

CAMBRIA COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE SPECIAL MEETING MINUTES
Monday, July 31, 2023 2:00 PM

1. OPENING

A. CALL TO ORDER

Chairman Gray called the meeting to order at 2:02 pm.

B. ESTABLISH A QUORUM

A quorum was established.

Committee members present: (at Vets Hall): Chairperson Tom Gray, Cheryl McDowell and David Pierson; Aimee Wyatt was absent (excused).

By unanimous consent of the three members present at the Vets Hall, member Karen Chrisman was allowed to participate in the meeting remotely under Section 54953, Subdivision (f) of the Government Code (remote participation permitted for just cause, in this case a contagious illness).

Staff present: Matthew McElhenie, General Manager, Haley Dodson, Confidential Administrative Assistant, and Denise Fritz, Administrative Department Manager.

C. CHAIRMAN'S REPORT

None.

D. COMMITTEE MEMBER COMMUNICATIONS

None.

E. AD HOC COMMITTEE UPDATES

Updates were received from the three current ad hoc subcommittees – Budget Policy (Allocation of Administrative Overhead), Reserve Policy and General Fund Revenue Enhancement.

Regarding the Budget Policy subcommittee, Mr. Pierson said it had met twice so far and was on schedule to complete a report in October. Its next meeting will be in the later part of September.

Regarding the Reserve Policy subcommittee, Ms. Chrisman said it continues to pursue its goal of merging the two existing policies into a single updated policy. She noted that the passing of Cindy Steidel in June and the pressures on Ms. Fritz' time during the budgeting process have interrupted the subcommittee's work. She said, however, that she expects it to be able to issue a report in September.

Regarding the subcommittee on General Fund Revenue Enhancement, Mr. Pierson said he will be ready with a report at the Sept. 26 Finance Committee meeting.

2. PUBLIC COMMENT ON AGENDA ITEMS [0:19]

Public comment from attendees: None

Written public comment was received from Linda Prentiss and read into the record.

3. CONSENT AGENDA [0:21]

A. Consideration to Approve May 31, 2023 Special Meeting Minutes

Minutes were approved by unanimous consent of committee.

4. REGULAR BUSINESS [0:21]

A. Review of Fourth Quarter Budget Report and Staff Recommendation.

Ms. Fritz presented a summary of the budget report for the fourth quarter of Fiscal Year 2022-23. She drew attention to the realization of \$550,000 in cost savings in the Administrative Department during FY 2022/23, due mainly to reduction in personnel costs.

Ms. McDowell raised a concern about the accuracy of cost estimates for capital improvement projects. Committee member Pierson proposed to tighten estimates for near-term projects by consulting with contractors and other experts who have knowledge of relevant costs.

Mr. Gray noted that he and Karen Dean, chair of the Resources and Infrastructure Committee, will be working with Ms. Fritz as an ad hoc committee to update and improve the CIP list.

Mr. Pierson asked for clarification on the recording of Vets Hall maintenance expenses. Mr. Gray and Mr. Pierson asked for clarification on the allocation of maintenance and repair expenses between Administrative and Facilities & Resources accounts, and how much is spent on Fiscalini Ranch maintenance. Mr. Pierson requested a line-item report on F&R spending to help determine the Ranch share of outlays.

Mr. Pierson moved to recommend Board approval of the Fourth Quarter Budget Report, with clarification of the Vets Hall re-roofing item and general instruction to the Board to update the CIP list for greater accuracy especially in long-term estimates.

Ms. Chrisman seconded.

The motion was approved: 3-Ayes, 0-Nays, 1-Absent.

B. Discussion and Consideration of the Final Budget FY 2023/2024 and Approve Recommendations to the Board of Directors.

Ms. Fritz presented a summary of the Final Budget, summarizing fund deficits/surpluses and project spending being carried forward from FY 2022/23.

Mr. Pierson raised a concern about the projected deficit in the General Fund. Ms. Fritz noted that this reflected the existence of a "structural deficit" in the Facilities & Resources budget. He also asked why the upgrade of the Vets Hall sound system was included in the Administrative rather than F&R budget. General Manager McElhenie said the sound system is primarily used for CCSD activities.

The Committee also asked about the budgeting and timing of water meter replacement/refurbishment and a budget request regarding refurbishment of the antique fire engine.

Mr. Pierson moved that the Committee recommend approval of the final FY 2023/24.

Ms. McDowell seconded.

The motion was approved: 3-Ayes, 0-Nays, 1-Absent

5. FUTURE AGENDA ITEMS

Chairman Gray asked for any future agenda items.

Ms. McDowell requested action on getting CalFire and Cambria Fire to work more closely together on ensuring defensible space for developed as well as undeveloped properties. Mr. McElhenie noted that such an arrangement would make substantial demands on Staff time. Mr. Pierson noted the need for a cost estimate to fund the activities.

6. ADJOURN

Chairman Gray adjourned the meeting at 3:36 p.m.