

## FINANCE COMMITTEE MEETING MINUTES

**Meeting Date & Time:** April 24, 2019, at 2:00 PM

**Location:** GDPUD Boardroom

**Committee Members Present:** Rick Gillespie (Chair), Thomas Crawford (Vice Chair), Mitch MacDonald, Steve Miller, Sierra Nyokka, Don Waltz

**Committee Member Absent:** Ken Pauley

**Board Members Present:** Michael Saunders (Treasurer, Finance Committee Liaison),

**Staff Present:** Steve Palmer, Christina Cross

**Consultant Present:** Cody Gunstenson (Account Executive, representing Tyler Technologies)

### 1. Call to Order, Pledge of Allegiance

*Meeting called to order*

### 2. Public Forum

*No public comment was forthcoming.*

### 3. Consent Calendar - Approval of Minutes January 4, 2019

*The Finance Committee minutes of its January 4, 2019, special meeting were approved by Rick Gillespie, Thomas Crawford and Sierra Nyokka.*

*Minutes are available on the GDPUD Website.*

### 4. New Business

#### A. Welcome New Members

*Steve Miller, Mitch MacDonald and Don Waltz were introduced as new Finance Committee members.*

#### B. Brown Act Overview

*Steve Palmer, GDPUD General Manager, presented a brief overview of the requirements of the Brown Act as it pertains to the Finance Committee. He provided additional detail with respect to what constitutes a serial meeting.*

#### C. Selection of Committee Officers – Chairman, Vice Chairman, Secretary

*The Committee unanimously voted to elect Steve Miller as Chair, Thomas Crawford as Vice Chair and Don Waltz as Secretary. It was also decided that the existing Chair, Rick Gillespie, would continue to preside until the conclusion of the present (24 April 2019) meeting.*

#### D. Review and Comment on Financial Software Proposal

*Christina Cross, GDPUD Management Analyst, presented the responses the District received to its Request for Proposals regarding a replacement for the District's existing accounting software. Ms. Cross indicated that the District had received a total of 4 proposals; however, two had been eliminated. The pros and cons of the two remaining proposals from Caselle and Tyler Technologies were then addressed. The District staff recommendation was to proceed with the acquisition of the software as proposed by Tyler. Ms. Cross went on to explain the costs associated with acquiring Tyler software and services.*

*Initially, Ms. Cross stated that the costs of (a) acquiring the software and (b) the annually repeating costs (which would follow the first year of system implementation) would total \$113,502 and \$19,717, respectively. Ms. Cross then explained that District staff had decided that certain options offered by Tyler should be included. Consequently, the first-year costs would rise to \$115,582 and the subsequent annual costs would be \$28,137. An ensuing discussion expressed the thought that the District should also add an escrow account to ensure that the source code used in the Tyler software would continue to be available in the future should Tyler Technologies cease to exist as a business entity. The cost of this service would amount to \$1500 in the first year and \$1500 per year thereafter.*

*Committee members subsequently asked questions respecting the Tyler proposal. One question posed was whether District staff employees who required training in the Tyler system were to be trained in the GDPUD building or at another location. During the responses to this question, it was revealed by the Tyler Technologies representative in attendance (Cody Gunstenson) that training costs could be about \$20,000. Thus, the first-year software implementation costs might amount to as much as \$135,000. At this point, a question was raised as to the availability of funds to cover the software acquisition.*

*Ms. Cross pointed out that the District had budgeted \$80,000 in its FY2018-19 budget and \$120,000 in its proposed FY2019-20 budget to cover the first year costs (\$135,000) and the first year of annual costs of about \$28,000. This concluded the Committee's discussion of the Tyler proposal.*

*The Committee then entertained a motion. To wit: "The Board should support the District staff recommendation to proceed with the Tyler proposal." As shown below, the Committee voted to approve the motion:*

*Ayes: Rick Gillespie, Thomas Crawford, Sierra Nyokka, Mitch MacDonald, Steve Miller*

*Noes: None*

*Abstain: Don Waltz*

#### **E. Review and Comment on Draft Proposed Fiscal Year 2019-20 Operating Budget**

*Steve Palmer presented slides of the proposed GDPUD FY2019-20 budget. A number of questions arose as to the accuracy of the numbers being displayed. A request was made to include in the proposed budget information a 5-year history of actual fiscal-year-end revenues and expenses. As a result, the Committee tabled the consideration of the proposed budget until its next meeting.*

#### **F. Review and Comment on Proposed Updated Five-Year Capital Improvement Plan**

*The Committee tabled this item until its next meeting. Mr. Palmer requested that Committee members contact him with any concerns regarding the plan.*

### **5. Next meeting & adjourn**

*Next Meeting will be held May 1, 2019 at 2pm at Georgetown Divide Public Utility District, 6425 Main St., Georgetown, CA 95634. The meeting was then adjourned.*