



March 1, 2021

TO: Finance Advisory Committee
FROM: Laura Durban, Administrative Services Manager
SUBJECT: **Agenda Item 2 – 03/01/2021 FAC Meeting**
Approve Prior Meeting Minutes

President
Christine M. Womack

Vice President
Matthew D. Fourcroy

Directors
Charles L. Cesena
Troy C. Gatchell
Marshall E. Ochylski

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) meeting held February 1, 2021 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 meeting held February 1, 2021.

Attachment
02/01/2021 Finance Advisory Committee Minutes

Mailing Address:
P.O. Box 6064
Los Osos, CA 93412

Offices:
2122 9th Street, Suite 110
Los Osos, CA 93402

Phone: 805/528-9370
FAX: 805/528-9377

www.losososcscsd.org

Los Osos Community Services District
DRAFT - Minutes of the Finance Advisory Committee Meeting
February 01, 2021 at 5:30 p.m. at the District Office

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order and Roll Call	<p>Chairperson Womack called the meeting to order at 5:30 p.m.</p> <p><u>Roll Call:</u></p> <p>Sandra Cirilo, Committee Member – Present Lisa Gonzalez, Committee Member – Present Bea Jansen, Committee Member – Present Alyce Thorp, Committee Member – Absent Marshall Ochylski, Vice Chairperson – Present Christine Womack, Chairperson – Present</p> <p><u>Staff:</u></p> <p>Ron Munds, General Manager Laura Durban, Administrative Services Manager</p>	
2. Presentation – 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> <p>Public Comment - None</p>	Action: None
3. Approve FAC Meeting Minutes of January 4, 2021	<p>Administrative Services Manager Durban presented the minutes for approval.</p> <p>Public Comment - None</p> <p>Committee Member Gonzalez made a motion that the Committee approve the minutes of January 4, 2021. The motion was seconded by Committee Member Jansen and the motion passed unanimously.</p>	Action: File Approved Minutes.
4. Review of Board Item 2020-2021 Mid-Year Budget Adjustments	<p>General Manager Munds presented the Mid-Year Budget Adjustments as seen in the Power Point presentation available on the District website.</p> <p>Public Comment – None</p> <p>Committee Member Jansen made a motion that the Committee recommend that the Board approve the Mid-Year Adjustment Requests as presented for Funds 100, 200, 301, 500, 600, 800 and 900. The motion was seconded by Committee Member Cirilo and the motion passed unanimously.</p>	Action: The Committee recommended that the Board approve the Mid-Year Adjustment Requests as presented for Funds 100, 200, 301, 500, 600, 800 and 900.
5. Review Item Regarding Authorize Issuance of Request for Proposal for District Audit Services	<p>General Manager Munds presented the RFP for District Audit Services as seen in the Power Point presentation available on the District website.</p> <p>The Committee discussed the RFP for District Audit Services.</p> <p>Committee Member Gonzalez and Committee Member Cirilo volunteered to be on the consultant selection working group.</p> <p>Committee Member Gonzalez made a motion that the Committee approve the issuance of the attached RFP for Audit Services and Select Committee Member Gonzalez and Committee Member Cirilo to participate on the consultant section of the working group. The motion was seconded by Committee Member Jansen and the motion passed unanimously.</p>	Action: Approve the issuance of the attached RFP for Audit Services and Select Committee Member Gonzalez and Committee Member Cirilo to participate on the consultant section of the working group.
6. Review of Board Item Regarding Approval of Warrant Register for January 2021	<p>Administrative Services Manager Durban presented the Warrants for review.</p> <p>Public Comment – None</p> <p>Committee Member Jansen made a recommendation that the Board approve the Warrants of January 2021. The motion was seconded by Committee Member Gonzalez and the motion carried with unanimous consent.</p>	Action: The Committee recommended that the Board approve the Warrant Register for January 2021.

AGENDA ITEM	DISCUSSION	FOLLOW-UP
7. Review of Board Item Regarding Financial Reports for the Period Ending December 31, 2020	<p>General Manager Munds presented the Financial Reports for approval as presented in the packet.</p> <p>Public Comment – None</p> <p>Committee Member Cirilo made a recommendation that the Board receive and file the Financials of December 31, 2020. The motion was seconded by Committee Member Jansen and the motion carried with unanimous consent.</p>	Action: The Committee recommended that the Board receive and file the Financials for the period ending December 31, 2020.
8. Utilities Department Update	<p>General Manager Munds presented the Utility Department Update as presented in the packet commenting on the 16th Street Tanks.</p> <p>Public Comment – None</p>	Action: None
9. Public Comments on Items NOT on this Agenda	None	
10. Schedule Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday, March 1, 2021 unless otherwise noted.	
11. Closing Comments by FAC Committee	<p>Committee Member Gonzalez voiced excitement for Chairperson Womack to be Chair of the FAC committee, and thanked the staff for the great staff reports.</p> <p>Vice Chairperson Ochylski commented that he knows Chairperson Womack will to an outstanding job as the FAC's new Chair.</p>	
12. Adjournment	The meeting adjourned at 6:31 p.m.	