



**Finance Committee Meeting  
Minutes**

5 pm, Tuesday, December 7, 2021  
Via Zoom Meeting ID: 814 6196 6507

**Staff:** Daniel Barton, J.R. Hichborn, Debra Tierney, Darren Woodland, Danny Curtola, Rodney Dahlberg, Nicole Friedrich, and Shayne Hawthorne.

**Committee Members:** Pati Todd and Michael Alcalay

**Call to order:** 5pm

1. Review and approve Minutes from the July 29, 2021 Finance Committee meeting.  
*Reviewed and approved.*
2. Approve implementing the signage plan for \$30,000 per year for FY 2022-23, 2023-24 & 2024-25.  
*By JR Hichborn, Parks Superintendent. Director Alcalay and staff reviews the signage plan for Director Todd.*  
*Director Alcalay recommends staff do a year-by-year plan, focusing on the parks that need signs changed the most, then revisiting the plan at the end of 2022, where it will be discussed again for the next group of parks that need the signage change.*  
*Director Alcalay suggest that staff create a list of parks spanning from those that need their signs changed immediately to those that can wait for a sign change.*  
*Director Todd recommends that staff bring this to the parks tour in 2022 so that Board Members can see the progress with the signage changes.*  
*After changes are made, the Finance Committee recommends bringing the signage plan to the Facilities Committee to determine which parks signs will be changed first for \$30,000 for FY 2022-23.*  
*Director Alcalay suggests staff donate two signs that are being replaced to the Sacramento History Museum.*
3. Discuss Billing Reports policy.  
*Staff clarify for Committee that all information was taken from the Districts Policy Handbook. Staff suggests Committee choose an option of how they want the financial information being recorded and presented at Advisory Board meetings.*  
*Director Alcalay wants attachment D to be formatted more like attachment B and recommends staff only include vendor name, item, and dollar amount.*  
*Director Alcalay wants staff to create different samples of how to present the financial information and bring it back to the Finance Committee before taking it to the Board.*  
*Director Todd suggest staff take a month of inputting information into the new samples so that they can get a good idea of how each option is working for them.*
4. Update General Ledger Account.

*Staff explains to Committee that certain General Ledger Accounts will go over, however others will stay under budget and the District will keep balanced come end of FY 2021-22. Staff gives an example of Mission Oaks Community Center HVAC system needing to be replaced at a cost of \$3,769 coming out of the yearly 336A budget of \$12,000.*

*Staff explains that an invoice from SCI was lost after the shifting of positions and having experienced employees retirement during 2020, resulting in the District having to pay a \$1500 invoice.*

*The Committee understands that due to COVID and unforeseen circumstances staff is doing the best they can and applaud staff on a job well done so far.*

*Staff suggests the next Finance meeting take place in February.*

***Meeting adjourned at 5:34 pm.***