

FINANCE COMMITTEE NOTES

July 8, 2020

Attendees:

Committee members:	Randall Reed (Chair) and Mark Gibboney
Staff members:	John Bosler, Chad Brantley, Eduardo Espinoza, Cindy Cisneros, Eric Grubb, Robert Kalarsarinis, Agnes Boros, Angelo Orioli, Jennifer Fillinger, and Evette Ounanian
Members of the Public:	None

Call to Order: 10:00 a.m.

Public Comment: None

Additions/Deletions to Agenda: None

Introductory Remarks by Chair Reed

Chair Reed announced for the record that this meeting was conducted by teleconference pursuant to the Brown Act waivers provided for under the Governor's Executive Orders in response to the COVID-19 State of Emergency. Further, the agenda stated that there was no public location for attending this meeting in person. The agenda stated that the public may listen and provide comment telephonically by calling the number listed on the agenda. Chair Reed took a roll call of Committee members and staff present on the call as listed above.

1. Utility Bill Presentment Contract with InfoSend – Two-Year Extension

- Staff presented information about the contract with Infosend to provide the services associated with creating utility bills.
 - InfoSend creates and delivers utility bills by mail and electronically to the District's customers.
 - Staff have been very satisfied with the level of service provided by InfoSend and recommend a 2-year contract extension.
- The Committee moved the contract forward to the full Board for review and approval.

2. Miscellaneous Fees and Charges

- Staff provided information about certain miscellaneous fees and charges that have been studied and updated. These fees and charges are not associated with utility services and should not be subsidized by utility rates.
 - A photocopy fee of 10¢ per page will be charged for Public Records Requests that cannot be answered electronically.
 - Actual costs of damage to District Property will be charged to the party or parties responsible for the damage.

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- Building rental rates for rooms in the Frontier Project Building as well as the rental brochure have been updated.
 - i. These rental rates provide for the cost of staff time.

3. Administrative Policy No. 1.8, Credits and Adjustments

- Staff provided an annual review of the policy to make any needed changes.
- Two minor changes were recommended and supported by the Committee.

Meeting Adjourned at 10:50 a.m.