

**Los Osos Community Services District
Minutes of the Finance Advisory Committee Meeting
November 02, 2020 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order and Roll Call	<p>Chairperson Ochylski called the meeting to order at 5:33 p.m.</p> <p><u>Roll Call:</u></p> <p>Sandra Cirilo, Committee Member – Present Lisa Gonzalez, Committee Member – Absent Bea Jansen, Committee Member – Present Alyce Thorp, Committee Member – Absent Christine Womack, Vice Chairperson – Present Marshall Ochylski, Chairperson – Present</p> <p><u>Staff:</u> Ron Munds, General Manager Laura Durban, Administrative Services Manager</p>	
2. Approve FAC Meeting Minutes of September 28, 2020	<p>Chairperson Ochylski presented the minutes for approval.</p> <p>Public Comment - None</p> <p>Committee Member Jansen made a motion that the Committee approve the minutes of September 28, 2020. The motion was seconded by Committee Member Cirilo and the motion carried with unanimous consent.</p>	<p>Action: File Approved Minutes.</p>
3. Review of Board Item Regarding Approval of Warrant Register for October 2020	<p>Administrative Services Manager Durban presented the Warrants for review.</p> <p>Committee Member Cirilo inquired about Final Bill Overpayment Warrants and the TechXpress Warrant.</p> <p>Admin Services Manager Durban responded about the Final Bill Overpayment refund to CSD customers, and the TechXpress contract.</p> <p>Public Comment – Julie Tacker commented on the Property Tax payment, the Annual US Bank charge, and Credit Card Statement.</p> <p>April Dury inquired about basic monthly utility bills on the credit card statement, Directors Compensation in the Warrants, CSDA Warrant, annual US Bank Warrant, AGP Warrant for three months of service, CPA rates and service.</p> <p>General Manager Munds responded that the US Bank fee is an annual fee that is for the administration of our account for the Wastewater Bond.</p> <p>Administrative Services Manager Durban responded that Directors are required to be paid as employees per Government Code and therefore are not seen in the Warrant Register; the AGP Warrant had three months billed at once due to a hiccup on their end; will research CSDA's annual charge to confirm the correct amount was paid and bring it back at the next meeting.</p> <p>Committee Member Jansen made a recommendation that the Board approve the Warrants of October 2020. The motion was seconded by Committee Member Cirilo and the motion carried with unanimous consent.</p>	<p>Action: The Committee recommended that the Board approve the Warrant Register for October 2020.</p>
4. Review of Board Item Regarding Financial Reports for the Period Ending September 30, 2020	<p>General Manager Munds presented the Financial Reports for approval as presented in the packet commenting on General Ledger (GL) 4932 and 4933 for Fund 500.</p> <p>Committee Member Jansen inquired where the US Bank Annual Service charge will be listed in the Financial Reports.</p>	<p>Action: The Committee recommended that the Board receive and file the Financials for the period ending September 30, 2020. Staff to return with information on GL 7322.</p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
4. Review of Board Item Regarding Financial Reports for the Period Ending September 30, 2020 (continued)	<p>Public Comment – April Dury inquired about Directors Compensation, commenting that GL 7322 showing nothing has been paid to Directors.</p> <p>Julie Tacker commented on Directors Compensation, GL 7322 for Directors Compensation; Low Income Assistance Fund; Emergency Services Meeting.</p> <p>General Manager Munds commented on the Low Income Assistance Fund account informing the Committee of a discussion had with the Community Foundation and the National Estuary that the money can only be used for low income sewer customers; on talking with Battalion Chief Provence about starting ESAC at the beginning of 2021.</p> <p>Administrative Services Manager commented that she will research GL 7322 and figure out why it's not being recorded correctly.</p> <p>Committee Member Cirilo commented on Directors Compensation.</p> <p>General Manager responded and commented on Directors Compensation.</p> <p>Committee Member Jansen made a recommendation that the Board receive and file the Financials of September 30, 2020 with the Staff bringing back the information on GL 7322. The motion was seconded by Committee Member Cirilo and the motion carried with unanimous consent.</p>	
5. Utilities Department Update	<p>General Manager Munds commented on the 10th Street Well rehabilitation as there will be a financial cost related to the work to be done; on 3rd Street Well being in operation.</p> <p>Public Comment – None</p>	Action: None
6. Public Comments on Items NOT on this Agenda	Julie Tacker commented on Director's Compensation.	
7. Schedule Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday, November 30, 2020 unless otherwise noted.	
8. Closing Comments by FAC Committee	<p>Committee Member Cirilo commented on wanting success and what is best for Los Osos and wanting the Committee to be able to move forward.</p> <p>Committee Member Jansen commented on her excitement that 3rd Street Well being used after five years.</p>	
9. Adjournment	The meeting adjourned at 6:13 p.m.	