

NOVATO SANITARY DISTRICT

Meeting Date: December 2, 2019

The Finance Committee of the Novato Sanitary District will hold a meeting at 3:30 PM, Monday, December 2, 2019, at the District offices, 500 Davidson Street, Novato.

Materials related to items on this agenda that are public records, are available for public inspection in the District Office, 500 Davidson Street, Novato, during normal business hours. They are also available on the District's website: www.novatosan.com. Note: All times and/or order of consideration for agenda items are for reference only. The Board of Directors may consider item(s) in a different order than set forth herein.

AGENDA

1. AGENDA APPROVAL

2. PUBLIC COMMENT (PLEASE OBSERVE A THREE-MINUTE TIME LIMIT):

This item is to allow anyone present to comment on any subject not on the agenda, or to request consideration to place an item on a future agenda. Individuals will be limited to a three-minute presentation. No action will be taken by the Committee at this time as a result of any public comments made.

3. APPROVAL OF MINUTES:

- a. Consider approval of minutes of December 3, 2018 meeting.

4. FISCAL YEAR (FY) 2018-19 DRAFT ANNUAL AUDIT:

- a. Receive report from the District's independent outside auditor, Maze and Associates.
- b. Review draft Comprehensive Annual Financial Report (CAFR) for the years ended June 30, 2019 and 2018, including draft audited financial statements.
- c. Consider making a recommendation to the District Board to accept the audit and CAFR, subject to minor edits.
- d. Receive draft "Memorandum on Internal Control and Required Communications for Year ended June 30, 2019" from the District's independent outside auditor, Maze and Associates.

5. FISCAL YEAR (FY) 2019-20 ANNUAL BUDGET – BUDGET AMENDMENT REQUEST:

- a. Review budget amendment request to increase the Fiscal Year (FY) 19-20 budget for "Capital Improvements Cost Centers - 72000 and 73000", Section IV ("Capital Improvement Budget - CIP Expenditures") of the Final Budget for Fiscal Year 2019-20 from \$12,229,956 to \$12,729,956 with the transfer of \$500,000 from the unencumbered available cash balance in the Capital Fund; and subject to minor changes and edits, recommend its adoption by the Board of Directors at the December 9, 2019 Board meeting.

6. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at (415) 892-1694 at least 24 hours prior to the meeting. Notification prior to the meeting will enable the District to make reasonable accommodation to help ensure accessibility to this meeting.