

MINUTES OF THE FINANCE COMMITTEE  
OF MT. VIEW SANITARY DISTRICT  
JULY 8, 2021

The Finance Committee of the Mt. View Sanitary District convened a virtual meeting at 10:00 a.m. online via Zoom at:

<https://us02web.zoom.us/j/82801855053?pwd=MXZUbWVMQTRzYjFtcUorYjU2dDg3Zz09>

1. ROLL CALL OF DIRECTORS

PRESENT: Director Stanley R. Caldwell and Chair Elmer "Al" J. Schaal

ABSENT: None

Also Present: STAFF – District Manager Lilia M. Corona, CFO/Administrative Services Manager Denise Gray, and Administrative Assistant Kelli Porras

2. PUBLIC COMMENT

None

3. NEW BUSINESS

A. REVISED FISCAL YEAR 2021-2022 BUDGET AND DRAFT INTERNAL CONTROL POLICY

1. RECEIVE REPORT FROM STAFF

CFO/Administrative Services Manager Denise Gray reported on June 10, 2021, the Board of Directors approved and adopted the FY21-22 Proposed Annual Budget. At that time, certain assumptions were made and incorporated into the proposed budget regarding the 2021 Installment Purchase Contract (2021 IPC), given that staff had not yet received final closing documents. Staff is now requesting the Finance Committee review the revised FY21-22 Annual Budget to include the \$6 million Installment Purchase Contract (2021 IPC) loan payments.

Additionally, for the past several years, it has been strongly recommended and noted in audit findings by the District's external audit firm, Cropper Rowe, LLP, (Cropper) for the District to develop and implement internal controls and segregation of duties by way of an Internal Control Policy.

Therefore, staff is requesting the Finance Committee consider incorporation of the draft District Policy and Procedure No. 4100 – Internal Controls Policy into the District's Policy Manual.

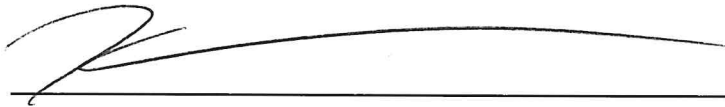
2. PROVIDE DIRECTION

The Committee directed Ms. Gray to send the Internal Control Policy to Cropper Rowe, LLP for review and to present the revised Fiscal Year 2021-2022 Budget to the Board of Directors at the July 8, 2021 Board meeting.

Director Caldwell indicated he would like to have an employee appreciation luncheon when District staff returns to the office so the Board Members can meet the new employees.

4. ADJOURNMENT – THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD MEETING ON THURSDAY, JULY 8, 2021, AT 6:30 P.M.

Business having concluded, Chairman Schaal adjourned the meeting at 10:30 a. m. The next scheduled meeting is a Regular Board Meeting on Thursday, July 8, 2021, at 6:30 p.m.



---

Denise D. Gray, CFO/Administrative Services Manager