



**REGULAR FINANCE COMMITTEE MEETING
WEDNESDAY, MARCH 14, 2018, AT 9:00 AM
61750 CHOLLITA ROAD, JOSHUA TREE, CA 92252**

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT
6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING
 - Draft Minutes - February 14, 2018
- Page 2
- Pages 3-11 7. REVIEW CHECK REGISTER FOR FEBRUARY 2018- Receive information and refer to the Board for approval.
- Pages 12-20 8. RENEWAL OF AUDIT CONTRACT FOR THE NEXT FIVE (5) YEARS – Receive information and refer to the Board for approval.
- Pages 21-27 9. DISCUSSION: ROLE AND FUNCTION OF THE FINANCE COMMITTEE
10. STAFF REPORT
11. ADJOURNMENT

INFORMATION

During "Public Comment," please use the podium microphone. State your name and have your information prepared and be ready to provide your comments. The District is interested and appreciates your comments. A 3-minute time limit will be imposed.

Any person with a disability who requires accommodation to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours before the meeting to request a disability-related modification or accommodation.

Materials related to an item on this Agenda submitted to the Committee after distribution of the agenda packet are available for public inspection in the District's office located at 61750 Chollita Road, Joshua Tree, California 92252 during regular business hours.

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE FINANCE COMMITTEE
Wednesday, February 14, 2018
61750 Chollita Road, Joshua Tree, CA 92252

1. CALL TO ORDER 9:00 a.m.

2. PLEDGE OF ALLEGIANCE

Committee Members Present: Bob Johnson, Vice President
Tom Floen, Director

Staff Present: Susan Greer, Assistant General Manager/Controller
Anne Roman, Accountant

Guests: 2

3. DETERMINATION OF QUORUM
A quorum is present.

4. APPROVAL OF AGENDA

MSC/Floen/Johnson 2/0 to approve the agenda for February 14, 2018, Regular Meeting of the Finance Committee.

5. PUBLIC COMMENT - None

6. APPROVE MINUTES OF THE PRIOR COMMITTEE MEETING –

- Draft Minutes – January 10, 2018

MSC/Floen/Johnson 2/0 to approve the minutes of January 10, 2018, Regular Meeting of the Finance Committee.

7. REVIEW CHECK REGISTER FOR JANUARY 2018- Receive information and refer to the Board for approval.

MSC Floen/Johnson 2/0 to refer the January 2018 check register to the Board for approval.

8. CONSIDER ALTERNATIVE COLLECTION FOR LOCKED METER BASIC FEES- Finance Committee received information.

9. STAFF REPORT – AGM Greer discussed zero read process, Customer Account Assistance Program (CAAP), budget calendar, and water bill redesign.

10. ADJOURNMENT –

MSC Floen/Johnson 2/0 to adjourn the Regular Meeting of the Finance Committee at 10:46 a.m.

Respectfully submitted:

Susan Greer, Assistant General Manager/Controller

*Check Report JBWD

By Check Number

Date Range: 02/01/2018 - 02/28/2018



Joshua Basin Water District

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
000504	ACTION PUMPING, INC.	02/07/2018	Regular	0.00	1,075.00	59729
<u>15440</u>	Invoice	02/07/2018	HDMC WW: PUMPING	0.00	1,075.00	
013349	ANDREA CARTER & ASSOCIATES	02/07/2018	Regular	0.00	600.00	59730
<u>6192</u>	Invoice	02/07/2018	PUBLIC RELATIONS SERVICES - NOV 17	0.00	300.00	
<u>6212</u>	Invoice	02/07/2018	PUBLIC RELATIONS SERVICES - DEC 17 & J	0.00	300.00	
000675	AQUA-METRIC SALES COMPANY	02/07/2018	Regular	0.00	786.52	59731
<u>0068335-IN</u>	Invoice	02/07/2018	METER REPAIR SUPPLIES	0.00	786.52	
001015	BAVCO	02/07/2018	Regular	0.00	102.40	59732
<u>839446</u>	Invoice	02/07/2018	CALIBRATION CHECK TEST KIT	0.00	102.40	
004110	BURRTEC WASTE & RECYCLING SVCS	02/07/2018	Regular	0.00	418.29	59733
<u>BW0218</u>	Invoice	02/07/2018	RECYCLING - FEB 18	0.00	60.41	
<u>BW0218B</u>	Invoice	02/07/2018	TRASH REMOVAL - FEB 18	0.00	270.90	
<u>BW0218C</u>	Invoice	02/07/2018	TRASH REMOVAL - FEB 18	0.00	86.98	
001555	CENTRATEL	02/07/2018	Regular	0.00	272.32	59734
<u>180203192101</u>	Invoice	02/07/2018	DISPATCH SERVICES - JAN 18	0.00	272.32	
000237	COLONIAL LIFE & ACCIDENT INSURANCE CO, IN	02/07/2018	Regular	0.00	2,276.20	59735
<u>3990561-010516</u>	Invoice	02/07/2018	EE LIFE INSURANCE - JAN 18	0.00	2,276.20	
013223	LAW OFFICE OF DAVID L. WYSOCKI	02/07/2018	Regular	0.00	306.25	59736
<u>DW013118</u>	Invoice	02/07/2018	LEGAL SERVICES - JAN 18	0.00	306.25	
002205	DESERT FIRE EXT. CO. INC	02/07/2018	Regular	0.00	433.03	59737
<u>249500</u>	Invoice	02/07/2018	FIRE EXTINGUISHER SERVICE - OFFICE	0.00	169.42	
<u>250632</u>	Invoice	02/07/2018	FIRE EXTINGUISHER SERVICE - FIELD	0.00	263.61	
003596	DEXYP	02/07/2018	Regular	0.00	1.43	59738
<u>720087690</u>	Credit Memo	02/07/2018	CREDIT: MORONGO BASIN ADVERTISING	0.00	-23.57	
<u>DM011918</u>	Invoice	02/07/2018	MORONGO BASIN ADVERT - JAN 18	0.00	25.00	
002565	DUDEK AND ASSOCIATES, INC	02/07/2018	Regular	0.00	21,221.25	59739
<u>20177704</u>	Invoice	02/07/2018	ENG SERV: MULTIPLE PROJECTS	0.00	21,221.25	
000228	FATTY'S FENCE	02/07/2018	Regular	0.00	4,900.00	59740
<u>FF013118</u>	Invoice	02/07/2018	RECHARGE FENCE REPAIRS	0.00	650.00	
<u>FF013118A</u>	Invoice	02/07/2018	A-1 RESERVOIR FENCE REPAIR	0.00	4,250.00	
VEN01466	FEDAK & BROWN LLP	02/07/2018	Regular	0.00	675.00	59741
<u>FB013118</u>	Invoice	02/07/2018	FINANCIAL AUDIT 16/17	0.00	675.00	
013222	FRONTIER CALIFORNIA INC.	02/07/2018	Regular	0.00	179.49	59742
<u>FC0218</u>	Invoice	02/07/2018	HDMC WWTP - TELEPHONE	0.00	179.49	
000058	GARDA CL WEST, INC.	02/07/2018	Regular	0.00	606.41	59743
<u>10370789</u>	Invoice	02/07/2018	COURIER FEES - FEB 18	0.00	606.41	
003950	GRANITE CONSTRUCTION CO	02/07/2018	Regular	0.00	2,720.66	59744
<u>1333482</u>	Invoice	02/07/2018	M/L REPAIR: 3/8" COLD MIX	0.00	2,720.66	
006200	MCALLISTERS JANITORIAL SERV.	02/07/2018	Regular	0.00	580.00	59745
<u>62338</u>	Invoice	02/07/2018	JANITORIAL SERVICES - JAN 18	0.00	580.00	
004720	INLAND WATER WORKS	02/07/2018	Regular	0.00	6,021.51	59746

