

**Burney Water District  
Board of Director's Finance Standing Committee Meeting  
February 14<sup>th</sup>, 2018**

**ITEM**

**1. CALL TO ORDER AND ROLL CALL**

**PRESENT:** Directors Jim Hamlin, Roger Borkey, and District Manager Willie Rodriguez.

**ABSENT:** None.

**CALL TO ORDER:** Director Borkey called the Meeting to order at 2:10 p.m.

**2. PUBLIC SPEAKERS:**

None.

**NEW BUSINESS:**

- 3. Discuss Financial Reports Ending 01/31/18:** District Manager Willie Rodriguez requested to table this item until next meeting.
- 4. Discuss Budget vs. Actual for January 2018:** District Manager Willie Rodriguez requested to table this item until next meeting.
- 5. Review Reserves Balance Sheet:** District Manager Willie Rodriguez summarized the reserves balance sheet with the committee. He would like to look into what the best practices are for moving money into the reserves account at the local bank. Also consider creating a policy for utilizing or moving the funds around and determine the best practices for accounting for the funds.
- 6. Review Title Documents on Washburn-Bue Park:** District Manager Willie Rodriguez summarized the Title Documents on Washburn-Bue Park. The organization that the park was supposed to go back to, if we no longer used it for park purposes, no longer exists. Looking at the parcel map, it looks like we may also own part of the private road that is not maintained by the County. We will contact SDRMA to determine the Districts liability if cars get damaged due to the road being unpaved.
- 7. Review Park Maintenance Contract:** District Manager Willie Rodriguez summarized the Park Maintenance Contracts for both parks with the committee. They had discussions around revising the contract to meet our expectations for maintaining the parks. Need to find out if we should be billing water consumption and what needs to be done to the bathrooms.
- 8. Review Reimbursement Policy:** District Manager summarized the draft of the Reimbursement Policy. Some revisions were made but we are still trying to work through some of the areas. He went over questionable areas in the policy to determine the best solutions for the District and employees.
- 9. Review Frontier Communications Service Cost:** District Manager Willie Rodriguez had staff contact Frontier about our bills to see why they have gone up significantly. We were not receiving all the promotions we could have and they discovered some mistakes that had been

made. We should see a lower bill next month. The committee recommended that we contact Frontier on an annual basis to make sure we are getting all of the promotions possible.

10. **Discuss SDLF High Performing District Checklist:** District Manager Willie Rodriguez went over checklist and will bring back next meeting.
11. **Review Future Agenda Items and Summarize Board Direction:** Financial Reports for January, Budget vs. Actual for January, Best Practices for Moving Reserves, Create Policy and Action for Moving Reserves, SDRMA Liability Coverage, Reimbursement Policy, and Draft Revised Park Maintenance Contract.
12. **Adjournment:** Director Borkey called for adjournment at 4:20 p.m.

  
CHAIRPERSON

  
BOARD SECRETARY