

Finance Committee Meeting Minutes
San Juan Water District
April 8, 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
Greg Zlotnick, Water Resources Manager
Devon Barrett, Customer Services Manager
Teri Grant, Board Secretary/Administrative Assistant

Members of the Public: Anthony Wong

1. Review of Finance Related Policies

1.1 Budget Policy (W & R)

1.2 Debt Management Policy (W & R)

Ms. Silva conducted a brief presentation on the Budget Policy and the Debt Management Policy. She explained the budget process and informed the Committee that the budget assumptions will be reviewed at the April Board meeting, the budget workshop will be held in May, and the public hearing and Board adoption of the budget will be in June. In addition, she informed the Committee that the District is required to present information on the status of vacancies and our recruitment and retention efforts at a public hearing before the Board at least once per fiscal year, prior to the adoption of the final budget. Therefore, the District will comply with the new law by holding this public hearing at the same meeting, but just prior to the required budget hearing.

Ms. Silva reviewed the Debt Management Policy which identifies the purposes for which debt may be issued; types of debt allowed; relationship of debt to the Capital Improvement Program and budget; policy goals related to planning goals and objectives; and internal control procedures. The Committee discussed the status of the debt financing for the Kokila Reservoir Replacement Project, the use of SRF financing vs. bond financing for projects, and the fact that the grant funding was factored into the retail rate study for the Kokila project since notice of apportionment was received.

2. Review General Manager Reimbursements (W & R)

The Committee reviewed the February credit card charges for the General Manager and found them to be in order and there was no reimbursement request from the General Manager. The Committee discussed the use of CalCards for purchases and Director McRae requested a copy of the CalCard policy that employees adhere to.

3. Review Check Register from March 2025 (W & R)

The Committee reviewed the March 2025 check register and found it to be in order.

4. Review of Legal Bills (W & R)

The Committee reviewed the legal bills and found them to be in order.

5. Other Finance Matters (W & R)

Ms. Silva informed the Committee that the auditors will be starting their field work for the FY 2024-25 audit. She explained that they routinely request from “those charged with governance”

information regarding fraud risk. Therefore, they have requested that the Committee Chair (Director McRae) complete their "Fraud Risk Inquiries Form - Those Charged with Governance" form. She provided the form to Director McRae for him to fill out and return to the auditors.

6. Public Comment

There were no public comments.

The meeting was adjourned at 2:07 p.m.