*Check Report JBWD

Date Range: 02/01/2018 - 02/28/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>S1007561.002</u>	Invoice	02/07/2018	INVENTORY	0.00	1,458.94	
<u>S1007561.003</u>	Invoice	02/07/2018	METER REPAIR SUPPLIES	0.00	1,077.50	
<u>S1007561.004</u>	Invoice	02/07/2018	INVENTORY	0.00	517.20	
<u>S1007694.001</u>	Invoice	02/07/2018	MAINLINE & LEAK REPAIR SUPPLIES	0.00	544.57	
<u>S1007756.001</u>	Invoice	02/07/2018	PUMPING PLANT SUPPLIES	0.00	1,656.12	
<u>S1008060.001</u>	Invoice	02/07/2018	MAINLINE/LEAK REPAIR SUPPLIES & SMA	0.00	724.08	
<u>S1008122.001</u>	Invoice	02/07/2018	MAINLINE & LEAK REPAIR SUPPLIES	0.00	43.10	
009054	KATHLEEN J. RADNICH	02/07/2018	Regular	0.00	682.33	59747
<u>180204-1</u>	Invoice	02/07/2018	PUBLIC RELATIONS SERVICES	0.00	682.33	
000134	KENNEDY/JENKS CONSULTANTS, INC.	02/07/2018	Regular	0.00	450.00	59748
<u>118355</u>	Invoice	02/07/2018	CONSULTING: MULTIPLE PROJECTS	0.00	450.00	
005640	KILLER BEE PEST CONTROL	02/07/2018	Regular	0.00	70.00	59749
<u>4472</u>	Invoice	02/07/2018	BEE REMOVAL	0.00	70.00	
006507	McMASTER-CARR SUPPLY COMPANY	02/07/2018	Regular	0.00	51.25	59750
<u>54442375</u>	Invoice	02/07/2018	METER REPAIR SUPPLIES	0.00	51.25	
013344	AQUATIC INSPECTIONS	02/07/2018	Regular	0.00	7,750.00	59751
<u>1872</u>	Invoice	02/07/2018	TANK MAINTENANCE & REPAIRS: E-1, J-1	0.00	7,750.00	
003930	N8S	02/07/2018	Regular	0.00	816.66	59752
<u>121700295</u>	Invoice	02/07/2018	CMM DELINQUENT LETTERS	0.00	816.66	
000070	ONLINE INFORMATION SERVICES, INC.	02/07/2018	Regular	0.00	244.60	59753
<u>838401</u>	Invoice	02/07/2018	ID VERIF. SERV. THRU 01/31/18	0.00	244.60	
008405	PRECISION ASSEMBLY	02/07/2018	Regular	0.00	1,411.34	59754
<u>17917</u>	Invoice	02/07/2018	JAN WATER BILL PRINT/MAIL	0.00	1,411.34	
008415	PRUDENTIAL OVERALL SUPPLY	02/07/2018	Regular	0.00	229.71	59755
<u>22550366</u>	Invoice	02/07/2018	SHOP EXPENSE	0.00	41.83	
<u>22550369</u>	Invoice	02/07/2018	SHOP EXPENSE	0.00	95.85	
<u>22557558</u>	Invoice	02/07/2018	SHOP EXPENSE	0.00	41.83	
<u>22557560</u>	Invoice	02/07/2018	SHOP EXPENSE	0.00	50.20	
013361	QUINN COMPANY	02/07/2018	Regular	0.00	4,230.49	59756
<u>WOG00001425</u>	Invoice	02/07/2018	GENERATOR #2: COOLING SYSTEM SERVI	0.00	2,168.64	
<u>WOG00001426</u>	Invoice	02/07/2018	GENERATOR #1: COOLING SYSTEM SERVI	0.00	1,758.50	
<u>WOG00001427</u>	Invoice	02/07/2018	GENERATOR #7: COOLING SYSTEM SERVI	0.00	303.35	
VEN01293	SARGENT COMMUNICATIONS	02/07/2018	Regular	0.00	95.00	59757
<u>1828</u>	Invoice	02/07/2018	OFFICE PHONE CONSULTING	0.00	95.00	
013360	REDWINE AND SHERRILL, LLP	02/07/2018	Regular	0.00	3,076.50	59758
<u>1076</u>	Invoice	02/07/2018	LEGAL SERVICES - JAN 18	0.00	3,076.50	
013218	OFFICETEAM	02/07/2018	Regular	0.00	3,655.68	59759
<u>50050439</u>	Invoice	02/07/2018	TEMPORARY LABOR	0.00	788.48	
<u>50099441</u>	Invoice	02/07/2018	TEMPORARY LABOR	0.00	1,433.60	
<u>50147181</u>	Invoice	02/07/2018	TEMPORARY LABOR	0.00	1,433.60	
008414	PROVIDEO	02/07/2018	Regular	0.00	150.00	59760
<u>1159</u>	Invoice	02/07/2018	VIDEO TAPING & YOU TUBE BD MEETING	0.00	150.00	
001932	SAN BERNARDINO COUNTY OFFICE OF THE ASS	02/07/2018	Regular	0.00	4.00	59761
<u>108009</u>	Invoice	02/07/2018	MAP REVISIONS - JAN 18	0.00	4.00	
VEN01020	SOUTHWEST NETWORKS, INC.	02/07/2018	Regular	0.00	166.25	59762
<u>18-1080</u>	Invoice	02/07/2018	SUPPLEMENTAL IT SERVICES - OFF CONTR	0.00	166.25	
013367	SPACESAVER INTERMOUNTAIN LLC	02/07/2018	Regular	0.00	7,587.53	59763
<u>66051</u>	Invoice	02/07/2018	NEW PARCEL FILING SYSTEM	0.00	7,587.53	

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Date Range: 02/01/2018 - 02/28/21

