

MINUTES OF THE FINANCE COMMITTEE
OF MT. VIEW SANITARY DISTRICT
May 23, 2013

The Finance Committee of the Mt. View Sanitary District convened a duly Noticed Committee Meeting at the Mt. View Sanitary District Conference Room, 3800 Arthur Road, Martinez, County of Contra Costa, State of California on May 23, 2013 at 1:30 p.m.

ROLL CALL

PRESENT: Director Elmer "Al" J. Schaal, Chair, and Vice-President Stanley Caldwell

ABSENT: None

Also Present: STAFF – District Manager Michael D. Roe and Assistant District Manager Neal B. Allen

PUBLIC COMMENT

None

NEW BUSINESS

1. DISCUSSION OF FISCAL YEAR 2013-2014 BUDGETS

Assistant District Manager Allen presented the DRAFT Fiscal Year 2013 -2014 Budgets for the Operations and Maintenance Fund (3409), the Repair and Rehabilitation Fund (3410) and the Capital Improvement Fund (3412). The presentation included discussion of projected revenues and the assumptions used and each expense category, highlighting any significant changes in individual line items. Assistant District Manager Allen stated that the budgets presented were DRAFT and that many line items were still under review to insure that adequate funding would be available for necessary activities and to continue to reduce incidences of budget redundancy.

Assistant District Manager Allen also presented an update of the District's Cash Flow Projections based on the proposed DRAFT Fiscal Year 2013-2014. The Cash Flow Projections continue to show that the District's planned O&M, R&R, and CIP expenditures are supported by the District's existing rates and fees subject to inflationary adjustments.

2. PROVIDE DIRECTION TO STAFF

The Committee directed staff to consult with the District's auditor regarding whether Director compensation should be included with the Salary and Benefit categories as opposed to a separate expenditure category now that the Director compensation is considered wages, subject to withholding for Social Security and Medicare.

The Committee also identified the need for a comprehensive policy defining the requirements and use of District reserves. The Committee directed staff to develop a reserve policy in conjunction with the District's efforts toward the CSDA Transparency Certification.

The Committee directed staff to continue refinement of the budgets and to present the proposed FINAL budgets to the full Board of Directors at the regular Meeting of June 13, 2013 for consideration of adoption. The Committee's direction included a requirement to bring the proposed FINAL Budgets back to the Committee if significant changes that affected the overall District Cash Flow Projection were required.

ADJOURNMENT

Business having been concluded, the meeting was adjourned at 3:16 p.m.


Neal Allen, Assistant District Manager