

**Los Osos Community Services District
Minutes of the Finance Advisory Committee Meeting
May 4, 2020 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 5:35 p.m.</p> <p><u>Roll Call:</u></p> <p>Sandra Cirilo, Committee Member – Absent Lisa Gonzalez, Committee Member – Present Bea Jansen, Committee Member – Absent Alyce Thorp, Committee Member – Absent Christine Womack, Vice Chairperson – Present Marshall Ochylski, Chairperson – Present</p> <p><u>Staff:</u></p> <p>Ron Munds, General Manager Laura Durban, Administrative Services Manager</p>	
2. Approve FAC Meeting Minutes of March 2, 2020	<p>Administrative Services Manager Durban presented the minutes for approval.</p> <p>Committee Member Gonzalez made a motion that the Committee approve the minutes of March 2, 2020.</p>	Action: Bring Minutes to next FAC meeting for approval.
3. Brown Act Training	<p>Director Ochylski presented to the Committee a presentation on the Brown Act, including questions that each Committee Member needed to respond to and informing them of the current changes in place due to Executive Order N-29-20.</p>	Action: None
4. Review of Board Item Regarding Approval of Warrant Register for April 2020	<p>Administrative Services Manager Durban presented the Warrants for approval commenting on various items to explain charges that occurred.</p> <p>Committee Member Gonzalez inquired about the archaeology study, the Reserve Fire Fighter physicals and process for credit card reconciliation.</p> <p>General Manager Munds responded that the archaeology study was required for the Nipomo Transmission Line project.</p> <p>Administrative Services Manager commented on Reserve Fire Fighter Physicals and credit card reconciliations.</p> <p>Public Comment – None.</p> <p>Committee Member Gonzalez made a recommendation that the Board approve the warrants of April 2020. The motion was passed by unanimous consent.</p>	Action: The Committee recommended that the Board approve the Warrant Register for April 2020.
5. Review of Board Item Regarding Financial Reports for the Period Ending March 31 2020	<p>General Manager Munds presented the Financial Reports for approval as presented in the packet commenting on the new account 4002 for transfer in for Fund 100 being recorded as a revenue account and the accurate number now at the bottom line.</p> <p>Committee Member Gonzalez inquired if the Bank Fees were from a credit card delinquency; if the Funds will be coming in under or over budget.</p> <p>Administrative Services Manager Durban responded that General Ledger Item 7310 for Bank Service Fees is the analyzed checking fees.</p> <p>General Manager Munds responded for Fund 301, 500 and 800 that they have had large capital expenditures.</p> <p>Public Comment - None</p> <p>Committee Member Gonzalez recommend that the Board receive and file the Financials of March 31, 2020. The motion was passed by unanimous consent.</p>	Action: The Committee recommended that the Board receive and file the financials for the period ending March 31, 2020

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6. Review of Board Approved FAC Work Plan for the Fiscal Year 2020/2021	<p>General Manager Munds presented the Approved FAC Work Plan for Fiscal Year 2020/2021 as presented in the agenda packet.</p> <p>Committee Member Gonzalez commented on the FAC having to discuss how to handle the low-income fund account.</p> <p>General Manager Munds commented that he is planning on meeting with a member from the Estuary to get their input on how to best handle those funds.</p> <p>Public Comment - None</p>	Action: None
7. Review of the Preliminary Budget for Fiscal Year 2020/2021	<p>General Manager Munds presented the Preliminary Budget for Fiscal Year 2020/2021 as presented in the Agenda Packet discussing the changes that are planned for the new Fiscal Year.</p> <p>Committee Member Gonzalez commented that the District should make the decrease charges in Fund 200 known to the residents; inquired if there are any major purchases planned for Fire in the next 5 years; if graphs or pie charts for the budgets could be created to give a visual.</p> <p>General Manager Munds commented that the SCADA budgeted estimate was 100% under the Fund 500 budget and will be updated as 25% should be under Fund 800.</p> <p>Vice-Chairperson Womack commented that she liked the tables in the Preliminary Budget.</p> <p>Committee Member Gonzalez and Chairperson Ochylski agreed and thanked General Manager Munds.</p> <p>Public Comment – Administrative Services Manager Durban read a public comment from Richard Margetson about Zone A property tax revenue, the ambulance contract, the investment income revenue being estimated high, and the contingency reserve for Water.</p> <p>Lynette Tornatzky thanked General Manager Munds for the tables commenting on the tables being helpful.</p> <p>Chairperson Ochylski inquired if the District negotiates the Ambulance Contract or if CalFire negotiates.</p> <p>General Manager Munds responded that CalFire negotiates the Ambulance Contract.</p>	Action: None
6. Public Comments on Items NOT on this Agenda	None	
7. Schedule Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday, June 1, 2020 unless otherwise noted.	
8. Closing Comments by FAC Committee	<p>Chairperson Ochylski commented that Committee Member Grimm stepped down from the FAC and that a Notice of Vacancy will be posted soon.</p> <p>Committee Member Gonzalez thanked Committee Member Grimm for her hard work, and inquired about the auditors.</p> <p>General Manager Munds responded that the District is still using Moss, Levy & Hartzheim but that the District is switching principle auditors and that next year the District will go out to RFP.</p>	
9. Adjournment	The meeting adjourned at 6:31 p.m.	