



November 1, 2022

TO: Finance Advisory Committee
FROM: Laura Durban, Administrative Services Manager
SUBJECT: **Agenda Item 2 – 11/01/2022 FAC Meeting**
Approve Prior Meeting Minutes

President
Matthew D. Fourcroy

Vice President
Charles L. Cesena

Directors
Troy C. Gatchell
Marshall E. Ochylski
Christine M. Womack

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) meetings held August 1, 2022, August 29, 2022 and October 3, 2022 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 meetings held August 1, 2022, August 29, 2022 and October 3, 2022

Attachment
08/01/2022, 08/29/2022 & 10/03/2022 DRAFT Finance Advisory Committee Minutes

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Los Osos Community Services District
DRAFT - Minutes of the Finance Advisory Committee Meeting
August 1, 2022, at 5:30 p.m. at the District Office

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p>1. Call to Order, Flag Salute and Roll Call</p>	<p>Vice-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 – Present Alyce Thorp, Committee Member – Absent Marshall Ochylski, Vice-Chairperson – Present Christine Womack, Chairperson – Absent</p> <p><u>Staff:</u></p> <p>Ron Munds, General Manager Laura Durban, Administrative Services Manager Carol Gilmer, Administrative Clerk</p>	
<p>2. Approve FAC Meeting Minutes of May 31, 2022 & June 27, 2022</p>	<p>Vice-Chairperson Ochylski presented the minutes for approval.</p> <p>Committee Member Gonzalez requested a correction to the minutes of May 31, 2022, and June 27, 2022.</p> <p>Public Comment - None</p> <p>Committee Member Gonzalez made a motion that the Committee approve the minutes of May 31, 2022, and June 27, 2022. The motion was seconded by Committee Member Cirilo and passed with unanimous consent.</p>	<p>Action: The Committee recommended that the Board approve the minutes of May 31, 2022, to June 27, 2022.</p>
<p>3. Review of Board Item Regarding Approval of Warrant Register for July 2022.</p>	<p>General Manager Munds presented the Warrants for review.</p> <p>Committee members discussed the accounts payable processes and the rise in costs.</p> <p>Public Comment – None</p> <p>Committee Member Cirilo made a recommendation that the Board approve the Warrants of July 2022. The motion was seconded by Committee Member Gonzalez and passed with unanimous consent.</p>	<p>Action: The Committee recommended that the Board approve the Warrant Register for July 2022.</p>
<p>4. Review of Board Item Regarding Financial Reports for the period ending June 30, 2022</p>	<p>General Manager Munds presented the Financial Reports commenting on each fund as presented in the packet.</p> <p>The Committee discussed the financials.</p> <p>Public Comment – None</p> <p>Committee Member Gonzalez made a recommendation that the Board receive and file the Financials of June 30, 2022. The motion was seconded by Committee Member Cirilo and passed with unanimous consent.</p>	<p>Action: The Committee recommended that the Board receive and file the Financials for the period ending June 30, 2022</p>
<p>5. Banking Controls Update</p>	<p>Manager Munds presented the latest updates on financial reporting and banking controls.</p> <p>Public Comment - None</p>	
<p>6. Second Quarter 2022 Investment Report</p>	<p>General Manager Munds presented the 2nd Quarter Investment Report.</p> <p>The Committee discussed the Investment Report.</p> <p>Public Comment – None</p> <p>Committee Member Cirilo made a recommendation that the Board receive and file the Quarterly Investment Report for the second quarter of 2022. The motion was seconded by Committee Member Gonzalez and passed with unanimous consent.</p>	<p>Action: The Committee recommended that the Board receive and file the Quarterly Investment Report for the second quarter of 2022.</p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
7. General Manager Update	<p>General Manager Munds commented on the Los Osos Water Resiliency effort, save Cuesta Inlet Initiative, the Morro Bay Chamber Governmental Affairs Committee presentation, and the Utilities CIP which includes the 8th Street Upper Aquifer Well, 16th Street Tan Project, Program C Well, dog park, the Purchasing Policy, and drought awareness.</p> <p>The Committee discussed the dog park, homeless population0</p> <p>Public Comment – None</p>	Action: None
8. Public Comments on Items NOT on this Agenda	Public Comment – None	
9. Schedule Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday, August 29, 2022, at 5:30 p.m. unless otherwise noted.	
10. Closing Comments by FAC Committee	Chairman Gonzalez reported that the party for Carol Hall with Salud Carbajal in attendance had a great turnout.	
10. Adjournment	The meeting adjourned at 6:28 p.m.	

