FINANCE MEETING JUNE 26, 2023 5:00 PM

1. Call to Order

Minutes

Mr. Rizzo called the meeting to order at 5:00 p.m. and announced the meeting was being live streamed and audio recorded.

2. Roll Call

Minutes

Members in Attendance: Lindsay Drew, Michael Rizzo, Ericka Schmidt, and Kathy Sicher (virtually)

Citizen Advisors: Brian Ostella and Joshua Smith

Citizen Advisors absent: David Katz and Anirban Paul

Non-Voting Members in Attendance: Michele Agee, Sheryl Pursel, Stacy Winslow and Tawnjah White

Attendees: Phil Ayala, Jared Nicholson and Jason Reifsnyder

3. Approval of Summary Minutes

Minutes

Following a motion by Ms. Drew, and a second by Mrs. Schmidt, the Minutes were approved.

4. Unfinished Business

4.a. Capital Reserve Project Update

4.a.a. Sinkhole Remediation

Minutes

Mrs. Pursel shared the following on the sinkhole remediation:

- Board approved bid award two weeks ago for Custer Excavating
- Will give Melissa at Rettew the go ahead to send all the insurance and other documents needed, double checking things before doing so
- A timeline will then be given to us with what to expect on campus and when

4.a.b. Concession Stand Bid Award

Minutes

Mrs. Pursel shared the following on the concession stand bid award:

- Bids received by June 14, 2023
- Two parts, Engineering and Mechanical
- A number of bidders interested
- The low bidder was the same for both parts, Lauer Construction
- $346,430.00 for the two parts
- $250,000 had been put aside previously leaving a balance of $100,000 to by covered
- Complete renovation

4.a.c. Owner's Representative RFP / Elementary School Project

Minutes

Mrs. Pursel shared the following on the owners representative RFP:

- This person will be the voice of the district and on site daily
- Constantly in touch with the architect and the district
- Interview process in July, will be small internal team with Board representation
- Looking to finalize in August

4.a.d. 2023-2024 Capital Plan

Minutes

Mrs. Pursel reviewed the attached document items that are completed and the needs for the 2023-2024 capital plan.

5. New Business

5.a. Finance Committee Goals 2023-2024

Minutes

Mrs. Pursel shared that the finance committee goals for 2023-2024 are primarily the same as in the past but with one addition of the monthly elementary project update. There will also be a deeper dive into the health care numbers and drivers.

5.b. Business Office Process Timelines - Changes for 2023-2024

5.b.a. Accounts Payable - Board Checks

Minutes

Mrs. Pursel shared the following on the accounts payable for board checks:

- Checks will be run once a month dated for the day of the board meeting and issued the next day

- An “if needed” check run is available mid-month for those emergency situations or pop up needs

5.b.b. Contracts - Schedule for Board Approval

Minutes

Mrs. Pursel shared the following on the contracts schedule for board approval:

- Looking to approve contracts once a month at the first meeting
- Mrs. Pursel will take the spreadsheet and make a google sheet for the board to have the ability to search as well as add categories by department, new, and renew

5.c. Financial Update

5.c.a. 2022-2023 General Fund Revenues and Expenses

Minutes

Mrs. Pursel shared the following on the 2022-2023 general fund revenues and expenses:

- Still expect a surplus for 2022-23
- Local revenues are very strong
- $1,000,000 from state budget from last July that was unexpected

5.c.b. Fund Balance

Minutes

Mrs. Pursel shared the following on the fund balance:

- We do plan a transfer into our capital projects fund
- We have a small transfer planned for our food service fund
- GASB 54 is an audit requirement
- This resolution will allow us to consider options and needs in the fall

5.d. Contracts

Minutes

The contract lists are attached to the agenda.

6. Public Comment

Minutes

There were no residents with comments for the committee.

7. Adjournment

Minutes

Mr. Rizzo adjourned the meeting at 5:50 p.m. following a motion by Ms. Drew and a second by Mrs. Schmidt.