

FINANCE COMMITTEE MEETING
APPROVED MINUTES

January 13, 2012

DIRECTORS PRESENT: Lou Reinkens and Judy Friedman (Committee members)

COMMITTEE/STAFF PRESENT: Ramona Cruz, Treasurer/Director of Accounting & Employee Services
Cindy Gustafson, General Manager
Kelli Twomey, Dir. of Resource Development & Community Relations
Matt Homolka, District Engineer
Tony Laliotis, Director of Utilities
Bob Bolton, Director of Parks and Recreation
Terri Viehmann, District Clerk

OTHERS PRESENT: Bob McClintock

The meeting was called to order at 8:30 a.m.

1. Department Activity Report

Ms. Cruz highlighted the fact that our policies and that of Plumas Bank prevented the District from being the victim of bank fraud. She commented on the detailed calendar created to prepare for the Springbrook V7 upgrade. The end of April and the first of May will be the busiest period of the upgrade. The new server purchased to accommodate the upgrade will be installed in February or March.

2. Bills Paid and Payable Approval

Director Reinkens asked for clarification of payments that were made to another Director.

3. Delegation of Authority and Delegation Guidelines

Ms. Cruz reviewed the District policies. She reported that we have adequate safeguards in place, but all current policies need to be updated to ensure consistency. She stated that the auditors review all policies in place as part of their annual audit. They would flag any areas of concern.

4. Report on Tracking/Implementation of Safety Compliance

Mr. Trumbull will be presenting an update to the Board on how staff responds to safety compliance issues highlighted by John Haaf of ACWA/JPIA.

5. Aircon Letter of Intent

Ms. Gustafson reviewed the letter of intent from Aircon. They believe that the primary savings will be from improvements at Rideout and Fairway Community Center. Their scope of work will include all District pumps and stations. All potential savings projects are subject to Board approval.

6. Memo to Approve the 2012 Amended Operating Budget

Ms. Cruz noted that this memo was reviewed and distributed at the December Board meeting. It will be a formality to approve the amended budget at the January meeting. Director Reinkens asked if we are changing the capital plan before approving the amendment. Ms. Gustafson responded that we will have significant changes to the capital plan in February due to the Lake Forest Water Company. The adjusted reserves will be reviewed at the March Board meeting.

7. Memo to Approve the 2012 Salary Ranges as Required by California Code of Regulation Section 570.5

There was no discussion.

8. 2011 Audit Timeline and Power Point

Ms. Carmen Wilson of Caporicci and Larsen participated in the meeting via conference call for this agenda item. The timing and requirements of this year's audit were reviewed. The audit is scheduled to conclude earlier than the 2011 audit. The auditors will be on the March Finance Committee agenda. Their goal is to issue the final report by April 15th. A draft report will be reviewed by the full Board.

9. Expense Report Approval

Ms. Gustafson purchased small gifts for the children of District employees that are under the age of 12. The children were in attendance at the annual employee recognition event held in December.

Ms. Gustafson left the meeting at 8:50 a.m.

10. Investment Schedule

There was no discussion.

11. 2012 Cash Flow Projection

Ms. Cruz stated that we have over 2 million due in grant receivables at this time. Staff has made a commitment to review grant billings monthly and bill quarterly at a minimum. Ms. Cruz commented that at this time it does not appear that we will need to draw on a line of credit to cover our required cash flow.

12. Grant Status Report

The report was reviewed. It was confirmed that the TCPUD will receive the already committed \$400,000 redevelopment money that was committed to Lake Forest. It has been billed out.

13. Public Forum

There was no public input.

14. Meeting Review and Staff Direction

Auditors will present an update report at the March 9th Finance Committee.

15. Adjournment

The meeting was adjourned at 10:05 a.m.

Prepared by Terri Viehmann

Terri Viehmann, District Clerk