

CAMBRIA COMMUNITY SERVICES DISTRICT
FINANCE COMMITTEE SPECIAL MEETING MINUTES
Tuesday, March 16, 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

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

Absent: Dewayne Lee, Mary Maher

Staff present via Zoom: John Weigold, General Manager; Pamela Duffield, Finance Manager; Ossana Terterian, Board Secretary.

Also present: Alexander Hom, of Moss, Levy & Hartzheim

C. CHAIRMAN'S REPORT

Chairman Gray - No report

D. AD HOC SUBCOMMITTEE REPORTS

Committee Member Corne – The ad hoc subcommittee on strategic plan objectives met with Ms. Duffield to review a preliminary list of unfunded activities. Most immediate is \$433K for storm damage recovery. The preliminary list added up to approximately \$12 million of one-time and ongoing projects/activities. Next step will be to prioritize.

2. PUBLIC COMMENT

None

3. CONSENT AGENDA

A. Consideration to Approve the February 16, 2021 Special Meeting Minutes

Committee member Siegler moved to approve the meeting minutes.

Committee member Corne seconded the motion.

The motion was approved 3-ayes (Corne, McDowell, Siegler), 0-Nays, 0-Abstain

4. REGULAR BUSINESS

A. Discuss and Review Fiscal Year 18/19 Audit and Financial Statements

Mr. Hom reviewed the audit. The district received an unqualified opinion. The financial statements reflected a major prior period adjustment to comply with a change in accounting standard with respect to Post-Employment Benefit and Pension liabilities. The current standard requires reporting the entire liability on the current balance sheet rather than spreading the liability over a 30-year period. Other findings included untimely bank reconciliations and minor issues with respect to Vet's Hall billing, credit card receipts and employee pay. None of these issues exceeded \$100.00.

Discussion included steps taken by Ms. Duffield to avoid these issues in the future.

B. Receive Update on Tyler Incode

Ms. Duffield reported the following implementation schedule:

- A/P and Purchasing, week of 4/5
- Payroll, week of 4/12
- Electronic timesheet and time-off request training, week of 4/19
- Utilities billing, 5/10
- Work orders, project accounting, fixed assets, budgets, 7/1

5. FUTURE AGENDA ITEMS

Chairman Gray asked for any future agenda items. The following items were discussed:

- Report from ad hoc subcommittee on strategic plan objectives
- Review CIP list for upcoming budget
- 3rd quarter operations update
- Special joint R&I and Finance committees meeting to receive a presentation on the SST process.

6. ADJOURN

Chairman Gray adjourned the meeting at 11:05 am.