

**Budget Committee Meeting Minutes**  
**Thursday, October 15 2020**  
**10:00 AM**  
**250 Hearst Drive**  
**Cavalier Business Center**  
**BUTTE ROOM - Upstairs Meeting Room**

**1. REGULAR SESSION @ 10:05 AM**

- A. Daniel de la Rosa - Present  
Mike Hanchett - Present  
Kathy Fry - Present  
William Maurer - Present

**2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:**

**Public Comment - None**

**3. BUSINESS ITEMS:**

**Public Comment - None**

**A. Discussion regarding special district reserve guidelines.**

The committee reviewed a handout from the CSDA regarding reserve policies. The committee discussed moving forward with the creation of a draft policy to present to the Board of Directors.

**B. Discussion and consideration of implementing semi-annual budget reviews.**

There was discussion about COVID19 and how it was difficult to conduct the meetings via Zoom. The committee discussed revisiting this item after the COVID19 restrictions were loosened by the State of California. There was not action on this matter.

**C. Discussion regarding method to allocate expenses across funds.**

The committee discussed this matter and the committee asked that Kathy Fry work with Cortney Murguia to review the existing allocations related to expenses.

**D. Discussion to formalize capitalization policy within the existing policy and procedures manual.**

The committee reviewed a handout from the CSDA regarding capitalization policies for special districts. The committee discussed moving forward with the creation of a draft policy to present to the Board of Directors.

**4. ADJOURNMENT @ 11:15 AM**