

**Los Osos Community Services District
Minutes of the Finance Advisory Committee Meeting
July 8, 2019 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 5:36 p.m. and led 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 – Present Bea Jansen, Committee Member – Present Alyce Thorp, Committee Member – Present Christine Womack, Vice Chairperson – Absent Marshall Ochylski, Chairperson – Present</p> <p><u>Staff:</u> Renee Osborne, General Manager Ann Kudart, Administrative Services Manager Laura Durban, Administrative Services Manager</p>	
2. Approve FAC Meeting Minutes of June 3, 2019	<p>President Ochylski presented the minutes for approval.</p> <p>Public Comment – Richard Margetson requested an explanation regarding the \$114,371 engineering fees incurred after the County took over the wastewater project.</p> <p>General Manager Osborne responded that this report would be provided by the auditor in the 18/19 audit report.</p> <p>Committee Member Grimm made a motion that the Committee approve the minutes of June 3, 2019. The motion was seconded by Committee Member Thorp and the motion carried by unanimous consent.</p>	Action: File approved minutes.
3. Review of Board Item Regarding Approval of Warrant Register for June 2019	<p>Committee Member Gonzalez asked about the policy regarding reimbursement for educational expenses for a degree or job training; if there is a minimum letter grade required to receive reimbursement; and, if there is a list of preapproved, reimbursable classes.</p> <p>General Manager Osborne responded that it is a passing grade and that she will email Committee Member Gonzalez the reimbursement policy and that there is not a list of preapproved classes but there are multiple classes that they are required to take for their certification.</p> <p>Chairperson Ochylski asked if there would be additional funds needed for the City of Bakersfield during the decommissioning of the remaining septic tanks at Bayridge Estates.</p> <p>General Manager Osborne reported that there would be additional payments and that the total cost is estimated at approximately \$30,000.</p> <p>Public Comment – Julie Tacker requested that General Manager Osborne email her the policy regarding reimbursement for education and training costs; and, commented on the Director Compensation not included in the Financials.</p> <p>Richard Margetson inquired as to what the policy is regarding employees asking for reimbursement for classes that lead towards an AA or Bachelors Degree.</p> <p>General Manager Osborne responded that she would check and email the policy to Ms. Tacker and Mr. Margetson; and, that she had no direction from the Board regarding a financial report for Directors Compensation.</p>	Action: The Committee recommended that the Board approve the Warrant Register from June 2019

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	<p>Committee Member Jensen made a motion that the Committee recommend that the Board approve the warrants of June 2019. The motion was seconded by Committee Member Thorp and passed by unanimous consent.</p>	
<p>4. Review of Board Item Regarding Financial Reports for the Period Ending May 31, 2019</p>	<p>President Ochylski presented the Financial Reports for review.</p> <p>Public Comments – Julie Tacker requested the Pacific Premier Bank Statement; and, voiced concern about the Parks & Recreation balance believing the budget adjustment is off by \$3000.</p> <p>Richard Margetson inquired as to the Bayridge Estates and Vista de Oro loan repayments in regards to the water reserve accounts; commented on loan repayments being placed in the reserve account. He voiced his concerns regarding salary and wages, and the 18-19 audit report not on this agenda.</p> <p>Administrative Services Manager Kudart stated she will email a copy of the bank statement to Ms. Tacker and have copies available at the July 11, 2019 Board Meeting.</p> <p>General Manager Osborne addressed the Parks & Recreation balance saying she only had moved the amount that was needed for the rubber chip project and that she would get back to Julie Tacker on what that amount is; reported the Bayridge Estates and Vista De Oro loan repayment will be taken out in June Financials and the money will go straight to the water fund.</p> <p>Committee Member Jensen made a motion that the Committee recommend that the Board receive and file the Financials of June 2019. The motion was seconded by Committee Member Thorp and passed by unanimous consent.</p>	<p>Action: The Committee recommended that the Board receive and file the financials for the period ending May 31, 2019.</p>
<p>5. Public Comments on Items NOT on this Agenda</p>	<p>None</p>	
<p>6. Schedule Next FAC Meeting</p>	<p>The next meeting of the Financial Advisory Committee is scheduled for July 29, 2019, unless otherwise noted.</p>	
<p>7. Closing Comments by FAC Committee</p>	<p>Administrative Services Manager Kudart introduced Laura Durban as the new Administrative Services Manager.</p>	
<p>8. Adjournment</p>	<p>The meeting adjourned at 6:04 p.m.</p>	