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
011101	VAGABOND WELDING SUPPLY	02/07/2018	Regular	0.00	64.41	59764
<u>104019</u>	Invoice	02/07/2018	SHOP EXPENSE	0.00	70.42	
<u>VW013118</u>	Credit Memo	02/07/2018	CREDIT: SHOP EXPENSE	0.00	-6.01	
013788	STURDIVAN EMERGENCY MANAGEMENT CONS	02/07/2018	Regular	0.00	2,500.00	59765
<u>1011</u>	Invoice	02/07/2018	LOCAL HAZARD MITIGATION PLAN CONS	0.00	2,500.00	
013196	TELEPACIFIC COMMUNICATIONS	02/07/2018	Regular	0.00	737.38	59766
<u>99643570-0</u>	Invoice	02/07/2018	TELEPHONE (OFFICE) - FEB 18	0.00	737.38	
010850	UNDERGROUND SERVICE ALERT	02/07/2018	Regular	0.00	76.00	59767
<u>120180342</u>	Invoice	02/07/2018	TICKET DELIVERY SERVICE - JAN 18	0.00	76.00	
000247	UNITED STATES PLASTIC CORP	02/07/2018	Regular	0.00	583.39	59768
<u>5336962</u>	Invoice	02/07/2018	PUMPING PLANT SUPPLIES	0.00	583.39	
010990	UTILIQUEST L.L.C.	02/07/2018	Regular	0.00	667.40	59769
<u>257817-Q</u>	Invoice	02/07/2018	CONTRACT LOCATING EXPENSE	0.00	439.52	
<u>258065-Q</u>	Invoice	02/07/2018	CONTRACT LOCATING EXPENSE	0.00	125.44	
<u>258309-Q</u>	Invoice	02/07/2018	CONTRACT LOCATING EXPENSE	0.00	69.00	
<u>258581-Q</u>	Invoice	02/07/2018	CONTRACT LOCATING EXPENSE	0.00	33.44	
000233	NAPA AUTO PARTS	02/07/2018	Regular	0.00	962.66	59770
<u>227946</u>	Invoice	02/07/2018	TRACTOR MAINTENANCE/VEHICLE MAINT	0.00	117.30	
<u>228401</u>	Invoice	02/07/2018	TRACTOR MAINT/VEHICLE MAINT: V24/S	0.00	576.30	
<u>228830</u>	Invoice	02/07/2018	VEHICLE MAINTENANCE: V25, V28, V32 &	0.00	198.48	
<u>228832</u>	Invoice	02/07/2018	TRACTOR MAINTENANCE: JD 710G & JD 4	0.00	70.58	
001630	AT&T MOBILITY	02/14/2018	Regular	0.00	1,342.71	59779
<u>829480028X0205</u>	Invoice	02/14/2018	COMMUNICATIONS - JAN 18	0.00	1,342.71	
000504	ACTION PUMPING, INC.	02/21/2018	Regular	0.00	1,290.00	59791
<u>15761</u>	Invoice	02/21/2018	HDMC WW: PUMPING	0.00	1,290.00	
000501	ACWA/JPIA	02/21/2018	Regular	0.00	17,675.71	59792
<u>0534626</u>	Invoice	02/21/2018	EE HEALTH BENEFIT & EAP MAR 18	0.00	17,675.71	
013346	ANDY'S LANDSCAPE & TREE SERVICE INC.	02/21/2018	Regular	0.00	650.00	59793
<u>23101</u>	Invoice	02/21/2018	DEMO GARDEN/BUILD MAINT THRU 2/15	0.00	650.00	
001850	CLINICAL LAB OF S.B. INC	02/21/2018	Regular	0.00	1,508.00	59794
<u>960983</u>	Invoice	02/21/2018	HDMC WWTP SAMPLING- JAN 18	0.00	1,508.00	
013790	COLANTUONO, HIGHSMITH & WHATLEY, PC	02/21/2018	Regular	0.00	2,765.00	59795
<u>34715</u>	Invoice	02/21/2018	LEGAL SERVICES - JAN 18	0.00	2,765.00	
002565	DUDEK AND ASSOCIATES, INC	02/21/2018	Regular	0.00	48,669.07	59796
<u>20178427</u>	Invoice	02/21/2018	ENG SERV: MULTIPLE PROJECTS	0.00	26,356.57	
<u>20180310</u>	Invoice	02/21/2018	ENG SERV: MULTIPLE PROJECTS	0.00	22,312.50	
003025	FEDEX	02/21/2018	Regular	0.00	51.75	59797
<u>6-083-66948</u>	Invoice	02/21/2018	SHIPPING	0.00	51.75	
000058	GARDA CL WEST, INC.	02/21/2018	Regular	0.00	12.79	59798
<u>70070412</u>	Invoice	02/21/2018	EVENXCHANGE FEES - JAN 18	0.00	12.79	
004152	HI-DESERT STAR	02/21/2018	Regular	0.00	106.00	59799
<u>H0S020418</u>	Invoice	02/21/2018	SUBSCRIPTION THRU 2/3/21	0.00	106.00	
004700	I-10 TOYOTA	02/21/2018	Regular	0.00	69,302.08	59800
<u>TOYTAC18</u>	Invoice	02/21/2018	2018 TOYOTA TACOMA 4X4 V36	0.00	30,561.70	
<u>TOYTUN18</u>	Invoice	02/21/2018	2018 TOYOTA TUNDRA 4X4 V35	0.00	38,740.38	
004720	INLAND WATER WORKS	02/21/2018	Regular	0.00	2,590.31	59801
<u>S1007561.005</u>	Invoice	02/21/2018	INVENTORY	0.00	491.34	

*Check Report JBWD

Date Range: 02/01/2018 - 02/28/2018

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>51008348-001</u>	Invoice	02/21/2018	INVENTORY/MAINLINE & LEAK REPAIR SU	0.00	2,098.97	
013197	INTER VALLEY POOL SUPPLY, INC.	02/21/2018	Regular	0.00	469.35	59802
<u>104774</u>	Invoice	02/21/2018	WATER TREATMENT EXPENSE	0.00	469.35	
009054	KATHLEEN J. RADNICH	02/21/2018	Regular	0.00	1,608.60	59803
<u>180211-1</u>	Invoice	02/21/2018	PUBLIC RELATIONS SERVICES	0.00	861.00	
<u>180218-1</u>	Invoice	02/21/2018	PUBLIC RELATIONS SERVICES	0.00	747.60	
000134	KENNEDY/JENKS CONSULTANTS, INC.	02/21/2018	Regular	0.00	731.25	59804
<u>119053</u>	Invoice	02/21/2018	CONSULTING: MULTIPLE PROJECTS	0.00	731.25	
006029	LIEBERT CASSIDY WHITMORE	02/21/2018	Regular	0.00	441.50	59805
<u>1452503</u>	Invoice	02/21/2018	LEGAL SERVICES - DEC 17	0.00	441.50	
000205	LORI G. HERBEL	02/21/2018	Regular	0.00	160.00	59806
<u>LH011518</u>	Invoice	02/21/2018	PUBLIC INFO/FARMER'S MARKET	0.00	160.00	
000236	PAYPRO ADMINISTRATORS	02/21/2018	Regular	0.00	50.00	59807
<u>62042</u>	Invoice	02/21/2018	FSA ADMIN FEES - JAN 18	0.00	50.00	
000324	PEGGY EGNEW	02/21/2018	Regular	0.00	96.65	59808
<u>PE021418</u>	Invoice	02/21/2018	REIMB: POSTAGE	0.00	96.65	
008150	PETTY CASH, JBWD	02/21/2018	Regular	0.00	287.59	59809
<u>PC022118</u>	Invoice	02/21/2018	PETTY CASH REIMBURSEMENT	0.00	287.59	
008415	PRUDENTIAL OVERALL SUPPLY	02/21/2018	Regular	0.00	92.03	59810
<u>22564751</u>	Invoice	02/21/2018	SHOP EXPENSE	0.00	41.83	
<u>22564752</u>	Invoice	02/21/2018	SHOP EXPENSE	0.00	50.20	
013218	OFFICETEAM	02/21/2018	Regular	0.00	1,236.48	59811
<u>50245381</u>	Invoice	02/21/2018	TEMPORARY LABOR	0.00	1,236.48	
001932	SAN BERNARDINO COUNTY OFFICE OF THE ASS	02/21/2018	Regular	0.00	2.00	59812
<u>108034</u>	Invoice	02/21/2018	MAP REVISIONS - FEB 18	0.00	2.00	
009898	SOCALGAS	02/21/2018	Regular	0.00	359.20	59813
<u>GAS0218</u>	Invoice	02/21/2018	HEAT FOR SHOP - THRU 2/14/18	0.00	359.20	
009880	SOUTHERN CALIFORNIA EDISON CO	02/21/2018	Regular	0.00	2,393.17	59814
<u>SCF0218</u>	Invoice	02/21/2018	POWER TO BLDGS & GEN - FEB 18	0.00	2,393.17	
VEN01020	SOUTHWEST NETWORKS, INC.	02/21/2018	Regular	0.00	1,109.63	59815
<u>18-1555</u>	Invoice	02/21/2018	OFFICE SUPPLIES: SERVER UPS	0.00	1,109.63	
009920	STANDARD INSURANCE CO	02/21/2018	Regular	0.00	905.89	59816
<u>ST0218</u>	Invoice	02/21/2018	EE LIFE INSURANCE - FEB 18	0.00	905.89	
013366	THE SOCO GROUP, INC.	02/21/2018	Regular	0.00	1,989.54	59817
<u>0492068-JN</u>	Invoice	02/21/2018	FUEL FOR VEHICLES	0.00	1,989.54	
000510	TIME WARNER CABLE	02/21/2018	Regular	0.00	343.61	59818
<u>0008970021318</u>	Invoice	02/21/2018	CABLE & INTERNET - FEB 18	0.00	343.61	
000247	UNITED STATES PLASTIC CORP	02/21/2018	Regular	0.00	1,446.15	59819
<u>5336965</u>	Invoice	02/21/2018	PUMPING PLANT SUPPLIES	0.00	1,446.15	
010990	UTILQUEST L.L.C.	02/21/2018	Regular	0.00	114.84	59820
<u>259120-Q</u>	Invoice	02/21/2018	CONTRACT LOCATING EXPENSE	0.00	114.84	
000327	WATER QUALITY SPECIALISTS	02/21/2018	Regular	0.00	3,310.00	59821
<u>5311</u>	Invoice	02/21/2018	HDMC WWTP: OPERATION & MAINT - JA	0.00	3,310.00	
011615	WESTERN EXTERMINATOR CO.	02/21/2018	Regular	0.00	1,539.65	59822
<u>WE OFFICE 2018</u>	Invoice	02/21/2018	EXTERMINATOR - JAN - DEC 18	0.00	473.10	
<u>WE SHOP 2018</u>	Invoice	02/21/2018	EXTERMINATOR - JAN - DEC 18	0.00	1,034.55	

