



## **FINANCE COMMITTEE**

### **REGULAR MEETING**

Thursday, April 26, 2018 - 9:00 am-12:00 pm  
2850 Burton Drive Cambria CA 93428

### **MINUTES**

#### **A. CALL TO ORDER**

Chairman Pierson called the meeting to order at 9:00 a.m.

#### **B. ESTABLISH QUORUM**

A quorum was established.

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

Staff present: Administrative Services Officer/District Clerk Monique Madrid, Finance Manager Rudy Hernandez, District Engineer Bob Gresens and Confidential Administrative Assistant Haley Dodson

Members of the public present: Donn Howell, Karen Dean, John Martinez, Ms. Martinez, Harry Farmer and Jerry Woods.

#### **C. CHAIRMAN'S REPORT**

Chairman Pierson asked everyone to please silence their cell phones.

Chairman Pierson asked the committee to consider establishing a time limit for future meetings. He suggested limiting meetings to two hours, unless there's consent to go past two hours.

Committee member Rice motioned to limit the committee meetings to two hours, unless there's consent to go past two hours.

Vice Chair Siegler seconded the motion.

Motion was approved unanimously.

Chairman Pierson asked the committee how they would like to receive agenda packets and documents.

The committee stated they would like the agendas and documents emailed to them.

Chairman Pierson asked Haley Dodson to email the committee agendas and documents. She stated the committee can also pick up agenda packets at the CCSD Office.

The committee discussed Ms. Bettenhausen's memo (attached).

Vice Chair Siegler stated that the items she refers to are not on the agenda.

Monique Madrid stated that the public doesn't have email addresses for the three committee members. She asked if the committee wants CCSD issued email addresses or an email distribution list for the public to use?

The committee discussed the public's point of contact for the committee.

Chairman Pierson suggested that only the General Manager or Chairman respond to emails from the public. If the emails need to be forwarded to the committee, Monique Madrid or Haley Dodson will forward the emails to the committee.

The committee agreed that the Chairman or General Manager will respond to emails from the public and the Chairman can decide if the emails can be addressed by the entire committee or direct them to submit a Public Records Request.

Monique Madrid will talk to the General Manager when he returns and develop a process.

**1. PUBLIC COMMENT**

None.

**2. CONSENT AGENDA**

**A. Consideration to Approve the April 5, 2018 Regular Meeting Minutes**

Committee Member Lee moved to approve the April 5, 2018 Regular Meeting minutes.

Committee Member Steidel seconded the motion.

Motion was approved unanimously.

### **3. REGULAR BUSINESS**

#### **A. Review of Finance Committee Scope of Responsibilities and Functions**

Chairman Pierson introduced the scope of responsibilities and functions that were discussed at the last meeting (attached). He clarified these are not in order by priority.

The committee discussed the scope of responsibilities and functions.

#### **B. Discuss Newly Created Departmental Balance Sheets for the CCSD**

Chairman Pierson introduced this item and Finance Manager Rudy Hernandez provided a brief summary on the most current revenue reports (attached) and asked for any questions.

Vice Chair Siegler stated that the document is not a balance sheet and isn't what the committee is looking for.

Finance Manager Rudy Hernandez responded that he can't create the balance sheet until the audit is complete.

The committee discussed the process of balance sheets and transparency.

Finance Manager Rudy Hernandez stated he can provide the adjusting budget entries to be transparent, but it doesn't reflect the audit entries for last year.

Vice Chair Siegler stated he hopes every month the committee can review an unaudited balance sheet with accounts that are fully reconciled and accounts subject to adjustment.

Finance Manager Rudy Hernandez responded that the goal is to provide a balance sheet every month and have it ready for the June meeting.

Public Comment:  
John Martinez

Committee Member Steidel asked if there's a way to look at fixed and variable expenses.

Finance Manager Rudy Hernandez responded that the current software doesn't have that capability, but he will look into the new Tyler Software.

#### **C. Discuss Feasibility of Possible Financing for the CCSD's Sustainable Water Facility and Capital Improvement Infrastructure Needs**

Chairman Pierson introduced the item and presented the AWTP Loan Refinancing spreadsheet (attached).

