

Finance Committee Meeting Minutes
San Juan Water District
June 18, 2024
4:00 p.m.

Committee Members: Pam Tobin, Director (Chair)
Ken Miller, Director (Member)

District Staff: Paul Helliker, General Manager
Donna Silva, Finance Director
Teri Grant, Board Secretary/Administrative Assistant

Member of the Public: Attendee

1. Review General Manager Reimbursements (W & R)

The committee reviewed the April 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 May 2024 (W & R)

The committee reviewed the May 2024 check register and found it to be in order.

3. Proposed Update to District Procurement Policy and Approval of Invoices/Purchase Orders in excess of \$50,000 (W & R)

Ms. Silva reviewed a written staff report which will be included in the Board packet. She explained that the General Manager's purchasing authority has been \$50,000 since at least July 28, 2006. Since then, general inflation has increased the Consumer Price Index by 55%; and she is recommending that the General Manager's purchasing authority be commensurately increased. She reviewed the list of comparator agencies which showed their purchasing authority and suggested that the General Manager's purchasing authority be increased by 50% from \$50,000 to \$75,000. The committee agreed with staff's recommendation.

Ms. Silva explained that the District's procurement policy applies to certain expenses that are not discretionary, such as regulatory fees and utility payments. In addition, she recommends that the Procurement Policy be changed to allow the District to piggyback on another government's contract, as described in the staff report. The committee discussed the proposed changes to the policy and agreed with staff's recommendations.

Ms. Silva informed the committee that staff performed a review of all expenses made this year in excess of \$50,000 (the General Manager's current expenditure authority). She reviewed the list of invoices that were paid that were in excess of the General Manager's expenditure authority and that did not receive Board approval; therefore, staff is requesting that the committee recommend that the Board approve specific

invoices/purchase orders paid/issued in Fiscal Year 2023-24 in excess of the purchasing authority in the current Procurement Policy. The committee agreed with staff's recommendation.

The Finance Committee recommends consideration of a motion to approve a proposed amendment to the Procurement Policy to increase the General Manager's purchasing limit, exclude certain expenses from the procurement policy, add language allowing the use of other governmental procurement contracts and approve specific invoices/purchase orders paid/issued in Fiscal Year 2023-24 in excess of the purchasing authority in the current Procurement Policy.

4. Other Finance Matters (W & R)

There were no other matters discussed.

5. Public Comment

There were no public comments.

The meeting was adjourned at 4:24 p.m.