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Date Range: 02/01/2018 - 02/28/2018

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>WE013118</u>	Invoice	02/21/2018	PEST CONTROL SERVICES - SHOP	0.00	32.00	
013787	WESTIN TECHNOLOGY SOLUTIONS, LLC	02/21/2018	Regular	0.00	10,044.54	59823
<u>10098</u>	Invoice	02/21/2018	ORGANIZATIONAL ASSESSMENT	0.00	10,044.54	
000575	AFSCME LOCAL 1902	02/28/2018	Regular	0.00	605.42	59830
<u>AFSCME0218</u>	Invoice	02/28/2018	EE UNION DUES - FEB 18	0.00	605.42	
013366	THE SOCO GROUP, INC.	02/28/2018	Regular	0.00	3,181.44	59831
<u>0497949-IN</u>	Invoice	02/28/2018	FUEL FOR VEHICLES	0.00	728.14	
<u>0497950-IN</u>	Invoice	02/28/2018	FUEL FOR VEHICLES	0.00	2,453.30	
013364	THOMAS SCOTT CARPENTER	02/28/2018	Regular	0.00	152.60	59832
<u>TC022618</u>	Invoice	02/28/2018	REIMB MILES: EE TRAINING	0.00	152.60	
013359	XEROX FINANCIAL SERVICES	02/28/2018	Regular	0.00	395.66	59833
<u>1058952</u>	Invoice	02/28/2018	OFFICE EXPENSE 2/7/18 - 3/6/18	0.00	395.66	
001517	CalPERS	02/07/2018	Manual	0.00	10,085.38	900892
<u>PPE 2-02-18</u>	Invoice	02/07/2018	PAY PERIOD ENDING 2/02/18	0.00	10,085.38	
009898	SOCALGAS	02/07/2018	Manual	0.00	590.92	900893
<u>GAS0118</u>	Invoice	02/07/2018	HEAT FOR SHOP - THRU 1/15/18	0.00	590.92	
000236	PAYPRO ADMINISTRATORS	02/08/2018	Manual	0.00	449.97	900894
<u>PPE 2-2-18</u>	Invoice	02/08/2018	EE FSA DEDUCTIONS 2-9-18	0.00	449.97	
009878	SOUTHERN CALIFORNIA EDISON	02/08/2018	Manual	0.00	26,741.69	900895
<u>SCE0118</u>	Invoice	02/08/2018	POWER FOR PUMPING - JAN 18	0.00	26,741.69	
001005	BANK OF AMERICA	02/08/2018	Manual	0.00	1,694.66	900896
<u>BA0218</u>	Invoice	02/08/2018	OFFICE SUPPLIES/BUSINESS EXPENSE	0.00	1,694.66	
001008	BUSINESS CARD	02/08/2018	Manual	0.00	1,323.64	900897
<u>BA0218</u>	Invoice	02/08/2018	SMALL TOOLS - PRODUCTION	0.00	1,323.64	
001004	BUSINESS CARD	02/08/2018	Manual	0.00	1,248.35	900898
<u>BA0218</u>	Invoice	02/08/2018	TELEPHONE (OFFICE)/SAFETY/MEMBERS	0.00	1,248.35	
000248	PAYCHEX	02/09/2018	Manual	0.00	325.10	900899
<u>313812</u>	Invoice	02/09/2018	PAYROLL PROCESSING FEE	0.00	325.10	
000248	PAYCHEX	02/16/2018	Manual	0.00	99.00	900900
<u>17673620</u>	Invoice	02/16/2018	TIME & LABOR ONLINE USAGE FEE	0.00	99.00	
VEND1533	PAYMENTUS GROUP INC.	02/20/2018	Manual	0.00	2,083.45	900901
<u>US18010195</u>	Invoice	02/20/2018	CREDIT CARD PROCESSING FEE - JAN 18	0.00	2,083.45	
004195	HOME DEPOT CREDIT SERVICES	02/22/2018	Manual	0.00	1,078.01	900902
<u>HD0218</u>	Invoice	02/22/2018	BUILDING MAINT/SMALL TOOLS/SHOP EX	0.00	1,078.01	
000236	PAYPRO ADMINISTRATORS	02/23/2018	Manual	0.00	449.97	900903
<u>PPE 2-16-18</u>	Invoice	02/23/2018	EE FSA DEDUCTIONS 2-23-18	0.00	449.97	
001517	CalPERS	02/23/2018	Manual	0.00	10,279.80	900904
<u>PPE 2-16-18</u>	Invoice	02/23/2018	PAY PERIOD ENDING 2/16/18	0.00	10,279.80	
000248	PAYCHEX	02/23/2018	Manual	0.00	340.30	900905
<u>314396</u>	Invoice	02/23/2018	PAYROLL PROCESSING FEE	0.00	340.30	
000025	ICMA RC	02/28/2018	Manual	0.00	3,816.92	900906

*Check Report JBWD

Date Range: 02/01/2018 - 02/28/2018

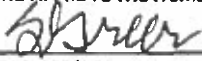
Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
900906	Invoice	02/28/2018	457 REMITTANCE - FEB 18	0.00	3,816.92	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	114	80	0.00	258,468.55
Manual Checks	15	15	0.00	60,607.16
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	129	95	0.00	319,075.71

CONTROLLER/ASSISTANT GM

I HAVE REVIEWED AND APPROVE THE ITEMS CONTAINED HEREWITH FOR PAYMENT.



