



CITY OF YACHATS

FINANCE COMMITTEE MEETING

Date: September 23, 2020 at 10:02am

Approved Minute Summary

Audio will be uploaded the following business day for review of entire meeting

Meeting Call to Order

Members Present or Absent

Chair: Shannon Beaucaire, City Manager called the (date)September 23, 2020
(time)10:00am

Council/Commission/Committee members present:

1. <u>W. John Moore</u>	5. <u>Jacqueline Danos</u>
2. <u>Craig Berdie</u>	6. <u>John Purcell</u>
3. <u>Don Groth</u>	7. <u>Jim Tooke</u>
4. <u>Viki West</u>	

Absent:

1. <u>Marion Godfrey</u>	3. _____
2. _____	4. _____

Staff present:

1. <u>Kimmie Jackson</u>	4. <u>Heather Hoen</u>
2. <u>Anita Sites</u>	5. <u>Rick McClung</u>
3. <u>Sue Forty</u>	6. <u>Janet Cline</u>

Audience: 16

REGULAR MEETING

I. Announcements and Correspondence

a. None

1 **II. Public Comments:**

2 a. None

3 **III. Consent Agenda**

4 1. Minutes

5 a. The February Minutes will be voted on in the October 2020 meeting

6 ➤ Aye:

7 ➤ Nay:

8 ➤ Absent:

9
10 **IV. Motions:**

11 a. None

12 ➤ Aye:

13 ➤ Nay:

14 ➤ Absent:

15 **Key Take-Aways:**

- 16 • Understanding the budget process and the quarterly reports
 - 17 • Possible single page summary
 - 18 • City Manager & Finance Department reviewing the financial statements very
 - 19 closely
 - 20 • Community is requesting to be update on a monthly basis on how the city's
 - 21 financial status is
 - 22 • Water department is at 93% production
 - 23 • Inform the community of a snap shoot on how the city's financial stability
 - 24 • Audit is proceeding very well, and controls are in place; COG is working on
 - 25 financial policies for the city
 - 26 • COG to provide a memo snapshot of the finances for the
 - 27 commissions/committees and community
 - 28 • Send out a simplified message to the community on the financial status of the
 - 29 city each month
 - 30 • Heather Hoen & Rick McClung discussed the need to update the SCADA system
 - 31 for the water plan, the cost will be between \$8-15k; creating a 3-5-10 year plan
 - 32 for maintaining the system; the wastewater plan is newer and used a different
 - 33 vendor and will also develop a 3-5-10 year plan for that system as well
 - 34 • Rick McClung wants to wait on the back-wash project and wait and see what the
 - 35 finances look like over the next quarter; possibly amend the budget resolution in
 - 36 November/December
 - 37 • Public Work & Streets need money for CIP's
- 38
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1 Action Steps to be taken

- Jacqueline Danos volunteered to update the Budget Calendar for Shannon Beaucaire
- Shannon Beaucaire will create a report updating the CIP/Projects and prioritizing the project to present at each meeting for the Finance Committee and the Council
- Meeting will remain monthly on the same day as the 2nd Council meeting of the month
- October meeting will cover CIP List, Projects and update on the audit
- COG to work on a memo indicting the snapshot of the city's financial health
- Heather to bring back to the committee the advantages of updating the SCADA

Shannon Beaucaire, Chair adjourned the meeting at 11:22am.

ATTEST:

Kimmie Jackson, Deputy Recorder

Date: _____