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Los Osos Community Services District
DRAFT - Minutes of the Finance Advisory Committee Meeting
August 29, 2022, at 5:30 p.m. at the District Office

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p>1. Call to Order Flag Salute Roll Call</p>	<p>Chairperson Womack called the meeting to order at 5:32 p.m.</p> <p><u>Roll Call:</u></p> <p>Sandra Cirilo, Committee Member – Present Lisa Gonzalez, Committee Member – Absent Alyce Thorp, Committee Member – Absent Marshall Ochylski, Vice-Chairperson – Present Christine Womack, Chairperson – Present</p> <p><u>Staff:</u> Ron Munds, General Manager Julian Metcalf, Administrative Services Manager</p>	
<p>2. Approve FAC Meeting Minutes of August 1, 2022</p>	<p>Chairperson Womack presented the minutes for approval.</p> <p>Public Comment - None</p>	<p>Action: No Action</p>
<p>3. Review of Board Item Regarding Approval of Warrant Register for August 2022.</p>	<p>General Manager Munds presented the Warrants for review.</p> <p>Public Comment – None</p> <p>Committee Member Cirilo made a recommendation that the Board approve the Warrants of August 2022.</p>	<p>Action: The Committee recommended that the Board approve the Warrant Register for August 2022.</p>
<p>4. Review of Board Item Regarding Financial Reports for the period ending July 31, 2022</p>	<p>General Manager Munds presented the Financial Reports commenting on each fund as presented in the packet.</p> <p>The Committee discussed the financials including a possible miss categorizing of a lien fee recovery in Fund 602.</p> <p>Public Comment – None</p> <p>Committee Member Cirilo made a recommendation that the Board receive and file the Financials of July 31, 2022.</p>	<p>Action: Committee Member Cirilo recommended that the Board receive and file the Financials for the period ending July 31, 2022</p>
<p>5. Procurement Policy</p>	<p>General Manager Munds reviewed the actions needed to adopt the Uniform Public Construction Cost Accounting Act into Title 1 of the District's Code, review a Resolution that will be subject to the Act, and review the Draft Procurement Policy.</p> <p>The Committee discussed the new procurement method, including the time and money saved, as well as the role of the State Controller.</p> <p>Committee Member Cirilo made a recommendation that the Board:</p> <ol style="list-style-type: none"> 1. Approve the introduction and first reading of Ordinance Number 2022-02 by title only adding to Title 1 of the District's Code incorporating provisions of the California Uniform Public Construction Cost Accounting Act (Attachment 1). 2. Review the draft Procurement Policy and provide direction to staff. <p>Public Comment – None</p>	<p>Action: Committee Member Cirilo recommended that the Board approve the first reading of Ordinance Number 2022-02 adding to Title 1 provisions of the California Uniform Public Construction Cost Accounting Act.</p>
<p>6. Payroll System</p>	<p>General Manager Munds presented the history of the District's payroll software along with a recommendation to use the payroll modules from our current MIP Accounting System.</p> <p>The Committee discussed the pros and cons of implementing a new payroll software system.</p> <p>Public Comment – None</p>	<p>Action: Committee Member Cirilo recommended that the Board authorize the purchase of Payroll Modules, transfer of monies to fund the costs, and authorize</p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
	<p><i>Committee Member Cirlio made a recommendation that the Board:</i></p> <ol style="list-style-type: none"> <i>1. Authorize the Purchase of Payroll Modules for the MIP Accounting System and Their Implementation in An Amount Not to Exceed \$31,185; and</i> <i>2. The Transfer Of \$16,185 from the Administrative Reserves for Information Technology Account and \$15,000 from the Election Cost (GL 7343) to fund the software and system integration costs; and</i> <i>3. Authorize the General Manager to enter into an agreement with the selected vendor.</i> 	<p>the General Manager to enter into an agreement with MIP.</p>
7. General Manager Update	<p>General Manager Munds reported on the completion of the 8th Street Well and 16th Street South Tank projects, the start of the Bay Oaks Well drilling, the new projects at 16th Street North Tank and new equipment storage building, the State drought report, the Save Cuesta Inlet Initiative, the CalRecycle meeting, and the Regional Solid Waste Rate meeting.</p> <p>Public Comment – None</p>	Action: None
8. Public Comments on Items NOT on this Agenda	Public Comment – None	
9. Schedule Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday, October 3, 2022, at 5:30 p.m. unless otherwise noted.	
10. Closing Comments by FAC Committee	Committee Member Cirlio commented on the next October meeting.	
11. Adjournment	The meeting adjourned at 6:31 p.m.	

