

FINANCE COMMITTEE MEETING
July 18, 2023

The following Committee Members were present:

Scott Ratterman	Director
Bertha Underhill	Director

Staff Present:

Jeffrey Meyer	Director of Administrative Services
Damon Wyckoff	Director of Operations

Public Present: None.

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

Meeting called to order at 1:00 p.m., the Pledge of Allegiance was led by Director Secada.

1a. Public Comment: none.

2a. Approval of Minutes: For the meeting of May 30, 2023.

3a. New Business:

3a. Report on the Monthly Financial Reports for June 2023:

Mr. Meyer reviewed the monthly financial reports. There are still expenditures for FY22-2023 coming in, so the reports will change. Director Ratterman asked to add page separators to the Agenda Packet moving forward.

3b. Report on the FY2022-23 Fourth Quarter Investment Activities:

Mr. Meyer reviewed the Fourth Quarter Investment Activities.

3c. Report on Deferred FY23-24 Budget Items

Mr. Meyer explained that the purpose of this report is to track any expenditures for purchases that have been deferred until after the rates have been adopted. These expenditures were identified as potential cuts if needed.

3d. Discussion of Grants

Director Ratterman asked who is doing grants now? Mr. Minkler explained that it used to be a collaboration between the Director of External Affairs and Engineering. The District has consulted with an outside agency/grants coordinator to obtain a quote from the agency to search for grants. The District is on the verge of making progress. There are currently nine grants in progress:

- AMI (CIP 11096)
- Redwood Tanks (CIP 11095)
- WP Filter (CIP 11106)
- Hunters Raw Water (CIP 11103) – currently waiting for approval to proceed with construction.
- WP/Wilseyville Consolidation (CIP 15091)
- 2017 Storm Grant (FEMA)
- 2019 Storm Grant (FEMA)
- 2022-23 Storms Grant (FEMA)
- Critical Generator Replacement

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Director Ratterman asked the District to bring a Table of the Grants to the Board, including the Amount and Timeline.

Mr. Minkler also said that the District has applied for approximately \$33 million in grants that have been denied in the last couple of years. The Engineering Coordinator will be tracking/coordinating grant applications. Damon Wyckoff has taken on FEMA grants/emergency claims. The District needs to determine what stays in Engineering vs Operations.

The District is currently seeking a grant for the Arnold Wastewater improvements, and it is in the pre-application phase with the State Water Resources Control Board.

The state is mainly funding grants in disadvantaged communities, and Calaveras County is not considered disadvantaged. The grant application process has become very competitive.

4a. Update on Leak Adjustment Procedures

Ms. Richards proposed an update to the way leak adjustments are calculated. Director Thomas would like to see the amount calculated at the hydrant rate.

4b. Update of R&R Rate Ordinance and Policies

Mr. Meyer presented a draft ordinance, 2023-02, using minimum thresholds. Directors Ratterman and Underhill approved bringing the ordinance to the full Board.

4c. Update on Reminder and Penalty Procedures

Ms. Richards presented the proposed reminder process to the Directors. The Directors are supportive of moving forward with the reminder process. A fee study needs to be completed to determine the appropriate amount for the late fee. The \$10 fee that was charged in the past was from a 2010 fee study.

4d. Discussion: Lock-off Policies and Procedures

Ms. Richards and Mr. Meyer explained that the lock-off process may not be an efficient use of District funds. Additionally, there is pending legislation in the state that may prevent water lock-offs in the future. It is recommended to hold off on the lock-off process until after the penalty process has been implemented for a period of time.

4e. Audit Management Letter – Update of Fund Transfer Procedure

Mr. Meyer explained that the Fund Transfer procedure was an item on the Audit Management letter, and the procedure has now been updated.

5. Director of Administrative Services Comments:

Mr. Meyer said that the District is still reviewing Tyler to determine if the system can meet District needs.

Director Underhill asked for a list of all Tyler invoices to be presented at the next FC meeting.

6. General Manager Comments:

Mr. Minkler thanked the Administrative Services team for the hard work on the Rate Study.

7. Director Comments:

Director Ratterman had no comments.

Director Underhill Reported on the successful car show in Arnold, on CCWD property, 103 entries

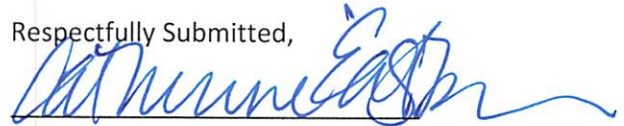
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- 5a. Future Agenda Items:
- a. Social Media Policy.
 - b. Rate Study.
 - c. Budget.
 - d. Property Tax placement of Sewer Bills.

6a. Next Committee Meeting:
Tuesday August 15 at 1:00 pm (subject to change)

7a. Adjournment:
Meeting adjourned at 2:48 p.m.

Respectfully Submitted,



Catherine Eastburn, Accountant II

Approved:



Jeffrey Meyer, Director of Administrative Services