

**Los Osos Community Services District
Minutes of the Finance Advisory Committee Meeting
January 06, 2020 at 5:30 p.m. at the District Office**

| AGENDA ITEM | DISCUSSION | FOLLOW-UP |
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| 1. Call to Order, Flag Salute and Roll Call | <p>Chairperson Ochylski called the meeting to order at 5:31 p.m. and Committee Member Thorp lead the flag salute.</p> <p><u>Roll Call:</u></p> <p>Sandra Cirilo, Committee Member – Absent Lisa Gonzalez, Committee Member – Present Cheri Grimm, Committee Member – Absent Bea Jansen, Committee Member – Present 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> | |
| 2. Approve FAC Meeting Minutes of December 9, 2019 | <p>Administrative Services Manager Durban presented the minutes for approval.</p> <p>Committee Member Gonzalez commented that her last name was spelled incorrectly in two sections of the minutes and recommended running a spell check on names in the future.</p> <p>Committee Member Jansen commented that Committee Member Cirilo's last name only has one L and it was misspelled in item 2.</p> <p>Committee Member Gonzalez made a motion that the Committee approve the minutes of December 9, 2019. The motion was seconded by Committee Member Jansen and the motion carried by unanimous consent.</p> | Action: File Approved Minutes. |
| 3. Review of Board Item Regarding Approval of Warrant Register for December 2019 | <p>Administrative Services Manager Durban presented the Warrants for approval.</p> <p>Committee Member Jansen inquired what the gym equipment was for.</p> <p>ASM Durban responded that it is for the Fire Department.</p> <p>General Manager Munds commented that page 3, check number 29424 to Filippini and Thompson was an emergency repair that was made to 8th Street Well; that page 4, check 29445 to Superior Tank Solutions was for refurbishment of 10th Street Reservoir.</p> <p>Committee Member Gonzalez inquired about other budgeted improvements for this year.</p> <p>GM Munds responded the District is working on the SCADA project, the Water Line project, and the Program C test well.</p> <p>Public Comment – Julie Tacker inquired about the Tree Removal on Loma.</p> <p>GM Munds responded that the District had to have a eucalyptus tree removed because it was causing issues to the property.</p> <p>Committee Member Jansen made a motion that the Committee recommend that the Board approve the warrants of December 2019. The motion was seconded by Committee Member Gonzalez and passed by unanimous consent.</p> | Action: The Committee recommended that the Board approve the Warrant Register for December 2019. |

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| 4. Review of Board Item Regarding Financial Reports for the Period Ending November 30, 2019 | <p>General Manager Munds presented the Financial Reports for approval, commenting that all the Funds except Fund 100, are on track; planning to have adjustments at the next FAC meeting; Fund 100 is suffering from a few things which include increase in GM salary, Admin Clerk position was not budgeted accurately, also some missed assumptions on Admin Leave and Holiday pay; Legal Services is also a little over extended.</p> <p>Public Comment – Julie Tacker inquired when the District would see the Mid-Year budget, and recommended looking at the Parks and Recreation allocation from the Property Tax and see if that can be adjusted to Fire and Water so that it can filter back to Fund 100 to cover the expenses.</p> <p>Committee Member Gonzalez made a motion that the Committee recommend that the Board receive and file the Financials of November 30, 2019. The motion was seconded by Committee Member Jansen and passed by unanimous consent.</p> | <p>Action: The Committee recommended that the Board receive and file the financials for the period ending November 30, 2019</p> |
| 5. Review of Board Item to Receive and File the District's Fiscal Year 2018-2019 Financial Audit | <p>General Manager Munds presented the Board Item to Receive and File the District's Fiscal Year 2018-2019 Financial Audit commenting on the Finding that is included in the packet, and that it was a good Audit.</p> <p>Public Comment – Julie Tacker inquired about the credit card/debit card policy; inquired if the Auditor looked at Director's Compensation and if there was any discussion with the Auditor or if they discovered any errors.</p> <p>Committee Member Gonzalez inquired if we are reconciling to the CC statements; if there is a missing receipt, what is the policy.</p> <p>Committee Member Thorp inquired if there is a policy in place for how much the limits are for the employees with credit cards.</p> <p>Administrative Services Manager Durban responded that each card has a limit, and will look to see if the District has a written policy and will get it back to the Committee.</p> <p>Committee Member Gonzalez inquired about the retuned item on the Warrants that was to be refunded, discussed using a personal Amazon account when purchasing for the business; inquired if the District has an Amazon account to avoid accidental purchases from happening again.</p> <p>GM Munds responded that the Auditor did not ask any question about Director's Compensation, and he will inquire with the Auditor if that was looked into.</p> <p>Committee Member Thorp made a motion that the Committee recommends that the Board Receive and File the District's Fiscal Year 2018-2019 Financial Audit. The motion was seconded by Committee Member Gonzalez and passed by unanimous consent.</p> | <p>Action: The Committee recommended that the Board Receive and File the District's Fiscal Year 2018-2019 Financial Audit</p> |
| 6. Public Comments on Items NOT on this Agenda | Public Comment – None | |
| 7. Schedule Next FAC Meeting | The next meeting of the Financial Advisory Committee is scheduled for Monday, February 3, 2020 unless otherwise noted. | |
| 8. Closing Comments by FAC Committee | <p>Committee Member Gonzalez inquired if Moss, Levy and Hartzheim LLP are scheduled for the next Audit.</p> <p>GM Munds responded we do not have them scheduled yet; commented that the District can keep the same firm as long as the principle auditor is not the same.</p> | |
| 9. Adjournment | The meeting adjourned at 5:58 p.m. | |