SUSAN GREER, CONTROLLER/AGM

**JOSHUA BASIN WATER DISTRICT
UTILITY REFUND REGISTER**

Account

<u>Number</u>	<u>Name</u>	<u>Date</u>	<u>Type</u>	<u>Amount</u>	<u>Reference</u>
03-00285-012	BYNION, JAMES	2/7/2018	Refund	55.96	Check #: 59771
07-00025-019	EMERY, NICOLE M	2/7/2018	Refund	36.44	Check #: 59772
09-00102-013	COTE, PETER JR	2/7/2018	Refund	27.11	Check #: 59773
13-00371-007	MEYERS, CHRISTOPHER	2/7/2018	Refund	31.26	Check #: 59774
50-00038-024	JACKSON, ROBERT G	2/7/2018	Refund	57.38	Check #: 59775
53-00042-017	ALI, MIKAIL A	2/7/2018	Refund	56.72	Check #: 59776
63-00112-012	PRIDEMORE, NICOLE M	2/7/2018	Refund	99.11	Check #: 59777
63-00162-010	THOMAS, CHALAYE S	2/7/2018	Refund	36.46	Check #: 59778
03-00248-014	DESERT REALTY GROUP	2/21/2018	Refund	60.41	Check #: 59780
07-00013-023	ROGERS, ANDREW R	2/21/2018	Refund	114.97	Check #: 59781
12-00243-009	LONGSHORE, BRENDA	2/21/2018	Refund	96.46	Check #: 59782
12-00314-003	ANTHONY, LINDA	2/21/2018	Refund	0.89	Check #: 59783
13-00258-020	ERNST, JAMES W	2/21/2018	Refund	39.57	Check #: 59784
52-00058-009	SMITH, EDWIN T	2/21/2018	Refund	79.52	Check #: 59785
52-00161-002	BECKWITH, & BEATRICE FAMILY	2/21/2018	Refund	1.72	Check #: 59786
53-00130-006	YUKATA ENTERPRISES INC	2/21/2018	Refund	43.45	Check #: 59787
57-00174-009	INVESTMENTS, ULTRA	2/21/2018	Refund	62.07	Check #: 59788
63-00083-005	WUEST, DEBRA M	2/21/2018	Refund	172.05	Check #: 59789
65-00102-001	CLONEY, MARY	2/21/2018	Refund	62.22	Check #: 59790
05-00049-013	GARCIA, ETHAN R	2/28/2018	Refund	42.20	Check #: 59824
11-00056-006	GREENE, PAUL E	2/28/2018	Refund	36.42	Check #: 59825
12-00372-007	SIMCOCK, ROBERT	2/28/2018	Refund	32.09	Check #: 59826
14-00188-009	SIGNATURE CAPITAL PROPERTIES LLC	2/28/2018	Refund	56.73	Check #: 59827
62-00045-011	GARDINER, THOMAS J	2/28/2018	Refund	66.56	Check #: 59828
53-00018-010	BRINDES, ROBERT J	2/28/2018	Refund	104.70	Check #: 59829
				<u>1,472.47</u>	

JOSHUA BASIN WATER DISTRICT

FEBRUARY 2018

DIRECTOR PAY

PAY PERIODS: 1/20/2018 - 2/16/2018

Director	Date	Type	Amount	Notes
THOMAS FLOEN	02/07/2018	Director Pay	173.63	JBWD BOARD MEETING
THOMAS FLOEN	02/08/2018	Director Pay	173.63	SPECIAL JBWD BOARD MEETING
			<u>347.26</u>	
GEARY HUND	02/07/2018	Director Pay	173.63	JBWD BOARD MEETING
GEARY HUND	02/08/2018	Director Pay	173.63	SPECIAL JBWD BOARD MEETING
			<u>347.26</u>	
ROBERT JOHNSON	02/08/2018	Director Pay	173.63	SPECIAL JBWD BOARD MEETING
ROBERT JOHNSON	02/07/2018	Director Pay	173.63	JBWD BOARD MEETING
			<u>347.26</u>	
MICKEY C LUCKMAN	02/08/2018	Director Pay	173.63	SPECIAL JBWD BOARD MEETING
MICKEY C LUCKMAN	02/07/2018	Director Pay	173.63	SPECIAL JBWD BOARD MEETING
			<u>347.26</u>	
REBECCA UNGER	02/04/2018	Mileage/Vehicle Expense	31.61	MILES TO: CSDA LEADERSHIP ACADEMY
REBECCA UNGER	02/05/2018	Director Pay	173.63	CSDA LEADERSHIP ACADEMY
REBECCA UNGER	02/08/2018	Director Pay	173.63	CSDA LEADERSHIP ACADEMY
REBECCA UNGER	02/07/2018	Director Pay	173.63	CSDA LEADERSHIP ACADEMY & JBWD BOARD MEETING
REBECCA UNGER	02/07/2018	Mileage/Vehicle Expense	31.61	MILES FROM: CSDA LEADERSHIP ACADEMY
REBECCA UNGER	02/08/2018	Director Pay	173.63	SPECIAL JBWD BOARD MEETING
			<u>726.13</u>	
TOTAL			<u><u>2,115.17</u></u>	

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Finance Committee

March 14, 2018

Report to: Committee

Prepared by: Susan Greer



TOPIC:
RENEWAL OF AUDIT CONTRACT FOR NEXT 5 YEARS

RECOMMENDATION:
Receive for information and refer to the Board for approval.

ANALYSIS:

The current contract for audit services expired after the last audit, completed in December. That contract was technically with Charles Z. Fedak & Company, issued in 2012, for audits from fiscal years 11/12 through 17/18. A new audit engagement letter with Fedak & Brown was written each year to supplement the contract. Charles Z. Fedak & Company was reformed as Fedak & Brown, LLP, and one of the new partners, Chris Brown has served as our Lead Audit Partner for the past three years.

While there is a law that requires mandatory auditor rotation for local government audits, that doesn't mean that we have to change audit firms. The law requires that after six consecutive years of acting as the lead audit partner, a new lead audit partner gets assigned. After Chris Brown has acted as lead audit partner for six years, a new lead audit partner in the firm would take over the audit responsibility. See text of the law below:

Government Code 12410.6.

(a) An audit for any local agency, including those submitted to the Controller pursuant to subdivision (a) of Section 12410.5, shall be made by a certified public accountant or public accountant, licensed by, and in good standing with, the California Board of Accountancy.

(b) Commencing with the 2013-14 fiscal year, a local agency shall not employ a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for six consecutive fiscal years. For purposes of calculating the six consecutive fiscal years, the local agency shall not take into account any time that a public accounting firm was employed by that local agency prior to the 2013-14 fiscal year. The Controller may waive this requirement if he or she finds that another eligible public accounting firm is not available to perform the audit.

We didn't anticipate going out for proposals for new auditors this year, in fact, didn't even realize that the contract had expired. Believe it or not, the audit cycle will start in the next month or so, it's almost continuous, and going through the RFP process would take several months and put us behind schedule for this important work. Also important, there is a learning curve on the part of the auditors, as they get up to speed on the District, as well as for staff in learning what each auditor wants; the audit therefore takes more time and effort in the first few years.

