Loxahatchee Groves Finance Advisory & Audit Committee
Meeting Minutes - Monday, June 20, 2011
Location: Palms West Presbyterian Church

Members Present:
Lung Chiu *(Chairman)*
Elise Ryan *(Vice Chair)*
Cheryl Miller *(Committee Member)*
Ken Johnson *(Committee Member)*

Members Absent:
Bridgette Subramanya *(Committee Member)*

Others Attending:
Councilman Ryan Liang *(Town Councilman - FAAC Liaison)*
Frank Spence, Town Manager
Holly Hugdahl, Finance Director
Cindy Corum, Assistant Town Clerk
Beverly Tew, Code Enforcement Contractor

Members of the Public Attending:
LGWCD Administrator Clete Saunier, LGWCD Supervisor John Ryan, Resident Frank Schiola.

1. **Opening**
   Chairman Lung Chiu called the meeting to order at 7:10 pm

2. **Roll Call**
   Roll call was taken by Town Manager Frank Spence and a quorum was met.

3. **Approval of Agenda**
   MOTION: Committee Member Cheryl Miller made a motion to approve the agenda; seconded by Vice Chair Elise Ryan. Motion passed 4-0 with Committee Member Bridgette Subramanya absent.

4. **Approval of revised 3-28-2011 FAAC Meeting Minutes**
   MOTION: Elise Ryan made a motion to delete Public Comments (Item 14) from the revised 3-28-2011 FAAC Meeting Minutes; seconded by Cheryl Miller. Motion passed 4-0.

   MOTION: Motion to approve the revised 3-28-2011 FAAC Meeting Minutes as amended was made by Elise Ryan; seconded by Cheryl Miller. Motion passed 4-0.

5. **Approval of 4-25-2011 FAAC Meeting Minutes**
   MOTION: Motion to approve the revised 4-25-2011 FAAC Meeting Minutes was made by Elise Ryan; seconded by Cheryl Miller.

   Discussion followed
   Some Committee Members were of the opinion that the meeting minutes were too detailed. Recommendations were made to revise and shorten the minutes and bring the revision back at next meeting. Approval of the 4-25-2011 FAAC meeting minutes was tabled to next meeting.

   (Motion and second to approve 4-25-2011 FAAC meeting minutes was withdrawn)

6. **Approval of April 2011 Financial Statements**
   There were no errors found in the April Financial statements.

   MOTION: Motion to approve the April 2011 financial statements was made by Elise Ryan; seconded by Cheryl Miller. Motion passed 4-0.

7. **Approval of May 2011 Financial Statements**
   Town Manager Frank Spence informed the Committee that the Town's TD Bank account had been closed.

***MOTION*: Elise Ryan made a motion to investigate $1500 paid to Land Research Management; seconded by Cheryl Miller. Motion passed passed 4-0.**

***MOTION*: A motion was made by Ken Johnson to add three sub accounts under Road Fund expenses. The accounts are to be: District Roads, Town Roads and Traffic Control. Motion was seconded by Elise Ryan. Motion passed passed 4-0.**

***MOTION*: A motion was made by Elise Ryan to have Staff investigate dumpster franchise fees; seconded by Cheryl Miller. Motion passed 4-0.**

Mrs. Ryan noted there was a negative balance on the escrow account for Solar Sports System. Mr. Spence said he had contacted the developer and had asked they replenish the account.

***MOTION*: Motion to approve the May 2011 financial statements was made by Elise Ryan; seconded by Cheryl Miller. Motion passed 4-0.**

8. Addendum Items
None

9. Administrative Update

10. Old Business
a. FAAC Punch List
Two action items were added. 1) Add CAFR to website. 2) Update Budget Assumptions for next meeting.

11. New Business
None

12. Setting of Next Meeting Time and Date
Next meeting was set for May 23, 2011 at 7pm.

13. Committee and Public Comments
LGWCD Supervisor John Ryan and resident Frank Schiola both commented about dumpster franchise fees.

***MOTION*: Motion to adjourn was made by Ken Johnson; seconded by Cheryl Miller. Motion passed 4-0. Meeting adjourned at 8:40 pm**

ATTEST:

Janice M. Moore
~~**Cindy Lou Corum, Asst. Town Clerk**~~
Janice M. Moore

7-25-11
Date Approved by Cmte

Lung Chiu, Chairman, FAAC Cmte

10-19-11
Date Signed