

FINANCE COMMITTEE MEETING
September 25, 2023

The following Committee Members were present:

Scott Ratterman	Director
Cindy Secada	Director

Staff Present:

Jeffrey Meyer	Director of Administrative Services
Jesse Hampton	Plant Operations Manager
Kelly Richards	Business Services Manager

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 President Ratterman.

1. Public Comment: none.
2. Approval of Minutes: For the meeting of August 15, 2023.
3. New Business:

3a. Monthly Financial Reports

Mr. Meyer presented the monthly reports. There was a discussion regarding the format of the monthly Budget Status Report. The report will be updated for the October Finance Committee Meeting.

3b. Internal Loan Payment for FY 2022-23

Mr. Meyer explained the history of the internal loan from the reserve fund (108) to the Jenny Lind Expansion (364). This loan originated several years ago. The Jenny Lind Expansion fund was not able to pay back the loan due to lack of development. This has been an audit recommendation as well. Development has started to increase, and the JL Expansion fund can afford to make a partial payment. It is recommended to make the payment in FY 2022-23 and plan to make payments each year moving forward.

4. Old Business:

4a. Audit Management Letter

With the exception of updating the Whistle Blower Policy all items on the FY 221-22 Audit Management Letter have been addressed.

4b. Discussion: Reminder Notices

Ms. Richards presented that the target for implementing reminder/past due notices is the January 2024 billing cycle. Director Ratterman suggested changing the wording from "late fee" to "reminder notice". There was a short discussion regarding the Lock Off policy, which requested to be placed on the agenda for the next meeting.

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4c. Discussion: Customer Assistance Plan (CAP):

Ms. Richards reported that the re-enrollment period is complete. The District has 68 open water and 82 open sewer Customer Assistance spaces in the CAP. There are many other programs within the County to provide rate assistance, including the ATCAA LIHWAP, one-time grants and angel programs. Can CCWD participate or provide other programs?

5. Director of Administrative Services Comments:

The Final Cost of Service study will be updated by mid-week. Audit prep is well under way; the audit begins on October 2nd. A meeting with Tyler is required to determine what the capabilities of the system are vs how the District implemented the system.

6. General Manager Comments:

None.

7. Director Comments:

Director Ratterman had no comments.

Director Secada had no comments.

5. Future Agenda Items:

- a. Social Media Policy.
- b. Tyler Presentation – October.
- c. Property Tax placement of Sewer Bills.

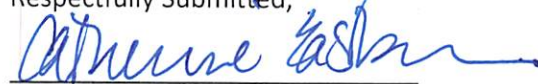
6. Next Committee Meeting:

Tuesday October 26, 2023, 6 at 1:00 pm (subject to change)

7. Adjournment:

Meeting adjourned at 2:55 p.m.

Respectfully Submitted,



Catherine Eastburn, Accountant II

Approved:



Jeffrey Meyer, Director of Administrative Services