

**MINUTES**

**FINANCE COMMITTEE OF THE WHOLE  
Wednesday, December 5, 2018 at 5:00 P.M.  
Community Meeting Room, 1636 E. Mission Road, Fallbrook CA 92028**

Committee Members in Attendance: Finance Committee of the Whole, Barbara Mroz, Chair  
Staff Members: Chief Executive Officer Bobbi Palmer & Administrative Assistant Linda Bannerman  
Accountant: Kathy Bogle Bookkeeper: Wendy Lyon  
Attending via Teleconference: Legal Counsel Blaise Jackson

1. Call to Order/Roll Call  
Chair Barbara Mroz called the meeting to order at 5:07 p.m.
2. Public Comments  
None
3. Review of Financial Statements for October 2018
  - 1) Balance Sheet Comparison of October 2018 to September 2018
  - 2) Income Statement for the Month Ended October 31, 2018 & Fiscal Year to Date
  - 3) Profit & Loss Actual vs Budget – July 2018 through October 2018
  - 4) Profit & Loss Budget Overview July 2018 through June 2019  
The above listed financial statements through October 31, 2018 were reviewed and found to be consistent and sound.
  - 5) Local Agency Investment Fund (LAIF) Statement – October 2018  
The account balance through October 2018 was \$1,480,560.
  - 6) CalTRUST Statement – October 2018  
The account balance through October 2018 was \$6,748,516.
  - 7) Property Tax Revenue – Fiscal Year to Date  
Fiscal Year-to-Date the balance received from property taxes was \$151,112.
  - 8) Check Detail Report – October 2018
  - 9) Checkbook Report – October 2018  
The above listed reports are included for transparency purposes.
4. Discussion Items
  - 1) Review proposal from National Demographics Corporation  
The proposal from this corporation would provide needed mapping services for the redistricting of FRHD. Following review, it was recommended that this proposal be brought to the full board at the next regular meeting with recommendation for approval.
  - 2) Review bids for roof repairs for the Alvarado Street and Brandon Road and Wellness Center properties – Roy Moosa, Property Manager


Mr. Moosa discussed the three District properties with roof leaks. He was asked to attend the December regular board meeting to provide this information to the full board. Legal Counsel noted the need for a public bidding process on construction/repairs exceeding \$25,000 and was also asked to address this at the December 12<sup>th</sup> meeting.

Mr. Moosa said the fence gate will be installed very soon at The Wellness Center. In addition, there has been damage in the urgent care building from the roof leaks and a large pot hole continues to be problematic.

- 3) Review extension of the monthly subsidy for Med+ Urgent Care  
The Finance Committee recommended this item be considered by the full board at the December meeting. A 90-day extension was recommended at this time.
- 4) Review extension of contracted services for accounting/bookkeeping  
Chair Mroz asked both the accountant and bookkeeper to bring extensions to their contracts for services to the December 12<sup>th</sup> meeting for consideration by the full board.
- 5) Review of staff salary increases  
Chair Mroz said this will be an item for action by the full board at the regular meeting on December 12.
- 6) Update designation of individuals authorized to deposit or withdraw funds in LAIF account  
It was recommended that any board member no longer serving on the board following the election process and having such authorization have their authorization to deposit or withdraw funds in the LAIF account rescinded. New individuals will be authorized by the Board President after the next regular meeting.
- 7) Recommendation from accountant for amount transferred quarterly from LAIF account to Citibank account  
This item will be considered by the full board on December 12<sup>th</sup>.
- 8) Centraforce 2019 bridge contract proposal  
Centraforce has proposed an extension to their contract from Jan. 1 – June 30, 2019 for \$40,000. Chair Mroz requested that this be placed on the agenda for the regular board meeting on December 12.

5. Adjournment

There being no further business, the meeting was adjourned at 5:25 p.m.

  
Barbara Mroz, Chair  
Finance Committee