

# MINUTES



The Finance Committee met on September 7, 2022, at 9:00 a.m., at the District administrative offices and via Zoom virtual conference. Committee members in attendance were Directors Laska, Albert and Shirley. Staff members in attendance were Felipe Melchor, Guy Petrabor, Helen Rodriguez, Zoe Shoats, Jay Ramos, Berta Torres, Garth Gregson, and Ida Gonzales. Legal counsel Rob Wellington was also in attendance.

## 1. Finance Committee Purpose, Responsibilities and Draft Bylaws

Staff presented a draft of the responsibilities and bylaws of the Finance Committee. The document was prepared following Rosenberg's Rules of Order in place of Robert's Rules of Order. The draft document reflects what the District practices have been in the past. The Committee recommended one change to specify the number of committee members be a minimum of three and a maximum of four. The Committee recommends the Board approve the revised draft document. It will be placed on the consent agenda of the September 23 Board meeting.

## 2. ReGen Monterey Transparency: Current Certificate of Transparency

Staff presented information to include a request to expand the content on the District website for greater transparency. Staff also presented the District's Special District Leadership Foundation District Transparency Certificate of Excellence, which was obtained in the first quarter of 2022 and exceeds transparency requirements of special districts. Potential additional content for the website could include audio or video recordings of Board and Committee meetings, posting of Board policies, and a specific section for public records requests. There was discussion and comments from the Committee. Staff will bring options for consideration at the next Committee meeting.

## 3. District Purchasing Policy

Staff presented a request to increase the General Manager's purchase approval level to \$75,000 from the current limit of \$30,000. This limit would not apply to capital spending items. There was discussion and the Committee recommended to increase the General Manager's approval limit to \$75,000. There was discussion with the Committee and this item will be placed on the agenda of the September 23 Board meeting.

## 4. Janitorial Service Contract

Staff presented information about the janitorial service at the District. The services of the current provider is being terminated at the end of September. Staff is recommending the General Manager execute a contract with Pro Clean Janitorial Facility Services. The committee recommends the Board approve the request to execute the contract. The item will be placed on the consent agenda of the September 23 Board meeting.

## 5. Leadership Development Proposal by Frew and Associates

Staff requested the Committee support authorizing the General Manager to execute an agreement with Frew and Associates to provide leadership training for District staff. The training would start in October 2022. There was discussion with the Committee and the Committee supports the staff request to execute the contract. This item will be presented to the Board at the September meeting for approval.

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*Let's not waste this.*



## **6. Payment Methods at the Scales**

Staff proposed the concept of eliminating cash payments at the scales. Cash transactions represent less than 5% of the scales revenue and eliminating cash transactions would save the District time and money. There was discussion with the Committee and the Committee supports the proposal to eliminate cash transactions at the scales. This item will be placed on the agenda of the September 23 Board meeting.

## **7. Draft Microgrid Co-Op Agreement between Monterey One Water and ReGen Monterey**

Staff requested the Committee support the microgrid agreement between the District and Monterey One Water. The next step in the process is to have a feasibility study done for the project. Ten proposals to do the study have been received and will be reviewed by District staff and the final choice will be presented to the Board for approval. The Committee supports the recommendation for approval of the agreement between Monterey One Water and the District. This item will be placed on the agenda of the September 23 Board meeting.

## **8. General Manager Communications**

- a) Staff is completing audits to comply with the SB1383 requirements. These audits are required to be done on a quarterly basis.
- b) The work on module 7, phase 2 is nearly complete.
- c) The District is working the City of Marina to have an odor study completed.
- d) Staff received information on Biochar technology that could be used in the compost operation.

The Committee went into closed session at 10:20 a.m.

**Next Meeting Date:** October 5 at 9:00 a.m.