



June 1, 2021

**TO:** Finance Advisory Committee  
**FROM:** Laura Durban, Administrative Services Manager  
**SUBJECT:** **Agenda Item 2 – 06/01/2021 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**  
Eddy Moore

**Battalion Chief**  
Paul Provence

**DESCRIPTION**

Attached are the minutes of the Finance Advisory Committee (FAC) meeting held May 03, 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 May 03, 2021.***

Attachment  
05/03/2021 Finance Advisory Committee Minutes

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**Los Osos Community Services District**  
**DRAFT - Minutes of the Finance Advisory Committee Meeting**  
**May 3, 2021 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p><b>1. Call to Order and Roll Call</b></p>	<p>Chairperson Womack called the meeting to order at 5:30 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            Julian Metcalf, Committee Member - Present            Alyce Thorp, Committee Member – Arrived at 5:34 p.m.            Marshall Ochylski, Vice Chairperson – Present            Christine Womack, Chairperson – Present</p> <p><u>Staff:</u></p> <p>Ron Munds, General Manager            Laura Durban, Administrative Services Manager</p>	
<p><b>2. Approve FAC Meeting Minutes of March 29, 2021</b></p>	<p>Chairperson Womack presented the minutes for approval.</p> <p>Public Comment - None</p> <p><b>Committee Member Gonzalez made a motion that the Committee approve the minutes of March 29, 2021. The motion was seconded by Committee Member Cirilo and the motion passed 3-0 with one abstained.</b></p>	<p><b>Action: File Approved Minutes</b></p>
<p><b>3. Review of Board Item Regarding Approval of Warrant Register for April 2021</b></p>	<p>Chairperson Womack presented the Warrants for review.</p> <p>Public Comment – None</p> <p><b>Committee Member Gonzalez made a recommendation that the Board approve the Warrants of April 2021. The motion was seconded by Committee Member Cirilo and the motion carried with unanimous consent.</b></p>	<p><b>Action: The Committee recommended that the Board approve the Warrant Register for April 2021.</b></p>
<p><b>4. Review of Board Item Regarding Financial Reports for the Period Ending March 31, 2021</b></p>	<p>General Manager Munds presented the Financial Reports for approval as presented in the packet.</p> <p>Public Comment – None</p> <p><b>Committee Member Cirilo made a recommendation that the Board receive and file the Financials of March 31, 2021. The motion was seconded by Committee Member Thorp and the motion carried with unanimous consent.</b></p>	<p><b>Action: The Committee recommended that the Board receive and file the Financials for the period ending March 31, 2021.</b></p>
<p><b>5. Review of Board Item Preliminary Budget for Fiscal Year 2021-2022</b></p>	<p>General Manager Munds presented the Preliminary Budget for Fiscal Year 2021/2022 as presented in the Agenda Packet discussing the changes that are planned for the next Fiscal Year.</p> <p>The Committee discussed California Voting Rights Act (CVRA) and financially what it means to the District.</p> <p>The Committee inquired about COLA for staff and decrease in some line items on the Fund 500 Water Budget.</p> <p>Public Comment – None</p> <p><b>Committee Member Gonzalez made a recommendation that the Board receive the preliminary budget as presented. The motion was seconded by Committee Member Cirilo and the motion carried with unanimous consent.</b></p>	<p><b>Action: The Committee recommended that the Board review and receive the preliminary budget.</b></p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<b>6. Review of Board Item Approval or Audit Services</b>	<p>General Manager Munds presented the Audit Service Proposals as made available on the District Website commenting on the Pros and Cons the working group brought up during review.</p> <p>Committee Member Gonzalez commented that both Fechter &amp; Company and Moss, Levy &amp; Hartzheim were both equally ranked mentioning that the decision should be based on if the Board wants a fresh set of eyes for review.</p> <p>Committee Member Cirilo agreed with Committee Member Gonzalez commenting that if the District wanted a change then her recommendation is Fechter &amp; Company.</p> <p>Committee Member Metcalf inquired about planned criteria for evaluating before the District gets proposals.</p> <p>General Manager Munds responded that there was a scoring sheet based on what was in the request for proposals.</p> <p>Public Comment – None</p> <p><b>Committee Member Gonzalez made a recommendation that the Board select either Moss, Levy &amp; Hartheim or Fechter &amp; Company if the District would like a new set of eyes for auditing services. The motion was seconded by Committee Member Thorp and the motion carried with unanimous consent.</b></p>	<p><b>Action: The Committee recommended that the Board select either Moss, Levy &amp; Hartzheim or Fechter &amp; Company if the District would like a new set of eyes.</b></p>
<b>7. Review of Board Item Resolution 2021-10 Regarding District Fees</b>	<p>General Manager Munds presented the Board Item Resolution 2021-10 regarding District Fees, commenting on the new proposed fees and that District Fees have not been updated since 2003.</p> <p>Committee Member Thorp commented on the timing of the fees and the sticker shock on a couple of the proposed updated fees.</p> <p>Committee Member Julian inquired if having the fees looked at annually can be done in policy.</p> <p>General Manager Munds commented on a policy for the annual review of the fees; the two fees that have gone up significantly is the actual cost to the District.</p> <p>Public Comment - None</p> <p><b>Committee Member Metcalf made a recommendation to the Board that the Board adopt Resolution 2021-10 to update the LOCSD Fee Schedule as proposed in Exhibit A. The motion was seconded by Committee Member Gonzalez and the motion carried with a 3-1 vote.</b></p>	<p><b>Action: The Committee recommended that the Board review and receive the preliminary budget.</b></p>
<b>8. Public Comments on Items NOT on this Agenda</b>	<p>None</p>	
<b>9. Schedule Next FAC Meeting</b>	<p>The next meeting of the Financial Advisory Committee is scheduled for Tuesday June 1, 2021 unless otherwise noted.</p>	
<b>10. Closing Comments by FAC Committee</b>	<p>General Manager Munds thanked the Committee for their time reviewing and questions/comments on the various reports.</p> <p>Chairperson Womack and Vice Chairperson Ochylski commented on this being a very productive meeting.</p>	
<b>11. Adjournment</b>	<p>The meeting adjourned at 7:01 p.m.</p>	