

FINANCE COMMITTEE
REGULAR MEETING
Tuesday, October 26, 2021 - 10:00 AM
MINUTES

A. CALL TO ORDER

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

B. ESTABLISH QUORUM

A quorum was established.

Committee members present via Zoom: Tom Gray, Ted Siegler, Mary Maher, Marvin Corne, and Cheryl McDowell (arriving later in meeting).

Staff present via Zoom: John Weigold, General Manager, Pamela Duffield, Finance Manager.

C. CHAIRMAN'S REPORT

Chairman Gray reported that the Board officially announced the Finance Committee opening. No one has applied to date. Chairman Gray encouraged members to get the word out that we are looking for a new Finance Committee member.

D. AD HOC SUBCOMMITTEE REPORTS

The Ad Hoc on unfunded/ underfunded/ understaffed completed their report to include comments from last month's meeting. It will be taken to the board at the first meeting in November.

E. COMMITTEE MEMBER COMMUNICATIONS

None

1. PUBLIC COMMENT

None

2. CONSENT AGENDA

- A. Consideration to Approve September 28, 2021 Regular Meeting Minutes

Committee Member Siegler moved to approve the meeting minutes.

Committee Member Maher seconded the motion.

The motion was approved 3-Ayes (Corne, Maher, Siegler), 0-Nays, 0-Absent (McDowell)

3. REGULAR BUSINESS

- A. Review of the First Quarter Budget Report and Staff Recommendation

Ms. Duffield reviewed the first quarter budget report and budget adjustments. The new report is the first from the Tyler Incode system. Ms. Duffield explained the new format and columns from the system generated report that most closely resembles the past reports created in excel.

Ms. Duffield reported that using the new system report was much more efficient. The prior reporting method took 2 days, and this method only took half a day.

Committee Member Maher moved to approve the staff recommendation of the budget adjustments and budget report and send to the board for their review.

Committee Member Corne seconded the motion.

The motion was approved 4-Ayes (Corne, Maher, McDowell, Siegler), 0-Nays, 0-Abstain

- B. Appointment of New Ad Hoc Subcommittee for the CCSD Strategic Plan Objective: Identify Potential Structural Changes to Address Underfunded, Under-Resourced and Understaffed Services/Support Needs

Committee member Siegler and Chairman Gray were appointed to this subcommittee. A third member could be added once we get a fifth member to join our committee.

C. Review and Update of Ad Hoc Subcommittee Roster

The committee reviewed the list of finance ad hoc subcommittees. There was some discussion about the reserve policy subcommittee being reopened but it was decided not to do so at this time.

The list will be updated with the ad hoc subcommittee to identify unfunded/underfunded/understaffed services and support needs. This subcommittee will be closed once the report is reviewed at the November board meeting. The list will also be updated to show closure of the subcommittees for the Bartle Wells Associated rate study and the Water and Wastewater rate increases.

In addition, the list will be updated to include the new subcommittee discussed earlier in the agenda -- Identify Potential Structural Changes to Address Underfunded, Under-Resourced and Understaffed Services/ Support Needs.

Public comment: None

D. FY 20/21 Audit

Ms. Duffield reported no change to last month's status. The audit is scheduled to start November 8.

Public comment: None

E. Receive Update on Tyler Incode

Ms. Duffield reported that the majority of modules are in place. The fixed asset module and work order module are still in work. Project team meetings will not happen as frequently. Tyler will continue to assist as needed as new processes are implemented for the first time, such as year-end and fiscal end reporting.

Public comment: None

4. FUTURE AGENDA ITEMS

Chairman Gray asked for any future agenda items. No items were identified.

5. ADJOURN

Chairman Gray adjourned the meeting at 11:33 a.m.