Audit Costs 11/12 – 21/22				
11/12	19,600		17/18	22,375
12/13	20,040		18/19	22,815
13/14	20,480		19/20	23,300
14/15	20,920		20/21	23,765
15/16	21,360		21/22	24,225
Subtotal	102,400		Subtotal	116,480
16/17	21,800			
Total	124,200		Total	116,480

The costs reflect a 2.2% increase per year going forward.

Staff has no reason to request a change in Auditors, this firm is as difficult as any, but the Auditor works for the Board, so this is their decision.

FISCAL IMPACT:

Increase of approximately 2.2% per year to accounting services expense. Rate study has projected 4% increase to costs each year.

Cost Proposal for Financial Auditing Services



Joshua Basin Water District

Prepared by:

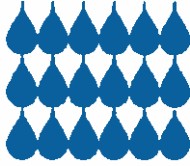
Fedak & Brown LLP

Certified Public Accountants
Riverside, California & Cypress, California
(951) 977-9888 (657) 214-2307



Contact Person:

Christopher J. Brown, CPA, CGMA, Partner
chris@fedakbrownllp.com



Charles Z. Fedak, CPA, MBA
Christopher J. Brown, CPA, CGMA
Jonathan P. Abadesco, CPA
Ancy Beck, CPA

Fedak & Brown LLP

Certified Public Accountants

Cypress Office
6081 Orange Avenue
Cypress, California 90630
(657) 214-2307
FAX (714) 527-9154

Riverside Office
4204 Riverwalk Pkwy. Ste. 390
Riverside, California 92505
(951) 977-9888

February 9, 2018

Ms. Susan Greer, Assistant General Manager/Controller
Joshua Basin Water District
61750 Chollita Road
Joshua Tree, California 92252

Re: Request for Audit Services Proposal

Dear Ms. Greer:

Based on our understanding of the Joshua Basin Water District (District) requirements, our fee for audit services at our discounted rates for the fiscal year ending June 30, 2018 will be **\$21,100**. This fee is based on our understanding of the District's audit requirements.

Assuming there is no substantial change in the District's activities and operations, our fee for audit services for the fiscal years ending June 30, 2019 through 2022 will be **\$21,505**, **\$21,950**, **\$22,380** and **\$22,800**, respectively.

Our estimate for out-of-pocket expenses is a separate estimate and may not be utilized in total to the amount estimated. Again, these fees are based on the estimated costs to complete the audit. The components of this audit services fee proposal and out-of-pocket costs for the fiscal year ending June 30, 2018 through 2022 are itemized in the attached Exhibits.

Our not-to-exceed fee proposal is contingent upon our understanding of your requirements and the assistance we require as noted in our original audit technical proposal.

Additional services not included in this proposal will be based on our discounted billing rates based on the level of experience required. We would execute a separate contract for these services, if they are requested by the District.

I am authorized to make representations for Fedak & Brown LLP and am duly authorized to sign a contract with the District.

Christopher J. Brown, CPA CGMA

February 9, 2018

Date

Exhibit I – Proposed Hours and Our Fees

Proposed Hours and Our Fees

We anticipate that, for the fiscal year ending June 30, 2018 through 2022, the audit of the District will require approximately 170 audit hours. These hours, by major area, are summarized as follows:

Audit Steps	Partner	Manager	Supervisor	Staff	Total
Planning	4	4	4	4	16
Controls Testwork	8	8	16	24	56
Substantive Testwork	8	8	20	28	64
Reporting	10	15	5	4	34
	<u>30</u>	<u>35</u>	<u>45</u>	<u>60</u>	<u>170</u>

As shown above, we expect approximately 38% of engagement hours to come from the Partners and Managers assigned to the engagements.

Working on the premise that we will be provided with all the documents listed per our audit requirements (will be provided prior to commencement of fieldwork), we expect to perform the audit of the District at fees as stated in the attached Schedule of Professional Fees on Page 3 for the fiscal year ending June 30, 2018 through 2022, respectively.

Our fees are based on the product of the time spent on the engagement and the billing rates of the individuals assigned, plus out-of-pocket costs (such as report reproductions, typing, postage, travel, copies, telephone, etc.). We will obtain the assistance of District's personnel to the extent possible and otherwise endeavor to keep these charges to a minimum. We will submit progress billings monthly to your office as our work progresses, which will be due and payable thirty days from the date of the invoice.

Based upon the present size and scope of the activities of the District, we expect to perform the services enumerated above at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to the audit.

In accordance with your request for proposal and the Office of Management and Budget Circular A-128, we will maintain our work papers for a minimum of seven years and make them available to the District, state agencies, the General Accounting Office, and other parties upon the direction of the District. We have provided a breakdown of our current hourly rates, which would apply to this engagement on the attached Schedule of Professional Fees by Hours on Pages 4 through 6 of this cost proposal.

We want the Board to understand that we will provide any assistance and answer any questions that the District's staff or members of the Boards may have when they arise for the entire duration of our contract. We find it important to stay abreast of the District's activities and issues during the entire engagement.

We would like to thank you and the Board for the opportunity to submit a proposal for the auditing services of the District. Because of our experience in special districts and agencies, we will provide you with accounting updates (GASB) to assist in your operations as well as meet the audit needs of the organization. We will also continually make recommendations on these and other matters that come to our attention. We are proud of the professional services we provide and encourage you to make inquiries to any of our clients about their satisfaction with our services and the quality of our staff.

Exhibit II – Schedule of Professional Fees

Joshua Basin Water District

Engagement Fees By Fiscal Year	Audit Service Fees*	Not-to-Exceed Estimate of Out of Pocket Costs**	Total Audit Fee	Single Audit (as needed)	State Controllor's Report	Total Engagement
Fiscal Year 2018	\$ 21,100	675	21,775	4,800	600	27,175
Fiscal Year 2019	21,505	700	22,205	4,880	610	27,695
Fiscal Year 2020	21,950	725	22,675	5,000	625	28,300
Fiscal Year 2021	22,380	750	23,130	5,080	635	28,845
Fiscal Year 2022	22,800	775	23,575	5,200	650	29,425
Total Five Year Contract Price	\$ 109,735	3,625	113,360	24,960	3,120	141,440

* Professional audit services fees – labor only.

** Estimate of out-of-pocket costs consist of: travel, mileage, postage and printing costs. Out-of-pocket costs may not be fully utilized.

Joshua Basin Water District

Exhibit III – Schedule of Professional Fees by Hours

Joshua Basin Water District Fiscal Year 2018

Breakdown of Fees by Hours

	<u>Hours</u>	<u>Hourly Rates</u>	<u>Total</u>
Fiscal Year 2018 Audit of:			
District's Annual Financial Report			
Partner - Engagement & Technical	30	\$ 160	\$ 4,800
Manager	35	140	4,900
Supervisor	45	120	5,400
Staff	60	100	6,000
Total Financial Statement Audit for 2018	<u>170</u>		<u>21,100</u>
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)			<u>675</u>
Total Maximum for 2018			<u>21,775</u>
Additional Items Asked to be Priced by the District			
Single Audit of Federal Awards - As Needed	40	120	4,800
Preparation of the District's Annual State Controller's Report	5	120	600
Total Maximum with Additional Items for 2018	<u>215</u>		<u>\$ 27,175</u>

