



October 3, 2022

TO: Finance Advisory Committee
FROM: Julian Metcalf, Administrative Services Manager
SUBJECT: **Agenda Item 2 – 10/03/2022 FAC Meeting**
Approve Prior Meeting Minutes

President
Matthew D. Fourcroy

Vice President
Charles L. Cesena

Directors
Troy C. Gatchell
Marshall E. Ochylski
Christine M. Womack

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 August 29, 2022 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 August 29, 2022

Attachment
08/29/22 DRAFT Finance Advisory Committee Minutes

Mailing Address:
P.O. Box 6064
Los Osos, CA 93412

Offices:
2122 9th Street, Suite 110
Los Osos, CA 93402

Phone: 805/528-9370
FAX: 805/528-9377

www.losososcscsd.org

Los Osos Community Services District
DRAFT - Minutes of the Finance Advisory Committee Meeting
August 29, 2022, at 5:30 p.m. at the District Office

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p>1. Call to Order Flag Salute Roll Call</p>	<p>Vice-Chairperson Ochylski called the meeting to order at 5:34 p.m.</p> <p><u>Roll Call:</u></p> <p>Sandra Cirilo, Committee Member – Present Lisa Gonzalez, Committee Member – Absent Alyce Thorp, Committee Member – Absent Marshall Ochylski, Vice-Chairperson – Present Christine Womack, Chairperson – Present</p> <p><u>Staff:</u></p> <p>Ron Munds, General Manager Julian Metcalf, Administrative Services Manager</p>	
<p>2. Approve FAC Meeting Minutes of August 1, 2022</p>	<p>Vice-Chairperson Ochylski presented the minutes for approval.</p> <p>Public Comment - None</p>	<p>Action: No Action</p>
<p>3. Review of Board Item Regarding Approval of Warrant Register for August 2022.</p>	<p>General Manager Munds presented the Warrants for review.</p> <p>Public Comment – None</p> <p>Committee Member Cirilo made a recommendation that the Board approve the Warrants of August 2022.</p>	<p>Action: Committee Member Cirilo recommended that the Board approve the Warrant Register for August 2022.</p>
<p>4. Review of Board Item Regarding Financial Reports for the period ending July 31, 2022</p>	<p>General Manager Munds presented the Financial Reports commenting on each fund as presented in the packet.</p> <p>The Committee discussed the financials including a possible miss categorizing of a lien fee recovery in Fund 602.</p> <p>Public Comment – None</p> <p>Committee Member Cirilo made a recommendation that the Board receive and file the Financials of July 31, 2022.</p>	<p>Action: Committee Member Cirilo recommended that the Board receive and file the Financials for the period ending July 31, 2022</p>
<p>5. Procurement Policy</p>	<p>General Manager Munds reviewed the actions needed to adopt the Uniform Public Construction Cost Accounting Act into Title 1 of the District's Code, review a Resolution that will be subject to the Act, and review the Draft Procurement Policy.</p> <p>The Committee discussed the new procurement method, including the time and money saved, as well as the role of the State Controller.</p> <p>Committee Member Cirilo made a recommendation that the Board:</p> <ol style="list-style-type: none"> 1. Approve the introduction and first reading of Ordinance Number 2022-02 by title only adding to Title 1 of the District's Code incorporating provisions of the California Uniform Public Construction Cost Accounting Act (Attachment 1). 2. Review the draft Procurement Policy and provide direction to staff. <p>Public Comment – None</p>	<p>Action: Committee Member Cirilo recommended that the Board approve the first reading of Ordinance Number 2022-02 adding to Title 1 provisions of the California Uniform Public Construction Cost Accounting Act.</p>
<p>6. Payroll System</p>	<p>General Manager Munds presented the history of the District's payroll software along with a recommendation to use the payroll modules from our current MIP Accounting System.</p> <p>The Committee discussed the pros and cons of implementing a new payroll software system.</p> <p>Public Comment – None</p>	<p>Action: Committee Member Cirilo recommended that the Board authorize the purchase of Payroll Modules, transfer of monies to fund the costs, and authorize</p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
	<p><i>Committee Member Cirlio made a recommendation that the Board:</i></p> <ol style="list-style-type: none"> <i>1. Authorize the Purchase of Payroll Modules for the MIP Accounting System and Their Implementation in An Amount Not to Exceed \$31,185; and</i> <i>2. The Transfer Of \$16,185 from the Administrative Reserves for Information Technology Account and \$15,000 from the Election Cost (GL 7343) to fund the software and system integration costs; and</i> <i>3. Authorize the General Manager to enter into an agreement with the selected vendor.</i> 	<p>the General Manager to enter into an agreement with MIP.</p>
7. General Manager Update	<p>General Manager Munds reported on the completion of the 8th Street Well and 16th Street South Tank projects, the start of the Bay Oaks Well drilling, the new projects at 16th Street North Tank and new equipment storage building, the State drought report, the Save Cuesta Inlet Initiative, the CalRecycle meeting, and the Regional Solid Waste Rate meeting.</p> <p>Public Comment – None</p>	Action: None
8. Public Comments on Items NOT on this Agenda	Public Comment – None	
9. Schedule Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday, October 3, 2022, at 5:30 p.m. unless otherwise noted.	
10. Closing Comments by FAC Committee	Committee Member Cirlio commented on the next October meeting.	
11. Adjournment	The meeting adjourned at 6:31 p.m.	