



**Financial Oversight Committee SPECIAL Meeting**  
**Tuesday, November 15, 2022, 5:30PM**  
*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, Fred Thumm, Tad Nunez, Bill Powell, General Manager Lisa Liotta, and Operations Manager/Assistant General Manager Theron Lay-Sleeper were present via Zoom.
- 2. Agenda Revisions:** None
- 3. Public Comments and Announcements:** General Manager Lisa Liotta announced that Kittell, Branagan and Sargeant's auditors were on site to perform field work for the FY22 audit on Monday, November 7. CPS Robert Pace has completed his end-of-year closing work for FY22 and adjusting entries have been posted in QuickBooks, including depreciation amounts..
- 4. Approval of Meeting Minutes, October 18, 2022:** *Bill Powell made a motion that the FOC accept the minutes of the two meetings, seconded by Fred Thumm. Voting in favor: unanimous.*
- 5. Financial Statement Review, as of October 31, 2022:**

General Manager Lisa Liotta reviewed the financial statements. Peter Carbee inquired about items on the A/R Aging Summary. Liotta will request that the Treasurer write off the \$3.00 invoice in the >90 day column, and for the Finance Administrator to follow up with to request payment from the holder of the \$50 invoice that is 61-90 days old.

*Bill Powell made a motion that the FOC accept the financial statements as presented, seconded by Tad Nunez. Voting in favor: unanimous.*

**6. FY23 Budget Revision:**

The General Manager reviewed their proposed revisions for the FY23 budget as included in the packet. Peter Carbee suggested, and the Committee concurred, that the line item for Payroll #6000 be adjusted down by \$27,500 to \$607,500; and that line item #6040 Employee Benefits be adjusted down \$10,000 to \$145,000 due to the Planning Analyst position not likely to be filled in FY23.

*Tad Nunez made a motion that the FOC recommend that the Executive Board recommend the revised FY23 budget as amended by the FOC to the Board for adoption at the Board's December meeting; seconded by Peter Carbee. Voting in favor: unanimous.*

- Peter Carbee inquired about the District's practice of budgeting for depreciation in the operating budget. The General Manager recounted that this is specified in the District's Financial Policies and Procedures, and noted that the item had come before the FOC earlier this calendar year. Changing the practice would require an amendment to the District's Financial Policies and Procedures. The FOC requested that the General Manager bring the item back for review by the FOC at their December meeting.

**7. CVSWMD Financial Policies and Procedures – Annual Financial Plan**

The General Manager provided an overview of the memo in the packet related to the timing, preparation, and application of the Annual Financial Plan. The GM and the FOC discussed whether it was more useful and practical for the Plan to be prepared after the final budget was approved in May, rather than by January. In addition to assessing the financial health of the District, the Plan serves to recommend balances for the fiscal year for three established reserve accounts: grants reserve, dissolution

reserve, and capital reserve funds. Following adoption of the FY22 Plan in December, 2021, the Board established that separate reserve accounts be set up in QuickBooks based on the Plan's recommendation.

*Bill Powell made a motion that the FOC recommend that the Executive Board recommend to the Board of Supervisors that CVSWMD's Financial Policies and Procedures be amended so that the Annual Financial Plan be approved by the Board of Supervisors for the upcoming fiscal year by July 1<sup>st</sup>, not January 1<sup>st</sup>; seconded by Tad Nunez. Voting in favor: unanimous.*

**8. Other Old or New Business: None**

**9. Adjourn** – *At 6:26 PM with consent of the FOC members the meeting so adjourned.*

Respectfully submitted, Lisa Liotta

