

**MINUTES OF THE BUDGET AND FINANCE COMMITTEE MEETING
OF THE RAINBOW MUNICIPAL WATER DISTRICT
JULY 12, 2016**

1. **CALL TO ORDER:** The Budget & Finance Committee meeting of the Rainbow Municipal Water District was called to order by Chairperson Stitle on July 12, 2016 in the Board Room of the District Office at 3707 Old Highway 395, Fallbrook, CA 92028 at 1:06 p.m. Chairperson Stitle presiding.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

Present: Member Stitle, Member Hensley, Member Ross, Alternate Member Martinez

Absent: Member Moss, Member Clyde

Also Present: General Manager Kennedy, Administrative Analyst Gray

One member of the public was present.

4. **ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA (Government Code §54954.2)**

There were none.

5. **PUBLIC COMMENT RELATING TO ITEMS NOT ON THE AGENDA (Limit 3 Minutes)**

Ms. Brazier reported that Fallbrook Public Utility District will be holding a Special Board Meeting on Thursday, July 14, 2016 regarding approval of their fiscal year 2016-17 budget.

COMMITTEE ACTION ITEMS

6. **COMMITTEE MEMBER COMMENTS**

There were none.

*7. **APPROVAL OF MINUTES**

A. June 14, 2016

Motion:

To approve the minutes.

Action: Approve, Moved by Member Stitle, Seconded by Member Ross

Vote: Motion carried by unanimous vote (summary: Ayes = 3)

Ayes: Member Stitle, Member Ross, Member Hensley

8. DISCUSSION OF THE BOARD APPROVED BUDGET AND RATES FOR 2017

General Manager Kennedy noted that we are planning on submitting our approved budget to the Government Finance Officers Association (GFOA) for their Distinguished Budget Presentation Award, adding that this is a year ahead of schedule due to an outstanding job by Finance Manager, Vanessa Martinez.

Mr. Kennedy mentioned that we will be monitoring both water sales and local development during the first half of the fiscal year to determine if any changes to the current rate structure will be needed in the near future.

9. MONTHLY FINANCIAL REPORT

Mrs. Martinez presented the monthly financial report. Member Stitle requested footnotes be added to the Balance Sheets and the Water and Sewer Sales Updates. Open discussion continued.

- A. Balance Sheet
- B. Financial Statement
- C. Developer Update
- D. Water and Sewer Sales Update

10. REVIEW OF STRATEGIC PLAN GOALS AND OBJECTIVES FOR 2017

Members of the committee reviewed the worksheets on the finance goals and objections. Mr. Kennedy interjected that we will be rolling out a review and examination of quality assessment and control measures at the District and offered to provide the committee with the detailed document of the process. He added that once formally implemented this will be a vital tool in achieving our goals and objectives.

11. DISCUSSION AND POSSIBLE ACTION REGARDING COMMITTEE MEMBERSHIP

No action needed at this time.

12. DISCUSSION REGARDING PARLIAMENTARY PROCEDURES

Mr. Kennedy stated this was presented to the committee as a guideline for conducting public meetings of this nature. Discussion ensued among the committee members.

13. LIST OF SUGGESTED AGENDA ITEMS FOR THE NEXT SCHEDULED BUDGET AND FINANCE COMMITTEE MEETING

Mrs. Martinez was asked to bring the updated financials for review and also to provide a demonstration of Springbrook, the new financial software. Mr. Kennedy mentioned the Communication Committee's recent discussion regarding customer survey options for collecting input on the upcoming bill format changes associated with the new billing software. The committee member requested that an update on their findings and possible action also be added.

14. ADJOURNMENT

Motion:

Action: Adjourn, Moved by Member Stitle, Seconded by Member Ross.

Vote: Motion carried by unanimous roll call vote (summary: Ayes = 3).

Ayes: Member Stitle, Member Ross, Member Hensley.

Harry Stitle, Committee Chairperson

Dawn M. Washburn, Board Secretary