

**Los Osos Community Services District
Minutes of the Finance Advisory Committee Meeting
April 30, 2018 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order, Flag Salute and Roll Call	<p>Chairperson Ochylski called the meeting to order at 5:34 p.m. and Administrative Services Manager Kudart led the flag salute.</p> <p><u>Roll Call:</u> Lisa Gonzalez, Committee Member – Present Cheri Grimm, Committee Member – Absent Bea Jansen, Committee Member - Present Marshall Ochylski, Chairperson – Present</p> <p><u>Staff:</u> Renee Osborne, General Manager Adrienne Geidel, District Bookkeeper Ann Kudart, Administrative Services Manager</p>	
2. Welcome 2018 Committee Members and Review Brown Act Guidelines	<p>Chairperson Ochylski welcomed the members, thanked them for their service to the community, and provided a PowerPoint presentation regarding the Brown Act, explaining that it is a law which guarantees the public's right to attend and participate in meetings of local legislative bodies, and defining the open meeting requirements of the Brown Act.</p>	
3. Approval of FAC Meeting Minutes of April 2, 2018	<p>Administrative Services Manager Kudart presented the minutes for Committee approval.</p> <p>Public Comment – None</p> <p>Committee Member Gonzalez made a motion to approve the meeting minutes of April 2, 2018. The motion was seconded by Committee Member Jansen and carried by unanimous consent.</p>	Action: Approve and file minutes.
4. Review of Board Item Regarding Approval of Warrant Register for April 2018	<p>Bookkeeper Geidel presented the warrant for Committee review and recommendation to the Board.</p> <p>Public Comment – Linde Owen commented on the cable television at the Fire Department.</p> <p>Committee Member Gonzalez recommended that the Board approve the April 2018 Warrant Register. The motion was seconded by Committee Member Jansen and carried by unanimous consent.</p>	Action: The Committee recommended that the Board approve the April 2018 warrants.
5. Review of Board Item Regarding Financial Reports for the Period Ending March 31, 2018	<p>General Manager Osborne reported that the Administrative cost allocations would be transferred on a semi-annual basis, in December and July to avoid pulling unnecessary funds from other budgets and help with excessive journal entries.</p> <p>Public Comment – Richard Margetson commented on the accrued interest payable.</p> <p>Committee Member Jansen recommended that the Board receive and file the Financial Reports for the Period Ending March 31, 2018. The motion was seconded by Committee Member Gonzalez and carried by unanimous consent.</p>	Action: The Committee recommended that the Board receive and file the Financial Reports for the Period Ending March 31, 2018.
6. Review of Board Item Regarding the Transfer of Water Rate Stabilization Reserve Funds	<p>General Manager Osborne reported that, at the request of the Finance Advisory Committee, the Utilities Advisory Committee at their April 25th meeting reviewed this item and recommended the transfer of \$98,400.00 to the General Contingency Reserve as the Water Rate Stabilization Fund should represent 10% of the total annual Water Ops and Maintenance and currently has \$256,856.</p> <p>Public Comment – None</p>	Action: The Committee recommended that the Board approve the transfer of \$98,400 to the General Contingency Reserve.

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p>6. Review of Board Item Regarding the Transfer of Water Rate Stabilization Reserve Funds (continued)</p>	<p>Committee Member Jansen recommended that the Board transfer \$98,400.00 from the Water Rate Stabilization Reserve to the General Contingency Reserve. The motion was seconded by Committee Member Gonzalez and carried by unanimous consent.</p>	
<p>7. Review of Board Item Regarding Establishing a Money Market Account for District Fire Reserves</p>	<p>General Manager Osborne and Director Womack reported on establishing a money market account at Pacific Premier Bank for the District's Fire Reserves; that this is a holding account and accessed only a few times a year; and that staff is requesting Board approval to transfer \$1,561,305 from the District's General checking account to a newly established money market account.</p> <p>The Committee recommended that a signed copy of the wire transfers be submitted with the minutes.</p> <p>Public Comment – Richard Margetson voiced his concerns regarding Pacific Premier Bank and if they were going to follow the quarterly average into the future and if that is stated in the agreement.</p> <p>Committee Member Gonzalez recommended that the Board approve establishing an account at Pacific Premier Bank for District Fire Reserves as outlined in the staff report and that any transfers be documented as part of the financial reports. The motion was seconded by Committee Member Jansen and carried by unanimous consent.</p>	<p>Action: The Committee recommended that the Board approve establishing an account at Pacific Premier Bank for District Fire Reserves as outlined in the staff report and that any transfers be documented as part of the District's financial reports.</p>
<p>8. Review of Board Item Regarding Next Step of the Los Osos Low Income Assistance Funds Program</p>	<p>General Manager Osborne reported that staff is looking for direction from the committee on how to proceed with the remaining Low Income Assistance funds; that Executive Director Lexie Bell of the MBNEP would like the District to accept applications again and willing to hear any other suggestions that stay within the spirit of the original intent of the program; and, to date a total of \$21,840.00 has been spent.</p> <p>The Committee discussed an outreach program involving the local churches, Los Osos Cares, People Helping People, and other local organizations to get the word out.</p> <p>Public Comment – Steve Best commented on breaking down the qualifying list to reach those people in need, that there are people who have completed their laterals and may have qualified for the program, and how the funds can be disbursed to those who deserve them.</p> <p>Linde Owen – commented that the responsibility should go back to the County for those still waiting for the grant money to come in.</p> <p>Julie Tacker – commented on the need to know the cost to run the program before moving forward, the possibility of returning the funds to the National Estuary Program, and that the program has to be fair.</p> <p>Richard Margetson – commented that People Helping People, as the only nonprofit office in Los Osos, very early on offered their services to Supervisor Gibson to assist with the program but nothing ever came of it.</p> <p>The Committee discussed another go around to get the information out many volunteered their time to assist, along with Los Osos Cares, at the Community Dinners, the local churches, People Helping People, etc.</p>	
<p>9. Review of Draft Fiscal Year 2018/2019 Administrative Budget</p>	<p>General Manager Osborne provided a brief update on the proposed expenditures for the Fiscal Year 18/19 Administrative Budget.</p> <p>Public Comment – Steve Best asked if the County provided an accounting of the property taxes and how much tax is actually generated by Los Osos.</p>	

AGENDA ITEM	DISCUSSION	FOLLOW-UP
9. Review of Draft Fiscal Year 2018/2019 Administrative Budget (continued)	<p>Public Comment – Julie Tacker commented on renovations to the District office and, requested more agenda packets be available to the public.</p> <p>Richard Margetson – commented on the reduction of expenses to Legal Services; and, the Rent and Utilities expenses.</p>	
9. Public Comments on Items NOT on Agenda	<p>Steve Best requested a large map of Los Osos be posted in the meeting room.</p> <p>Linde Owen commented on an outreach program highlighting the District and LOCAC; inquired as to the status of the water conservation program; and, opposed the lack of conservation funds from the County.</p> <p>Richard Margetson commented on the importance of the committee process and public input.</p> <p>Julie Tacker commented on the lack of a staff report regarding the Emergency Services Advisory Committee item on the upcoming Board meeting agenda.</p>	
10. Schedule Next Meeting	The next meeting of the Finance Advisory Committee is scheduled to be held on Monday, June 4, 2018 at 5:30 pm unless otherwise noticed.	
11. Closing Comments by FAC Committee Members	<p>Committee Member Jansen thanked the public for being invested in the community.</p> <p>Committee Member Gonzalez commented that there is help available for those who need assistance filling out application for the Low Income Assistance Program.</p>	
12. Adjournment	The meeting adjourned at 7:21 p.m.	