

April 8, 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 March 2019.

Q&A: Fleet Commander fuel charges are only at Rio Linda. Arco has cheaper rates by about 20 cents per gallon. Total fuel costs about \$ 1,000 per month.

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

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

- Question ref negative balance of Surcharge 1. Normal Accounting Practice via payments.

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

3. Revisions of the District Written Finance Policies

- General discussion on Reserve funding required by State Revolving Fund (SRF) loan and the Fiscal Agent Agreement therein. Excluding the SRF Reserve Fund, going forward the Board action is required to make any changes to investments of District's assets. General Manager was asked to determine capacity fees paid to the District during the last and the fund location for these monies.

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

4. Status Report on the Service Application Fee

- General discussion that non-linear incidents of new service applications is prolonging of this study. Although we average 25 iterations of service applications each month, we did not have enough service applications last month.

Committee Recommendation: Delay until next month.

5. Status of ACH Payment Method and Banking Service Provider

- Processed first set of transaction. Transition to new service provider.

Committee Recommendation: Recommend approval to the full Board of Directors for the transition to the Umpqua Bank.

6. Lessons from City of Lincoln State Audit

- Info only.

7. Other items.

- Discussion adding an agenda item to discuss Planning and Finance and Admin Committee Meetings.
- Coordinate the list of proposed projects (even those without funding) to determine financial impact to the District based on our budget with a focus on Water Use Grant Funding Opportunity.

The meeting was adjourned at 7: 30 PM