

## Minutes Rev A

Finance Committee Meeting Tuesday, July 14, 2020

9:30 AM Electronic Zoom Format

**Attendees: Committee: Dan Drobnis (Chair), Amelia Adair, Kathy Ritschel, Marti Zieg; Board Sal Monaco (Treasurer), David Sorkin, Mel D'Amore (Vice President); Staff Kristen Kipp ((Portfolio Manager), Julie Navarro (General Manager), Mike Rogers (Facilities Manager)**

**Distributions: Previous Minutes, Financial Reports, Agenda, Revised Procurement Policy, Committee Budget Requests for 2021, Capital Project Requests, Revised Replacement Reserve**

1. **1. Public Comment--None**
2. **2. Adoption/Modification of Agenda—as distributed**
3. **3. Approval of Minutes—as distributed**

June 9, 2020 Regular Meeting

June 23, 2020 Special Meeting

4. **4. General Manager's Report**
  - Pool Budget and Schedule status
    - Pool open, work completed
    - Construction drawings are expected ~7/20 for bidding on Family Changing Room (FCR)FCR
    - Approximately half of FCR work may be done in 2020 after pool closes
    - Pool may close mid-August for lifeguards to return to school.
    - Some problems with online lane reservations with non-MIGS and -residents
  - Parking lot lighting Budget and Schedule status
    - Installation complete
    - Problems with remote control of lights being worked
  - Inspection of near-term Replacement/Repair items
    - Report available from 7/2
  - Transfer of ECIA property near stables to EAWSD
    - Lot already surveyed and platted
    - Only needs Quitclaim Deed
  - Response to late notices for assessments
    - About 17 payment plans completing by end of July
    - GM trying to contact owners failing to respond to lien notices
    - Owners not reachable or responding will be transferred to collection around end of July
  - Office Procedures development
    - No present progress
    - Difficult to add HOAMCO resources because of NM quarantine requirements
    - Hope to have more local resources after pool close
  - CAI Training completion—no CAI plan for in-person testing
  - Hike/Bike 2020
    - AFJ has order
    - Completion expected in ~4 weeks

- Need standard Purchase Order Terms and Conditions—Julie to check with HOAMCO
- Basketball Resurface--done
- Security Camera Installation
  - Power run to locations at Community Center
  - Mike working with La Canada wireless for camera monitoring
- Generic e-mail addresses for tasks such as web postings, meeting scheduling
  - Julie will set up
- 5. **5. Board Liaison's Report**
  - Board Actions
    - Board will probably be moving meetings to 4<sup>th</sup> Mondays starting August
    - Finance Committee meeting dates will not change
  - Board actions on Finance Committee recommended motions from 6/9
    - Kathy Ritschel was appointed to Finance Committee membership
- 6. **6. Financial Reports—15 minutes TOTAL** for Committee questions prior to meeting
  - Review of June, 2020 Balance, Income and Bank Statements
  - Review of Accounts Receivable and Collection Activities
  - Key Performance Indicators
- 7. **7. First Draft 2021 Budget--Julie**
- 8. **8. Revised Procurement Policy for Recommendation to Board**
- 9. **9. Replacement Reserve Review—Information**
  - Asset Panda testing
  - Incorporation of Pool items
  - Incorporation of Stable Committee Review
  - Future update process
- 10. **10. Budget Requests--Information**
  - Capital Project Requests
    - Roads Survey Equipment
    - Stable Shed
    - Facilities & Grounds list
  - Committee Operating Budget Requests
    - Stable Operating Request
    - Conservation Operating Request
- 11. **11. Other Business**
- 12. **12. Next Meeting**  
Aug. 11, 9:30 AM, Regular Finance Committee Meeting
- 13. **13. Adjourn**
- 14. **14. Questions deferred to end**  
Tutorial discussion of Replacement Reserve analysis spreadsheet