

February 11, 2019, Finance and Administrative Committee Meeting Minutes

Committee Chair John Ridilla opened the meeting at 6:30 PM.

Attendees: Director Mary Harris, Director John Ridilla and District General Manager Mr. Tim Shaw were present. No members of the public were present.

Meeting was called to order at 6:30 PM.

Public Comment. There was no public comment.

Agenda Items

1. Review and discuss the Expenditures of the District for the month of January 2019.

- It was noted that the charge to Continental Utility Solutions was for billing software, not computer maintenance.
- Reduction in fuel charges as a result of greater flexibility on the debit card should be shown. Annual reduction in fuel costs was estimated at \$1,000.
- Committee Recommendation: Recommend approval to the full Board of Directors.

2. Review and discuss Financial Reports of the District for the month of January 2019.

- General discussion on moving to a VOIP phone system and a reduction in general costs and repair costs.
- Committee Recommendation: Recommend approval to the full Board of Directors.

3. Revise policy on Termination of Service.

- General discussion on how the \$10 limit was determined. Committee determined that it was fair and reasonable.
- Revision should be reviewed by legal to ensure it meets the intent.

Committee Recommendation: Recommend approval to the full Board of Directors.

4. Re-establishment of District Financial Policies and Completion of Accounting Procedures.

- General discussion and contradiction between written accounting procedures manual and the District Finance Policies, which were adopted in Resolution 2012-12, the subsequently deleted. procedures were not implemented in prior years.

The Committee concurs that the written accounting procedures should be completed, but not adopted by the Board. The Committee requested that the General Manager provide a date when the accounting procedures will be complete.

Committee Recommendation: Re-insertion of the Finance Policies into the District Policy Manual, which were initially adopted via Resolution 2012-12.

5. Consider Discontinuing Funding for Conservation rebate program.

- The background of this item was discussed. Currently, this is on a first come first serve basis. The Committee concurred with the recommendation to discontinue funding. The General Manager needs to show the amount in the years current budget.

Committee Recommendation: Recommend approval to the full Board of Directors.

6. Logistics for ACWA/ ACWA JPIA Spring Conference.

- General discussion on prior history. The committee believes that there is only one Director for both ACWA and ACWA -JPIA , and that is Director Green.

Committee Recommendation: Recommend approval/clarification to the full Board of Directors

9. Other items.

- Notices sent out for credit card fee change.

The meeting was adjourned at 7:30PM