

## FINANCE COMMITTEE NOTES

October 14, 2019

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### Attendees:

Committee members: Randall Reed (Chair) and Luis Cetina

Staff members: John Bosler, Carrie Guarino, Chad Brantley, Rob Hills, Frank Chu, Robert Kalarsarinis, Eric Grubb, Roberta Perez and Rossana Ammari

Members of the Public: None

**Call to Order:** 5:00 p.m.

**Public Comment:** None

**Additions/Deletions to Agenda:** None

### 1. 800 MHz Radio Access & Maintenance Contract

- The District currently receives radio access and maintenance services from the County of San Bernardino. The District currently pays on a month-to-month basis. The District utilizes radios on a daily basis and expects this means of communication to be effective and available in the event of an emergency.
- The County is now requiring its radio access members to enter into multi-year agreements.
- The monthly cost for radio access and maintenance is \$5,830.02 per month for 98 radios.
- The Committee supported the recommendation to enter into a 20-month agreement with the County of San Bernardino and forward this item to the full Board of Directors for final review and approval on October 22, 2019.

### 2. Administration Policy No. 1.1, Purchasing

- The District reviews the Purchasing Policy on a regular basis to keep it up to date with current procedures and industry best practices.
- The major changes recommended this year primarily align the policy with the procedures and conventions in the new Tyler Munis financial software
  - Procurements for tangible items will use "Purchase Orders" and procurements for services will use "Contracts"
  - Documentation and approvals are tracked and stored directly within the Munis system.
  - Blanket Orders will no longer be used and will be deleted from the Policy.

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- The Finance Review procedure is deleted as it will no longer be necessary due to the superior audit train function in the Munis system.
- Another change is to add a clause called “Designated Services” which allows for certain circumstances that purchases may be awarded without competitive bidding procedures.
  - This exemption would be rare and apply only to certain very sensitive services.
  - Documentation for the reasons why it would be in the Districts best interest would be required to be submitted with the requisition.

### 3. Administrative Policy No. 2.10, Sponsorships

- Staff presented a new Administrative Policy No. 2.10, Sponsorships for the Committee’s review. This policy was created to provide approval criteria for the Board and staff when reviewing sponsorship requests.
- The goal of the policy is to use the limited funds in a prudent, transparent and financially responsible manner.
- The Committee requested some changes to the policy, which staff will research with the District’s legal counsel. The amended policy is scheduled to be reviewed by the Government & Public Affairs Committee on November 13<sup>th</sup> and the Finance Committee requested that it come back at the scheduled November 21<sup>st</sup> Committee meeting.

### 4. Water Shutoff Protection Act, Senate Bill 998

- Staff provided the committee with a review of Senate Bill (SB) 998. Governor Brown signed SB 998, the Water Shutoff Protection Act in 2018 and the District is required to comply by February 1, 2020.
- SB 998 has several requirements:
- A customer’s bill must be 60 days delinquent before discontinuing water service.
- The District must adopt a written policy for discontinuation of water for non-payment. This policy must be available in six different languages.
- The law places a limit on fees collected due to discontinuation of water; however, the District’s fees are currently lower than the maximum stated rates.
- Staff will undertake several tasks between now and the implementation date. Staff will update our municipal code; review and update the existing deposit policy; and review and update non-payment enforcement fees. A public hearing will be required to adopt the updated ordinance.

Meeting Adjourned at 6:25 p.m.