

MINUTES OF THE
FINANCE/INVESTMENT COMMITTEE
OF THE VALLECITOS WATER DISTRICT
MONDAY, FEBRUARY 29, 2016 AT 4:00 P.M.
AT THE DISTRICT OFFICE, 201 VALLECITOS DE ORO,
SAN MARCOS, CALIFORNIA

Director Martin called the meeting to order at the hour of 4:00 p.m.

Present: Director Martin
Director Sannella
Assistant General Manager Scaglione
Finance Manager Fusco
Administrative Secretary Johnson

ORAL COMMUNICATIONS

None.

Director Martin stated he is concerned when the Board does not receive reports or PowerPoint presentations in advance of Board meetings. He requested going forward that information which is necessary for the Board to make a policy decision be provided to the Board at least 48 hours prior to the meeting so that they have adequate time to review the information in detail. If this is not possible, the agenda item should be tabled to the next Board meeting. He also requested to receive hard copies of PowerPoint presentations.

General discussion took place regarding the budget process and how, as a Special District, the District's budget process differs from that of the private sector and cities.

ITEM FOR DISCUSSION

REVIEW RESOLUTION NO. 1481 – ESTABLISHING PURCHASING POLICIES AND PROCEDURES

Director Sannella stated the purpose of this meeting was to review Resolution No. 1481, specifically whether or not vendors the District has contracted with for over \$100,000 per year or vendors frequently utilized are subject to re-bid at least every five years, and if not, to revise the resolution to require this. The exception to this would be for sole source vendors. The re-bidding process could be completed over the next twelve months to "catch up."

General discussion took place.

The Committee reviewed a list of vendors the District has paid over \$100,000 per year in fiscal year 2014/2015 and the current fiscal year. Vendors associated with capital projects were identified and it was determined that the current language in the resolution is sufficient for these types of vendors. It was noted that several of the vendors the District purchases chemicals from are sole source vendors.

Several vendors were considered potential candidates for re-bidding if they haven't been in the past five years. Current vendors who are in good standing with the District may be invited to bid, and if there is no significant savings or reason to change, may continue to contract with the District.

Director Martin brought up the subject of credit card program rewards the District could benefit from.

Finance Manager Fusco stated staff is reviewing Cal Card, a program offered through Union Bank to be considered upon General Manager Lamb's retirement at which time his District credit card will be cancelled. The program would give discounts to the District over time.

Discussion took place regarding other rewards programs such as Marriott hotels; however, the feasibility and costs of administering these types of programs would need to be determined.

The consensus of the Committee was to revise Resolution No. 1481 to add language requiring vendors whose purchases exceed \$100,000 annually to re-bid at least every five years. This item will be on the next available agenda for full Board consideration, and if approved, a draft of the revised resolution will be presented at a subsequent Board meeting.

OTHER BUSINESS

Director Martin requested information pertaining to the amount and location of mitigation property the District holds.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at the hour of 5:18 p.m.