

FINANCE COMMITTEE MEETING
APPROVED MINUTES

August 10, 2012

DIRECTORS PRESENT: Lou Reinkens and Judy Friedman

COMMITTEE/STAFF PRESENT: Cindy Gustafson, General Manager
Ramona Cruz, Treasurer/Director of Accounting & Employee Services
Tony Laliotis, Director of Utilities
Bob Bolton, Director of Parks and Recreation
Michelle Martland, Human Resources Coordinator

The meeting was called to order at 8:36 a.m.

1. Department Activity Report

Ms. Cruz noted that I.T. installed the Alloy Navigator Express to inventory all I.T. software. It logs and categorizes all help desk calls. Thank you Sean Barclay for coordinating this implementation. Interviews have been completed for the Vehicle Mechanic position. The Personnel Policy Manual review is continuing at the weekly management meeting. The contract to improve the bandwidth available for the District has been approved. This will solve the issues with streaming Board meetings.

2. Investment Schedule

Director Reinkens requested that Ms. Cruz review the investments made in the Placer County Treasurer's Pool.

Ms. Gustafson suggested that Jenine Windeshausen, Placer County Treasurer/Tax Collector, be scheduled to speak at an upcoming Board meeting regarding the Placer County Treasurer's Pool.

Ms. Cruz noted that total investments are up \$300,000 year to date.

3. 2012 Cash Flow Projection

Ms. Cruz said that provisions were made in cash flow for the additional expenditures for the Rideout Kitchen Remodel Project and for the Aircon Energy Project.

4. Grant Status Report

Ms. Cruz commented that the current report shows \$700,000 in payments for outstanding grant billing.

5. Lien Report – Five Years of Utility Accounts

Ms. Cruz's report shows a huge increase in liens from 2008/2009 to 2009/2010.

6. Risk Management Duties Reallocated

Ms. Cruz stated that a Risk Management Team has been formed. It is comprised of HR, Utilities Superintendent and Parks Superintendent. All reporting details will be tracked and addressed by Ms. Martland of Human Resources.

7. Report on Request for Proposal for Auditing Services

a. Request for Proposal

b. List of Audit Firms

c. Termination Letter from Caporicci & Larson, Inc.

Ms. Cruz commented that the review process will take approximately 90 days. Ms. Cruz has been in contact with Bob McClintock regarding the entire process.

8. Request for Qualification for Information Technology Support

Ms. Cruz commented that after completing extensive analysis it was determined that the District should outsource information technology services. This will save the District money while providing a higher level of service and expertise. It was noted that confidentiality and onsite staffing must be addressed.

9. 2013 Budget Schedule

Ms. Cruz noted that goals and objectives will be reviewed at the September committee meetings. The Budget Workshop will be scheduled for the first week of November.

10. Bills Paid and Payable Approval

There were no questions.

11. General Manager Expense Report Approval

There was no discussion.

12. Public Forum

There was no public input.

13. Meeting Review and Staff Direction

There was no additional discussion.

14. Adjournment

The meeting was adjourned at 9:25 a.m.

Terri Viehmann, District Clerk

Prepared by Terri Viehmann