

MINUTES OF THE FINANCE COMMITTEE  
OF MT. VIEW SANITARY DISTRICT  
MARCH 15, 2022

The Finance Committee of the Mt. View Sanitary District convened a virtual meeting at 10:02 a.m. online via Zoom at:

<https://us02web.zoom.us/j/89829694758?pwd=aThpWWVTSVNZTDERay8zRnBLMGF5Zz09>

1. ROLL CALL OF DIRECTORS

PRESENT: Director Stanley R. Caldwell, and President David P. Maggi

ABSENT: None

Also Present: STAFF – District Manager Lilia M. Corona, CFO/Administrative Services Manager Denise D. Gray, and Board Secretary Stephanie L. Seregin

2. PUBLIC COMMENT

None

3. NEW BUSINESS

A. DETERMINATION OF DISTRICT INFLATION INDEX FOR FY2022-2023

1. RECEIVE REPORT FROM STAFF

Administrative Services Manager Gray reported the calculation used to determine the District Inflation Index derives from the District Code subsection 7.17.2 which states in the relevant part, "... unless otherwise determined by the Board, adjustments for inflation shall be the average annual increase in the CPI for the previous (January through December) calendar year."

Applying the methodology as prescribed in the District Code, staff has determined that the District's Inflation Index for Fiscal Year 2022-2023 is 3.211%.

2. PROVIDE DIRECTION

The Committee agreed with the inflation calculation and directed District Manager Corona to present it to the Board at the April 14, 2022, Board meeting.

## B. COST OF LIVING ADJUSTMENT FOR FY2022-2023

### 1. RECEIVE REPORT FROM STAFF

Administrative Services Manager Gray reported that on February 24, 2022, District Manager Corona presented Salaries and Compensation to the Personnel Committee. Ms. Corona reflected on the District Inflation Indexes and COLAs for each year since 2019. In detail, in 2020, in response to public protest on the recommended COLA of 3.000%, the District dropped the COLA to 2%. In 2021, Ms. Corona tried to make up some of the loss with an extra 0.278% for a total of 2.000%. This year to make up the deficit, on April 14, 2022, District Manager Corona is recommending a 4.264% COLA.

### 2. PROVIDE DIRECTION

The Committee indicated it agrees with Ms. Corona's recommendation and directed her to present a 4.264% COLA to the Board of Directors at the April 14, 2022, Board meeting.

## C. POLICY REVIEW

### 1. RECEIVE REPORT FROM STAFF

Administrative Services Manager Denise Gray reported policy review and revision is intended to bring the District practices in line with industry best practices and Federal and State law and streamline processes to increase efficiency and effectiveness. Therefore, the following policy revisions are recommended.

Ms. Gray summarized the suggested updates to policies 2110 – Compensation & Expense Reimbursement, 2105 – District Business Expense Reimbursement, 3125 – Financial Reserves, and 3310 – Records Retention. As well as newly created policy 4200 - Accounts Receivable Write-offs.

### 2. PROVIDE DIRECTION

The Committee suggested minor revisions to policy 2105 – District Business Expense Reimbursement, and 2110 – Compensation & Expense Reimbursement. The Committee directed District Manager Corona to present the policies to the Board for consideration once the revisions are incorporated.

4. ADJOURNMENT – THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD MEETING ON THURSDAY, APRIL 14, 2022, AT 6:30 P.M. THE NEXT SCHEDULED COMMITTEE MEETING IS A PUBLIC INFORMATION COMMITTEE MEETING ON THURSDAY, APRIL 14, 2022, AT 10:00 A.M.

Business having concluded, Chair Caldwell adjourned the meeting at 11:01 a.m.

  
Stephanie Seregin, Board Secretary