

FINANCE COMMITTEE MEETING
APPROVED MINUTES

February 08, 2013

DIRECTORS PRESENT: Lou Reinkens, Dan Wilkins, Judy Friedman (Observer)

COMMITTEE/STAFF PRESENT: Cindy Gustafson, General Manager
Ramona Cruz, Director of Accounting & Employee Services
Bob Bolton, Director of Parks and Recreation
Tony Laliotis, Director of Utilities
Matt Homolka, District Engineer/Assistant General Manager
Terri Viehmann, District Clerk

The meeting was called to order at 8:34 a.m.

1. Department Activity Report

Ms. Cruz noted that the 2012 has been closed for 2012. The department focus for the next three weeks is the completion of the audit. The server room construction is scheduled for the 1st of April. It is contingent upon the retirement of our Senior Accountant. Ms. Cruz complimented Sean Barclay for doing an outstanding job of monitoring and replacing District computer work stations. He has created a long term strategic plan to manage District computer assets. Ms. Cruz commented that she will be preparing the annual possessory interest report for Placer County in the next 30 days. She has been working with the District Clerk to tag all contracts in advance for notification to Placer County. Michelle Martland is beginning an intensive 11 week course at University of Nevada, Reno to gain her Professional in Human Resources (PHR) certification. Human Resources have scheduled two days of JPIA required training for employees.

2. Investment Schedule

Ms. Cruz noted that investments are up \$600,000 over last month and is up \$1.9 million compared to January 2012.

3. 2012 Cash Flow Projection

Ms. Cruz commented that cash flow reflects grant revenue collected to date and outstanding at 12/31/2012.

Director Wilkins requested that the reserve funds be added to the reporting.

4. Grant Receivable Outstanding at 1/31/13

Ms. Cruz noted that staff is actively managing receivables. Staff follows up on all aged receivables.

5. Safety Year End Report

Ms. Cruz commented that this is the final report for 2012 and it is second time this report has been created. The District experienced only 18 incidents for all of 2012 and only two of those resulted in a

reportable work comp claim. One claim has been closed and one remains open. The Safety Committee reviews and discusses all information contained in the report.

6. Utility Revenue Report

Ms. Cruz reviewed water and sewer revenue.

7. 2012 Audit Update

Ms. Cruz reported that the auditors return to the office the week of February 19th. The audit is on track as scheduled.

Ms. Gustafson commented that the auditors have stated that they are very pleased with the quality of financial information received from the District to date. Their first audit with the District is going very smoothly.

8. Certificate of Completions

Ms. Cruz noted that Ms. Martland and Director Reinkens completed a human resources training course with ACWA/JPIA.

9. Bills Paid and Payable Approval

Mr. Bolton noted that the check to Golden State Warriors was for the purchase of youth basketball uniforms.

10. General Manager and Expense Report

There was no discussion.

11. Public Forum

There was no public input.

12. Meeting Review and Staff Direction

There was no direction.

13. Adjournment

The meeting was adjourned at 9:34 a.m.

Terri Viehmann, District Clerk

Prepared by Terri Viehmann