

**Los Osos Community Services District
Minutes of the Finance Advisory Committee Special Meeting
April 2, 2018 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 5:32 p.m. General Manager Osborne led the flag salute.</p> <p><u>Roll Call:</u> Lisa Gonzalez, Committee Member – Present Cheri Grimm, Committee Member – Present Bea Jansen, Committee Member - Absent Christine Womack, Committee Member – Present Marshall Ochylski, Chairperson – Present</p> <p><u>Staff:</u> Renee Osborne, General Manager Adrienne Geidel, District Bookkeeper Jose Acosta, Utility Systems Manager Ann Kudart, Administrative Services Manager</p>	
<p>2. Approval of FAC Meeting Minutes of February 26, 2018</p>	<p>Committee Grimm noted that Chairperson Ochylski's name was omitted from her closing comments.</p> <p>Public Comment – None</p> <p>Committee Member Grimm made a motion to approve the meeting minutes of February 26, 2018. The motion was seconded by Committee Member Gonzalez and carried 2-1-1.</p>	<p>Action: Approve and file minutes.</p>
<p>3. Review of Board Item Regarding Approval of Warrant Register for March 2018</p>	<p>The Committee requested that a date range be used when processing the Brownstein, Hyatt, Farber, Schreck invoice.</p> <p>Public Comment – Julie Tacker commented on the accountants warrant and that there was no accounting on the Low Income Assistance Funds that have been expended.</p> <p>Steve Best commented on the possibility of downloading AT&T bills to the accounting program.</p> <p>Committee Member Gonzalez recommended that the Board approve the March 2018 Warrant Register. The motion was seconded by Committee Member Womack and carried by unanimous consent.</p>	<p>Action: The Committee recommended that the Board approve the March 2018 warrants.</p>
<p>4. Review of Board Item Regarding Financial Reports for the Period Ending February 2018</p>	<p>There was no Committee discussion and Chairperson Ochylski call for Public Comment.</p> <p>Public Comment – Richard Margetson commented on the Bayridge Special Taxes and Assessments 4550 correction and that 4920 should be shifted down; he also commented that the Year-to-Date Interfund Transfer Outs 9511 throughout the report are incorrect.</p> <p>Ms. Geidel responded that when the funds comes in from the County it is called a Service Charge however she will code to the Special Taxes and Assessments 4550.</p> <p>The Committee requested a summary sheet with Budget Year-to-Date versus the Actual Year-to-Date and a summary of the transfers.</p> <p>Committee Member Grimm recommended that the Board receive and file the Financial Reports for the Period Ending February 2018. The motion was seconded by Committee Member Womack and carried by unanimous consent.</p>	<p>Action: The Committee recommended that the Board receive and file the Financial Reports for the Period Ending February 2018.</p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
7. Review of Board Item Regarding Establishing Money Market Account for District Fire Reserves (continue)	<p>Public Comment – Richard Margetson commented on the bank pledging securities against the amount being deposited by government agencies; did not recall the Board approving an increase of \$25,000 this year to Fire Mitigation Fund; and, inquired as to the Fire funds in LAIF.</p> <p>The Committee agreed to revisit this at their next meeting and requested staff bring back the performance rate of LAIF.</p>	
8. Review of Board Item Regarding 2018 Finance Advisory Committee Work Plan	<p>Chairperson Ochylski reported that he had amended Item 2 on the work plan to include "monthly review of income and expenditures", added Item 6 regarding excess funds in the Low Income Community Fund, and that there may be a potential addition regarding review of the Fire budget.</p> <p>Public Comment – Richard Margetson recommended that the item regarding the review of the Audit be conducted as a joint FAC/UAC meeting.</p> <p>Chairperson Ochylski responded that a joint meeting with UAC is covered under Item 5 of the Work Plan.</p> <p>Committee Member Grimm recommended that the Board approve the Work Plan as submitted. The motion was seconded by Committee Member Womack and carried by unanimous consent.</p>	
9. Public Comments on Items NOT on Agenda	None	
10. Schedule Next Meeting	The next meeting of the Finance Advisory Committee is scheduled to be held on Monday, April 30, 2018 at 5:30 pm unless otherwise noticed.	
11. Closing Comments by FAC Committee Members	<p>Chairperson Ochylski commented on the vacancies on the Committee.</p> <p>Committee Member Grimm congratulated General Manager Osborne and the CSD for the Water Conservation program at the Business Expo.</p> <p>Committee Member Gonzalez thanked staff for the vehicle replacement reporting.</p>	
12. Adjournment	The meeting adjourned at 6:47 p.m.	