

MINUTES OF A MEETING OF THE  
FINANCE/INVESTMENT COMMITTEE  
OF THE VALLECITOS WATER DISTRICT  
MONDAY, MARCH 21, 2022 AT 3:30 P.M.  
VIA TELECONFERENCE

Director Elitharp called the meeting to order at the hour of 3:30 p.m. The meeting was held via teleconference.

Present:                    Director Boyd-Hodgson  
                                 Director Elitharp  
                                 General Manager Pruim  
                                 District Engineer Hubbard  
                                 Finance Manager Owen  
                                 Operations & Maintenance Manager Pedrazzi  
                                 Accounting Supervisor Rathsam  
                                 Meter Services Supervisor Tapia  
                                 Principal Financial Analyst Arthur

PUBLIC COMMENT

None.

ITEM(S) FOR DISCUSSION

FISCAL YEAR 2023 OPERATING BUDGET REQUESTS

Finance Manager Owen provided an update on the budget process to date. Departmental budget requests have been received and compiled into the draft operating budget. Current fiscal year projections are complete. Staff is currently working on future personnel/payroll estimates and the debt service forecast.

Finance Manager Owen facilitated a presentation as follows:

- Water Operating Expenses
- Operating Expenses – Water
- Draft Operating Budget – Water
- Wastewater Operating Expenses
- Draft Operating Budget – Sewer
- Budget Calendar

Finance Manager Owen reviewed the draft operating budget for water and sewer budget-to-budget rather than budget-to-actual as it is too early for actual numbers with four months left in the current fiscal year. All numbers presented are preliminary and subject to change.

Water operating expenses are projected to increase by \$331,000 or 2.56%, subject to changes in labor. The most significant changes budget-to-budget are Pumping decreased \$96,000, Safety and Regulatory Affairs increased \$92,000, and General and Administrative expenses increased \$176,000.

Sewer operating expenses are projected to increase by \$365,000 or 3.2%. The most significant changes budget-to-budget are Collection and Conveyance increased \$229,000, Meadowlark Plant decreased \$99,000, and Safety and Compliance increased \$86,000.

Staff provided details regarding the projected variances.

General discussion took place.

### BUDGET CALENDAR

Finance Manager Owen presented a tentative budget calendar subject to the Committee's availability as follows:

- April 11 (Committee Meeting)
- May 5 (Board Workshop)
- May 18 (Board Workshop)
- June 1 (Regular Board Meeting – approval of recommended budget for adoption)

The Committee committed to meeting on April 11 from 11:00 a.m. to 1:00 p.m.

### OTHER BUSINESS

None.

### ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at the hour of 4:03 p.m.