

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Finance Standing Committee or staff will participate in this meeting via a teleconference. Members of the public can submit written comments to the Board Secretary at boardcomment@camabriacsd.org.



FINANCE COMMITTEE

REGULAR MEETING
Tuesday, February 23, 2021 - 10:00 AM

AGENDA

Please click the link below to join the webinar:

<https://zoom.us/j/96787038412?pwd=ampRTUxhMjdKNldYcmRSNzU2K2lwQT09>

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Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the Office of the Board Secretary, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at www.camabriacsd.org. Please call 805-927-6223 if you need any assistance. If requested, the agenda and supporting documents shall be made available in alternative formats to persons with a disability. The Committee Chairperson will answer any questions regarding the agenda.

- A. CALL TO ORDER
- B. ESTABLISH QUORUM
- C. CHAIRMAN'S REPORT
- D. ELECTION OF OFFICERS

1. PUBLIC COMMENT

Members of the public may now address the Committee on any item of interest within the jurisdiction of the Committee but not on its agenda

today. Future agenda items can be suggested at this time. In compliance with the Brown Act, the Committee cannot discuss or act on items not on the agenda. Each speaker has up to three minutes.

2. CONSENT AGENDA

- A. Consideration to Approve the January 26, 2021 Regular Meeting Minutes

3. REGULAR BUSINESS

- A. Receive Update from the Board of Directors Regarding Finance Committee Tasks in 2021, and Establish Ad Hoc Subcommittee(s) as Appropriate
- B. Receive Update on Fiscal Year 2018/2019 Year Audit
- C. Receive Update on Tyler Incode

4. FUTURE AGENDA ITEMS

5. ADJOURN

FINANCE COMMITTEE**REGULAR MEETING**

Tuesday, January 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, Dewayne Lee, Mary Maher, Marvin Corne, and Cheryl McDowell.

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

- C. CHAIRMAN'S REPORT** – Chairman Gray explained that agenda item B, regarding Finance Committee Tasks in 2021 will move to the February meeting. The Board will consider adopting the Strategic Plan at an upcoming meeting. That plan will include tasks for the Finance Committee.

1. PUBLIC COMMENT - None**2. CONSENT AGENDA**

- A. Consideration to Approve the December 22, 2020 Regular Meeting Minutes as amended.**

Committee member Lee moved to approve the meeting minutes.

Committee member Corne seconded the motion.

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

- B. Consideration to Approve the January 12, 2021 Special Meeting Minutes**

Committee member Siegler moved to approve the meeting minutes.

Committee member Maher seconded the motion.

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

3. REGULAR BUSINESS

A. Review of Second Quarter Budget Report and Staff Recommendations

Ms. Duffield reviewed the second quarter budget report. There was discussion that the salary and benefits estimated actuals are understated. The full year estimated actual calculation does not account for the mid fiscal year increase. The salary and benefits budget includes this increase.

Committee member Siegler moved to approve the staff recommendation of FY 2020/21 second quarter budget report and pass report onto the Board of Directors.

Committee member McDowell seconded the motion.

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

B. Receive Update from the Board of Directors Regarding Finance Committee Tasks in 2021

This item is deferred until next month

C. Receive Update on Fiscal Year 2018/2019 Audit

Ms. Duffield reported that the final audit report should be received in a couple of weeks. We may need a special meeting in February to review the audit prior to the February board meeting.

D. Receive Update on Tyler Incode

Ms. Duffield reported the status of the Tyler Incode project. The essential & critical components will be implemented by early April. The Utility billing component will be implemented in May. Non-essential portions may not be implemented until the next fiscal year.

4. FUTURE AGENDA ITEMS

Chairman Gray asked for any future agenda items. Finance committee tasks from the Board of Directors will be reviewed and an ad hoc committee will be established at the next meeting.

The status of the PG&E Investment Grade Audit and the full CIP list will be reviewed at a later meeting after the February 22nd Resources and Infrastructure committee meeting.

5. ADJOURN

Chairman Gray adjourned the meeting at 11:25 a.m.

Strategic Goals and Objectives Related to Finance Committee

The following are the three-year goal and the two six-month objectives, adopted by the CCSD Board of Directors on February 11, 2021, that involve participation by the Finance Committee:

THREE-YEAR GOAL: Achieve and sustain adequate financial resources to sustain the mission.

SIX-MONTH OBJECTIVES:

- 1) Identify underfunded, under-resourced and understaffed services.
 - a. When: April 1, 2021
 - b. Who: GM John Weigold IV and Finance Manager Pamela Duffield, co-leads, working with the Finance Committee.
- 2) Identify funding resources and structural changes to meet unmet services needs.
 - a. When: June 1, 2021
 - b. Who: GM John Weigold IV and Finance Manager Pamela Duffield, co-leads, working with the Finance Committee.