



February 1, 2021

TO: Finance Advisory Committee
FROM: Laura Durban, Administrative Services Manager
SUBJECT: **Agenda Item 3 – 02/01/2021 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
Scott M. Jalbert

Battalion Chief
Paul Provence

DESCRIPTION

Attached are the minutes of the Finance Advisory Committee (FAC) meeting held January 4, 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 January 04, 2021.

Attachment
01/04/2021 Finance Advisory Committee Minutes

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Los Osos Community Services District
DRAFT - Minutes of the Finance Advisory Committee Meeting
January 4, 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 Ochylski called the meeting to order at 5:33 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 – Absent Christine Womack, Vice Chairperson – Present Marshall Ochylski, Chairperson – Present</p> <p><u>Staff:</u></p> <p>Ron Munds, General Manager Laura Durban, Administrative Services Manager</p>	
<p>2. Presentation – Fiscal Year 2019/2020 Audit Report</p>	<p>General Manager Munds introduced the Draft Audit to the Finance Advisory Committee and C.P.A. Travis Hole, a Partner at Moss, Levy and Hartzheim LLP, to present the Draft Audit for 2019-2020 to the FAC Committee.</p> <p>C.P.A. Hole gave an overview of the Draft Audit and commended the staff for the great work they did this year.</p> <p>Chairperson Ochylski commended the staff as there have been issues in the past.</p> <p>Committee Member Thorp emailed in for the record that: the CSD should be pleased about the audit, certainly a good path for the CSD to be on.</p> <p>Public Comment - None</p> <p>Committee Member Gonzalez made a motion that the Committee recommends that the Board receive and file the District’s Fiscal Year 2019-2020 Financial Audit. 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 District’s Fiscal Year 2019-2020 Financial Audit</p>
<p>3. Approve FAC Meeting Minutes of November 30, 2020</p>	<p>Administrative Services Manager Durban presented the minutes for approval.</p> <p>Public Comment - None</p> <p>Committee Member Gonzalez made a motion that the Committee approve the minutes of November 30, 2020. The motion was seconded by Committee Member Cirilo and the motion passed unanimously.</p>	<p>Action: File Approved Minutes.</p>
<p>4. Review of Board Item Regarding Approval of Warrant Register for December 2020</p>	<p>Administrative Services Manager Durban presented the Warrants for review.</p> <p>Committee Member Gonzalez inquired about check 30243 to Home Depot for boat shop supplies.</p> <p>Committee Member Cirilo inquired about the warrant to AGP video.</p> <p>Public Comment – Julie Tacker commented on Directors Compensation and the boat shop repair voucher and if the CSD/CalFire contract speaks to that.</p> <p>Committee Member Gonzalez made a recommendation that the Board approve the Warrants of December 2020. The motion was seconded by Committee Member Cirilo and the motion carried with unanimous consent.</p>	<p>Action: The Committee recommended that the Board approve the Warrant Register for December 2020.</p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
5. Review of Board Item Regarding Financial Reports for the Period Ending November 30, 2020	<p>General Manager Munds presented the Financial Reports for approval as presented in the packet, commenting that the mid-year budget adjustments will be brought to the next FAC meeting.</p> <p>Public Comment – Julie Tacker inquired about repurposing the Low Income Assistance Fund</p> <p>General Manager Munds commented on a meeting he had with the Executive Directors from the Morro Bay Estuary Program and The Community Foundation. Their position is that the funds are for sewer related low income costs. The District will talk with the County about a way to use the funds for low income assistance.</p> <p>Committee Member Cirilo made a recommendation that the Board receive and file the Financials of November 30, 2020. The motion was seconded by Committee Member Gonzalez and the motion carried with unanimous consent.</p>	Action: The Committee recommended that the Board receive and file the Financials for the period ending November 30, 2020.
6. Utilities Department Update	<p>General Manager Munds presented the Utility Department Update as presented in the packet</p> <p>Public Comment – Lynette Tornatzky inquired how long does the tank coatings last as the 16th Street Tanks where done in 2010.</p> <p>General Manager Munds responded that due to the corrosive nature of our climate, 10 years is good for tank coatings based on 16th Street Tanks location and exposure on that hill; commented that the District is trying to implement more frequent inspections and do preventative maintenance.</p>	Action: None
7. Public Comments on Items NOT on this Agenda	None	
8. Schedule Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday, February 1, 2021 unless otherwise noted.	
9. Closing Comments by FAC Committee	<p>Committee Member Gonzalez commented that if anyone in the community is looking for assistance to reach out to Los Osos Cares and Estero Bay Womenade have financial assistance available, as well as a community dinner every Thursday starting at 4:30pm at the Community Center.</p> <p>Chairperson Ochylski thanked the Committee for their service over the years.</p>	
10. Adjournment	The meeting adjourned at 6:14 p.m.	