

Finance Committee Meeting Minutes
San Juan Water District
September 9, 2025
1:00 p.m.

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

District Staff: Adam Larsen, General Manager
Donna Silva, Director of Finance & Human Resources
Tony Barela, Director of Operations
Andrew Pierson, Director of Engineering
Devon Barrett, Customer Service Manager
Michael Spencer, Water Treatment Plant Manager
Entela Fallstead, Senior Accountant
Teri Grant, Board Secretary/Administrative Assistant

Members of the Public: Adam Vasquez
Patrick Dyer, MGT
Alan Parks, MGT

1. Review General Manager Reimbursements (W & R)

The Committee reviewed the July credit card charges for the former General Manager and found them to be in order and there was no reimbursement request from the former General Manager.

2. Review Check Register from August 2025 (W & R)

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

3. Review of Legal Bills (W & R)

The Committee reviewed the legal bills and found them to be in order for FY 2024-25. Legal bills for July and August will be reviewed at the next committee meeting.

4. Fees, Charges and Deposits – Results of the User Fee Study Update and Proposed Changes to the Schedule of Fees, Charges and Deposits (W & R)

Ms. Silva provided the committee with a written staff report which will be included in the Board packet. She explained that there are four studies that the District utilizes to set fees: the Wholesale Financial Plan, the Retail Financial Plan, the Capital Facility Fees Study, and the User Fee Study. She introduced Mr. Patrick Dyer, the consultant from MGT who performed the District's User Fee Study.

Mr. Dyer introduced his associate, Mr. Alan Parks, and provided a brief background of MGT. They conducted a presentation which will be included in the Board packet. They reviewed the Scope of Service, Definitions, Project Methodology & Approach, Executive Summary of Findings, Late Payment Fee, and External Overhead Rate. Mr. Dyer commended the District for implementing an annual CPI adjustment to the fee schedule which helps reduce the need for larger increases.

Mr. Dyer explained that the study was conducted utilizing a full cost recovery method; however, he pointed out that the Board could decide on a fee schedule that is different than what was presented as long as they do not exceed the full cost recovery amount. Ms. Silva explained that if the Board were to reduce any of the fees, then the cost recovery for those fees would need to be allocated from non-retail rates, such as interest income, property tax, or cell tower revenue.

The committee reviewed the changes to the fee schedule, which included revising existing fees, introducing new ones, and eliminating outdated charges to better align the fees with the District's operating processes and costs.

Director McRae requested that MGT provide the presentation to the Board on the September 17th Board meeting.

The Finance Committee recommends a motion by the Board to adopt Resolution 25-14 to update the Schedule of Fees, Charges and Deposits based on the 2025 User Fee Study

5. Other Finance Matters (W & R)

There were no other matters discussed.

6. Public Comment

There were no public comments.

The meeting was adjourned at 2:15 p.m.