

FINANCE COMMITTEE NOTES

July 3, 2019

Attendees:

Committee members: Randall Reed (Chair) and Luis Cetina

Staff members: John Bosler, Chad Brantley, Eduardo Espinoza, Rob Hills, Agnes Boros, Jennifer Fillinger, Frank Chu, Robert Kalarsarinis, Angelo Orioli, Monica Hallberg, and Ali Dematteis

Members of the Public: None

Call to Order: 5:00 p.m.

Public Comment: None

Additions/Deletions to Agenda: None

1. Planned Changes to the Purchasing Policy (Verbal)

- Staff presented information about the purpose and history of the policy, which needs to be changed in order to be consistent with new business processes of our new Tyler Munis software. The proposed revisions are expected to be presented to the Finance Committee in October.

2. Monthly Billing Update (Verbal)

- Staff presented an update on the status of the transition from bimonthly billing to a monthly billing frequency. The project involved the collaboration of several departments. This complex project required a significant amount of planning and forethought. Some of the tasks included:
 - i. Reduce the number of meter routes and reorganize the District into four geographic quadrants.
 - ii. Develop a precise billing calendar one year into the future in order to make the billing process consistent so that customers know when to expect their monthly billing statement.
 - iii. Implement a comprehensive communication strategy that informed customers of this change.
- Staff described the transitional billing period during the month of June in order to prepare for monthly billing starting in July. Customer's bills were prorated anywhere from 30 to 60 days

Meeting Adjourned at 5:45 p.m.