

MINUTES OF THE MEETING OF THE
FISCAL POLICY COMMITTEE OF THE
BOARD OF DIRECTORS OF THE
VISTA IRRIGATION DISTRICT

April 28, 2008

A Regular Meeting of the Fiscal Policy Committee was held on Monday, April 28, 2008, at the offices of the District, 1391 Engineer Street, Vista, California.

1. CALL TO ORDER

Chair MacKenzie called the meeting to order at 9:05 a.m.

2. ROLL CALL

Directors present: MacKenzie and Mendez

Staff present: Roy Coox, General Manager; Eldon Boone, Assistant General Manager/Treasurer; Farrokh Shahamiri, Finance Associate; Ken Bouchard, Director of Facilities; Don Smith, Director of Water Resources; Marlene Kelleher, Finance Manager; Jenny Brust, Customer Service Manager; Marian Schmidt, Administrative Assistant.

3. APPROVAL OF AGENDA

The agenda was approved as presented.

4. PUBLIC COMMENT TIME

There were no members of the public present.

5. DRAFT FISCAL YEAR 2009 BUDGET

Mr. Coox reported that he met with the Division Heads for a review of the Draft Budget for Fiscal Year 2009. Mr. Coox distributed handouts as listed below (copies enclosed), and presented a summary of the Draft Budget for Fiscal Year 2009 to the committee members for discussion.

- Financial Projection - Fiscal Year 2008 (provides a summary of Source of Funds and Use of Funds);
- Items Cut From Budget - Fiscal Year 2009;
- Uncontrollable Cost Increases - Fiscal Year 2009.

Chair MacKenzie suggested the budget should include the security system upgrade at the VID headquarters. This change will reflect \$35,000 back into the budget totals. The committee agreed.

It is anticipated that the Fiscal Year 2009 Budget will be presented to the Board of Directors for approval on May 21, 2008.

6. REMOTE METER READING PILOT STUDY

Ms. Jenny Brust reported a summary of the advantages and disadvantages of remote meter reading.

Advantages:

- Quicker reading;
- Ability to retrieve historical usage information;
- Safer to read meters from a vehicle, especially in high traffic areas.

Disadvantages:

- Multiple trips to meters for rechecks, additional equipment programming, and meter inspections;
- Changing out equipment due to failures, animal-chewed wires, and routine meter change outs;
- Additional time spent checking devices that send back a "Trouble Code" indicating something may be wrong;
- Not physically visiting the meters to detect leaks, damaged meters, or broken meter lids that can go undetected.

Ms. Brust stated VID does not intend to expand the implementation of radio read equipment to the other bi-monthly cycles at this time, but will continue to use what they currently have in place, which services approximately 2,000 customers.

7. UPDATE OF DISTRICT PURCHASING POLICY

Mr. Eldon Boone mentioned a slight correction to Item 4.3.13 B of the redline version of proposed Purchasing Policy. Chief Engineer should be a strike-out.

Mr. Roy Coox reported a summary of updating the District's Purchasing Policy to reflect an increase in the approval threshold for the General Manager from \$25,000 to \$50,000. All purchases above \$50,000 would require Board Approval. He also stated the threshold for informal quotations would increase from \$3,000 to \$5,000, formal bids from \$25,000 to \$50,000, and the requirement for the District's standard contract will also be adjusted from \$3,000 to \$5,000.

Chair MacKenzie and Director Mendez were in agreement to update the District's Purchasing Policy as redlined and with a minor correction to 4.3.13 B striking out Chief Engineer.

8. ITEMS FOR FUTURE AGENDAS

No future items were noted.


9. ADJOURNMENT

There being no further business to come before the committee, Director MacKenzie adjourned the meeting at 12:43 p.m.



Jo MacKenzie, Chair

ATTEST:



Marian Schmidt, Assistant Secretary
Board of Directors
VISTA IRRIGATION DISTRICT