Joshua Basin Water District Fiscal Year 2019

Breakdown of Fees by Hours

	<u>Hours</u>	<u>Hourly Rates</u>	<u>Total</u>
Fiscal Year 2019 Audit of:			
District's Annual Financial Report			
Partner - Engagement & Technical	30	\$ 163	\$ 4,890
Manager	35	143	5,005
Supervisor	45	122	5,490
Staff	60	102	6,120
Total Financial Statement Audit for 2019	<u>170</u>		<u>21,505</u>
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)			<u>700</u>
Total Maximum for 2019			<u>22,205</u>
Additional Items Asked to be Priced by the District			
Single Audit of Federal Awards - As Needed	40	122	4,880
Preparation of the District's Annual State Controller's Report	5	122	610
Total Maximum with Additional Items for 2019	<u>215</u>		<u>\$ 27,695</u>

Exhibit III – Schedule of Professional Fees by Hours

Joshua Basin Water District Fiscal Year 2020

Breakdown of Fees by Hours

	Hours		Hourly Rates		Total
Fiscal Year 2020 Audit of:					
District's Annual Financial Report					
Partner - Engagement & Technical	30	\$	165	\$	4,950
Manager	35		145		5,075
Supervisor	45		125		5,625
Staff	60		105		6,300
Total Financial Statement Audit for 2020	170				21,950
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)					725
Total Maximum for 2020					22,675
Additional Items Asked to be Priced by the District					
Single Audit of Federal Awards - As Needed	40		125		5,000
Preparation of the Agency's Annual State Controller's Report	5		125		625
Total Maximum with Additional Items for 2020	215			\$ 28,300	

Joshua Basin Water District Fiscal Year 2021

Breakdown of Fees by Hours

	Hours		Hourly Rates		Total
Fiscal Year 2021 Audit of:					
District's Annual Financial Report					
Partner - Engagement & Technical	30	\$	168	\$	5,040
Manager	35		147		5,145
Supervisor	45		127		5,715
Staff	60		108		6,480
Total Financial Statement Audit for 2021	170				22,380
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)					750
Total Maximum for 2021					23,130
Additional Items Asked to be Priced by the District					
Single Audit of Federal Awards - As Needed	40		127		5,080
Preparation of the District's Annual State Controller's Report	5		127		635
Total Maximum with Additional Items for 2021	215			\$ 28,845	

Exhibit III – Schedule of Professional Fees by Hours

Joshua Basin Water District Fiscal Year 2022

Breakdown of Fees by Hours

	Hours	Hourly Rates	Total
Fiscal Year 2022 Audit of:			
District's Annual Financial Report			
Partner - Engagement & Technical	30	\$ 170	\$ 5,100
Manager	35	150	5,250
Supervisor	45	130	5,850
Staff	60	110	6,600
Total Financial Statement Audit for 2022	170		22,800
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)			775
Total Maximum for 2022			23,575
Additional Items Asked to be Priced by the District			
Single Audit of Federal Awards - As Needed	40	130	5,200
Preparation of the District's Annual State Controller's Report	5	130	650
Total Maximum with Additional Items for 2022	215		\$ 29,425

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Finance Committee

March 14, 2018

Report to: Committee

Prepared by: Susan Greer



TOPIC:
ROLE AND FUNCTION OF THE FINANCE COMMITTEE

RECOMMENDATION:
Discussion

ANALYSIS:
The Finance Committee has no job description or mission statement. Staff thinks it would be helpful for the Committee and Staff, as well as the Board, to clearly understand the purpose of the Committee. A similar process should take place for all committees.

In order to begin the discussion, I have attached a few pieces of information that I have found about finance committee responsibilities.

FISCAL IMPACT:
N/A

About the Committees

The Mojave Water Agency's Board of Directors uses the **committee format** where in-depth discussion, debate, and deliberation occur on matters which the Board must decide. The committee does not vote on matters and only makes recommendations to the full Board. Committee members shall serve a term of one year or until such time as successors are appointed.

Engineering and Operations Committee

This Committee reviews all issues related to engineering and operations of capital improvement projects and Agency facilities. Staff makes recommendations for consideration to the Board of Directors. The Committee meets the 2nd Tuesday of each month at 9:30 a.m. The Committee consists of Directors Coleman, Ventura and Smith.

Legal, Legislative and Public Information Committee

This Committee addresses issues involving legal matters associated with the Agency and regional, state, and federal legislation that could impact the Agency or its constituents. The committee also addresses issues in relation to public information and events. The Committee meets the 3rd Tuesday of each month at 9:30 a.m. The Committee consists of Directors Lowry, Smith and Hall.

Morongo Basin Pipeline Commission

The Commission is comprised of five officials, one from each of the member entities of Improvement District M, including: Mojave Water Agency, County of San Bernardino Service Area 70, Bighorn Desert View Water Agency, HI-Desert Water District, and Joshua Basin Water District. This Commission addresses issues of interest to the residents in the Morongo Basin and pertinent to the Morongo Basin Pipeline project. The Commission meets quarterly beginning with March, June, September, and December on the 2nd Wednesday of that month.

Personnel, Finance and Security Committee

This Committee reviews all issues related to changes in personnel policy and financial matters, and receives updates and makes recommendations to the Board of Directors on issues involving the security of Agency facilities. The Committee meets the 4th Tuesday of each month at 9:30 a.m. The Committee consists of Directors Ventura, Lowry and Page.

Planning, Resources and Technology Committee

This Committee is updated by Agency staff and makes recommendation to the Board of Directors on all issues involving planning for a future water supply for the region, resources associated with those efforts, and information technology issues. The Committee meets the 2nd Monday of each month at 9:30 a.m. The Committee consists of Directors Page, Hall, and Coleman.

Technical Advisory Committee

This Committee to the Mojave Water Agency (TAC) is an independent, voluntary group of water purveyors, pumpers, and other interested parties located within Agency boundaries. The TAC meets in a public forum to discuss common concerns and acts to assist the MWA in pursuit of its legal objectives. The committee meets the 1st Thursday of even months at 10:00 a.m.

Watermaster

MWA was appointed as Watermaster in 1993 pursuant to the Court Judgment which adjudicated the rights to pump groundwater in the Mojave Basin Area. The Watermaster's main responsibilities are to monitor and verify water production for approximately 475 parties (1,700 wells), collect required assessments, conduct studies, and prepare an annual report of its findings and activities to the Court. Watermaster also acts as the clearinghouse for recording water transfers, maintains records for all such transfers, and reports changes in ownership of Base Annual Production rights to the Court. The Watermaster meets the 4th Wednesday of each month at 4:30 p.m.

Meetings and events may be rescheduled, please check the Agency Calendar [here](#).

FINANCE COMMITTEE FUNDAMENTALS

Does your organization have one finance committee that carries out all of the duties associated with financial oversight? Or do you have separate finance, audit, and investment committees? BoardSource recommends that organizations that conduct an independent audit have a separate audit committee or task force for added accountability. Separate investment committees are needed when an organization accumulates sizable reserves, manages an important planned giving program, or has an endowment that requires special attention. A board that is able to separate its various financial tasks among individual committees or task forces often is in a better position to focus on key duties for each.

Your finance committee should be organized around a handful of fundamental chores.

1. Oversee financial planning

- During the strategic planning process, participate in the analysis of the external and internal environment that determines the future course for the organization.
- During the budgeting process, work closely with senior financial staff to ensure that the process is carried out efficiently and to ensure that key elements of the strategic plan are addressed and that previously made decisions are properly interpreted in the budget's numbers. Review and approve the budget before it goes to the full board for approval.

2. Monitor that adequate funds are available for financial management tasks

When reviewing financial statements, keep track of the bottom line to spot red flags that might impact the organization's ability to provide adequate funding for planned budgeted activities.

