

Finance Committee Meeting Minutes
San Juan Water District
August 12, 2025
1:00 p.m.

Committee Members: Mike McRae, Director (Chair)
Manuel Zamorano, Director (Member)

District Staff: Paul Helliker, General Manager
Donna Silva, Director of Finance & Human Resources
Tony Barela, Director of Operations
Adam Larsen, Field Services Manager
Entela Fallstead, Senior Accountant
Teri Grant, Board Secretary/Administrative Assistant

- 1. Review General Manager Reimbursements (W & R)**
The Committee reviewed the June credit card charges for the General Manager and found them to be in order and there was no reimbursement request from the General Manager.
- 2. Review Check Register from July 2025 (W & R)**
The Committee reviewed the July 2025 check register and found it to be in order. In response to Director McRae's question, Ms. Silva informed the committee that the payment to Citrus Heights Water District is for wheeling water through a CHWD pipeline as part of the distribution system. and the amount was fairly negotiated.
- 3. Review of Legal Bills (W & R)**
The Committee reviewed the legal bills and found them to be in order.
- 4. FIN-5.2 Capital Asset Policy – Proposed Change to Capitalization Threshold (W & R)**
Ms. Silva provided the committee with a written staff report which was included in the Board packet. She introduced Ms. Entela Fallstead, SJWD Senior Accountant. Ms. Fallstead conducted a brief presentation on capital assets and the presentation will be attached to the meeting minutes.

The committee discussed the District's capital assets and Ms. Silva pointed out that the reporting of capital assets in the financials is different than conducting inventory of district property. Mr. Adam Larsen confirmed that Field Services and the Water Treatment Plant utilize CityWorks to track all inventory items regardless of whether or not they fall above the threshold in the Capital Assets policy.

The Finance Committee recommends consideration of a motion by the Board to amend the Capital Asset Policy to increase the District's capitalization threshold for fixed assets from \$5,000 to \$10,000, effective July 1, 2025.

5. Treasurer's Report – Quarter Ending June 30, 2025 (W & R)

Ms. Silva provided a staff report which was included in the Board packet. She informed the committee that the overall portfolio decreased by \$312,406.04 for an ending balance of \$60.53 million as of June 30, 2025.

6. Other Finance Matters (W & R)

GM Helliker informed the committee that the Board will be discussing the scope of work for the Kokila Reservoir Benefit Analysis at Thursday's Board meeting then the Finance Committee will discuss the Retail Rate Analysis at their next meeting. Director McRae requested that the items that he provided in his email be included in the scope of work/roadmap.

7. Public Comment

There were no public comments.

The meeting was adjourned at 1:50 p.m.