

**FINANCE COMMITTEE/RESOURCES & INFRASTRUCTURE COMMITTEE**

SPECIAL JOINT MEETING  
Tuesday, October 17, 2023 - 2:00 PM  
1000 Main Street Cambria, CA 93428

**1. OPENING**

**A. CALL TO ORDER**

Finance Committee Chairperson Gray called the meeting to order at 2:00 pm.

**B. ESTABLISH QUORUM**

A Finance Committee quorum was established.  
An R&I Committee quorum was established.

Finance Committee members present: Tom Gray, Cheryl McDowell, David Pierson, Karen Chrisman, and Scott McCann.

R&I Committee members present: Karen Dean, Juli Amodei, James Webb, and Derrick Williams. Members absent: Mark Meeks and Steven Siebuhr.

Staff present: Administrative Department Manager Denise Fritz and Confidential Administrative Assistant Haley Dodson.

**2. PUBLIC COMMENTS ON AGENDA ITEMS**

No public comment.

**3. REGULAR BUSINESS**

**A. Discussion Regarding CIP List Review Format**

Administrative Department Manager Fritz presented the reformatted CIP list and stated that the purpose of this meeting is to discuss the ranking methodology. The District's finance department uses the CIP list to track expenditures, and as a tool for long-term capital expenditure planning.

R&I Chairperson Dean states that the R&I committee will address the ranking at their next meeting, along with District staff. The R&I committee previously ranked items by importance. For example:

1. Emergency items
2. Very important items, but not emergency
3. Less important items
4. Items that would be nice

Administrative Department Manager Fritz states that another approach is to reserve the top ranking for items that are currently budgeted, even if these items are not the most important items.

Finance Committee member Pierson states that a unified ranking system is needed so that the District's fund managers have a consistent template for developing their individual priority lists.

Administrative Department Manager Fritz suggests funded items could be labeled with a sub-rank such as 1.1 or 2.1.

Finance Committee member McCann suggests it is important to retain a simple system.

Finance Committee member McDowell requests that items on the CIP list include dates indicating how long the item has been on the list. Furthermore, the figures on the CIP list are not accurate.

Finance Chairperson Gray notes that items that are already budgeted may not need a priority ranking because they are ongoing. Administrative Department Manager Fritz proposes that budgeted projects be assigned a different signifier. Budgeted items could have their numeric ranking replaced with a “B” (for “Budgeted”). Budgeted items would be listed separately on the CIP list.

Administrative Department Manager Fritz suggests that the CIP list include a footnote that describes the ranking system. The differentiation between rankings of 1, 2, and 3 is for the R&I Committee and the managers to agree on. Finance Committee member McCann suggests a decimal system where the number before the decimal is the priority, and the number after the decimal indicates project status.

The Committees agree that budgeted items will be assigned a B, and other items will be prioritized either with a 1, 2, 3 system or a 1.1, 1.2, 2.1, etc. system.

Finance Committee member Chrisman identified typos in the CIP list.

Finance Chairperson Gray suggests the following prioritization:

1. Items that are critical for safety and/or regulatory compliance
2. Items that have an operational necessity, but are not critical
3. Future improvements

R&I Chairperson Dean requests that completed projects remain on the CIP as documentation of what the District has completed.

Finance Committee member Pierson suggests that the CIP include footnotes for projects that are at least partially funded by grants or other sources. The CIP list currently lists full project costs, whether the project is funded by the district or not.

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

None.

#### **5. ADJOURN**

Finance Chairperson Gray adjourned the meeting at 2:39 pm.