

CALAVERAS COUNTY WATER DISTRICT FINANCE COMMITTEE MEETING

AGENDA

Thursday, June 5, 2014
2:30 p.m.
CCWD Conference Room

Calaveras County Water District
120 Toma Court (P O Box 846)
San Andreas, California 95249

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administration Office at 209-754-3028. Notification in advance of the meeting will enable CCWD to make reasonable arrangements to ensure accessibility to this meeting. Any documents related to agenda items that are made available to the Board before or at the meeting shall be available for review by the public at 120 Toma Court, San Andreas, CA 95249.

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. **PUBLIC COMMENT:** Comments limited to five minutes per person.
2. **APPROVAL OF MINUTES:** April 7, 2014
3. **NEW BUSINESS**
 - *3a. Update on Billing for Tenants/Property Owners
(Joel Metzger, Customer Service/Community Relations Manager)
 - *3b. Discussion Regarding FY 2014-15 Preliminary Budget
(Jeffrey Meyer, Director of Administrative Services)
4. **DIRECTOR OF ADMINISTRATIVE SERVICES COMMENTS**
5. **AUDITOR-CONTROLLER COMMENTS**
6. **GENERAL MANAGER COMMENTS**
7. **DIRECTOR COMMENTS**
8. **FUTURE AGENDA ITEMS**
9. **NEXT COMMITTEE MEETING**
10. **ADJOURNMENT**

Newspapers, For Information Only

* No Paperwork

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The FINANCE COMMITTEE of the CALAVERAS COUNTY WATER DISTRICT (CCWD) met in the CCWD Conference Room at 120 Toma Court, San Andreas, California at 2:00 pm.

The following Committee Members were present:

| | |
|-----------------|----------|
| Don Stump | Director |
| Scott Ratterman | Director |

Also Present:

| | |
|-------------------|-------------------------------------|
| Mitch Dion | General Manager |
| Jeff Meyer | Director of Administrative Services |
| Patti Christensen | Auditor-Controller |
| Corinne Thornburg | Customer Service Lead |

Public Present:

Ken Duncan, Vickey Mills, Bob Dean

1. Public Comment:

Ms. Mills expressed her pleasure over the hiring of the Public Relations Manager. (Community/Customer Service Manager).

2. Approval of Minutes:

Minutes approved from the January 27, 2014 Finance Committee Meeting.

3. New Business:

3a. Review of Water and Wastewater Billing Process:

Ms. Thornburg described the process of utility billing, past due notices and placing disconnect tags on the property. Customers have the option of paying by mail, automatic debit, on the website, at the San Andreas office, and by calling during business hours. Customers are also able to make partial payments, at their convenience, without penalty as long as the bill is paid in full by the due date.

Director Ratterman is researching alternatives to make it easier financially for customers to pay their bill. Ms. Thornburg suggested more options, such as a dedicated phone line where numbers could be entered, or text messages alerting that their bill is due. Director Stump asked Ms. Thornburg to keep them posted on any changes.

3b. Update on FY 2013-14 CIP Program:

Mr. Meyer provided the Committee members with a hand out of the FY 13-14 CIP Budget Summary with project costs through March 31, 2014. Mr. Meyer discussed the various funding sources of the CIP and Capital R&R projects and how a specific project could have multiple sources of funding. The reporting of projects on future budgets as CIP or R&R will be clear and transparent.

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3c. Update on Capital Repair and Replacement Program:

Mr. Meyer handed out an updated Capital R&R report listing revenues and expenses through March 31, 2014. The Capital R&R loan will close on April 14, 2014.

3d. Discussion Regarding Consultant Contracts:

Director Stump questioned the procedure of contract changes and Mr. Meyer replied that an updated scope of work is required along with a schedule of costs and then approval by the General Manager.

Director Stump questioned the J Crowley Group contract. Mr. Meyer stated that Jim Crowley is able to assist the District with projects until a District Engineer is hired.

3e. Discussion Regarding Benchmarking:

Director Stump would like clarification on the benchmarking process. AWWA has benchmarking tools available to help staff determine how much it cost the District to perform a particular service. The data would be used as a measurement against ourselves for efficiencies, cost of doing business, and comparison to future services.

3f. Discussion Regarding Data Plan:

Mr. Dion stated this information will feed directly into benchmarking and creates a baseline for the benchmarking process.

3g. Discussion Regarding Wholesale Water Sales:

Director Stump is looking for a process to determine the factors making up the cost of wholesale water. Director Stump has been approached for the potential sale of wholesale water and would like to make sure there is something in place to determine these costs now, rather than waiting until the benchmarking process has been completed. Mr. Dion said he would have a rough formula for this at the next meeting.

4. Director of Administrative Service Comments:
Nothing at this time.

5. Auditor-Controller Comments:
Nothing at this time.

6. General Manager Comments:
Not present at this time.

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7. Director Comments:
Nothing at this time.
8. Future Agenda Items:
Director Stump would like a study session on actual costs associated with adding additional rate payers to the system. With subsidized rates every time a customer is added the amount of money available to subsidize customers gets smaller.
9. Next Committee Meeting:
Week of May 19, 2014 at 2pm
10. Adjournment:
With no further business, the meeting was adjourned at 3:50p.m.

Respectfully Submitted,



Patti Christensen, Auditor-Controller

Approved:



:ffrev