

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**FINANCE COMMITTEE SPECIAL MEETING MINUTES**  
Tuesday, December 14, 2021 - 10:00 AM

**1. OPENING**

**A. CALL TO ORDER**

Chairman Gray called the meeting to order at 10:00 a.m.

**B. ESTABLISH A QUORUM**

A quorum was established.

Committee members present via Zoom: Tom Gray, Ted Siegler, Marvin Corne, Mary Maher, Cheryl McDowell, and Karen Chrisman.

Staff present via Zoom: Pamela Duffield, Finance Manager, Ossana Terterian, Board Secretary (departed meeting early).

**C. CHAIRMAN'S REPORT**

Chairman Gray welcomed new committee member Karen Chrisman to the Finance Committee.

Chairman Gray explained that the CCSD board has received presentations on financing options and discussed a rate study. Bartle-Wells will be performing a rate study again and the finance committee will be engaged at some point during the process.

**D. COMMITTEE MEMBER COMMUNICATIONS**

Committee members inquired about recent board financial actions associated with the community skate park and restrooms.

**E. PUBLIC COMMENT ON AGENDA ITEMS**

Public comment: Elizabeth Bettenhausen

**2. CONSENT AGENDA**

**A. Consideration to Approve October 26, 2021 Regular Meeting Minutes**

Committee member Corne moved to approve the minutes.

Committee member Siegler seconded the motion.

The motion was approved 5-Ayes (Maher, McDowell, Siegler, Corne, Chrisman), 0-Nays, 0-Abstain

### **3. REGULAR BUSINESS**

#### **A. Discussion and Consideration of Report on Strategic Planning Task to Identify Underfunded, Under-Resourced and Under-Staffed Services**

The report represents the result of the committee's discussion on the topic.

Committee member Maher moved to approve the report and send to the Board for consideration.

Committee member McDowell seconded the motion.

The motion was approved 5-Ayes (Maher, McDowell, Siegler, Corne, Chrisman), 0-Nays, 0-Abstain

#### **B. Update from Ad Hoc Subcommittee on Structural Changes to Address Underfunded, Under-staffed and Under-Resourced Services, with Appointment of Third Subcommittee Member**

Committee member Siegler gave a summary of the initial subcommittee meeting held in November.

Committee member Karen Chrisman volunteered to join committee member Siegler and Chairman Gray on the subcommittee.

Committee member Maher moved to approve the new subcommittee member.

Committee member Siegler seconded the motion.

The motion was approved 5-Ayes (Maher, McDowell, Siegler, Corne, Chrisman), 0-Nays, 0-Abstain

#### **C. Discussion and Consideration of 2022 Finance Committee Meeting Dates**

Chairman Gray proposed 2022 meeting dates to accommodate known conflicts in January and year-end holiday schedules. The 2022 meetings are as follows. Thursday January 27<sup>th</sup>, the 4<sup>th</sup> Tuesday of the month February through October, and December 6<sup>th</sup>. All meetings are at 10:00am.

Committee member Siegler motioned to approve the 2022 committee meeting dates as proposed.

Committee member Corne seconded the motion.

The motion was approved 5-Ayes (Maher, McDowell, Siegler, Corne, Chrisman), 0-Nays, 0-Abstain

**D. Receive Update on Tyler Incode**

Ms. Duffield reported that training continues as the staff works to learn how best to use the new system to its fullest capability. The staff is currently working on electronic work orders.

**E. Receive Update on FY 2020/21 Audit**

Ms. Duffield reported that she met twice with the auditors and activity is proceeding on schedule.

**4. FUTURE AGENDA ITEMS**

Chairman Gray asked for any future agenda items.

Committee members expressed concern with understanding our role as it relates to CCSD financial transparency, strategic plan, subcommittee work and priorities, mission statement, bylaws and reserve usage.

Chairman Gray will meet with the CCSD Board president to express concerns discussed in today's meeting relative to the role of the finance committee. Chairman Gray will add this item to an upcoming meeting so the committee can discuss the results of their meeting.

**5. ADJOURN**

Chairman Gray adjourned the meeting at 11: 26a.m.