



SEWER AUTHORITY MID-COASTSIDE
Finance Committee *Regular Meeting* Agenda
11 am to 12 pm on Thursday June 16, 2022

Kishen Prathivadi is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/87002680532?pwd=QIN1TStzekphTlp2Zm9lc0RHY2p2Zz09>

Meeting ID: 870 0268 0532

Passcode: 123914

One tap mobile

+16699006833,,87002680532#,,,,*123914# US (San Jose)

1. ROLL CALL

Debbie Ruddock (HMB)

Barbara Dye (GCSD)

Kathryn Slater-Carter (MWSD)

2. REGULAR BUSINESS

A. Approval of Minutes May 20,2022 ([Attachment](#))

B. Discussion on Retaining Excess Funds ([Attachment](#))

C. Update on Audit

D. Any other issues

3. NEXT REGULAR MEETING

July 21, 2022

SEWER AUTHORITY MID-COASTSIDE
Finance Committee Meeting Minutes - Special Meeting
May 20, 2022

1. CALL TO ORDER 8:32 AM

A. Roll Call – All Present

Barbara Dye (GCSD) – Present

Debbie Ruddock (HMB) – Present

Kathryn Slater-Carter (MWSD) – Present

2. REGULAR BUSINESS

A. Approval of Minutes April 28, 2022 – Approved by All

B. Discuss and Recommend revision of existing Non-Domestic Waste Source Control Program (NDWSCP) fees in adopted Resolutions 2019-05, 1-2014 – Conditional Approval by All

Kishen presented a short overview of the current status that included member agency options. After a discussion, it was decided:

- a) Members will issue permits
- b) An industry standard for accredited testing will be used

C. Discuss and finalize topics for upcoming Finance Workshop

Kishen presented a short overview of what might be included and who might attend. After a discussion, it was decided that these suggestions would be implemented:

- a) A Glossary of Terms will be included
- b) PCT will record the event
- c) SAM will use a Third Party to prepare the itinerary (RVE Accounting – Peter Medina)
- d) Event will be conducted on a Non-Board Meeting Monday evening in June

In regards to the topics covered during the workshop, various additional suggestions were discussed which are in the attached note.

D. Any other Issues

SAM's accounting in regard to the CIP was discussed. George Evans provided an overview of how current Tyler accounting was tied to the CIP Report currently being presented to the FC and the Board. The FC requested that "Unspent Funds" be added to the CIP Report prior to the next Agenda (June).

3. Meeting Adjourned 9:33 AM

NEXT SCHEDULED REGULAR MEETING: June 16, 2022 11:00 am

SEWER AUTHORITY MID-COASTSIDE

Finance Committee Special Meeting

May 20, 2022

Additional Suggestions for the Upcoming Finance Workshop

- a) Finance Committee should review all recommendations and determine final workshop procedures either directly or through their Finance Staff
- b) Should include SAM Staff, Member Agency Managers, District Directors and Members of the Public
- c) A Glossary of Terms will be included
- d) Detailed Walk through Audit Report and Budget describing the process
- e) Examples of how other agencies do the same
- f) Explain SAM Financial Policies and compare to other Agencies
- g) PCT will record the event to end up with a record and educational tool
- h) SAM will use a Third Party to prepare the itinerary (RVE Accounting – Peter Medina)
- i) Event will be conducted on a Non-Board Meeting Monday evening in June (6/20)

Other General Notes

It was noted that this should NOT be the forum for discussing/correcting any specific issues with how SAM currently performs the accounting/finance function. This is a forum for conveying what is currently being done at SAM and at other Agencies. In the FC Meeting, this discussion lead into how “Surplus CIP Funds” were being handled. We specifically want to refrain from devolving into specifics as they relate to current and ongoing discussions. By the nature of the subject matter in this workshop, that will be difficult.

Funds Analysis - FY2019 / FY2020 / FY2021

	June 30, 2019	June 30, 2020	June 30, 2021
Revenue Calculation:			
Total Operating Revenue	5,754,921	6,168,850	6,130,749
Less: Collections Revenue	(881,690)	(822,331)	(672,965)
Total Revenue	4,873,231	5,346,519	5,457,784
Expense Calculation:			
Total Operating Expenses	7,411,819	7,393,535	7,817,206
Less: Depreciation Expense	(1,208,295)	(999,373)	(1,027,980)
Less: Collections Expense	(920,954)	(835,978)	(593,363)
Total Expense	5,282,570	5,558,184	6,195,863
Operating Income (Loss)	(409,339)	(211,665)	(738,079)
Add: Interest Income	54,010	52,410	10,010
Add: Capital Assessments	1,967,500	2,485,000	1,992,799
Less: Capitalized Assets	(1,058,520)	(1,421,247)	(2,710,347)
Total	553,651	904,498	(1,445,617)
Source:	Fiscal Year Ending June 30, 2019 / 2020 / 2021 Audited Financial Statements		
	Statement of Revenues, Expenses and Net position		
	Statement of Cash Flows		
Methodology:	Included all forms in revenue (Operations, Capital assessments & Interest)		
	Reduced total income by Collections Revenue		
	Deducted depreciation expense from calculation as it is a cash neutral expense		
	Deducted Collections expense		
	Included Acquisition of capital assets from Statement of Cash Flows as it represents current year capital expenditures		