**Los Osos Community Services District
DRAFT - Minutes of the Finance Advisory Committee Meeting
October 3, 2022, at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p>1. Call to Order Flag Salute Roll Call</p>	<p>Chairperson Womack called the meeting to order at 5:34 p.m.</p> <p><u>Roll Call:</u></p> <p>Sandra Cirilo, Committee Member – Absent Lisa Gonzalez, Committee Member – Present Alyce Thorp, Committee Member – Absent Marshall Ochylski, Vice-Chairperson – Arrived at 5:34 pm Christine Womack, Chairperson – Present</p> <p><u>Staff:</u></p> <p>Ron Munds, General Manager Laura Durban, Administrative Services Manager</p>	
<p>2. Approve FAC Meeting Minutes of August 29, 2022</p>	<p>Chairperson Womack presented the minutes for approval.</p> <p>Chairwoman Womack requested a correction to the August 29, 2022 meeting minutes. Approval of the minutes was postponed to the November 1, 2022 meeting.</p> <p>Public Comment - None</p>	<p>Action: Minutes to return to November 1, 2022, FAC meeting</p>
<p>3. Review of Board Item Regarding Approval of Warrant Register for September 2022.</p>	<p>General Manager Munds presented the Warrants for review.</p> <p>Public Comment – None</p> <p>Committee Member Gonzalez made a recommendation that the Board approve the Warrants of September 2022.</p>	<p>Action: The Committee recommended that the Board approve the Warrant Register for September 2022.</p>
<p>4. Review of Board Item Regarding Financial Reports for the period ending August 31, 2022</p>	<p>General Manager Munds presented the Financial Reports including comments on salaries, LAFCO fees, insurance, auditing services, education & training, a CalFire refund, bad-debt expenses, the fire station AT&T bills, and the Request for Proposals for the fire station building condition assessment.</p> <p>Public Comment – None</p> <p>Committee Member Gonzalez made a recommendation that the Board receive and file the Financials of August 31, 2022.</p>	<p>Action: The Committee recommended that the Board receive and file the Financials for the period ending August 31, 2022</p>
<p>5. General Manager Update</p>	<p>General Manager Munds discussed updates on the Bay Oaks Well, the Procurement Policy, the new payroll system, and the new FAC Committee member Rick LeVeque.</p> <p>The Committee discussed the Bay Oaks Well, the new payroll system, and welcomed Rick LeVeque to the Committee.</p> <p>Public Comment – None</p>	<p>Action: None</p>
<p>6. Public Comments on Items NOT on this Agenda</p>	<p>Public Comment – None</p>	
<p>7. Schedule Next FAC Meeting</p>	<p>Chairperson Womack cancelled the October 31, 2022 FAC meeting and tentatively scheduled a special meeting of the Financial Advisory Committee for Tuesday, November 1, 2022 at 5:30 p.m. unless otherwise noted.</p>	
<p>8. Closing Comments by FAC Committee</p>	<p>Committee Members thanked General Manager Munds and staff for providing a clear agenda and reports.</p>	
<p>9. Adjournment</p>	<p>The meeting adjourned at 6:13 p.m.</p>	