



May 03, 2021

TO: Finance Advisory Committee
FROM: Laura Durban, Administrative Services Manager
SUBJECT: **Agenda Item 2 – 05/03/2021 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 29, 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 29, 2021.

Attachment
03/29/2021 Finance Advisory Committee Minutes

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Los Osos Community Services District
DRAFT - Minutes of the Finance Advisory Committee Meeting
March 29, 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. commenting that Julian Metcalf will be a new Finance Advisory Committee Member starting at the May 3, 2021 meeting.</p> <p><u>Roll Call:</u></p> <p>Sandra Cirilo, Committee Member – Absent Lisa Gonzalez, Committee Member – Present Bea Jansen, Committee Member – Present Alyce Thorp, Committee Member – Present Marshall Ochylski, Vice Chairperson – Absent 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 March 1, 2021</p>	<p>Administrative Services Manager Durban presented the minutes for approval commenting that the last two agenda items are numbered incorrectly and will be adjusted in approved minutes.</p> <p>Public Comment - None</p> <p>Committee Member Gonzalez made a motion that the Committee approve the minutes of March 1, 2021. The motion was seconded by Committee Member Thorp and the motion passed unanimously.</p>	<p>Action: File Approved Minutes</p>
<p>3. Review of Board Item Regarding Approval of Warrant Register for March 2021</p>	<p>Administrative Services Manager Durban presented the Warrants for review.</p> <p>The Committee thanked the staff for having clean, organized and easy to read warrants.</p> <p>Committee Member Womack inquired about Check 30507 to USA Blue Book.</p> <p>General Manager Munds responded that they are a utility supplier and we purchased a pump for drainage.</p> <p>Public Comment – None</p> <p>Committee Member Jansen made a recommendation that the Board approve the Warrants of March 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 approve the Warrant Register for March 2021.</p>
<p>4. Review of Board Item Regarding Financial Reports for the Period Ending February 28, 2021</p>	<p>General Manager Munds presented the Financial Reports for approval as presented in the packet.</p> <p>Committee Member Thorp inquired if there would be an open house once the new Fire Truck is purchased.</p> <p>Committee Member Gonzalez inquired about BMC and the Low-Income account.</p> <p>Public Comment – None</p> <p>General Manager Munds commented on the Low-Income Assistance Fund/Community Foundation and the steps taken to move forward with seeing how the District can use the funding available.</p> <p>Committee Member Gonzalez made a recommendation that the Board receive and file the Financials of February 28, 2021. The motion was seconded by Committee Member Jansen 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 February 28, 2021.</p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
5. Utility Department Updates	<p>General Manager Munds presented the Utilities Department updates and CIP Project Review as presented in the packet.</p> <p>The Committee discussed tank rehabilitation, preventative maintenance and the Water Quality Trust reserve.</p> <p>Public Comment – None</p>	
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, May 3, 2021 unless otherwise noted.	
8. Closing Comments by FAC Committee	<p>General Manager Munds commented that at the May 3, 2021 meeting the Finance Advisory Committee will be discussing the Auditor Proposal, Preliminary Budget for 2021/2022 and Updates to District Fees.</p> <p>Chairperson Womack commented that the May 31, 2021 meeting will fall on a holiday and inquired if the Committee would be okay with the meeting being on Tuesday June 1, 2021.</p> <p>The Committee voiced support for Tuesday June 1, 2021.</p> <p>Committee Member Jansen commented that she will not be able to attend the May 3, 2021 meeting.</p> <p>Chairperson Womack thanked the Committee and Staff.</p>	
9. Adjournment	The meeting adjourned at 6:19 p.m.	