



Financial Oversight Committee (FOC) Meeting

Tuesday, June 28, 2022

Meeting Conducted remotely with FOC members attending via Zoom

Minutes

- 1. Call to Order:** Chair Peter Carbee called the meeting to order at 5:30 PM with a quorum of the Committee: Chair Peter Carbee, Bill Powell, Tad Nunez, General Manager Lisa Liotta and Treasurer Erin McCullough were present via Zoom.
Absent: Fred Thumm.
- 2. Agenda Revisions:** None.
- 3. Public Comments:** None.
- 4. Approval of Meeting Minutes, May 24, 2022:** *Bill Powell made a motion that the FOC accept the minutes of the February 22, 2022 meeting, seconded by Peter Carbee. Tad Nunez abstained as he was not in attendance at the May meeting. Voting in favor: Peter Carbee and Bill Powell – motion carried.*
- 5. Financial Statement Review, as of May 31, 2022:** *Tad Nunez made a motion to accept the financial statements as presented, seconded by Bill Powell - voting in favor: unanimous.*

- 6. Status of IRS Appeal:** General Manager Lisa Liotta provided an overview of the memo in the packet, explaining that the District has to date remitted a total of \$3,980.90 in penalties and interest related to a missing payroll tax payment in the first quarter of 2018. Treasurer Erin McCullough has found that the missing payment was made one year later in the spring of 2019, then again when the District received notice from the IRS in 2021. It is likely that the IRS will catch up to all payments and that a refund of the payroll tax and a significant portion of the penalty and fee will be refunded. The Treasurer will attempt to reach the IRS by phone to review the payment history.

FOC members inquired as to whether an accrual for the expected refund should be accounted for in the FY22 financials. Staff will consult with CPA Robert Pace when the fiscal year is being closed out.

- 7. RFP for Banking Services:**

The District's current banking agreement with People's United/M&T Bank has been extended to December 31, 2022. Staff are drafting and RFP for a five year term for banking services and have reached out to CPA Robert Pace to inquire about consulting in helping to draft the document. The RFP should be issued by early October, at the latest. Once language is more finalized, staff will bring the document back to the FOC for final review.

- 8. FY24 Budget Planning:** The GM has laid out the timeline for the annual budget process based on the District's Charter, Ordinance, and Financial Policies and Procedures and provided the information in the memo in the packet, noting that our governance documents do not specify when or that FOC should review the budget during the year. The FOC requested that they review the budget before it goes before the Executive Board, which would normally be three times each year: in July, in November, and in April. The FOC discussed if process would flow better if FOC met before the EB during the month for budget meetings.
- 9. Treasurer's Vacation:** Liotta provided FOC members with the Treasurer's Vacation Plan that was approved by the Executive Board at their June meeting. The Treasurer will be on vacation and working

remotely from July 16 to August 6. District staff will help support the Treasurer's work so that essential financial processes occur during the three week period.

10. Other Old or New Business: None.

11. Adjourn – *At 6:11 PM with the approval of the Committee, the meeting so adjourned.*

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Lisa Liotta".

Lisa Liotta