



FINANCE COMMITTEE

REGULAR MEETING
Thursday, April 5, 2018 - 10:00 AM
2850 Burton Drive Cambria CA 93428

MINUTES

A. CALL TO ORDER

Amanda Rice called the meeting to order at 10:00 a.m.

B. ESTABLISH QUORUM

A quorum was established.

Committee members present: Amanda Rice, David Pierson, Ted Siegler, Cindy Steidel, and Dewayne Lee

Staff present: General Manager Jerry Gruber, Finance Manager Rudy Hernandez, and Confidential Administrative Assistant Haley Dodson

C. ELECTION OF CHAIR AND VICE CHAIR

Amanda Rice nominated David Pierson to the Chair of the Committee.

Dewayne Lee seconded the motion.

Motion Passed Unanimously: 5-Ayes, 0-Nays, 0-Absent

Cindy Steidel nominated Ted Siegler to the Vice Chair of the Committee.

Amanda Rice seconded the motion.

Motion Passed Unanimously: 5-Ayes, 0-Nays, 0-Absent

1. PUBLIC COMMENT

Karen Dean

2. REGULAR BUSINESS

A. Discussion of Finance Committee Scope of Responsibilities and Functions

Each committee member discussed what they'd like the committee's scope of responsibilities and functions to be.

Vice Chairman Siegler discussed his list (attached).

The Chairman and committee defined the following scope of responsibilities and functions (David Pierson's attachment attached):

- 1) District Pension Liabilities: Status of funding and the impact on current and future budgets. An emphasis on transparency for the Board and the community
- 2) Review of the Balance Sheet: Including all assets and liabilities including interagency debt, external debt, and fixed assets. Review the Asset Management Program and its impact on current and future expenses. Review the District Reserve Policy and recommend changes as needed.
- 3) Annual District Planning and Budget Review – Review of the annual plan and budget including all personnel additions/subtractions, infrastructure improvements and upgrades, efficiency improvements, and customer satisfaction improvement projects. Review overhead allocations to each agency. Review on a quarterly basis at a minimum with an emphasis on plan achievement and subsequent budget conformation.
- 4) Long-range Plan and Budget Review: Review the plan and budget including revenue projections, rate and fee changes, CIP (Capital Improvement Plan), and Asset Management.
- 5) Advise the District Financial Manager on reports and financial documents with an emphasis on providing the maximum transparency and accuracy for the community.
- 6) Review the District policy on pursuing grants. Recommend a plan to achieve greater success by utilizing District assets and/or consultants as needed.
- 7) Review all large (>\$50,000) purchases and make recommendation to the Board as directed.
- 8) Review and recommend changes to the Purchasing Policy and other policies as directed by the Board.
- 9) Hold a minimum of two Town Hall meetings with the public to improve District financial transparency.
- 10) Other items as directed by the Board.

B. Discussion of Committee Procedures, Including Agenda Setting Process, Establishment of Regular Meeting Dates & Times, and Responsibilities of Members

Public Comment:

John Martinez

Chairman Pierson suggested the committee should establish regular monthly meetings at the May meeting.

C. Discussion of Committee Regarding Revision of the Purchasing Policy

General Manager Jerry Gruber discussed the purchasing policy and the suggested revisions.

Finance Manager Rudy Hernandez discussed the petty cash procedures.

Public Comment:
John Martinez
Karen Dean
Harry Farmer

Chairman Pierson suggests the committee table this item and discuss it at a future meeting. The committee unanimously agreed.

3. FUTURE AGENDA ITEMS

Chairman Pierson suggested the committee have an interim meeting at the end of this month to have a brown act training, review the balance sheet, and having a conversation about where the dollars come from and where does CCSD spend the dollars? We want to clarify the difference between what the rate payers are responsible for and what the tax payers are responsible for. He suggested having another meeting on Thursday, May 10, 2018 at 10:00 a.m. and limiting the length of the meeting to two hours.

The committee unanimously agreed to have a meeting on Thursday, May 10, 2018 from 10:00 a.m. to 12:00 p.m.

The committee unanimously agreed to have a meeting on Thursday, April 26, 2018 from 9:00 a.m. to 12:00 p.m.

4. ADJOURN

Chairman Pierson adjourned the meeting at 11:51 a.m.