

January 14, 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 December 2018.

- Discussed, County Dept. of Voter Registration and Elections increased Elections Fees, whereby they now charge the District over \$2,000 even if no RLECWD candidate appears on the ballot. General Manager stated that the Dept. of Voter Registration and Elections changed its Fee structure and there is a minimum fee even if there is no election.

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

2. Review and discuss Financial Reports of the District for the month of December 2018.

- Stalled Capital Improvement projects that the Board recently voted to terminate will not show up in this year's FY budget.

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

3. Mid-Year Budget Review.

- Unspent meter load proceeds from prior board action in June.

- Health insurance spending is less than budgeted amount as anticipated, recommend that General Manager determine amount to move to Capital improvements.

- Meter Maintenance – spending is less than budgeted, excess moved to cover overages in other areas.

- Directors should note capital budget on pages 6 and 7.-

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

4. Credit Card Payment Convenience Fee

- The District's new billing software enables a new method of payment. Automated Clearing House (ACH) auto payment allows customers to pay water bills without incurring a convenience fee. Currently, the District pays over \$20,000 per year in credit/debit card convenience fees. Recommend that we notify customers who consistently/recurrently use credit/debit card method of payment directly where feasible. Recommend that we provide at least 2 billing cycles before we start to charge credit card

customers a fee. (Note: subsequent and consequent to the 1-14-2019 Finance Committee direction, staff included an item regarding the planned change in the Water Ways newsletter).

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

5. Review of District Fee and Billing procedures.

- The background of this item was discussed. There is currently no District policy. The District should consider the impacts of SB-998 when developing a new policy.

Committee Recommendation: Recommend that the General Manager develop a new policy and bring back to the Finance and Admin Committee a draft policy. Also recommend that the General Manager determine a dollar limit threshold, the amount below which the District will not initiate service termination proceedings, in the new policy.

6. Unspent proceeds from the 2015 AMI Meter Loan

- After discussion on the two options, a new dump truck and a VOIP replacement of existing analog phone system. The amount of money is \$58,000, which is likely insufficient to purchase a new dump truck

Committee Recommendation: Recommend that the General Manager upgrade the VOIP system. Any remaining funds be placed in the capital fund for vehicle purchase next year.

7. Revision to Districts Travel Reimbursement Policy.

- Discussed issue reference fixed travel limits. Any policy exception would have to show that it is to the benefit of the District.

Committee Recommendation: Provide a recommendation with the revised text to the Directors for recommendation prior to full board meeting.

8. Legal Counsel Feedback on Draft Ordinance

- Ordinance had a blank space for dis-connect fee. F/A Committee directed staff to seek Legal Counsel feedback to explore inserting "District Actual Cost" into the blank. Legal Counsel strongly recommends against such. Staff is already working on a cost estimate for the fee.

Committee Recommendation: If the staff has a cost estimate is completed prior to the full board meeting, the General Manager will show how the estimate was developed and provided to the full board for approval. The General Manager will determine what is required to post the revised ordinance. If the estimate is not complete, this action is pushed to the next committee meeting.

9. Other items.

- Conservation rebate program be included in next month agenda.

The meeting was adjourned at 8:00PM