3. Ensure that assets are protected

This includes overseeing investments of the reserves or endowment and ensuring that a system of internal control is in place if these are not done by other separate financial committees.

4. Draft organizational fiscal policies

Fiscal policies serve as guidelines — and protection — for board and staff as they address all the numerous complicated and routine questions relating to the organization's financial management. The challenge for the committee is to realize where the line is drawn between everyday procedures and overall organizational policies. The committee and board has no need to get involved in defining processes for staff. Draft policies for board approval that deal with acceptable reserves, the board's involvement in signing major purchases or financial commitments, or appropriate use of board-designated funds.

5. Anticipate financial problems

Committee members with an ability to draw the links between the external fiscal environment in which the organization operates and its potential influence on the organization are in an advantageous position to guide the board's fiscal decision making.

6. Oversee financial record keeping

Assess the reliability of the information being produced by the organization's financial staff. Does it exist? Is it timely? Is it helpful? Does it hold up over time? Is it commonsensical? Communication with the auditor is essential if the financial committee oversees the audit process.

FINANCE COMMITTEE FUNDAMENTALS

7. Help the full board understand the organization's financial health

Serve as a communication channel to the rest of the board, translating financial data into meaningful terms that can be understood by those less familiar with financial jargon. This can include using graphics instead of or in addition to numbers; talking about the implications of a report, not just describe its contents; and linking the financial health of the organization with its goals and strategies.

8. Ensure all legal reporting requirements are met

If your organization does not have an audit committee, ensure that all federal, state, and local reporting takes place.

9. Sustain the financial committee itself

Take board recruitment seriously and reserve the necessary time for the hunt and subsequent training of financially savvy board members.

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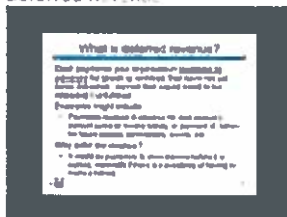
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Reporting and Operations

The Finance Committee and Committee Chair Responsibilities

Originally Posted June 8, 2009

Topics:
Financial Management



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Role of the Committee

The role of the finance committee is primarily to provide financial oversight for the organization. Typical task areas for small and mid-sized groups include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. An outline of responsibilities appears below.

Budgeting and Financial Planning

1. Develop an annual operating budget with staff.
2. Approve the budget within the finance committee.
3. Monitor adherence to the budget.
4. Set long-range financial goals along with funding strategies to achieve them.
5. Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.
6. Present all financial goals and proposals to the board of directors for approval.

Effective finance committees fully engage in an annualized budgeting process in cooperation with the staff administrative leader and senior staff. Unless an organization's bylaws expressly forbid it, it may be advantageous to include non-board members with financial expertise on the committee.

In addition to developing an annual budget, the committee should also set long-term financial goals. These goals might include, for example, the creation of a working capital or cash reserve fund and the creation of a fund for maintaining or replacing equipment. If the organization has a strategic plan, the finance committee will work with the staff to determine the financial implications of the plan and will plot them into a multi-year organizational budget that will financially support the implementation of the strategies.

Reporting

1. Develop useful and readable report formats with staff.
2. Work with staff to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports.
3. Work with staff to understand the implications of the reports.
4. Present the financial reports to the full board.

Effective finance committees require staff to provide highly contextual reports clearly communicating the organization's financial and cash position, its adherence to the budget, its allocation of resources toward the accomplishment of its mission, and its support of any donor-imposed restrictions on contributions. Having a predetermined list of reporting expectations permits staff to allocate enough time to produce accurate, high quality reports and not be caught off guard by ad hoc requests. In addition, these reports should help to focus the board's discussion about expected outcomes and potential strategies for overcoming setbacks or changes in the financial environment.

Internal Controls and Accountability Policies

1. Create, approve, and update (as necessary) policies that help ensure the assets of the organization are protected.
2. Ensure policies and procedures for financial transactions are documented in a manual, and the manual is reviewed annually, and updated as necessary.
3. Ensure approved financial policies and procedures are being followed.

Although the entire board carries fiduciary responsibility for the organization, the finance committee serves a leadership role in this area, making sure appropriate internal control procedures for all financial transactions are documented in a manual and followed by staff. The committee should also play a role in

determining and updating bank account signatories as well as overseeing all legal and governmental filing deadlines are met.

Finance committees are also often charged with ensuring compliance and/or developing other policies that further serve to protect the organization and manage its exposure to risk. These include establishing policies surrounding:

- Personnel policies
- Executive compensation packages (in the absence of a separate human resources committee)
- Long-term contracts or leases
- Loans or lines of credit
- Internet use and computer security
- Capital purchases
- Disposition of donated stock
- Insurance requirements and reviews
- Record retention
- Gift acceptance

Covering Audits and Investments

Depending on many factors including - the size of the board, the size of the budget, the magnitude and complexity of existing financial assets - the finance committee may be called upon to perform the roles of two other committees that are usually separate in larger organizations: the audit committee and the investment committee. The basic audit and investment committees responsibilities include:

Audit Committee

1. Recruit and select the auditor.
2. Review the draft audit and 990 as presented by the auditor.
3. Present the audit report to the full board of directors (if the auditor does not do this).
4. Review the management recommendation letter (SAS112) from the auditor and ensure follow up on any issues mentioned.

Investment Committee

1. Draft an investment policy detailing the objectives of the investment portfolio, guidelines on the asset allocation of the portfolio based on a predetermined level of risk tolerance, authorizations for executing transactions, disposition of earned income, etc.
2. Ensure provisions of the policy are followed.
3. Review the policy at least annually and update if necessary.
4. Hire and evaluate the investment managers/advisors.

Even if an organization does not have enough cash to support a full blown investment portfolio, it should manage its cash to optimize earned revenue. If an organization has excess operating cash, the finance committee, with the staff administrative leader's input, may consider drafting guidelines for putting the excess cash in low-risk, short-term vehicles. These should be designed to maximize earned revenue from existing cash without interfering with operating cash flow needs, i.e., purchasing short-term CDs with staggered maturity dates, or establishing a sweep account arrangement wherein excess cash is swept into a higher-yield vehicle each night.

Role of the Chair

The finance committee chair is most often the board treasurer, whose specific duties are usually described in the organization's bylaws. In practice these duties can vary considerably from a hands-on role in the case of the "working board" model, to a more supervisory role where transactions are largely handled by staff.

As chair of the finance committee, the board treasurer makes sure the committee does its job. Specific duties of the chair include:

1. Serving as the principal liaison between the committee and the full board,
2. Working with the staff leader to set an agenda for each committee meeting,
3. Notifying members about the meeting,
4. Ensuring handouts and reports are prepared and sent to committee members in advance

An annualized committee task list is a useful tool for organizing the committee's work. This could take the form of a month-by-month timeline or calendar that integrates budgeting and financial planning deadlines, governmental and legal filing deadlines, internal report deadlines, dates to review and update policies and procedures, and dates of finance committee meetings and full board meetings.

The treasurer or finance committee chair does not always have to be a professional "numbers" person but good judgment, logic, curiosity and a commitment to accountability and the long-term financial stability of the organization are vital traits. A good treasurer or finance committee chair will have, or quickly develop, an understanding of nonprofit financial reporting and the IRS 990.

The presence of a fully engaged finance committee is a strong indication that an organization is committed to good stewardship and is actively building and preserving the financial resources necessary to support the accomplishment of its mission, both for the short and the long term.

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Adapted from an article originally published in *The Voice of Chorus America*

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