

**MINUTES OF THE REGULAR MEETING  
OF THE FINANCE COMMITTEE  
OF THE MONTE VISTA WATER DISTRICT  
BOARD OF DIRECTORS**

**February 18, 2021**

**DIRECTORS PRESENT**

Manny Martinez, Board Auditor  
Philip Erwin, Director

**DIRECTORS ABSENT**

None.

**STAFF PRESENT**

Justin Scott-Coe, General Manager  
Stephanie Reimer, Assistant General Manager/Chief Financial Officer  
Leah Nazaroff, Accounting Supervisor

**OTHERS IN ATTENDANCE**

None.

**ITEM 1: CALL TO ORDER**

Board Auditor Martinez called the meeting to order at 4:30 p.m.

**ROLL CALL**

General Manager Justin Scott-Coe stated that the Finance Committee of the Board of Directors (Board) of the Monte Vista Water District (District) meeting will be conducted pursuant to Executive Order N-29-20 and sections of the Brown Act unaffected by that Order. Each director confirmed their attendance and ability to hear the proceedings. Other attendees confirmed they could hear each director. The directors and staff were reminded that any votes taken during the teleconference portion of the meeting must be taken by roll call vote. General Manager Justin Scott-Coe provided brief instructions on appropriate conduct during the meeting.

**ITEM 2: PUBLIC COMMENT**

None.

**ITEM 3: AGENDA CHANGES/ADDITIONS**

None.

**ITEM 4: DISCUSSION AND/OR ACTION ITEMS**

**A. Committee Chair Appointment**

Upon motion by Board Auditor Martinez, seconded by Director Erwin, and unanimously carried:

**M21-01-01**

**MOVED:** Approved to appoint Director Erwin as Finance Committee Chair, as by roll call vote:

Board Auditor Martinez	aye
Director Erwin	aye

**B. Meeting Minutes: October 27, 2020**

Upon motion by Director Erwin and unanimously carried (Board Auditor abstaining):

**M21-01-02**

**MOVED:** Approved as presented, as by roll call vote:

Board Auditor Martinez	aye
Director Erwin	aye

**C. Fiscal Year Ending 2021 Mid-Year Financial Review**

Assistant General Manager/Chief Financial Officer Stephanie Reimer provided the Finance Committee with an overview of the District's current fiscal year budget through December 31, 2020, which included and overview of revenue and expense variances, as well as the financial progress of capital projects approved during the adoption and an update of the water supply plan. Discussion ensued.

Upon motion by Director Erwin, seconded by Board Auditor Martinez, and unanimously carried:

**M21-01-03**

**MOVED:** The Finance Committee recommended that the Board of Directors receive and file a review of the Fiscal Year Ending 2021 Amended Budget through December 31, 2020, as by roll call vote:

Board Auditor Martinez	aye
Director Erwin	aye

**D. Fiscal Year Ending 2021 Budget Amendments**

Assistant General Manager/Chief Financial Officer Stephanie Reimer provided the Finance Committee with an overview of the District's current fiscal year budget amendments. Ms. Reimer said staff requested four budget transfers from the District reserves totaling \$238,000. She said amending the fiscal year ending 2021 amended budget to establish funding for the recommendation will: 1) allocate the funds to the proper fiscal year, staff is requesting the Board of Directors approve the transfer of \$35,000 from reserves to the FYE 2021 Capital Oulay Budget; 2) budget transfer of \$130,000 from reserves to the watermaster assessments account to cover the current budget deficit, plus additional funds for adminstrative assessments through June 30, 2021; 3) increase of \$30,000 for temporay labor due to COVID-19; 4) budget transfer of \$23,000 from reserves to the Computer Equipment & Software account to cover expenses through June 30, 2021; and 5) budget transfer of \$20,000 to the general plant maintenance account to improve District security at Plant 1. Discussion ensued.

Upon motion by Director Erwin, seconded by Board Auditor Martinez, and unanimously carried:

**M21-01-04**

**MOVED:** The Finance Committee recommended that the Board of Directors to amend the Fiscal Year Ending 2021 Amended Budget to establish funding for the recommendation will:

1. Approve the transfer of \$35,000 from reserves into Capital Improvement Project Number MA2020-04 – Full-Size Truck Replacement;
2. Increase Account Number 514.000 – Watermaster Assessments \$130,000, from \$681,200 to \$811,200;
3. Increase Account Number 561.666 – Admin Temporary Labor \$30,000, from \$50,000 to \$80,000;
4. Increase Account Number 567.210 – Computer Equipment & Software \$23,000, from \$17,750 to \$40,750; and
5. Increase Account Number 542.220 – General Plant Maintenance Material \$20,000, from \$48,500 to \$68,500; as by roll call vote:

Board Auditor Martinez	aye
Director Erwin	aye

**E. Audit Services for Fiscal Year Ending 2021**

Assistant General Manager/Chief Financial Officer Stephanie Reimer explained to the Finance Committee that in February 2016, Fedak & Brown, LLP (Fedak) was selected as the successful bidder through a Request for Proposal (RFP) process for a three-year contract award concluding with the Fiscal Year Ending (FYE) June 30, 2018 audit. Ms. Reimer further stated that in June 2019, the Board approved a two-year extension provided within their submitted 2016 bid for the fiscal years ending June 30, 2019 and June 30, 2020 audits and has experienced a positive relationship with Fedak, considering them to be professional, competent, and responsive to the District’s changing requirements. Ms. Reimer said the public health restrictions related to the COVID-19 virus are expected to remain in effect as we enter the 2021 audit season. Having performed the FYE 2020 audit procedures on a remote basis, staff believes Fedak has done a commendable job working with staff during these trying times. Staff will recommend the District complete a full RFP process for audit services following the FYE 2021 contract extension with Fedak & Brown, LLP. Discussion ensued.

Upon motion by Director Erwin, seconded by Board Auditor Martinez, and unanimously carried:

**M21-01-05**

**MOVED:** The Finance Committee recommended that the Board of Directors approve a one-year contract extension with Fedak & Brown, LLP for the fiscal year audit ending June 30, 2021, as by roll call vote:

Board Auditor Martinez	aye
Director Erwin	aye

**ITEM 5: AJOURNMENT**

Upon motion by Director Erwin, seconded by Board Auditor Martinez, and unanimously carried:

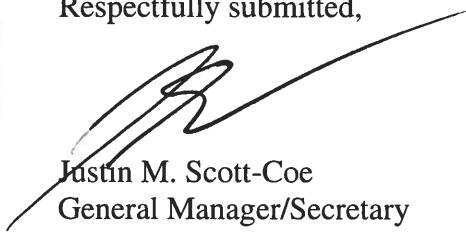
**M21-01-06**

**MOVED:** Approved to adjourn the meeting, as by roll call vote:

Board Auditor Martinez	aye
Director Erwin	aye

There being no further business, Director Erwin adjourned the meeting at 5:11 p.m.

Respectfully submitted,



Justin M. Scott-Coe  
General Manager/Secretary