The committee discussed the spreadsheet.

Committee Member Steidel suggested the Board decide what the identity of the AWTP is and put to rest the challenging list of acronyms across the community.

Committee Member Lee agreed. He would like to see the Board define the name of the AWTP, the purpose, and what it will be used for.

The committee discussed I-Bank.

Chairman Pierson asked District Engineer Bob Gresens to provide an update on projects near completion at the SWF.

District Engineer Bob Gresens stated they are requesting approval on a biologist contract and getting quotes on the RO concentration project.

Public Comment:

Karen Dean

John Martinez

At 10:25 a.m. Chairman Pierson asked the committee to take a five-minute break and return to attend the Brown Act Training at 10:30 a.m. He stated the Finance Committee meeting will reconvene after the Brown Act Training.

**D. Brown Act Training - This will be at 10:30 a.m. This portion of the meeting will be held in conjunction with the Special Meeting of the Infrastructure Committee, PROS Commission and CCSD Board of Directors, so that their members can also be in attendance and participate in the training**

David Hirsch introduced himself and conducted a Brown Act Training at 10:30 a.m. for the Finance Committee, Infrastructure Committee, PROS Commission, CCSD staff and members of the public. He passed out the Brown Act Training PowerPoint slides (attached).

Committee members, staff and public in attendance:

Rudy Hernandez

Monique Madrid

Haley Dodson

David Pierson

Ted Siegler

Amanda Rice

Cindy Steidel

Dewayne Lee

Timothy Roche

Harry Farmer

Karen Dean

Jerry Woods

John Martinez

Ms. Martinez

Committee and Public Comment:

Amanda Rice  
Jerry Woods  
Cindy Steidel  
Ted Siegler  
Timothy Roche  
Karen Dean  
John Martinez

The committee thanked David Hirsch for conducting the Brown Act Training.

The Brown Act Training adjourned at 11:46 a.m.

Chairman Pierson reconvened the Finance Standing Committee at 11:47 a.m.

#### **4. FUTURE AGENDA ITEMS**

Chairman Pierson suggested not holding a meeting on Thursday, May 10, 2018, but schedule a meeting on Thursday, May 17, 2018.

Chairman Pierson suggested the following on the May 17, 2018 agenda:

1. First cut draft of the budget (two versions, one version is without new rates and the second version is with new rates) and provide a recommendation to the Board of Directors.
2. Allocated Overhead Explanation.
3. Rate Study (Committee Member Rice stated it would be a Brown Act violation if the Finance Standing Committee discussed the Rate Study. It's been recommended that the Rate Study goes to the Board of Directors first). Chairman Pierson agreed to have the Rate Study go to the Board of Directors for discussion.
4. Committee Member Steidel suggested reviewing policies and index. Monique Madrid stated staff can provide a list of policies related to finance.
5. Assignment of Banking Powers.

Chairman Pierson suggested reviewing the audit on June's agenda.

Committee Member Rice stated they can look at the purchasing policy (which was distributed at the last meeting), reserve policy, and the assignment of banking powers. She'd like the committee to have a copy of the resolution and exhibit.

The committee agreed to adding the above items on the agenda, with the exception of the Rate Study.

Monique Madrid stated staff can have the purchasing policy, assignment of banking powers, and reserve policy for the committee's review by May 17, 2018, but not by the May 10, 2018 meeting.

The committee agreed to move the May 10, 2018 meeting to May 17, 2018 from 10:00 a.m. to 12:00 p.m.

Chairman Pierson suggested creating a meeting schedule that consists of meeting two weeks prior to the CCSD Board meetings from 10:00 a.m. to 12:00 p.m. in the fire training room. If the fire training room isn't available, the meeting can be held in the Vets Hall dining room. He asked Haley Dodson to create a meeting schedule for approval on the May 17, 2018 consent agenda.

Committee Member Steidel offered to make an itemized list of the current policies for the Finance Department. Chairman Pierson suggested meeting with Monique Madrid. Monique stated she will meet with the Finance Manager and schedule a time for Committee Member Steidel to look at the current finance policies.

#### **4. ADJOURN**

Chairman Pierson adjourned the meeting at 12:02 p.m.