member Cirilo inquired about check 28464 for Office Depot.</p> <p>Vice Chairperson Womack inquired about Tribune and Mission Linen charges.</p> <p>Public Comment – Julie Tacker inquired about rebate for water heater; inquired about Director’s Compensation.</p> <p>Committee Member Thorp made a motion that the Committee recommend that the Board approve the warrants of January 2020. The motion was seconded by Committee Member Cirilo and passed by unanimous consent.</p>	<p>Action: The Committee recommended that the Board approve the Warrant Register for January 2020.</p>
<p>4. Review of Board Item Regarding Financial Reports for the Period Ending December 31, 2019</p>	<p>General Manager Munds presented the Financial Reports for approval as presented in the packet.</p> <p>Committee Member Thorp inquired about Vacation Accruals.</p> <p>Administrative Services Manager Durban responded on the hours an employee receives and the amount an employee is allowed to accrue.</p> <p>Public Comment – Julie Tacker inquired about the Low-Income Assistance account and wants to know what the District will do with the remaining money.</p> <p>General Manager Munds responded that it is something that will have to be brought back to the Board.</p> <p>Committee Member Thorp made a motion that the Committee recommend that the Board receive and file the Financials of December 31, 2019. The motion was seconded by Committee Member Cirilo and passed by unanimous consent.</p>	<p>Action: The Committee recommended that the Board receive and file the financials for the period ending December 31, 2019</p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
5. Review of Board Item 2019/2020 Mid-Year Budget Adjustments	<p>General Manager Munds presented the Board Item 2019/2020 Mid-Year Budget Adjustments that is included in the packet giving an opportunity for committee and public to comment after going over each Fund.</p> <p>Public Comment – Richard Margetson inquired if Budget is approved will the accounting system automatically adjust the monthly draws from the different fund accounts to Administration.</p> <p>Committee Member Cirilo inquired about an upcoming purchase of a Fire Engine.</p> <p>Julie Tacker inquired about the Diablo Grant and if other Funds at the District will be receiving funds from the Diablo Grant.</p> <p>Richard Margetson inquired about the amount in Drainage Reserves being close to the number that was reduced when expenses were taken from Drainage in a previous year; about the Reserve being trued-up for the future.</p> <p>Chairperson Ochylski inquired if Dog Park expenditures are on hold.</p> <p>Julie Tacker commented on Parks and Recreation Fund surplus coming from a portion of the taxes; on if that percentage will be a trend or change to another fund until the District has a strategic plan.</p> <p>Richard Margetson agreed with Julie Tacker and commented that Parks and Recreation funding should be a topic in budget hearings.</p> <p>Julie Tacker commented on Director’s Compensation.</p> <p>Committee Member Thorp made a motion that the Committee recommends that the Board Approve and File the District’s 2019/2020 Mid-Year Budget Adjustments. The motion was seconded by Committee Member Cirilo and passed by unanimous consent.</p>	<p>Action: The Committee recommended that the Board Approve and File the District’s 2019/2020 Mid-Year Budget Adjustments</p>
6. Public Comments on Items NOT on this Agenda	<p>President Ochylski commented on the importance of writing 2020 and not just 20 on a check.</p> <p>Julie Tacker commented about the Sewer Rate increase, the meeting had late notice, low turnout, and not recorded for the public; inquired about the CSD offering an opportunity to have an open forum in the future for those looking for more details.</p>	
7. Schedule Next FAC Meeting	<p>The next meeting of the Financial Advisory Committee is scheduled for Monday, March 2, 2020 unless otherwise noted.</p>	
8. Closing Comments by FAC Committee	<p>Committee Member Thorp commented on the Mid-Year Budget being a much easier format to read and understand.</p>	
9. Adjournment	<p>The meeting adjourned at 6:13 p.m.</p>	