

Georgetown Divide Public Utility District Finance Committee

*“Providing financial research, review, and advisory services for the GDPUD Board of Directors
in support of sound, prudent and business-like management of the water district”*

FINANCE COMMITTEE MEETING MINUTES

Meeting Date & Time: July 17, 2018

Location: GDPUD Boardroom

Time: 2:00 - 3:50 PM

Committee Members Present:

Rick Gillespie (Chair), Cindy Garcia (Vice-Chair), Michael Saunders (Secretary), Thomas Crawford

Board Members Present:

Staff Present: Steven Palmer, Christina Cross, Adam Brown

1. Call to Order

Meeting called to order

2. Public Forum

Question on Low Income Rate Status

Staff replied that results about the program would be presented at the next General Board meeting.

3. Consent Calendar/ Approval of Minutes April 17, 2018

Motion to approve the minutes of April 17, 2018, seconded, & passed

4. New Business

A. Cost of Service Study & Rate Design – Auburn Lake Trails Wastewater Disposal System Consultant Recommendation

*Adam Brown made the presentation. Staff received 4 bids for the RFP proposal for the Wastewater Design Study. Three companies were interviewed based on the rankings as reviewed by the Staff and the Finance Committee. After the interviews the staff felt Hansford would fit best with our needs They had a lot of experience with Wastewater studies (smaller, rural districts), could explain process well to us, understood difference between rates and fees and the prop 218 side
Staff felt Hansford was best fit to meet the needs of our study.*

Discussions:

Ms. Garcia wanting to know the cost of the bid, so the committee could best evaluate the choice.

Mr. Saunders discussed the importance of the community engagement side especially after the issues following the last Prop 218.

Mr. Gillespie discussed the cost schedules of ALT among the different lots.

Envelope opened - Bid received was \$24K. Under the maximum budget planned for,

Motion to Recommend that the GDPUD Board of Directors accept the Staff recommendation of Hansford as the consultant for the ALT Wastewater Disposal System study (Ms. Garcia), seconded (Mr. Crawford), & passed 4-0

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B. Review Draft Request for Proposals (RFP) for Accounting software Staff will present Draft RFP for committee review and comments

Presented by Christina Cross.

Discussions about how the system will be tested, what reports and data will be available, modules, integration, personnel that will be using the software.

Plan for the individuals on the Finance Committee to continue to review and provide recommendations and suggestions to the draft proposal.

C. Discuss results of the interim audit Staff will present interim audit results for committee information. No action required.

Presented by Christina Cross.

Next step is for the Audit staff to meet with the Finance Committee to go over findings before the report is filed (scheduled for September).

D. Review initial reserve policy memo from VTD

Presented by Steven Palmer.

5. Possible Future Meetings

Plan for a possible open meeting with the Public, Board, and VTD.

6. Next meeting & adjourn

August meeting cancelled.

Next Meeting: Sept 19, 2018, Time: 2pm at Georgetown Divide Public Utility District, 6425 Main St., Georgetown, CA 95634.

Meeting adjourned.

Minutes prepared by Michael Saunders, Finance Committee Secretary.